**COLLEGE OF BUSINESS AND ECONOMICS**

**Continuing Education Programmes**

**2024**

**(updated on 07 December 2023)**

*The right to add, withdraw or in any way change any part or any regulation without prior notification, remains vested in the University.*

# TABLE OF CONTENTS

**THE FOLLOWING WERE COPIED FROM UJ ACADEMIC REGULATIONS 2024:**
**(Numbering is according to the current UJ Academic Regulations 2024)**

2.3     **Definitions and Concepts:**
        **Note:** The definitions in this section apply to the UJ context. The definitions and concepts are not listed alphabetically but according to the relevance of the subject defined.

2.3.1   Unless the context requires otherwise, where acronyms, words and phrases are used in these Academic Regulations, they bear the meanings as assigned below, and other grammatical forms of the words or phrases have corresponding meanings.

2.3.2   If any definition contains a substantive provision conferring rights or imposing obligations or duties on the University or any person, notwithstanding that it is only in the definition (or such other clause), effect shall be given to it as if it were a substantive provision in the body of these Academic Regulations.

2.3.3   **Academic Misconduct (refer also to the relevant policies and SOP documents) includes:**
        (a)     Fabrication, the invention of data or results and recording or reporting them.
        (b)     Falsification, the manipulation of research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
        (c)     Plagiarism, the appropriation of another person's ideas, processes, results, presentation, words or any compilation of such (whether published or unpublished) without appropriate credit. Plagiarism also includes the use of substantive text, images, or graphical presentation generated through artificial intelligence chatbots or other applications that use machine learning and natural language processing to generate any form of verbal, expressive or compositional reproduction. The use of one's own work without appropriate referencing constitutes a form of plagiarism (self-plagiarism). Plagiarism further includes paraphrasing of work by selectively altering words, changing the order of words, or closely following the structure of one or more arguments with the purpose of concealing the act of copying.

        **Actionable plagiarism means plagiarism that:**
        (a)     Vitiates the attempt to fairly and meaningfully assess and, where relevant, assign a mark, grade, or other outcome to the work in question; and/or
        (b)     is such that an educational response (which may include capping or prescribing a mark) is inappropriate and that a formal academic response or a disciplinary response is appropriate, given the plagiarism history of the student, the nature and extent of the plagiarism, the level of the student, and all the other relevant circumstances of the case; or
        (c)     in the case of work that is not submitted for assessment (for example, work submitted by a graduate student to a supervisor or lecturer for comment), is deemed by the academic staff member in question to be actionable, having regard to the nature of the offence, the plagiarism history of the student, the possibility or probability of repeat offence, and all the other circumstances of the case.
        (d)     Research misconduct, which does not include honest errors or differences of opinion.
        (e)     Collusion refers to unauthorised collaboration between students and/or staff (sharing or copying of work) or passing off the work of a group as one's own. Collusion includes receiving, providing, or passing off the work of another person, a professional agency or electronically generated content as one's own.
        (f)     Any other act committed with the intention to misrepresent, defraud or subvert the standard academic processes involved in teaching and learning, assessment and research.

2.3.4   **Admission and Selection Policy** means the policy of the University in terms of Section 37 of the Higher Education Act, which creates a legally binding framework for determining admission requirements and selection procedures for holders of qualifications that provide them with entrance to the range of qualifications offered by the University.

2.3.5   **Academic Regulations (AR)** means the regulations contained in this document.
(a)     Faculty Rules and Regulations means the compilation of the specific rules that apply to the faculty and includes programme and departmental specific regulations.

2.3.6   **Appeal** in respect of an academic decision by a student means an earnest and formal request made in accordance with the provisions of the Academic Regulations to reconsider such decision.

2.3.7   **Assessment** means the process in which evidence is gathered and academic judgements are made about students performance in relation to agreed and defined criteria.
        (a)     **Assessment criteria** means the clear and transparent expression of requirements against which the student's performance is assessed, as derived from the learning outcomes.
        (b)     **Assessment methods** means the activities in which an assessor engages to determine student competence, for example, observation (observing students while carrying out a task), document review (evaluating a product submitted by a student, such as an artefact or portfolio of evidence) and the assessment of oral or written questions.

<table>
<tr>
<td>(c)</td>
<td><strong>Assessment opportunity</strong> refers to an assessment that provides students with the opportunity to provide evidence of their knowledge and skills. The opportunity may be scheduled and supervised or not, and the specific date when the evidence should be submitted is predetermined.</td>
</tr>
<tr>
<td>(d)</td>
<td><strong>Continuous assessment</strong> means assessment conducted continuously throughout the learning experience and includes formative and summative assessment opportunities. It is carried out at any of the predetermined points of the total learning experience. These consecutive assessment opportunities, which include a variety of assessment methods, have predetermined weightings and include the assessment of all the outcomes within the module. All assessments (including the final summative) contribute to the final pass/fail mark of the student. The Learning Guide contains outcomes and predetermined assessment weightings as approved by Faculty Board.</td>
</tr>
<tr>
<td>(e)</td>
<td><strong>Formative assessment for contact students</strong> is conducted during the process of teaching and learning to give early indications of what and how effectively students are learning, as well as their strengths and weaknesses. Formative assessment, which may or may not carry a grade, is often used as a diagnostic tool as it provides information to make real-time improvements in teaching methods, learning support materials and activities.</td>
</tr>
<tr>
<td>(f)</td>
<td><strong>Formative assessment for distance</strong> education students means assessments for learning, which are conducted throughout the student's learning journey to give early indications of what and how effectively students are learning, as well as their strengths and weaknesses. Formative assessment, which may or may not carry a mark, is often used as a diagnostic tool, as it provides information to make real-time improvements in teaching methods, learning support materials and activities.</td>
</tr>
<tr>
<td>(g)</td>
<td><strong>Summative assessment</strong> is an assessment that contributes to the final mark of a module. Summative assessments are assessments "of learning" and may include a variety of assessment methods as contained in the Learning Guide. The purpose is to evaluate the student's achievement of the outcomes, i.e. establish evidence of learning. Summative assessment provides the opportunity for an evaluation to be made.</td>
</tr>
<tr>
<td>(h)</td>
<td><strong>Special assessment opportunity</strong> means a further assessment opportunity equivalent to the original assessment opportunity aimed at accommodating students who could not be assessed during the original assessment opportunity.</td>
</tr>
<tr>
<td>(i)</td>
<td><strong>Supplementary assessment opportunity</strong> means an assessment that supplements the original assessment granted to students. Admission to this assessment opportunity is based on the results of the original assessment opportunity.</td>
</tr>
</table>

2.3.8    **Certificate** means a document that is issued as evidence of compliance with the requirements of subsidised and continuing education programmes (CEPs).

2.3.26  **Moderator** means a competent internal or external assessor who is familiar with the module/programme content and who ensures that the assessment practice in a module or academic programme meets national and institutional requirements.

<table>
<tr>
<td>(a)</td>
<td><strong>Internal Moderator</strong> means an academic employee(s) of the University who is nominated by the University to moderate the assessment of a specific module.</td>
</tr>
<tr>
<td>(b)</td>
<td><strong>External Moderator</strong> means an independent subject-field expert who is not an employee of the University and who is officially appointed by the University to moderate the assessment of a module. Refer to the Assessment Policy and the UJ Assessment Standard Operating Principles for Faculties for more information.</td>
</tr>
</table>

2.3.27  **Modes of delivery at UJ**

<table>
<tr>
<td>(a)</td>
<td><strong>Contact learning</strong> means learning that takes place when students and lecturers are required to be together in the same place at the same time (for example, in lectures, laboratories, tutorials, practical sessions, etc.). Contact learning may include blended components. Contact learning may be supported or supplemented by methods or technologies that do not require students and lecturers to be in the same place at the same time, such as online learning management systems.<br><br><strong>The following principles apply to contact teaching and learning:</strong></td>
</tr>
</table>

         (i)      At least 80% face-to-face, in-person and on-campus contact in first-year modules.
         (ii)     At least 60% face-to-face, in-person and on-campus contact in second-year modules.
         (iii)    At least 50% face-to-face, in-person and on-campus contact in third-year and fourth-year modules.
         (iv)    At least 50% face-to-face, in-person and on-campus contact in Advanced Diplomas, Postgraduate Diploma Honours modules and Master's coursework modules.

<table>
<tr>
<td>(b)</td>
<td><strong>Distance learning</strong> is not dependent on the student and the lecturer being in the same place, at the same time, for teaching and learning to take place. Distance learning takes numerous forms, from paper-based correspondence to fully online learning, teaching and assessment. Distance (fully online) learning can be synchronous (lecturer and students present in the same virtual room at a designated time) or asynchronous (meaning that students can access lecture material at any time). At UJ, all distance learning is fully online. Distance (i.e. fully online) programmes are equivalent to on-campus contact programmes in terms of admission criteria, credits, overall workload, and overall module outcomes (i.e., online modules are of equivalent standard as contact modules). Distance (fully online) programmes can also be offered in a carousel model.</td>
</tr>
<tr>
<td>(c)</td>
<td><strong>Carousel model</strong> allows students multiple registration opportunities for modules during the academic year. The purpose is to allow students to register for a module in the carousel sequence depending on their needs and</td>
</tr>
</table>

circumstances. This might result in accelerated completion or could allow a student additional time to complete a qualification

(d) **Blended mode of delivery (Hybrid)** - UJ has also adopted a blended mode of delivery (hybrid) that includes elements of both contact and distance (fully online) learning.

2.3.28 **Module is a learning component (building block) within a programme of study towards a qualification and means the following in the defined context:**

(a) **Compulsory module** is a module that students must register for as part of a particular programme and whose outcomes must be achieved successfully before a qualification can be awarded.

(b) **Co-requisite module** means a module that a student must enrol in at the same time as, or in some cases before, enrolling in the desired module.

(c) **Couplet module** is a first-semester module followed by a second-semester module where the content of the second-semester module is dependent on the content of the first-semester module, subject to a minimum examination mark as well as a minimum final mark of at least 40% obtained for the first-semester module to progress to the second-semester module.

(d) **Elective module** is any module that can be exchanged for another module as provided for in the programme.

(e) **Prerequisite module** means a module that a student must pass before continuing with the more advanced module.

(f) 40% Prerequisite module is a module where the student must obtain at least 40% to continue with the following module.

(g) **Semester module** is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar approved by Senate.

(h) **Semester module spread over a year** is a module that has half the credits of a year module, but is presented over the course of a year. A minimum half-year mark of 40% is required (in June) to continue with the module in the second semester.

(i) Term module is a module that extends over one term (approximately seven academic weeks) within a particular semester as reflected in the academic calendar as approved by Senate.

(j) **Year module** is a module that extends over two semesters (approximately 28 academic weeks) as reflected in the academic calendar of a particular calendar year as approved by Senate.

2.3.37 **Types of Programmes offered:**

(a) **A Bridging Programme** is a learning programme approved by Senate for the purpose of admission to another, subsequent programme for which the candidate does not meet the admission requirements. Successful completion of a bridging programme, or completion at a specified level of competence, makes the candidate eligible for admission to another programme subject to UJ and Faculty Rules and Regulations.

(b) **Continuing Education Programme (CEP)** means an approved short learning programme or approved whole programme (the latter accredited by HEQC and registered on the HEQSF by SAQA). These programmes receive no state funding. In all other respects, they are the same as funded programmes. Upon successful completion, they lead to the awarding of a qualification in the case of a whole programme or a UJ certificate in the case of an SLP.

(c) **Extended curriculum programme** means an undergraduate diploma or degree incorporating substantial foundational work/provision that is additional to the coursework prescribed for the regular programme. The foundational work/provision is equivalent to one or two semesters of full-time study, designed to articulate effectively with the regular elements of the programme, and planned, scheduled and regulated as an integral part of the programme.

(d) **Short Learning Programme (SLP)** means an institution-approved learning programme, which can be either a non-credit-bearing SLP or credit-bearing towards a UJ-accredited qualification. In the case of the latter, the SLP generates fewer than 120 NQF credits, and the duration is less than one year.

(e) **Credit-bearing SLP** means the SLP is a module(s) in a CHE-accredited qualification. On completion of the SLP, the student may apply for and obtain exemption for the specific module in the CHE-accredited qualification subject to the University's rules and regulations pertaining to the expiry of modules.

(f) **Non-credit bearing SLP** means that the SLP is not offered as a module(s) in a CHE- accredited qualification. As a result, a non-credit-bearing SLP does not have credits or an NQF level. The certificate issued upon completion also does not reflect any credits or NQF level.

(g) **Subsidised academic programme** means an externally approved, DHET-funded, registered and accredited, structured academic programme at the University that, upon successful completion, will lead to the awarding of a formal qualification as set out in the HEQSF.

(h) **Whole programme** means an approved, HEQC-accredited and SAQA-registered continuing education programme generating 120 or more NQF credits and extending over a period of one year or more, as set out in the HEQSF.

2.3.42 **Recognition of Prior Learning (RPL)** means the recognition for learning acquired through formal, non-formal and informal education, including work experience, in- service training, self-study or life experience such as voluntary or community work.

2.3.43 **Rules** refer to institutional rules, policies, disciplinary measures and discipline provisions, and codes of conduct issued by Council, Senate or any other body or functionary authorised to do so by the Council within the University.

2.3.44    **Rules of admission** refer to the minimum requirements for access to a module or programme.

2.3.45    **Rules of combination** mean the requirements for the combination or succession of modules in a programme (e.g. a student having to pass Chemistry 1A to gain access to Chemistry 1B).

2.3.46    **Study year** means the academic level of the year of study; for example, first year, second year or third year of a particular programme.

2.3.49    **Student** means a student registered for a qualification or programme, and includes, depending on the context, a former student or a student that is conditionally registered or pre-registered. For the purpose of this document, prospective students are referred to as applicants.
   (a)    **Full-time student** means a student for whom study is the main activity and who is allowed to register for the total specified credits for a year of study in accordance with the minimum study period for the qualification.
   (b)    **Part-time student** means a student who works for more than 20 hours per week and study is not their main activity. For part-time students, the specified minimum credits for a year of study are spread over more than one year, and the student may register for fewer credits than the full-time minimum. As a result, the part-time student will complete the qualification in a longer period of time.

**17.    SPECIFIC ACADEMIC REGULATIONS APPLICABLE TO NON-SUBSIDISED ACADEMIC CONTINUING EDUCATION WHOLE AND SHORT LEARNING PROGRAMMES**

**17.1    Application and approval**
17.1.1    The process of offering continuing education whole and short learning programmes is an institutional matter; however, whole programmes require external accreditation.

17.1.2    The University may only offer a continuing education programme (CEP) that is at least at NQF Level 5 and higher. Exceptions to this rule will only apply under exceptional circumstances at NQF Level 4, as approved by the Registrar in consultation with the relevant Vice-Dean.

17.1.3    **All continuing education programmes are offered subject to adequate:**
   (a)    academic capacity within the academic department;
   (b)    academic quality control by the respective academic department and Faculty Board;
   (c)    if contact mode, lecturing venue capacity on the campus where the proposed academic programme is offered; and
   (d)    approval by the Faculty Board on recommendation by the Programme Working Group, via Senex for Senate approval.

17.1.4    **The process of an application for and the offering of a continuing education programme (CEP) are in accordance with:**
   (a)    the procedure (completion of the approved prescribed forms) that has been approved by Senex and Senate; and
   (b)    the Policy on the Regulation of Secondary Income-Generating Activities that Supplement an Employee's Income and the Academic Programme Policy.

17.1.5    A continuing education whole programme may only be offered in exceptional cases as approved by Senate subject to CHE accreditation and SAQA registration.

**17.2    Accountability**
17.2.1    The HFA is accountable for the academic administration of all continuing education programmes (CEP) offered by the faculty.
17.2.2    The Vice-Dean (Teaching and Learning) is accountable for the quality of the academic offering and academic administration of all continuing education programmes.

**17.3    Admission**
17.3.1    For admission to continuing education programmes, applicants must have successfully applied to the relevant faculty according to the Senate-approved admission requirements unique to each approved programme.

17.3.2    **Students who successfully complete continuing education programmes** are not entitled to automatic access to any formal subsidised programme offered by the University. Admission decisions for such students are dealt with in accordance with formal programme requirements and selection criteria as determined by the relevant Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

**17.4    Registration**
17.4.1    Students register for a continuing education programme (CEP) in accordance with faculty-specific procedures.

**17.5    Assessment**

All credit-bearing programmes are assessed in accordance with the University's Assessment Policy and Procedures. Assessment results must be captured on the University's student data system.

17.6     **Graduation and Certification**

17.6.1    Certification of compliance with the requirements of the continuing education programme is in accordance with the University's Academic Certification Policy.

17.6.2    Only students who have fully met the requirements of the continuing education programmes may be issued with the relevant certificates.

17.6.3    Whole continuing education programmes with a credit value of 240 NQF credits or more are conferred at the University's graduation ceremonies in accordance with UJ Graduation Policies and Procedure.

17.6.4    Continuing education programmes generating less than  240 NQF credits may be invited to a faculty certificate ceremony at the discretion of the faculty concerned.

**CALCULATION CRITERIA**
Each module has specific calculation criteria which will be applied based on the subject type. The following are the different subject types and the rules applicable to each one of them. Any additional requirements will be listed with the module purpose and outcomes at the back of the yearbook.

**SEMESTER OR YEAR MODULES**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**SEMESTER MODULES**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

**YEAR MODULES**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**Subject type: JR**
*The Best Mark X Highest Percentage 40:60 rule will apply.*
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.

*SCHOOL OF ACCOUNTING*

## DEPARTMENT OF ACCOUNTANCY

**Bridging Programmes:**

| NAME OF PROGRAMME: BRIDGING PROGRAMME IN ACCOUNTANCY | SHORT LEARNING PROGRAMME FULL-TIME - APK | SLP CODE: S34PCQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- The SLP is offered on a face-to-face basis. The duration is one year.
- Students have the option to come back for a second year should a student fail a specific module.
- It is offered based on demand.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
**UJ students – Bachelor of Accounting or BCom (Accounting) degree:**
- students must have previously passed Accounting 300;
  OR
- students must have previously passed Accounting 3A and Accounting 3B.

**Non-UJ students and UJ students who do not hold a BCom (Accounting) degree:**
- a completed degree that is Higher Education Quality Committee (HEQC) accredited; and
- appropriate background and prior knowledge (typically on NQF level 7) for Accounting 3A and 3B, Auditing 3A and 3B and Taxation 3A and 3B).

**Diploma Students:**
- The Department of Accounting has developed a subsidised Advanced Diploma in Accountancy that provides students in possession of an appropriate National Diploma or Diploma an opportunity to articulate into an honour's degree.
- More information on this advanced diploma can be found in the CBE Undergraduate Yearbook for 2023.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 336 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 269 | - |
| Preparation for and completion of assignments and other assessment activities | 67 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 672 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: All lectures are presented on a full-time basis; in sessions of 3 hours, Mondays through Thursdays.
- 336 hours of lecturing hours in 28 weeks.
- Months to complete: February to November.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
This SLP provides bridging between commerce degrees and UJ's Bachelor of Commerce Honours programmes in Accountancy, or in Taxation or Internal Auditing for students who do not meet the entry requirements of such honour's programmes.

After successful completion of the programme, students who also meet the applicable minimum entry requirements will be considered for certain honours programmes offered by the Department of Accountancy.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE OF PROGRAMME**
The purpose of this bridging programme is to provide degree students with a strong and academically sound knowledge of International Financial Reporting Standards, governance and control, and taxation for students who do not adhere to the strict admission criteria of UJ's Bachelor of Commerce Honours programmes in Accountancy, or in Taxation or in Internal Auditing so that they may pursue post-graduate studies in order to ultimately qualify as professional accountants, tax consultants or internal auditors.

**PROGRAMME CONTENT**

| YEAR MODULES | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Accounting | S3PACQ1 |
| Auditing | S3PACQ2 |
| Taxation | S3PACQ3 |

| The following non-compulsory modules will be presented over the first or second half of the programme: | | | |
|---|---|---|---|
| SEMESTER MODULES | | | |
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Financial Numeracy | S3PACQ4 | Business Ethics and Citizenship | S3PACQ5 |

**MODULES AND OUTCOMES:**

**ACCOUNTING: (S3PACQ1)**

**Purpose:**
The purpose of this module is to develop students skills in applying accounting principles based on the International Financial Reporting Standards. The student should, after completing the module, be competent in understanding the relevant accounting principles, performing calculations based on their understanding as well as disclosure of relevant accounting transactions.
The following International Financial Reporting Standards and Interpretations are dealt with on an advanced level in this module:
- Conceptual Framework, IAS 1; IAS 8; IAS 10; IAS 12; IAS 16; IAS 17; IAS 18; IAS 19; IAS 21; IAS 23; IAS 27; IAS 28; IAS 31; IAS 32; IAS 33; IAS 36; IAS 3; IAS 39; IAS 40, and IFRS 3.

**Outcome(s):**
**Students should be able to:**
- discuss the accounting treatment of integrated and advanced practical case studies, as well as present and disclose integrated accounting transactions in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with International Financial Reporting Standards and/or Interpretations; and
- present and disclose integrated accounting transactions in the consolidated statement of comprehensive income, statement of changes in equity and the statement of financial position for the different investment types.

**CALCULATION CRITERIA**
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

**AUDITING: (S3PACQ2)**

**Purpose:**
The purpose of this module is to provide the students with a strong and academically sound understanding of governance and control of organisations. The student should, after completing the module, be competent in understanding the relevant governance and control principles and apply them to given practical scenarios.

**The following topics are dealt with on an advanced level:**
- Risks and risk management.
- Revenue and receipts cycle.
- Purchases and payments cycle.
- Investment and finance cycle.
- Bank and cash cycle.
- Production and inventory cycle.
- Information technology within each cycle.
- Companies act.
- Corporate governance (specific reference to The King 4 Code).
- Sustainability reporting (specific reference to the Global Reporting Initiative).
- Business ethics.
- Entrepreneurial skills.
- Internal auditing.

## CALCULATION CRITERIA
**Subject type: JR**
*The Best Mark X Highest Percentage 40:60 rule will apply.*
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.

## Outcome(s):
**Students should be able to:**
- discuss the governance of companies in integrated and advanced practical case studies; and
- discuss the controls within companies in integrated and advanced practical case studies.

## BUSINESS ETHICS AND CITIZENSHIP: (S3PACQ5)

**Purpose:**
The purpose of this module is to introduce the concepts of ethics and the role of ethics within a business environment to students. The module also encourages students to work together in groups, enforcing the principles of teamwork and time management.

**The following topics will be covered:**
- Citizenship.
- Ethical decision-making strategies.
- Socio-economic ethical issues relevant to business and professional practice.
- HIV/AIDS and the South African business landscape.
- Managing the ethics.
- The nature of professionalism.
- Codes of ethics.
- Ethical issues in the accounting profession.
- Effective communication.
- Teamwork.
- Time management.

## Outcome(s):
**Students should be able to:**
- discuss the concept of citizenship;
- explain ethical dimensions of business in the context of cultural diversity;
- use ethical decision-making strategies;
- discuss large-scale socio-economic ethical issues relevant to business and professional practice;
- discuss the impact that HIV/AIDS has on the South African business landscape;
- discuss ethical issues surrounding HIV/AIDS in the workplace;

- apply knowledge of managing the ethical dimension in organisations;
- discuss the nature of professionalism;
- identify the purpose, structure and contents of selected codes of ethics;
- apply knowledge of ethical issues in the accounting profession;
- effectively communicate in writing by means of reports, memorandums and business letters and verbally by being able to give a business presentation and conduct a formal meeting; and
- apply the concepts of teamwork and effective time management through completion of the group project.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## FINANCIAL NUMERACY: (S3PACQ4)

**Purpose:**
The purpose of this module is to develop students mathematical skills to prepare them for the use of the principles within the other core modules. Basic introduction to mathematical topics is introduced in the fields of Algebra; and Financial Numeracy**,** and a few applications of these Mathematics topics in Accounting.

**Outcome(s):**
**Students should be able to:**
- accurately perform calculations in algebra and financial mathematics;
- logically resolve problems using the skills that they have acquired; and
- correctly state all the formulas and techniques that they have learnt.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## TAXATION: (S3PACQ3)

**Purpose:**
The purpose of this module is to provide students with knowledge of fundamental concepts of taxation and how to apply the principles of the South African Tax Act.

**The following topics are dealt with on an advanced level:**
- Individuals.
- Non-residents.
- Tax returns.
- Farmers.
- Donations.
- Estate duty.
- Trusts.
- Tax avoidance.
- VAT.
- Gross income.
- Special inclusions and exempt income.
- General deductions.
- Special deductions.

- Capital allowances and recoupments.
- Capital gains tax.
- STC.
- Provisional tax.
- Taxable income.
- Stock.
- Assessed loss.

**Outcome(s):**
**Students should be able to:**
- discuss the principles of taxation of companies in integrated and advanced practical case studies; and
- discuss the principles of taxation of individuals in integrated and advanced practical case studies.

## CALCULATION CRITERIA
**Subject type: JR**
*The Best Mark X Highest Percentage 40:60 rule will apply.*
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.

## ASSESSMENT
Formative assessments are in the form of tests and an exam which are divided into theory and applications.

## MODERATION
- Internal moderation by subject matter experts according to UJ policy.
- Appeals procedure according to the UJ assessment policy.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This programme is offered during working hours

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- BCom (Accounting), BCom (Economics), BCom (Finance) or other relevant B-degrees or relevant BTech.
- Applicants will be subjected to an internal selection process.
- Diploma Students: The Advanced Diploma (Financial Management) and an Advanced Diploma (Property Valuation) and Management provide students in possession of an appropriate National Diploma or Diploma an opportunity to articulate into an honour's degree. More information on these advanced diplomas can be found in the CBE Undergraduate and Post-Graduate Yearbook for 2023.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 126 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 354 | - |
| Preparation for and completion of assignments and other assessment activities | 570 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 1050 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 4,5 hours per week over 14 weeks per semester.
- Months to complete: February to November.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- The UJ's long-term aim is to accept more students into the BComHons (Financial Management) programme and the Postgraduate Diploma (Financial Management) in the years ahead as well as providing them with a better chance of successfully completing their professional qualification.
- This programme allows qualifying students to enrol for the Postgraduate Diploma and BComHons (Financial Management) mentioned above.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this bridging programme is to serve as a bridging programme into the BComHons (Financial Management) and the Postgraduate Diploma (Financial Management).

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Financial Operations | S3PFMQ1 | Financial Management | S3PFMQ4 |

| Enterprise Operations | S3PFMQ7 | Enterprise Management | S3PFMQ8 |
|---|---|---|---|
| Performance Operations | S3PFMQ3 | Performance Management | S3PFMQ6 |

**MODULES AND OUTCOMES:**

**FINANCIAL OPERATIONS: (S3PFMQ1)**

**Purpose:**
The purpose of this module is to develop students skills in the preparation of financial statements for a single company and consolidated financial statements for a simple group. Coverage of a wide range of international accounting standards is implicit in these objectives, as specified in the module's content. Similarly, understanding the regulatory and ethical context of financial reporting, covered in the module, is vital to ensuring that financial statements meet users' needs. Principles of taxation are included, not only to support accounting for taxes in financial statements, but also as a basis for examining the role of tax in financial analysis and decision-making within subsequent modules (i.e. Financial Management).

**Outcome(s):**
**Students should be able to:**
- explain the need for the regulation of the financial reporting information of companies as well as the key elements of an ethical regulatory environment;
- explain the types of taxes that can apply to incorporate businesses and potential administrative requirements;
- explain fundamental concepts in international tax of incorporated businesses;
- prepare corporate income tax calculations;
- apply the accounting rules for current and deferred taxation;
- explain the main elements of and key principles underpinning financial statements prepared in accordance with International Financial Reporting Standards;
- apply the rules contained in International Financial Reporting Standards to generate appropriate accounting entries in respect of reporting performance, accounting for taxation, employee benefits, non-current assets, accounting for government grants, impairment, inventories, and events after the reporting period;
- prepare the primary financial statements of an individual company incorporating accounting transactions and adjustments in accordance with relevant International Financial Reporting Standards (in relatively straightforward circumstances); and
- prepare the consolidated statement of financial position and consolidated statement of comprehensive income in accordance with relevant International Financial Reporting Standards.

**CALCULATION CRITERIA**
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

**ENTERPRISE OPERATIONS: (S3PFMQ7)**

**Purpose:**
The purpose of this module is to focus on the operational structuring of organisations. The module is aimed at providing finance professionals with a fundamental understanding of organisational structure and principles underpinning the operational functions of the organisation, their efficient management, and effective interaction in enabling the organisation to achieve its strategic objectives. It lays the foundation for gaining further insight into both the immediate operating environment and the long-term strategic future of organisations.

**Outcomes:**
**Students should be able to:**
- discuss the different types of structures that an organisation may adopt;
- explain relationships between internal and external sources of governance, regulation and professional behaviour;
- discuss the purpose of the finance function and its relationships with other parts of the organisation;
- explain how the finance function supports the organisation's strategies and operations;
- demonstrate the purpose of the technology and information function and its relationships with other parts of the organisation;
- explain how information systems support the organisation's strategies and operations;
- demonstrate the purpose of the operations function and its relationships with other parts of the organisation;

- apply tools and techniques of operations management and HR Management;
- demonstrate the purpose of the marketing function and its relationships with other parts of the organisation;
- apply tools and techniques to formulate the organisation's marketing strategies, including the collection, analysis and application of Big Data; and
- demonstrate the purpose of the Human Resources (HR) function and its relationships with other parts of the organisation.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## PERFORMANCE OPERATIONS: (S3PFMQ3)

**Purpose:**
The purpose of this module is to develop students skills in applying different cost accounting tools and techniques to generate information needed to evaluate and control present and projected performance. The student should after completing the module be competent in forecasting key variables and recognise the uncertainties attached to future events. The aim is for students to be able to apply these skills when preparing operational budgets and long-term project appraisals. The module will further aim to ensure that the successful student is competent in the management of working capital.

**Outcome(s):**
**Students should be able to:**
- discuss the following costing methods and their results:
  - marginal, variable and absorption costing;
  - activity-based costing; and
  - standard costing.
- explain the role of Material Requirement Planning (MRP) and enterprise resource planning (ERP) systems;
- explain the role of environmental costing;
- explain the purpose of forecasts, plans and budgets;
- prepare forecasts of financial results;
- prepare and discuss budgets on forecasts;
- discuss the principles that underlie the use of budgets for control;
- analyse performance using budgets, recognising alternative approaches and sensitivity to variable factors;
- explain concepts of cost and revenue relevant to pricing and product decisions; and
- analyse short-term pricing and product decisions.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## FINANCIAL MANAGEMENT: (S3PFMQ4)

**Purpose:**
The purpose of this module is to expand the scope of the Financial Operations module to more advanced topics in diplo (preparation of consolidated financial statements and applying accounting standards dealing with more complex areas) and to developments in external reporting. With the advanced level of financial accounting and reporting achievement in this module, the analysis and interpretation of financial statements become more meaningful and this constitutes a substantial element of the module.

**Outcomes:**
**Students should be able to:**

- prepare the consolidated financial statements of a single group and the consolidated statements of financial position and comprehensive income for the group in relatively complex circumstances;
- demonstrate the impact on the preparation of consolidated financial statements of certain complex group scenarios including consolidating a foreign subsidiary;
- discuss the provisions of relevant international accounting standards in respect of the recognition and measurement of revenue, leases, financial instruments, provisions, share-based payments, deferred taxation as well as construction contracts;
- prepare the accounting entries, in accordance with relevant international accounting standards;
- discuss the ethical selection and adoption of relevant accounting policies and accounting estimates;
- evaluate the financial performance, financial position and financial adaptability of a company by preparing a ratio analysis from financial statements and supporting information;
- calculate basic and diluted earnings per share; and
- discuss contemporary developments in financial and non-financial reporting.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## ENTERPRISE MANAGEMENT: (S3PFMQ8)

**Purpose:**
The purpose of this module is to emphasise a holistic, integrated approach to managing organisations, from external and internal perspectives as applicable to management accountants. It builds on the understanding of organisational structuring gained from Enterprise Operations. It is centred on the concept of strategic financial management and how organisational strategy can be implemented through people, projects, processes and relationships. It provides the basis for developing further insights into how the financial information supports the formulation and implementation of an organisational strategy.

**Outcomes:**
**Students should be able to:**
- discuss developments in strategic management;
- analyse the relationship between different aspects of the global business environment;
- explain the concepts associated with managing through people;
- discuss the hard and soft aspects of people and organisational performance;
- explain the effectiveness of organisational relationships;
- discuss management tools and techniques in managing organisational relationships;
- advise on important elements in the change management process; and
- discuss the concepts involved in managing projects.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## PERFORMANCE MANAGEMENT: (S3PFMQ6)

**Purpose:**
The purpose of this module is to develop students cognitive skills and practical competency in the application of information in the management processes of decision-making and control, so as to ensure the optimisation of performance.

**Outcome(s):**

**Students should be able to:**

- evaluate techniques for analysing and managing costs for competitive advantage;
- analyse information to assess its impact on long-term decisions;
- discuss pricing strategies and their consequences;
- discuss management's responsibilities with regard to risk
- evaluate information to support project appraisal
- discuss issues arising from the use of performance measures and budgets for control;
- evaluate issues arising from the division of the organisation into responsibility centres; and
- discuss decision-making responsibility centres.

## CALCULATION CRITERIA
**Subject type: SK**

- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## ASSESSMENT
Methods of assessment will be aligned to the UJ academic regulations:

- Formative assessment opportunities consist of a combination of group and individual assignments and formal written assessment opportunities.
- Summative assessment opportunity consists of a last assessment opportunity.
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.

## MODERATION
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
All lectures are presented on a part-time basis.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- A potential student must be in possession of a Bachelor of Accounting degree or a BCom (Accounting) degree or commerce degree on NQF Level 7.
- Spaces on the programme are limited.
- Selection criteria are set by the Department and will vary depending on, amongst other factors, the spaces available, when previous qualifications were obtained, and the accreditation of programmes and institutions by the South African Institute of Chartered Accountants (SAICA).
- These criteria are published annually by the Department and are available on the University of Johannesburg's website.

## PROGRAMME CONTENT

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 336 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 269 | - |
| Preparation for and completion of assignments and other assessment activities | 135 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 740 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 3 hours per module per week (thus 12 hours per week), February to October.
- Months to complete:  February to November.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
This short learning programme (BCTA – Bridging Programme in the Theory of Accounting) acts as a bridge between Commerce degrees and UJ's Bachelor of Accounting Honours (CA) or PGDip (Accounting Science) qualifications for students who do not meet the entry requirements of the said qualifications. Students who have completed the BCTA Programme must meet the entry requirements to apply for the Bachelor of Accounting Honours (CA) or PGDip (Accounting Science).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of subsidised UJ programmes.

## PURPOSE OF PROGRAMME
The purpose of this bridging programme is to provide students with a strong and academically sound knowledge of International Financial Reporting Standards, auditing principles, financial management and costing principles, and taxation principles for students who do not adhere to the strict admission criteria of Bachelor of Accounting Honours (CA) or PG Diploma (Accounting Science) so that they may pursue post-graduate studies in order to ultimately qualify as a Chartered Accountant.

In terms of UJ regulations, undergraduate students may not repeat a module that they already have passed. The programme content of this short learning programme is an exact replica of the modules in the Bachelor of Accounting degrees in the sense that the same notes are provided, the same tests and examinations/assessments apply, and the same lecturers present the programme.
The need for this SLP can be broken down into four categories of students namely:

- UJ Bachelor of Accounting students who passed the degree but did not qualify for admission into Bachelor of Accounting Honours (CA) of PGDip (Accounting Science) to increase their marks to obtain entry into the said qualifications.
- UJ BCom (Accounting) and BCom (Accountancy) (distance) students, not on the CA stream;
- UJ students, with other completed degrees such as BCom (Finance) that want to pursue studies on the CA stream; or
- Non-UJ students, with a completed commerce degree Higher Education Quality Committee (HEQC) accredited).

**PROGRAMME CONTENT**

| FIRST SEMESTER MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| 4IR Accounting | S3BC4IR |
| **YEAR MODULES** | |
| **MODULE NAME** | **MODULE CODE** |
| Intermediate Auditing | S3BCTQ1 |
| Intermediate Financial Accounting | S3BCTQ2 |
| Intermediate Managerial Accounting and Finance | S3BCTQ4 |
| Intermediate Taxation and Tax planning | S3BCTQ3 |

**MODULES AND OUTCOMES:**

**INTERMEDIATE AUDITING: (S3BCTQ1)**

**Purpose:**
The purpose of this is to introduce students to business activities and controls in the business environment and address the method and principles for auditing each business cycle. Detail focus is placed on risks, internal controls and audit procedures applicable to a business's cycles. The module also includes the relevant International Standards on Auditing (ISAs) to equip the student to apply these during each stage in the external audit process. In addition, the module develops a wide array of non-technical skills as required by the South African Institute of Chartered Accountants.
This module also covers risk management, the steps in completing the audit, audit reporting, auditing in an information technology environment, and the statutory requirements of the Companies Act and business ethics.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of worldviews and theoretical underpinnings to interpret key stakeholder roles and responsibilities;
- demonstrate an understanding of the regulatory environment, legislative environment and governance structures and practices (including IT governance) of a for-profit company;
- demonstrate an in-depth understanding of internal control within an audit client's business and its impact on the audit process;
- discuss the participation of internal audit in an organisation's combined assurance process;
- discuss if an organisation's business processes accurately report its stated objectives in terms of financial and non-financial objectives;
- identify and explain the risks relevant to an organisation's IT environment;
- describe the internal controls relevant to an organisation's IT environment regarding both financial and non-financial objectives;
- identify and explain the internal controls an organisation could implement to reduce relevant business risks applicable to financial and non-financial objectives;
- assess the effectiveness of the organisation's chart of accounts;
- review and analyse information and investigate possible signs of error, fraud and illegal acts (e.g., inconsistency of data, lack of completeness, unexpected trends);
- describe possible IT and digital solutions to automate and improve existing processes and/or introduce new technologies by considering different alternatives, key factors and cost-benefit implications;
- advise on the organisation's business processes, including account reconciliations and month-end closing (such as receivables, accounts payable, inventory and production, human resources and payroll, investing and financing);
- identify and discuss an organisation's control policies to prevent or detect and correct possible misstatements;
- identify and discuss relevant test of controls to obtain sufficient appropriate audit evidence;
- assess the organisation's combined assurance model to evaluate the effectiveness of the control environment in supporting the integrity of information, data and reporting;
- advise on an organisation's need for assurance engagements (public interest; the distinction between statutory and voluntary audits);
- identify all stakeholders involved in an assurance engagement and the impact of their functions and responsibilities;
- contrast the levels of assurance provided to users from a range of assurance and related services reports that a professional services firm ordinarily provides;
- identify and describe the concept 'expectation gap', including the implications, ways to overcome it, and professional auditors' role;

- demonstrate an understanding of the auditing and assurance standard-setting bodies, including their roles and the standards issued;
- apply regulatory requirements (laws, regulations, standards) that define/affect/protect the auditor's rights and duties;
- apply regulatory requirements (laws, regulations, standards) pertinent to an assurance engagement in the performance of the engagement;
- explain the quality control measures applicable to assurance engagements at the firm level, engagement level, and for inter-firm and regulatory inspections;
- advise, from an ethical perspective, on the conduct and practices of a firm and its staff involved in the rendering of assurance engagements (codes of ethics and other professional and legal requirements);
- identify and discuss the key concepts regarding pre-engagement activities and apply these to perform an audit of historical financial statements whilst incorporating the relevant ISAs;
- explain and apply the objective of an audit of historical financial statements together with reasonable assurance as an outcome, and how it will impact stakeholders; and
- identify and discuss the concepts relevant to planning an audit engagement based on a practical case study whilst incorporating the relevant ISAs.

**CALCULATION CRITERIA**
**Subject type: JR**
*The Best Mark X Highest Percentage 40:60 rule will apply.*
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.

**INTERMEDIATE FINANCIAL ACCOUNTING: (S3BCTQ2)**

**Purpose:**
The purpose of this module is for students to develop intellectual skills to account for practical and integrated case studies, as well as prepare and present comprehensive financial statements to fully comply with the requirements of the International Financial Reporting Standards with regards to intermediate to advanced routine transactions and intermediate non-routine transactions. Students should also develop a basic awareness of the accounting issues relating to specialised reporting.

**Outcome(s):**
**Students should be able to:**
- Account for integrated practical case studies on an intermediate to advanced level, as well as present and disclose integrated accounting transactions on an intermediate to advanced level in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with the following International Financial Reporting Standards and/or Interpretations dealing with routine transactions:
  - The Conceptual Framework for Financial Reporting;
  - IAS 1 – Presentation of Financial Statements;
  - IAS 2 – Inventories;
  - IAS 7 –Statements of Cash Flows;
  - IAS 10 – Events after the Reporting Period;
  - IAS 12 – Income Taxes;
  - IAS 16 – Property, Plant and Equipment;
  - IAS 19 – Employee Benefits
  - IAS 27 –Separate Financial Statements;
  - IAS 28 – Investments in Associates and Joint Ventures;
  - IAS 32 – Financial Instruments: Presentation;
  - IAS 36 – Impairment of Assets;
  - IAS 37 – Provisions, Contingent Liabilities and Contingent Assets;
  - IAS 38 – Intangible Assets;
  - IAS 40 – Investment Property;
  - IFRS 7 – Financial Instruments: Disclosure;
  - IFRS 9 – Financial Instruments;
  - IFRS 10 – Consolidated Financial Statements;
  - IFRS 11 – Joint Arrangements;

- IFRS 13 – Fair Value;
- IFRS 15 – Revenue from Contracts with Customers; and
- IFRS 16 – Leases.

- Account for integrated practical case studies on an intermediate level, as well as present and disclose integrated accounting transactions on an intermediate level in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with the following International Financial Reporting Standards and/or Interpretations dealing with non-routine transactions;
  - IAS 8 – Accounting Policies, Changes in Accounting Estimates and Errors;
  - IAS 20 – Accounting for Government Grants and Disclosure of Government Assistance;
  - IAS 21 – The Effects of Changes in Foreign Exchange Rates;
  - IFRS 3 – Business Combinations;
  - IFRS 5 – Non-current Assets Held for Sale and Discontinued Operations;
  - SIC 32 – Intangible assets – Web Site Costs; and
  - IFRIC 1 – Changes in Existing Decommissioning, Restoration and Similar Liabilities.
- Have a basic awareness of accounting issues relating to specialised reporting such as: insurance, banking, mineral resources and mining exploration costs, integrated reporting, sustainability reporting, and XBRL.

## CALCULATION CRITERIA
**Subject type: JR**
***The Best Mark X Highest Percentage 40:60 rule will apply.***
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.

- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.


**INTERMEDIATE MANAGERIAL ACCOUNTING AND FINANCE: (S3BCTQ4)**


**SECTION A**


**Purpose:**
The purpose of this section of the module is to provide students with the Competency, on an intermediate level, to understand and apply the underlying concepts of cost accounting, i.e. the concept of advanced manufacturing environment and management accounting techniques. Detailed knowledge regarding the concepts of stock control, planning and stock management, budgeting, standard costing, performance measurement, transfer pricing and business strategy will be obtained.


**Outcome(s):**
**Students should be able to:**
- understand the theory underlying strategy;
- understand and evaluate an entity's strategy;
- describe the influence of changes in volume on the nature of cost and perform a cost volume profit analysis;
- explain cost terminology, identify types of decisions and determine relevant costs of material and labour;
- accumulate costs of decision-making, split total costs into variable and fixed portions and use the effect of a learning curve in calculations on cost;
- evaluate and apply expected values to enable the application in decision-making;
- evaluate and apply the economic order quantity (EOQ) as an optimisation method and describe the ABC method of cost classification;
- differentiate between the different types of budgeting;
- understand and apply standard costing;
- understand and apply transfer pricing and performance evaluation; and
- demonstrate a basic understanding of the impact of sustainability on business decision-making.


**SECTION B**


**Purpose**:

The purpose of this section is to provide students with the skill to evaluate and select long-term investment options and to make decisions regarding the finance of an enterprise and its long-term assets. They would also be provided with the skills to value business operations using different valuation methods and financial analysis techniques.

**Outcome(s):**
**Students should be able to:**
- identify and evaluate and make decisions regarding the appropriate sources of long-term corporate capital;
- demonstrate an understanding of the capital structure of an entity and the implications of changing the capital structure;
- understand and apply the cost of capital;
- make long-term decisions on capital investment by using different capital budgeting techniques and critically evaluate each technique;
- evaluate the leasing decision and alternative sources of finance;
- determine the value of business operations by applying different valuation methods and evaluate each critically;
- analyse and interpret the financial statements of an entity;
- explain the role of the treasury function to manage financial risk and evaluate different techniques to hedge against these risks; and
- demonstrate an understanding of businesses in distress and suggest possible remedies.

**CALCULATION CRITERIA**
**Subject type: JR**
*The Best Mark X Highest Percentage 40:60 rule will apply.*
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.


**INTERMEDIATE TAXATION AND TAX PLANNING: (S3BCTQ3)**

**Purpose:**
The purpose of this module is to build on the basic concepts and ground rules regarding Income Tax as well as Value-Added Tax (VAT) which were introduced in previous modules. It deals with more complex issues of the taxation calculation that was introduced in previous modules. This module is to ground the student in the basic concepts and rules regarding income tax as well as Value-Added Tax (VAT). It also deals with more complex issues of the taxation calculation.

**Outcome(s):**
**Students should be able to:**
- discuss and calculate the Value-Added Tax implications per the VAT Act in the case of an enterprise making taxable and exempt supplies;
- identify amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act;
- identify amounts exempt from income tax by applying section 10 of the Income Tax Act;
- identify and calculate allowable deductions for Income Tax purposes by applying the general deduction formula as well as calculate (using the above principles) the taxable income and income tax payable by an enterprise;
- apply and evaluate the income tax principles per the Income Tax Act regarding trading stock;
- identify situations subject to capital gains tax and calculate the taxable amount in terms of the relevant provision in respect of assets acquired prior to and after 1 October 2001;
- calculate provisional tax as well as the penalties payable in respect of provisional tax for an enterprise per the provisions of the Income Tax Act;
- fill out the documentation (tax returns, etc.) applicable to the above taxes;
- identify fringe benefits and determine the cash equivalent to be included in the taxable income of an individual per the provisions of the Income Tax Act;
- identify amounts exempt from tax in the hands of individuals, by applying the relevant sections of the Income Tax Act;
- include allowances attributable to the individual in gross income and calculate the amount allowed as a deduction against the allowance by applying the relevant sections of the Income Tax Act;
- identify and calculate deductions available to individuals by applying the relevant sections of the Income Tax Act;
- calculate taxable income and income tax payable by applying the relevant sections of the Income Tax Act;

- calculate the portion of retirement benefits that will be exempt from taxation, and calculate tax payable by applying the relevant sections of the Income Tax Act;
- calculate the taxable income of a partnership and apportion it to the partners;
- calculate the amounts payable in terms of employees' tax, provisional tax, donations tax and estate duty;
- identify situations applicable to an individual that will be subject to capital gains tax and calculate the taxable amount in terms of the relevant provisions;
- prepare the tax calculation for a non-resident according to the relevant provisions in the Income Tax Act;
- understand the basic income tax provisions regarding trusts;
- identify situations where the anti-avoidance provisions of the Income Tax Act would be applicable; and
- explain and calculate dividends tax.

## CALCULATION CRITERIA
**Subject type: JR**
***The Best Mark X Highest Percentage 40:60 rule will apply.***
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Semester Mark and Sup Exam Mark will be used to calculate Final Mark using the same highest off rule;
- Sup results capped.


## 4IR ACCOUNTING: (S3BC4IR)

**Purpose:**
The purpose of this module is to equip students with advanced Microsoft Excel skills and to introduce students to concepts and technologies of the Fourth Industrial Revolution, as they relate to business and accounting.

**Outcome(s):**
**Students should be able to:**
- apply the principles of data analysis using intermediate and advanced functions in Microsoft Excel, with relevant application to modules within this qualification, and
- discuss 4IR technologies and concepts as part of the accountant's toolkit.

## CALCULATION CRITERIA
**Subject type: SK**
- The Best Mark - Highest Percentage 40:60 rule will apply;
- Students need 40% for exam admission;
- The Final mark will be calculated using 60% of the highest mark of the Semester or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Same rules will apply for the supplementary exams, but the supplementary results will be capped on 50.

## MODERATION
- Assessment opportunities 1 – 5 are moderated internally.
- The final assessment opportunity is moderated internally and externally.
- It is important to note that all assessment opportunities are exactly the same as the assessment opportunities in BCom (Accounting) or Bachelor of Accounting degrees.

**Whole Programmes: None**
**Short Learning Programmes:**

| NAME OF PROGRAMME:<br>4IR ETHICS FOR ACCOUNTANT'S | SHORT LEARNING<br>PROGRAMME<br>DISTANCE | SLP CODE:<br>S34P7O | NQF LEVEL: 8<br>CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD programme in association with the Professional body, the South African Institute of Chartered Accountant's (SAICA).

**MODE OF OFFERING**
Distance through the Moodle learning Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of South African Institute of Chartered Accountant's (SAICA); or
- Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation including trainee accountant's.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) Distance Lecturers | 15 | - |
| **Total hours** | **40** | **-** |
| **Total number of credits** | **-** | **0** |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance SLP at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students to different knowledge perspectives of ethics in the fourth industrial revolution within the field of accounting and commerce. This SLP will furthermore contribute to the South African Institute of Chartered Accountant's (SAICA) requirements for Continuous Professional Development (CPD) of its members.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |

| 4IR Ethics for Accountant's | S34PAO7 |
| --- | --- |

**MODULE AND OUTCOMES:**

**4IR ETHICS FOR ACCOUNTANT'S: (S34PAO7)**

**Purpose:**
**The following topics will be covered:**
- Background to ethics within 4IR.
- Where artificial intelligence (AI) could replace humans, and where they can't (yet).
- Ethics of algorithms: convening, observation, probability, and timeliness.
- Transparency and bias of algorithms.
- How the machine thinks specifically, opacity in machine learning algorithms.
- Liability rules and AI.
- The threat of algocracy.

**Outcome(s):**
**Students should be able to:**
- analyse and discuss ethics within the 4IR; and
- explain the ethical dilemmas of 4IR technologies in the accountancy profession.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle.
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Distance through the Moodle learning Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Minimum requirement is a completed secondary education or an equivalent NQF level 5 qualification; and
- A degree or advanced diploma or equivalent qualification at NQF level 7 is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this on-line SLP at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management; and management-decision-making to different knowledge perspectives of ethics in the fourth industrial revolution within the field of accounting and commerce.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| 4IR Ethics for Professionals in Business | S34PAO8 |

**MODULE AND OUTCOMES:**

**4IR ETHICS FOR PROFESSIONALS IN BUSINESS: (S34PAO8)**

**Purpose:**

**The following topics will be covered:**

- Background to ethics within 4IR.
- Where artificial intelligence (AI) could replace humans, and where they can.
- Ethics of algorithms: convening, observation, probability, and timeliness.
- Transparency and bias of algorithms.
- How the machine thinks specifically opacity in machine learning algorithms.
- Liability rules and artificial intelligence.
- The threat of algocracy.

**Outcome(s):**
**Students should be able to:**

- analyse and discuss the background of ethics within 4IR; and
- explicate the ethical dilemmas of 4IR technologies in the accountancy profession.

**ASSESSMENT**

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle.
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME:<br>4IR PERSPECTIVES FOR<br>ACCOUNTANT'S | SHORT LEARNING<br>PROGRAMME<br>DISTANCE | SLP CODE:<br>S34P1O | NQF LEVEL: 8<br>CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD programme in association with the Professional body, the South African Institute of Chartered Accountant's (SAICA).

**MODE OF OFFERING**
Distance through the Moodle learning Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of South African Institute of Chartered Accountant's (SAICA); or
- Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation including trainee accountant's.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance SLP at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP is to introduce students to the technologies of the fourth industrial revolution like data processing/analysis and artificial intelligence from the perspective of accountants. This SLP will furthermore contribute towards the South African Institute of Chartered Accountant's (SAICA) requirements for Continuous Professional Development (CPD) of its members.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| 4IR Perspectives for Accountant's | S34PAO1 |

**MODULE AND OUTCOMES:**

**4IR PERSPECTIVES FOR ACCOUNTANT'S: (S34PAO1)**

**Purpose:**
**The following topics will be covered:**
- Background to IR 4.0 from an accounting perspective:
- Previous revolutions.
- Focus on IR 4.0.
- Advantages and disadvantages.
- Trajectory of Accounting with regards to IR 4.0 (past, present, future).

**Elements of IR 4.0 technologies in Accountancy:**
- Blockchain:
  - Distributed Ledger Technology;
  - Smart Contracts;
- Artificial Intelligence;
- Machine Learning;
  - Big Data (including big data analytics);
  - Predictive Analytics;
- Natural Language Processing; and
- Ethical considerations for accountants in 4IR.

**Outcome(s):**
**Students should be able to:**
- explain the multi-dimensional impact of the fourth industrial revolution on the accountancy profession;
- critically evaluate the advantages and disadvantages of the fourth industrial revolution in the context of the accounting profession; and
- explicate the use of 4IR technologies in the accountancy profession.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilizing the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment; and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: 4IR PERSPECTIVES FOR PROFESSIONALS IN BUSINESS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S34P2O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Distance through the Moodle learning Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Minimum requirement is a completed secondary education NQF level 4 or an equivalent NQF level 5 qualification; and
- A degree or advanced diploma or equivalent qualification at NQF level 7 is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| Total hours | 40 | - |
| Total number of credits | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance SLP at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management, and management decision-making to the technologies of the fourth industrial revolution like data processing/analysis and artificial intelligence from the perspective of accountants.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| 4IR Perspectives for Professionals in Business | S34PAO2 |

**MODULE AND OUTCOMES:**

**4IR PERSPECTIVES FOR PROFESSIONALS IN BUSINESS: (S34PAO2)**

**Purpose:**
**The following topics will be covered:**
- Background to IR 4.0 from an accounting perspective:
- Previous revolutions.
- Focus on IR 4.0.
- Advantages and disadvantages.
- Trajectory of Accounting with regards to IR 4.0 (past, present, future).

**Elements of IR 4.0 technologies in Accountancy:**
- Blockchain:
  - Distributed Ledger Technology;
  - Smart Contracts;
- Artificial Intelligence;
- Machine Learning:
  - Big Data (including big data analytics);
  - Predictive Analytics;
- Natural Language Processing; and
- Ethical considerations for accountants in 4IR.

**Outcome(s):**
**Students should be able to:**
- explain the multi-dimensional impact of the fourth industrial revolution on the accountancy profession;
- critically evaluate the advantages and disadvantages of the fourth industrial revolution in the context of the accounting profession; and
- explicate the use of 4IR technologies in the accountancy profession.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Students need to attend 10 lectures each 2,5 hours long or 4 days with 6,25 hours of lectures.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
* A Diploma of Bachelor's degree with at least 2 years of accounting study; or
* An association with any professional accounting body.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 25 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | - | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 25 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
* Contact time (hours): 25 hours (10 lectures of 2,5 hours / 4 days of 6.25 hours).
* Months to complete: Completion at the end of the programme.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
The programme in independent from other programmes.  The programme builds practical knowledge and application.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE**
The purpose of this SLP is to provide students with skills in the comprehensive application of the accounting for financial instruments in practice.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Accounting for financial instruments: Theory and practical applications A | S3AIFQ1 | Accounting for financial instruments: Theory and practical applications B | S3AIFQ2 |

**MODULE AND OUTCOMES:**

**ACCOUNTING FOR FINANCIAL INSTRUMENTS: THEORY AND PRACTICAL APPLICATIONS: A/B (S3AIFQ1 / S3AIFQ2)**

**Purpose:**

The purpose of this module is for students to understand the need for the accounting of financial instruments; identify, classify, recognise, measure, impair, present, disclose and derecognise financial instruments and understand the need for future developments in the accounting for financial instruments.

**Outcome(s):**
**Students should be able to:**
- demonstrate the application of the accounting and reporting of financial instruments as specified in the International Accounting Standards under various practical scenarios.

**ASSESSMENT**
- Four practical case studies.
- Each case study contributes 25%

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: AN INTRODUCTION TO BLOCKCHAIN TECHNOLOGY FOR ACCOUNTANT'S | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S34P5O | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD programme in association with the Professional body, the South African Institute of Chartered Accountant's (SAICA).

**MODE OF OFFERING**
Distance through the Moodle learner Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of South African Institute of Chartered Accountant's (SAICA); or
- Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation including trainee accountant's.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance SLP at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME:**
The purpose of this SLP is to provide students with an understanding of the fundamental concepts, guiding principles and the principle content required which organisations need to adopt Blockchain technology and the implications thereof on the accounting profession across several key industries. This SLP will furthermore contribute to the South African Institute of Chartered Accountant's (SAICA) requirements for Continuous Professional Development (CPD) of its members.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| An introduction to Blockchain Technology for Accountant's | S34PA05 |

**MODULE AND OUTCOMES:**

**AN INTRODUCTION TO BLOCKCHAIN TECHNOLOGY FOR ACCOUNTANT'S: (S34PA05)**

**Purpose:**
**The following topics will be covered:**
- An introduction to the evolution of trust and the internet.
- An introduction into the development and introduction of Blockchain Technology.
- Insights into how Blockchain leverages Cryptography.
- An understanding of the fundamental concepts of Distributed Ledger Technology (DLT).
- An understanding of how DLT enables triple-entry accounting and continuous auditing.
- The principal content areas of smart contracts and Distributed Applications (Apps).
- Understand the difference between Public and Private Blockchains.
- Understand the concept of a Token.
- An overview of the impact on Accounting standards and regulators.
- A meaningful exposure to Blockchain solutions in several key industries.

**Outcome(s):**
**Students should be able to:**
- substantiate the need for Blockchain technology and display a high-level knowledge of the fundamental concepts and guiding principles; and
- evaluate the role that Blockchain technology can play in a company's success.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: AN INTRODUCTION TO BLOCKCHAIN TECHNOLOGY FOR PROFESSIONALS IN BUSINESS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S34P6O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Distance through the Moodle learning Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Minimum requirement is a completed secondary education at NQF level 4 or an equivalent NQF level 5 qualification; and
- A degree or advanced diploma or equivalent NQF level 4 qualification at NQF level 7 is recommended.

**EARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/ distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance qualification at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management, and management decision-making with an understanding of the fundamental concepts, guiding principles and the principle content required which organisations need to adopt Blockchain technology and the implications thereof across several key industries.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| An introduction to Blockchain Technology for Professionals in Business | S34PAO6 |

**MODULE AND OUTCOMES:**

**AN INTRODUCTION TO BLOCKCHAIN TECHNOLOGY FOR PROFESSIONALS IN BUSINESS: (S34PAO6)**

**Purpose:**
**The following topics will be covered:**
- An introduction to the evolution of trust and the internet.
- An introduction into the development and introduction of Blockchain Technology.
- Insights into how Blockchain leverages Cryptography.
- An understanding of the fundamental concepts of Distributed Ledger Technology (DLT).
- An understanding of how DLT enables triple-entry accounting and continuous auditing.
- The principal content areas of smart contracts and Distributed Applications (dApps).
- Understand the difference between Public and Private Blockchains.
- Understand the concept of a Token.
- An overview of the impact on Accounting standards and regulators.
- A meaningful exposure to Blockchain solutions in several key industries.


**Outcome(s):**
**Students should be able to:**
- substantiate the need for Blockchain technology and display a high-level knowledge of the fundamental concepts and guiding principles; and
- evaluate the role that Blockchain technology can play in a company's success.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: ARTIFICIAL INTELLIGENCE: PERSPECTIVES FOR ACCOUNTANT'S | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P10O | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD programme in association with the Professional body, the South African Institute of Chartered Accountant's (SAICA).

**MODE OF OFFERING**
Distance through the Moodle learning Management system.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A professional Accounting qualification or a BCom degree with accounting at NQF level 7. and must be a member of South African Institute of Chartered Accountant's (SAICA); or
- Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation including trainee accountant's.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) Distance Lecturers | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this on-line qualification at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to assist students to understand the implications of new technologies including machine learning, natural language processing and robotics on the accounting profession and their future role within business in the era dominated by Artificial Intelligence (AI) and to perform basic programming. This SLP will furthermore contribute to the South African Institute of Chartered Accountants (SAICA) requirements for Continuous Professional Development (CPD) of its members.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Artificial Intelligence: Perspectives for Accountant's | S3PAO10 |

**MODULE AND OUTCOMES:**

**ARTIFICIAL INTELLIGENCE: PERSPECTIVES FOR ACCOUNTANT'S (S3PAO10)**

**Purpose:**
**The following topics will be covered:**
- Introduction to AI.
- Machine Learning (ML) in Accounting.
- Natural Language Processing (NLP) in Accounting.
- Robotics in Accounting.
- Basic programming.
- Ethical Implications of AI and Related Technologies.
- The future of Accounting in the era dominated by AI.

**Outcome(s):**
**Students should be able to:**
- analyse and discuss how key AI technologies have evolved over time and their impact on the industry and business as well as understanding the concept of collective intelligence;
- discuss the concept of Machine Learning, including being in a position to substantially differentiate between deep and shallow learning. Students must be able to explain how Machine Learning can be used to design, understand, and use computer programs to learn from experience;
- analyse and discuss the use of Natural Language Processing which amongst others include the machine translation, summarisation, and sentiment analysis in the accounting environment. Students are further expected to critically reflect on how Natural Language Processing can be deployed in the accounting profession;
- evaluate and assess the deployment of robotics as a key element for the transformative technologies;
- critically assess and discuss other forms of AI, including the growing field looking at the human-machine relationships from an ethical perspective; and
- imagine the future of accounting by imagining what their role will be within the business in the era dominated by AI.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the Short Learning Programme, the students will be required to complete a comprehensive distance assessment; and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: ARTIFICIAL INTELLIGENCE: PERSPECTIVES FOR PROFESSIONALS IN BUSINESS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P11O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
Distance through the Moodle learning Management system.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Minimum requirement is a completed secondary education NQF level 4 or an equivalent NQF level 5 qualification; and
- A degree or advanced diploma or equivalent qualification at NQF level 7 is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance qualification at any given time.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control financial management and management-decision-making to understand the implications of new technologies including machine learning, natural language processing and robotics on the accounting profession and their future role within business in the era dominated by Artificial Intelligence (AI) and to be able to perform basic programming.

## PROGRAMME CONTENT

| DISTANCE  MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Artificial Intelligence: Perspectives for Professionals in Business | S3PAO11 |

## MODULE AND OUTCOMES:

**ARTIFICIAL INTELLIGENCE: PERSPECTIVES FOR PROFESSIONALS IN BUSINESS: (S3PAO11)**

**Purpose:**
**The following topics will be covered:**
- Introduction to AI.
- Machine Learning (ML) in Accounting.
- Natural Language Processing (NLP) in Accounting.
- Robotics in Accounting.
- Basic programming.
- Ethical Implications of AI and Related Technologies.
- The future of Accounting in the era dominated by AI.

**Outcome(s):**
**Students should be able to:**
- analyse and discuss how key AI technologies have evolved over time and their impact on the industry and business as well as understanding the concept of collective intelligence;
- discuss the concept of Machine Learning, including being in a position to substantially differentiate between deep and shallow learning. Students must be able to explain how Machine Learning can be used to design, understand, and use computer programs to learn from experience;
- analyse and discuss the use of Natural Language Processing which amongst others include the machine translation, summarisation, and sentiment analysis in the accounting environment. Students are further expected to critically reflect on how Natural Language Processing can be deployed in the accounting profession;
- evaluate and assess the deployment of robotics as a key element for the transformative technologies;
- critically assess and discuss other forms of AI, including the growing field looking at the human-machine relationships from an ethical perspective; and
- imagine the future of accounting by imagining what their role will be within the business in the era dominated by AI.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment; and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: CIMA MANAGEMENT LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™) | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P18O | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-bearing short learning programme.
- Abbreviated name: CIMA MANAGEMENT FLP.

**MODE OF OFFERING**
- The Chartered Institute of Management Accountants (CIMA) Management Level SLP provides students with access to the CIMA Finance Leadership Program™ (FLP).
- Upon registration, students will be provided with vouchers to access the appropriate learning material on the CIMA distance platform via the UJ Moodle Learner Management System (LMS) system.
- The learning material is prepared and updated by CIMA and consists of reading material, case study applications and short webinars.
- Students are guided through each section of the content while being required to perform various tasks and formative assessments.
- Once all the tasks for a section (outcome) are completed, students must pass a Competency test before being allowed to continue with the next section.
- Students must complete all outcomes for the Management Level FLP before they are allowed to register for the management level case study exam.
- A token to write the CIMA case study exam is included as part of the FLP.
- Students have one year to complete the programme and to write the integrated case study exam.
- The UJ course coordinator and tutors track the students progress and follow up with students who do not progress as planned and therefore run the risk of not completing the programme.
- UJ also provides access to distance tutors.
- The teaching methods will include the following:
    - CIMA FLP via the UJ Moodle Learner Management System (LMS)
    - Read and review subject-related materials
    - Completing distance tasks, competencies assessments, and skill assessments

**CERTIFICATION**
No certificate is required.

**ADMISSION REQUIREMENTS**
The SLP will be appropriate:
- For students in possession of: An Advanced Diploma in Financial Management (ADFM);
    OR
- BCom (Accounting) and has been awarded exemptions for the CIMA Operational level
    OR
- Students who have completed the CIMA Operational level case study examinations or who have been awarded exemptions by CIMA at the Operational level.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 250 | - |
| Preparation for and completion of assignments and other assessment activities | 300 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 550 | - |
| Total number of credits | - | 0 |

**DURATION OF PROGRAMME**

- This SLP will be completed in a year.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the CIMA Management FLP is to provide students with the necessary competencies required to operate as a financial professional in a management role. Students will gain knowledge and skills in cost management, financial reporting, people management, and leadership. Upon completion of the programme, students should be prepared to sit the CIMA Management Level Case study exam.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
| --- | --- |
| **MODULE NAME** | **MODULE CODE** |
| CIMA Management Level Financial Leadership Programme (FLP™) | S3PA018 |

**MODULE AND OUTCOMES:**

**CIMA MANAGEMENT LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™): (S3PA018)**

**Purpose:**
**The following topics will be covered:**
- Cost Management.
- Reporting Frameworks and Accounting Standards.
- Financial Statement preparation and analysis.
- Leadership and Management.
- Business Models.
- Organisational Performance Management, including People Management.

**Outcome(s):**
**Students should be able to:**
- explain business models and value creation;
- apply tools to manage people's performance;
- apply tools to manage projects;
- evaluate the management of costs to create value;
- evaluate capital investment decisions;
- analyse the management and control of the performance of organisational units;
- evaluate risk and control;
- evaluate the financing of capital projects;
- explain the financial reporting standards;
- prepare financial and group accounts;
- discuss Integrated Reporting Framework and Integrated Reporting; and
- analysing financial statements.

**ASSESSMENT**
- The SLP serves as a preparation course for CIMA Strategic Level exams.
- All assessments are externally managed and monitored and are not the responsibility of UJ.
- The assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance learning platform.
- The UJ SLP course coordinator will however have access to the platform dashboards to monitor student activity and progress.
- The students book and write the case study exam with CIMA.
- CIMA also assesses the exam, publishes results and issues certification.
- The continuous assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance learning platform.
- The UJ SLP course coordinator do however have access to the platform dashboards to monitor student activity and progress.
- The programme is completed and assessed one outcome at a time.

- Students need to complete the distance activities and pass the assessments for each of the 13 outcomes.
- Students will be reassessed on an outcome until they demonstrate sufficient competency.
- After completing the 13 outcomes, students may use the token provided as part of the FLP to register and write the Management level case study exam.
- Students have one year to complete the programme. Failure to do so will result in the student having to re-register.

**CALCULATION CRITERIA**
N/A

**MODERATION**
CIMA is responsible for setting and moderating all the assessments available through the FLP platform.

| NAME OF PROGRAMME: CIMA OPERATIONAL LEVEL FLP (FLP™) | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P19O | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-bearing short learning programme.
- Abbreviated name: CIMA OPERASIONAL FLP.

## MODE OF OFFERING
- The Chartered Institute of Management Accountants (CIMA) Operational Level SLP provides students with access to the CIMA Finance Leadership Program™ (FLP). Upon registration, students will be provided with vouchers to access the appropriate learning content on the CIMA distance platform via the UJ Moodle Learner Management System (LMS) system.
- The learning material is prepared and updated by CIMA and consists of reading material, case study applications and short webinars.
- Students are guided through each section of the content while being required to perform various tasks and formative assessments.
- Once all the tasks for a section (outcome) are completed, students must pass a Competency test before being allowed to continue with the next section.
- Students must complete all outcomes for the Operational Level FLP before they can register to write the Operational level case study exam.
- A token to write the CIMA case study exam is included as part of the FLP.
- Students have one year to complete the programme and to write the integrated case study exam.
- The UJ course coordinator and tutors track the students progress and follow up with students who do not progress as planned and therefore run the risk of not completing the programme.
- UJ also provides access to distance tutors.
- The teaching methods will include the following:
  - CIMA FLP via the UJ Moodle learning Management system (LMS)
  - Read and review subject-related materials
  - Completing distance tasks, competencies assessments, and skill assessments

## CERTIFICATION
No certificate is required.

## ADMISSION REQUIREMENTS
- The SLP will be appropriate for students in possession of:
  - A Diploma in Accounting or equivalent qualification at NQF level 6; and
  - who have been awarded exemptions for the CIMA certificate;
  OR
- Students who have successfully completed the CIMA Certificate award;
  OR
- Any student with a BCom and who has been awarded exemptions for the CIMA Certificate award.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 200 | - |
| Preparation for and completion of assignments and other assessment activities | 300 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 500 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- This SLP will be completed in a year.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the CIMA Management FLP is to provide students with the necessary competencies required to operate as a financial professional in a management role. Students will gain knowledge and skills in cost management, financial reporting, people management, and leadership. Upon completion of the programme, students should be prepared to sit the CIMA Management Level Case study exam.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| CIMA Operational Level FLP (FLP™) | S3PAO19 |

**MODULE AND OUTCOMES:**

**CIMA OPERATIONAL LEVEL FLP (FLP™): (S3PAO19)**

**Purpose:**
**The following topics will be covered:**
- The finance function.
- Data Analytics.
- Budgeting.
- Regulatory Frameworks.
- Cost Accounting.
- The use of technology in finance.

**Outcome(s):**
**Students should be able to:**
- explain the role of the finance function;
- explain the role of technology in a digital world;
- describe the shape and structure of the finance function;
- explain how cost accounting can be used for decision-making and control;
- explain the budgeting process and budgetary controls;
- recommend short-term commercial decisions;
- evaluate the risks and uncertainty in the short term;
- describe the regulatory environment of financial reporting;
- prepare financial statements;
- explain the principles of taxation; and
- explain the management of cash and working capital.

**ASSESSMENT**
- The SLP serves as a preparation course for CIMA Operational Level exams.
- All assessments are externally managed and monitored and are not the responsibility of UJ.
- The assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance platform.
- The UJ SLP course coordinator will however have access to the platform dashboards to monitor student activity and progress.
- The students book and write the case study exam with CIMA. CIMA also assesses the exam, publishes results, and issues certificates.
- The programme is completed and assessed one outcome at a time.
- Students need to complete all the distance activities and pass the assessments for each of the 13 outcomes.
- Students are reassessed on an outcome until they demonstrate the required competency.
- After completing the 13 outcomes, students are exempt from writing the three Operational Level Objective papers. They may then use the token provided as part of the FLP to register and write the case study exam.
- Students have one year to complete the 12 outcomes and register for the case study exam. Failure to do so will result in the student having to re-register.

**CALCULATION CRITERIA**
N/A

**MODERATION**
CIMA is responsible for setting and moderating all the assessments available through the FLP platform.

| NAME OF PROGRAMME: CIMA STRATEGIC LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™) | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P20O | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- Abbreviated name: CIMA STRATEGIC FLP.

## MODE OF OFFERING
- The Chartered Institute of Management Accountants (CIMA) Strategic Level SLP provide students with a voucher to access the appropriate CIMA Finance Leadership Program™ (FLP) content via the UJ Moodle Learner Management System (LMS) system.
- The learning material is prepared and updated by CIMA and consists of reading material, case study applications and short webinars.
- Students are guided through each section of the content while being required to perform various tasks and formative assessments.
- Once all the tasks for a section (outcome) are completed, students must pass a Competency test before being allowed to continue with the next section.
- Students must complete all outcomes for the Strategic Level FLP before they can register to write the Strategic level case study exam.
- A token to write the CIMA case study exam is included as part of the FLP.
- Students have one year to complete the programme and to write the integrated case study exam.
- The UJ course coordinator and tutors track the students progress and follow up with students who do not progress as planned and therefore run the risk of not completing the programme.
- UJ also provides access to distance tutors.
- The teaching methods will include the following:
  - The teaching methods will include the following:
  - CIMA FLP via the UJ Moodle Learner Management System (LMS)
  - Read and review subject-related materials
  - Completing distance tasks, competencies assessments, and skill assessments

## CERTIFICATION
No certificate is required.

## ADMISSION REQUIREMENTS
- The SLP will be appropriate for students in possession of:
  - A BComHons (Financial Management), or a PGDip (Financial Management); and
  - who have completed the CIMA Management Case study exams.
  OR
- Students who have completed the CIMA Management level case study examinations or who have been awarded exemptions by CIMA at BOTH operational AND management levels.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 250 | - |
| Preparation for and completion of assignments and other assessment activities | 250 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 500 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- This SLP will be completed in a year.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the CIMA Strategic Level Financial Leadership Programme (FLPs<sup>TM</sup>) is to provide students with the necessary financial and risk management knowledge and skills to support an organisation's long-term strategic decision-making. The Finance Leadership Program is designed to give students the skills, practical experience and forward-thinking, mindset business needs from a finance professional. Upon completing the programme, students should be prepared to sit the CIMA Strategic level case study exam.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
| --- | --- |
| **MODULE NAME** | **MODULE CODE** |
| CIMA Strategic Level Financial Leadership Programme (FLP™) | S3PAO20 |

**MODULE AND OUTCOMES:**

**CIMA STRATEGIC LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™): (S3PAO20)**

**Purpose:**
**The following topics will be covered:**
- Strategy formulation and execution.
- Risk oversight.
- Internal Controls.
- Governance.
- Ethics.
- Financial Objectives.

**Outcome(s):**
**Students should be able to:**
- discuss the strategy process;
- analyse the organisational ecosystem;
- generate and recommend strategic options;
- recommend and evaluate digital strategy;
- evaluate enterprise risk;
- evaluate strategic risk;
- recommend internal controls;
- evaluate cyber risks;
- advise on financial policy decisions;
- evaluate and recommend sources of long-term funds;
- evaluate financial risks; and
- perform and interpret business valuations.

**ASSESSMENT**
- The SLP serves as a preparation course for CIMA Strategic Level exams.
- All assessments are externally managed and monitored and are not the responsibility of UJ.
- The assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance platform.
- The UJ SLP course coordinator will however have access to the platform dashboards to monitor student activity and progress.
- The students book and write the case study exam with CIMA.
- CIMA also assesses the exam, publishes results and issues certification.
- The Strategic Level case study exam is the final CIMA exam.
- The programme is completed and assessed one outcome at a time.
- Students need to complete the distance activities and pass the assessments for each of the 12 outcomes.
- Students are reassessed on an outcome until they demonstrate the required competency.
- After completing the 12 outcomes, students are exempt from writing the three Strategic Level Objective papers.
- They may then use the token provided as part of the FLP to register and write the case study exam.

- Students have one year to complete the 12 outcomes and register for the case study exam failure to do so will result in the student having to re-register.

**CALCULATION CRITERIA**
N/A

**MODERATION**
CIMA is responsible for setting and moderating all the assessments available through the FLP platform.

| NAME OF PROGRAMME: COMPLIANCE AUDITS | SHORT LEARNING PROGRAMME PART-TIME - APB | SLP CODE: S3CAUQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
The programme will be offered on a PART-TIME basis based on demand with classes presented in the evenings.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The minimum entry requirement is a degree or advanced diploma in commerce or law on NQF level 7.
- Students who do not meet the minimum entry requirements for this programme may apply for recognition of prior learning and for admission on the basis thereof.
- Experience in the fields related to corporate governance for example practising as a company secretary may be taken into account when assessing recognition of prior learning.
- This short learning programme is only on offer to public sector institutions, where the institution will be liable for paying the tuition fees for prospective students.
- The tuition fees will be stipulated in a formal memorandum of agreement between UJ and the public sector institution.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 68 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| **Total hours** | 200 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 32 hours of lecturing spread over two days per semester.
- Months to complete: 10 months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The programme is independent from other programmes.

## PURPOSE OF PROGRAMME
The purpose of this SLP in Compliance Audits is to provide Chief Financial Officers and finance professionals at municipalities, public sector entities, departments and TVET colleges, with the opportunity to obtain a detailed understanding of the compliance and legislative requirements which will have an impact on the financial control environment Chief Financial Officers are responsible for monitoring compliance with legislation in this regard.

## PROGRAMME CONTENT

| YEAR MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Compliance Audits | S3CAUQ1 |

## MODULE AND OUTCOMES:

## COMPLIANCE AUDITS: (S3CAUQ1)

**Purpose:**
In line with legislative requirements, Compliance Audits should be conducted in terms of the following elements of financial control and corporate governance in line with the duties of the Chief Financial Officer:

**Outcome(s):**
**Students should be able to:**
- demonstrate an advanced understanding of the impact of the following legislative requirements when conducting compliance audits:
    - Municipal Financial Management Act requirements;
    - Municipal Planning and Performance Management Regulations (GNR 796 of 24 August 2001;
    - Municipal budget and reporting regulations (GNR 393 of 17 April 2009);
    - Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
    - Municipal Property Rates Act;
    - Municipal investment regulations (GNR.308 of 01 April 2005);
    - Municipal asset transfer regulations (GNR.878 of 22 Aug 2008);
    - Municipal supply chain management regulations (GNR.868 of 30 May 2005);
    - Disciplinary regulations for senior managers; and
    - Division of Revenue Act, 2013.

**ASSESSMENT**
- The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
- Summative assessment opportunity consists of a last written assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: CORPORATE GOVERNANCE | SHORT LEARNING PROGRAMME DISTANCE - APK | SLP CODE: S3CG1O | NQF LEVEL: 8 CREDITS: 24 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme**.**

## MODE OF OFFERING
- The teaching and learning for the SLP in Corporate Governance are conducted from two perspectives:
  - The first is from a compliance perspective, in other words, enabling students to know the stipulations of the applicable corporate governance code and to understand the legal requirements relating to corporate governance responsibilities.
  - The second is, from an implementation point of view. It requires students to evaluate existing corporate governance practices and to recommend improvements considering the appropriate corporate governance guidelines.
- The content is presented in two 4-week lecture blocks with a break between the first and second blocks to allow for independent study and completing assessment activities by students.
- Content is presented using a combination of synchronous and asynchronous lectures and distance learning discussion forums on Moodle Learner Management System (LMS).
- Synchronous lectures are recorded and made available to students through the Moodle learning Management system.
- The distance learning will be facilitated through UJ's Moodle learning Management system (LMS).
- Synchronous distance lectures are supplemented with pre-recorded videos, Q&A sessions, and webinars.
- Students are provided with a study guide, workbooks, and additional reading material to aid distance learning.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
For the credit bearing SLP:
- The SLP offers articulation or is credit-bearing towards the PGDip (Compliance) (E4COMQ) ONLY for students who meet the following minimum entry requirements:
  - A bachelor's degree or advanced diploma in commerce or law at an NQF level 7.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 40 | - |
| Workshops | - | - |
| Work-based learning | - | |
| Independent reading/ interacting with learning material/distance activities | 130 | - |
| Assessments: NOTE: Participants in this SLP complete assessment activities appropriate to the level of the SLP, as do participants in the credit- bearing SLP. | 70 | |
| Preparation for & completion of assignments & other assessment activities | - | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 240 | |
| **Total number of credits** | - | 24 |

## DURATION OF PROGRAMME
- This SLP will be completed in a semester and offered in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The program provides 24 credits towards the Corporate Governance module (S3CG1Q1) or (S3CG1O2) offered on the Postgraduate Diploma (Compliance) (E4COMQ) in the Faculty of Law to students who meet the minimum entry requirements specified for that programme.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

**PURPOSE OF PROGRAMME**

The purpose of this SLP is to provide students with a theoretical understanding and the practical skills to implement sound corporate governance structures and practices. The programme further aims to provide those with governance responsibilities in the private and public sectors with the knowledge and skills to identify the limitations of existing corporate governance structures and practices and recommend improvements. The SLP promotes ethical leadership attributes needed for a well-functioning society.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Corporate Governance A | S3CG2O1 | Corporate Governance B | S3CG2O2 |

**MODULE AND OUTCOME:**

**CORPORATE GOVERNANCE: A/B (S3CG2O1 / S3CG2O2)**

**The following topics will be covered:**
- Ethical leadership and corporate governance.
- The legal and regulatory environment affects corporate governance.
- Fraud and corruption risk governance.
- Audit, control and corporate governance.
- Information risk and cyber security.
- Corporate reporting and disclosures.
- Risk management.
- Corporate governance in the public sector.

**Purpose:**
The purpose of the module is to study the corporate governance structures in the corporate environment and to analyse and examine the various roles and responsibilities of the audit committee and audit committee members.

**Outcome(s):**
**Students should be able to:**
- demonstrate ethical leadership by evaluating ethical dilemmas and making recommendations that reflect good corporate citizenship;
- evaluate the legal implications of corporate governance in the public and private sectors;
- explain the role of the board of directors or the governing body regarding mitigating the risk of fraud and corruption;
- review and evaluate the responsibilities of the board of directors in relation to the internal and external audit functions and ensure an effective control environment of organisations in the public and private sectors;
- advise on the responsibility of the board of directors towards addressing information system risks in an organisation;
- evaluate and debate the purpose of various forms of corporate reporting and disclosures; and
- discuss the role of the board of directors relating to the development and implementation of risk management and disclosure strategies in organisations.

**ASSESSMENT**
Formative assessments:
- Consists of distance assignments, of which the marks are weighted to calculate the Full Period Mark.
Summative assessment:
- Consists of a final distance written exam.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
- The final exam will be moderated according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: CORPORATE GOVERNANCE | SHORT LEARNING PROGAMME DISTANCE - APK | SLP CODE: S3CG2O | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme**.**

## MODE OF OFFERING
- The teaching and learning for the SLP in Corporate Governance are conducted from two perspectives:
  - The first is from a compliance perspective, in other words, enabling students to know the stipulations of the applicable corporate governance code and to understand the legal requirements relating to corporate governance responsibilities.
  - The second is, from an implementation point of view. It requires students to evaluate existing corporate governance practices and to recommend improvements considering the appropriate corporate governance guidelines.
- The content is presented in two 4-week lecture blocks with a break between the first and second blocks to allow for independent study and completing assessment activities by students.
- Content is presented using a combination of synchronous and asynchronous lectures and distance discussion forums on Moodle Learner Management System (LMS).
- Synchronous lectures are recorded and made available to students through the Moodle learning management system.
- The distance learning will be facilitated through UJ's Moodle learning Management system (LMS).
- Synchronous distance lectures are supplemented with pre-recorded videos, Q&A sessions, and webinars.
- Students are provided with a study guide, workbooks, and additional reading material to aid distance learning.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
Prospective students on the non-credit bearing SLP must meet one of the following entry requirements:
- Have obtained any qualification at an NQF level 7;
  OR
- Have a national senior certificate or equivalent qualification with at work experience in a role that involves governance or control
- responsibilities.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 40 | - |
| Workshops | - | - |
| Work-based learning | - | |
| Independent reading/ interacting with learning material/distance activities | 130 | - |
| **Assessments:** NOTE: On this SLP, assessment does not have a credit value, and it does not count towards the PGDip, whether for an exemption or access purposes. This is made clear to applicants at the outset, as they do not meet the entrance requirements for the PGDip | 70 | - |
| Preparation for and completion of assignments and other assessment activities | - | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 240 | |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- This SLP will be completed in a semester and offered in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students with a theoretical understanding and the practical skills to implement sound corporate governance structures and practices. The programme further aims to provide individuals with governance responsibilities in the private and public sectors with the knowledge and skills to identify the limitations of existing corporate governance structures and practices and recommend improvements. The SLP promotes ethical leadership attributes any credits towards any formal qualification.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Corporate Governance A | S3CG1O1 | Corporate Governance B | S3CG1O2 |

**MODULE AND OUTCOME:**

**CORPORATE GOVERNANCE: A/B (S3CG1O1 / S3CG1O2)**

**The following topics will be covered:**
- Ethical leadership and corporate governance.
- The legal and regulatory environment affects corporate governance.
- Fraud and corruption risk governance.
- Audit, control and corporate governance.
- Information risk and cyber security.
- Corporate reporting and disclosures.
- Risk management.
- Corporate governance in the public sector.

**Purpose:**
The purpose of the module is to study the corporate governance structures in the corporate environment and to analyse and examine the various roles and responsibilities of the audit committee and audit committee members.

**Outcome(s):**
**Students should be able to:**
- demonstrate ethical leadership by evaluating ethical dilemmas and making recommendations that reflect good corporate citizenship;
- evaluate the legal implications of corporate governance in the public and private sectors;
- explain the role of the board of directors or the governing body regarding mitigating the risk of fraud and corruption;
- review and evaluate the responsibilities of the board of directors in relation to the internal and external audit functions and ensure an effective control environment of organisations in the public and private sectors;
- advise on the responsibility of the board of directors towards addressing information system risks in an organisation;
- evaluate and debate the purpose of various forms of corporate reporting and disclosures; and
- discuss the role of the board of directors relating to the development and implementation of risk management and disclosure strategies in organisations.

**ASSESSMENT**
Formative assessments:
- Consists of distance assignments, of which the marks are weighted to calculate the Full Period Mark.
Summative assessment:
- Consists of a final distance written exam

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
- The final exam will be moderated according to UJ moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: ENHANCING AUDIT COMMITTEE EFFECTIVENESS | SHORT LEARNING PROGRAMME PART-TIME - APB | SLP CODE: S34ACQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING**
This is a two-day programme

**CERTIFICATION**
Attendance based.
An attendance based certificate will only be issued if the student attended 50% of the workshops.

**ADMISSION REQUIREMENTS**
A person must be a member of an audit committee, a director of a company or a company secretary.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | 14 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 2 | - |
| Preparation for and completion of assignments and other assessment activities | - | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 16 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: Two-day Programme.
- Days to complete:  Two days.
- Offered on demand in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to equip directors of companies with the knowledge and skills to effectively discharge legal and governance responsibilities with regard to audit committees.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Enhancing Audit Committee Effectiveness | S34ACQ1 | Enhancing Audit Committee Effectiveness | S34ACQ2 |

**MODULE AND OUTCOMES:**

**ENHANCING AUDIT COMMITTEE EFFECTIVENESS: (S34ACQ1 / S34ACQ2)**

**Purpose:**
**The following topics will be covered:**

- Companies Act.
- Internal controls.
- External audit.
- Internal audit.
- International Financial Reporting Standards (IFRS).
- Stakeholder engagement.

**Outcome(s):**
**Students should be able to:**
Discuss and describe principles of the audit committee's role and responsibility with regards to:
- governance;
- the Companies Act;
- internal controls;
- external audit;
- internal audit;
- IFRS; and
- stakeholders.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA**
N/A

**MODERATION**
N/A

| NAME OF PROGRAMME: INTERNAL AUDITING AND FINANCIAL CONTROL | SHORT LEARNING PROGRAMME PART-TIME - APB | SLP CODE: S3IAFQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
Lectures are presented twice a semester.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The minimum entry requirement is a degree or advanced diploma in commerce or law on NQF level 7.
- Students who do not meet the minimum entry requirements for this programme may apply for recognition of prior learning and for admission on the basis thereof.
- Experience in the fields related to corporate governance for example practising as a company secretary may be taken into account when assessing recognition of prior learning**.**
- This short learning programme is only on offer to public sector institutions, where the institution will be liable for paying the tuition fees for prospective students.
- The tuition fees will be stipulated in a formal memorandum of agreement between UJ and the public sector institution.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 68 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| **Total hours** | **200** | - |
| **Total number of credits** | - | **0** |

## DURATION OF PROGRAMME
- Contact time: 32 hours of lecturing spread over two days per semester.
- Months to complete: 10 months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The programme is independent of other programmes.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A.

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide Chief Financial Officers and finance professionals at municipalities, public sector entities, departments and Technical and Vocational Education and Training (TVET) colleges, with the opportunity to obtain a detailed understanding of the compliance and legislative requirements which will have an impact on the financial control environment. Chief Financial Officers are responsible for monitoring compliance with legislation in this regard.

## PROGRAMME CONTENT

| YEAR MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Internal Auditing and Financial Control | S3IAFQ1 |

## MODULE AND OUTCOMES:

**INTERNAL AUDITING AND FINANCIAL CONTROL: (S3IAFQ1)**

**Purpose:**
**The following topics will be covered:**
- The implementation of combined assurance models as prescribed by the King 3 code on Corporate Governance.
- Planning, Execution and reporting in an internal audit environment based on the Standards of Internal Auditing of the Global Institute of Internal Auditors (Attribute and performance standards).
- Internal Auditing and quality assurance audits.
- Risk mitigation and management and the impact thereof on rolling internal audit plans.
- Computer Assisted auditing techniques.
- Fraud investigations.
- Review of the following internal auditing government standards: Intosaigov 9100, 9110, 9120, 9130 & 9220.

**Outcome(s):**
**Students should be able to:**
- demonstrate an advanced understanding of governance structures within the organisation including the impact of the combined assurance model within municipalities;
- demonstrate an advanced understanding of internal audit's role in determining the adequacy and efficiency of internal controls;
- determine the desired level of assurance;
- identification of shortfalls in the assurance models as well as identification of excessive assurance;
- assessment and detailed analysis of risk management plans for effectiveness;
- interpret and implement the Standards of Internal Auditing of the Global Institute of Internal Auditors (Attribute and performance standards);
- demonstrate an advanced understanding of IT auditing and cybercrime;
- plan and execute fraud investigations and review fraud investigation reports and processes; and
- due to the complexities of the municipal financial control environment, the outcomes are being demonstrated in an advanced and highly technical manner.

**ASSESSMENT**
- The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
- Summative assessment opportunity consists of a last written assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- SLPs are not dependent on each other; therefore, if a student fails one SLP, they will be able to continue with the remaining SLPs in the series of SLPs for Chief Financial Officers.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: INTRODUCTION TO RESEARCH DESIGN AND ANALYSIS FOR FINANCE AND ACCOUNTING | SHORT LEARNING PROGRAMME PART-TIME – APB / APK DISTANCE | SLP CODE: S34IRQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme in preparation for RPL access to a further degree.

**MODE OF OFFERING**
Blended learning.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
A completed honours qualification (NQF level 8) and/or a completed postgraduate diploma (NQF level 8).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | 40 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 100 | - |
| Preparation for and completion of assignments and other assessment activities | 150 | - |
| Tutorials | - | - |
| Other (specify) | 20 | - |
| **Total hours** | 350 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 8 weeks part-time or 2 weeks full-time.
- Months to complete: offered during November and January and/or June and July.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- Preparatory SLP for students wishing to complete postgraduate studies which require the submission of a research project (minor dissertation, dissertation or thesis).
- The SLP is specifically focused on students who have not done research methodology before and/or have only completed a postgraduate diploma. The SLP provides access, with other qualifications completed, to study at level 9 or 10.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
To gain entrance to Master's and Doctoral programmes.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to research design and analysis for Accountancy and Finance A | S34IRQ1 | Introduction to research design and analysis for Accountancy and Finance B | S34IRQ2 |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO RESEARCH DESIGN AND ANALYSIS FOR ACCOUNTANCY AND FINANCE: A/B (S34IRQ1 / S34IRQ2)**

**Purpose:**
The purpose of the module is to equip students who have no or limited research background with the necessary knowledge of research methodology to prepare them for entry into a Master's or PhD programme. The module will examine essential aspects of research

66

methodology such as the fundamentals of research, literature reviews, data collection, qualitative and quantitative techniques, and presentation of research findings.

**Outcome(s):**
**Students should be able to:**
- access and process information pertaining to research methodology including academic literature and case studies using libraries, electronic and internet resources and be able to conduct a computer-based literature search;
- assess and select suitable research topics and to manage a research project in conjunction with a supervisor;
- relate to and comprehend the academic and ethical standards required for high-level postgraduate research, including originality, analysis and synthesis of information and data and the ethical use of accessing and acknowledging information;
- work effectively with others as a member of a group in order to produce research output with more than one author; and
- communicate information using accurate and appropriate language and displaying knowledge of the conventions of business writing.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- Students will be required to submit assignments using various research software; and
- At the end of the SLP, the students will be required to submit a draft research proposal.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ policy.
- Appeals procedure according to UJ's assessment policy.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Credit bearing short learning programme.
- This SLP is a substitute for Taxation 2AB (TAX2B00).
- To be offered in HEPSA Block D4.

## MODE OF OFFERING
- Distance through the Moodle Learner Management System (LMS) platform.
- This SLP will make use of the following:
  - Moodle
  - Read and review materials.
  - Complete distance quizzes.
  - Participate in discussion forums.
  - Distance communities.
- Real-life examples in each of the sections will be used to enhance the underlying theory.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
A potential student must:
- Meet the entry requirements for the Bachelor of Commerce (Accounting) (B3A17Q):
  - APS score = 28
  - Maths = 4
  - English = 4;
    OR
- Meet the alternative entry requirements for the Bachelor of Commerce (Accountancy) (B34ACP) (distance) degree as follows:
  - Mature age exemption:
    Applicants older than 23* will be considered if the matric certificate is below the minimum requirements. However, the applicant still needs to have a degree endorsement and meet the following requirements:
    - APS score = 26
    - Maths = 3
    - English = 3
- Applicants younger than 23 will be handled on an ad-hoc basis.
- Mature age conditional exemptions as per par. 30 of USAF Exemption requirements.
- Applicants with a previously completed qualification:
  - Applicants with a completed degree or diploma but has an APS score below the minimum requirement will be considered if they have a degree endorsement and meet the following requirements:
    - APS score = 26
    - Maths = 3
    - English = 3
  - Applicants with a completed diploma but has an APS score below the minimum requirement without a degree endorsement will be considered if they obtain a certificate from HESA and meet the following requirements:
    - APS score = 26
    - Maths = 3
    - English = 3
- Other exemptions:
  - Applicants with an APS score between 24 and 28 will be considered if they meet either of the following requirements:
    - In possession of a completed degree, advanced diploma or BTech degree on an NQF level 7 with some form of Mathematical subject taken within the degree or diploma; or
    - 5-10 years of work experience in the financial field, for instance as a bookkeeper, a debtors clerk, a junior accountant;
  - Once an applicant has received WV status (approved), then the applicant will be required to:
    - Write a test to determine their mathematical abilities. This test will take the form of multiple-choice questions using a distance platform.
    - Write an essay to determine their English language abilities. The topic of the essay, as well as the word count, will be communicated to the applicant; and
    - The math's test as well as the essay will be administered with strict deadlines for each applicant and will be changed regularly to ensure an authentic process.

- Applicants with an academic exclusion (from UJ or another institution):
  - If the applicants meet the minimum entry requirements with their matric certificates, the applicants will be admitted regardless of their previous academic performance.
  - If the applicant does not meet the minimum requirements, the application will be declined;
- Have obtained a relevant degree at NQF level 7.
- The department may, from time to time, set final selection requirements.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning: <br> **Note:** Even though this SLP is presented distance, this SLP will apply various teaching methods, including videos and tutorials, to provide students with an equivalent learning experience to that offered in the contact module | 30 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 70 | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | - | - |
| Other (specify) | | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 12 |

**DURATION OF PROGRAMME**
- This SLP will be completed in a semester.
- This SLP will be presented in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students who pass this SLP will get a module credit for Taxation 2AB (TAX2B00) in either:
- Bachelor of Commerce (Accounting) (extended degree) (B3AE7Q); or
- Bachelor of Commerce (Accounting) (B3A17Q).

**PURPOSE OF PROGRAMME**
The purpose of the Introduction to Taxation SLP is to provide students with an understanding of the basic theoretical concepts and ground rules regarding Income and Value-added tax. The module lays the theoretical and practical foundation for concepts and principles covered in Taxation 1 and 2. This SLP forms part of a suite of three SLPs offered to students who do not meet the taxation entry requirements for further study or association with professional accountancy bodies.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Introduction to Taxation | S3PAO15 |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO TAXATION: (S3PAO15)**

**Purpose:**
**The following topics will be covered:**
- Theoretical concepts and ground rules regarding Income Tax.
- Theoretical concepts and ground rules regarding Value-added Tax.

**Outcome(s):**

**Students should be able to:**

- identify the taxation process in South Africa;
- explain differences between different taxes;
- explain how to use the taxation legislation;
- recognise different taxpayers;
- demonstrate how the levying section (s5(1)) is applied;
- analyse elements of gross income definition;
- discuss the "days" test in definition of a resident;
- compare the concepts of source and deemed source;
- apply the concepts of "worldwide";
- identify the special inclusions in income as per the definition of gross income;
- illustrate that exempt income is income that was first included in gross income and then exempted;
- use the two tests for deductibility: Section 11(a); and the income derived from carrying on a trade – s23;
- demonstrate that certain amounts will not be allowed as deductions for tax purposes;
- integrate the rules of general deductions in a tax calculation;
- discuss the tax treatment of specific expenses and losses;
- apply the special deductions per s11;
- compare repairs and improvements;
- analyse and apply the case law on repairs;
- recognise assets subject to the basic capital allowances;
- calculate the Income Tax consequences of the disposal of assets (excluding Capital Gains Tax (CGT) effect);
- illustrate where CGT fits in the tax framework;
- explain the CGT consequences on transactions typical to companies after 1 October 2001;
- calculate the CGT consequences of basic transactions for individuals, after 1 October 2001;
- choose the tax rates applicable to different kinds of companies;
- discuss the basic taxation consequences of trading stock;
- explain how to calculate the taxable income of a company starting with the accounting net profit before tax;
- prepare a basic Secondary Tax on Companies (STC) calculation;
- categorise Small Business Corporations (SBC);
- formulate the special allowances available to an SBC;
- apply the Income Tax principles to calculate the Income Tax liability of an SBC;
- identify pre-trading expenditure and losses that can be claimed in terms of s11A;
- differentiate the three provisional tax payments due by a company;
- classify how provisional tax payments slot into the Income Tax calculation;
- differentiate the Value-Added Tax (VAT) is a tax separate from Income Tax;
- describe the mechanism of VAT, in which businesses are liable for tax on their outputs less the credits for tax on their inputs;
- apply the rules regarding the payment of VAT by a vendor;
- analyse the concept of supply of goods and services;
- assess the different kinds of supply;
- apply the provisions regarding the time and value of a supply;
- identify both the Income Tax and VAT consequences of a transaction;
- identify the VAT portion included in an amount when calculating the Income Tax consequences; and
- show awareness of ethical practices regarding tax and the payment thereof.

**ASSESSMENT**

- Assessment in this SLP will be aligned to the outcomes of this SLP.
- The assessment criteria will be the same as the corresponding module (Taxation 2AB) (TAX2B00), but the mode of assessment will differ to align with the distance learning delivery.
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The Full Period Mark will consist of various formative and summative assessment tasks.
- The weighting of the final summative assessment at the end of this SLP will be between 40% to 60% taking into account the following:
  - Discussions with the HOD and subject head;
  - Discussions with both the external and internal moderator;
  - Considerations whether the formative assessments have been externally moderated;
  - Considerations of anti-plagiarism tools used throughout this SLP;
  - Considerations of methods implemented to upheld academic integrity throughout this SLP.

- The weighting of how the formative and summative assessments contribute to the Full Period Mark Weight will be communicated to students before the commencement of this SLP.
- There will be no supplementary assessment opportunity. This is supported by the following:
  - Students who have successfully completed Bachelor of Commerce (Accountancy) (B34ACP) (distance):
    - There are no supplementary assessment opportunities granted for this degree
  - Students who have completed a degree (whether at UJ or elsewhere) and who does not meet the taxation entry requirements into a Bridging Programme or Honours qualifications offered by the School of Accountancy:
    - These students have already completed a degree on NQF level 7.
  - Students who have not yet completed the Taxation 2AB (TAX2B00) module in Bachelor of Commerce (Accounting) (B3A17Q) or Bachelor of Commerce (Accounting) (Extended Degree) (B3AE7Q):
    - It is the second opportunity. The students have to complete this module.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to the UJ policies.

| NAME OF PROGRAMME: PERFORMANCE MANAGEMENT AND MEASUREMENT | SHORT LEARNING PROGRAMME PART-TIME - APB | SLP CODE: S3PMMQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
The programme will be offered on a PART-TIME basis based on demand with classes presented in the evenings.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The minimum entry requirement is a degree or advanced diploma in commerce or law on NQF level 7.
- Students who do not meet the minimum entry requirements for this programme may apply for recognition of prior learning and for admission on the basis thereof.
- Experience in the fields related to corporate governance for example practising as a company secretary may be taken into account when assessing recognition of prior learning.
- This short learning programme is only on offer to public sector institutions, where the institution will be liable for paying the tuition fees for prospective students.
- The tuition fees will be stipulated in a formal memorandum of agreement between UJ and the public sector institution.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 68 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| **Total hours** | 200 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 32 hours of lecturing spread over two days per semester.
- Months to complete: 10 months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The programme is independent from other programmes.

## PURPOSE OF PROGRAMME
The purpose of this SLP in Performance Management and Measurement is to provide Chief Financial Officers and finance professionals at municipalities, public sector entities, departments and Technical and Vocational Education and Training (TVET) colleges, with the opportunity to obtain a detailed understanding of the compliance and legislative requirements which will have an impact on the financial control environment Chief Financial Officers are responsible for monitoring compliance with legislation in this regard.

## PROGRAMME CONTENT

| YEAR MODULES | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Performance Management and Measurement | S3PMMQ1 |

## MODULE AND OUTCOMES:

## PERFORMANCE MANAGEMENT AND MEASUREMENT: (S3PMMQ1)

**Purpose:**
The purpose of this module is to provide information on performance management processes and systems, Internal controls relevant to the performance management environment, audit of performance information, operating effectiveness of controls and compilation of Portfolios of Evidence.

**Outcome(s):**
**Students should be able to:**
- demonstrate an advanced understanding of the compilation of performance information;
- evaluate and assess material development priorities (relevant to municipalities) or objectives (relevant to municipal entities) to audit against the consistency, measurability, relevance and reliability (accuracy, completeness, validity) criterion;
- assess and evaluate the risk associated with that exist in the detailed performance management process per selected development priority/objective as well as the direct/other controls related to these processes;
- analyse and assess the internal control deficiencies which are identified;
- assess, review and test performance information in the relevant planning and reporting documents to verify the measurability of planned and reported indicators/measures;
- assess, review and test the operating effectiveness of controls in preventing, or detecting and correcting material misstatements at target level; and
- due to the complexities of the municipal financial control environment, the outcomes are being demonstrated in an advanced and highly technical manner.

**ASSESSMENT**
- The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
- Summative assessment opportunity consists of a last written assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- SLPs are not dependent on each other; therefore, if a student fails one SLP, they will be able to continue with the remaining SLPs in the series of SLPs for Chief Financial Officers.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: PREPARATION OF INTEGRATED REPORTS FOR ACCOUNTANT'S | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P12O | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- CPD programme in association with the Professional body, the South African Institute of Chartered Accountant's (SAICA).

## MODE OF OFFERING
Distance through the Moodle learning Management system.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of the South African Institute of Chartered Accountant's (SAICA); or
- Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation including trainee accountant's.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance SLP at any given time.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to provide students with the tools necessary to prepare an Integrated Report in practice and is building on the fundamental concepts, underlying principles and content requirements of the SLP. This SLP will furthermore contribute to the South African Institute of Chartered Accountants (SAICA) requirements for Continuous Professional Development (CPD) of its members.

## PROGRAMME CONTENT

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Preparation of Integrated Reports for Accountant's | S3PAO12 |

## MODULE AND OUTCOMES:

**PREPARATION OF INTEGRATED REPORTS FOR ACCOUNTANT'S: (S3PAO12)**

**Purpose:**
**Students will be required to prepare Integrated Reports by the following procedures:**
- Developing the annual plan.
- Establishing approval processes.
- Establishing information systems to acquire information for the report.
- Application of guiding principles.
- Writing and evaluating of Integrated Reports.

**Outcome(s):**
**Students should be able to:**
- prepare an Integrated Report; and
- critically evaluate published Integrated Reports.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: PREPARATION OF INTEGRATED REPORTS FOR PROFESSIONALS IN BUSINESS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S34P4O | NQF LEVEL: 5 CREDITS: 0 |
| --- | --- | --- | --- |

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Distance through the Moodle learning Management system (LMS).

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Minimum requirement is a completed secondary education on an equivalent NQF level 5 qualification; and
- A degree or advanced diploma or equivalent qualification at NQF level 7 is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
| --- | --- | --- |
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | 15 | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 40 hours over 8 weeks to complete the programme.
- The SLP will run throughout the year.
- A student can start this distance SLP at any given time.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management and management-decision-making with the tools necessary to prepare an Integrated Report in practice and is building on the fundamental concepts, underlying principles and content requirements of the SLP.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
| --- | --- |
| MODULE NAME | MODULE CODE |
| Preparation of Integrated Reports for Professionals in Business | S34PAO4 |

**MODULE AND OUTCOMES:**

**PREPARATION OF INTEGRATED REPORTS FOR PROFESSIONALS IN BUSINESS: (S34PA04)**

**Purpose:**
**Students will be required to prepare Integrated Reports by the following procedures:**
- Developing the annual plan.
- Establishing approval processes.
- Establishing information systems to acquire information for the report.
- Application of guiding principles.
- Writing and evaluating of Integrated Reports.

**Outcome(s):**
**Students should be able to:**
- prepare an Integrated Report; and
- critically evaluate published Integrated Reports.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS);
- At the end of the SLP, the students will be required to complete a comprehensive distance assessment (examination); and
- The students will be assessed, by qualified assessors at UJ, either as competent or not competent.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation according to UJ policies will be applied.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
The programme will be offered on a PART-TIME basis.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- The minimum entry requirement is a degree or advanced diploma in commerce or law on NQF level 7.
- Students who do not meet the minimum entry requirements for this programme may apply for recognition of prior learning and for admission on the basis thereof.
- Experience in the fields related to corporate governance for example practising as a company secretary may be taken into account when assessing recognition of prior learning.
- This short learning programme is only on offer to public sector institutions, where the institution will be liable for paying the tuition fees for prospective students.
- The tuition fees will be stipulated in a formal memorandum of agreement between UJ and the public sector institution.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 68 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| **Total hours** | 200 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 32 hours of lecturing spread over two days per semester.
- Months to complete: 10 months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- The programme is independent from other programmes.

**PURPOSE OF PROGRAMME**
The purpose of this SLP in Public Sector Accounting is to provide Chief Financial Officers and finance professionals at municipalities, public sector entities, departments and Technical and Vocational Education and Training (TVET) Colleges, with the opportunity to obtain a detailed understanding of the compliance and legislative requirements which will have an impact on the financial control environment Chief Financial Officers are responsible for monitoring compliance with legislation in this regard.

**PROGRAMME CONTENT**

| YEAR MODULES | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Public Sector Accounting | S3PSAQ1 |

**MODULE AND OUTCOMES:**

**PUBLIC SECTOR ACCOUNTING: (S3PSAQ1)**

**Purpose:**
**The following topics will be covered:**
- Presentation of Financial Statements.
- Accounting policies estimates and errors.
- Revenue: Exchange transactions vs non-exchange transactions and Revenue from exchange and non-exchange transactions.
- Applying the Probability Test on Initial Recognition of Revenue.
- Construction contracts.
- Accounting for inventory.
- Property, Plant and Equipment (inclusive of investment properties).
- Provisions, contingent liabilities and contingent assets.
- Related parties.
- Impairment of non-cash generating assets and cash-generating assets.
- Biological assets and agriculture.
- Heritage asset management.
- Financial instruments.
- Changes in existing decommissioning restoration of Property, Plant and Equipment.
- Rights to interests arising from rehab funds.
- Consolidation of Special Purpose Entities (Municipal entities).
- Operating and finance lease agreements.

**Outcome(s):**
**Students should be able to:**
- demonstrate advanced knowledge of Local Government Municipal Budgets and reporting regulations;
- demonstrate an advanced understanding of General Regulated Accounting Practices (GRAP) through the preparation and evaluation of financial statements for municipalities and municipal entities; and
- demonstrate specialist knowledge of financial indicator reporting.

**ASSESSMENT**
- The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
- Summative assessment opportunity consists of a last written assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- SLPs are not dependent on each other; therefore, if a student fails one SLP, they will be able to continue with the remaining SLPs in the series of SLPs for Chief Financial Officers.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: | SHORT LEARNING | SLP CODE: | NQF LEVEL: 8 |
|---|---|---|---|
| RISK MANAGEMENT | PROGRAMME | S3RMTQ | CREDITS: 0 |
| | PART-TIME - APB | | |

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
The programme will be offered on a PART-TIME basis.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The minimum entry requirement is a degree or advanced diploma in commerce or law on NQF level 7.
- Students who do not meet the minimum entry requirements for this programme may apply for recognition of prior learning and for admission on the basis thereof.
- Experience in the fields related to corporate governance for example practising as a company secretary may be taken into account when assessing recognition of prior learning**.**
- This short learning programme is only on offer to public sector institutions, where the institution will be liable for paying the tuition fees for prospective students.
- The tuition fees will be stipulated in a formal memorandum of agreement between UJ and the public sector institution.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 68 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| **Total hours** | **200** | **-** |
| **Total number of credits** | **-** | **0** |

## DURATION OF PROGRAMME
- Contact time: 32 hours of lecturing spread over two days per semester.
- Months to complete:  10 months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The programme is independent from other programmes.

## PURPOSE OF PROGRAMME
The purpose of this SLP in Risk Management is to provide Chief Financial Officers and finance professionals at municipalities, public sector entities, departments and Technical and Vocational Education and Training (TVET) Colleges, with the opportunity to obtain a detailed understanding of the compliance and legislative requirements which will have an impact on the financial control environment Chief Financial Officers are responsible for monitoring compliance with legislation in this regard.

## PROGRAMME CONTENT

| YEAR MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Risk Management | S3RMTQ1 |

## MODULE AND OUTCOMES:

## RISK MANAGEMENT: (S3RMTQ1)

**Purpose:**
**The following topics will be covered:**
- Risk management frameworks.
- Risk identification and classification.
- Risk Management plans.
- Business and financial internal controls.
- Business strategy.

**Outcome(s):**
**Students should be able to:**
- identify and define Risk;
- identify, describe and classify the different sources and types of risk;
- identify and define Enterprise Risk Management (ERM);
- discuss and reason the advantages of ERM;
- identify, describe and evaluate the importance of risk and managing risk in organisations;
- identify and describe the relation between risk and business growth and/or opportunities;
- identify, list, explain and apply the steps of a Risk Management Process;
- identify and explain and give examples of internal (micro) influences contributing to the organisational risk; and
- identify and explain and give examples of external (macro) influences contributing to the organisational risk.

**ASSESSMENT**
- The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
- Summative assessment opportunity consists of a last written assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- SLPs are not dependent on each other; therefore, if a student fails one SLP, they will be able to continue with the remaining SLPs in the series of SLPs for Chief Financial Officers.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME:<br>SUPPLY CHAIN MANAGEMENT<br>AUDITING | SHORT LEARNING<br>PROGRAMME<br>PART-TIME - APB | SLP CODE:<br>S3SCMQ | NQF LEVEL: 8<br>CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
The programme will be offered on a PART-TIME basis.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The minimum entry requirement is a degree or advanced diploma in commerce or law on NQF level 7.
- Students who do not meet the minimum entry requirements for this programme may apply for recognition of prior learning and for admission on the basis thereof.
- Experience in the fields related to corporate governance for example practising as a company secretary may be taken into account when assessing recognition of prior learning.
- This short learning programme is only on offer to public sector institutions, where the institution will be liable for paying the tuition fees for prospective students.
- The tuition fees will be stipulated in a formal memorandum of agreement between UJ and the public sector institution.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 68 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| Total hours | 200 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 32 hours of lecturing spread over two days per semester.
- Months to complete:  10 months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The programme is independent from other programmes.

## PURPOSE OF PROGRAMME
The purpose of this SLP in Supply Chain Management Auditing is to provide Chief Financial Officers and finance professionals at municipalities, public sector entities, departments and Technical and Vocational Education and Training (TVET)  Colleges, with the opportunity to obtain a detailed understanding of the compliance and legislative requirements which will have an impact on the financial control environment Chief Financial Officers are responsible for monitoring compliance with legislation in this regard.

## PROGRAMME CONTENT

| YEAR MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Supply Chain Management Auditing | S3SCMQ1 |

## MODULE AND OUTCOMES:

**SUPPLY CHAIN MANAGEMENT AUDITING: (S3SCMQ1)**

**Purpose:**
In line with legislative requirements, audit testing should be conducted in order to establish the following:
- Adequacy and effectiveness of internal controls
- Compliance with legislation
- The effectiveness and efficiency of the procurement process and the monitoring of this processes
- The impact of Unauthorised expenditure, Irregular expenditure and Fruitless and Wasteful expenditure
- The condonement process is associated with unauthorised expenditure, Irregular expenditure and Fruitless and Wasteful expenditure.

**Outcome(s):**
**Students should be able to:**
- demonstrate an advanced understanding of the impact of the following legislative requirements and should be able to review the procurement process which includes:
- an understanding of computer-assisted auditing techniques;
- assess the design and implementation of controls in Supply Chain Management (SCM) using auditing programs;
- assess the adequacy and effectiveness of Internal controls in the SCM environment;
- demonstrate an advanced understanding of SCM policies;
- identification and investigation of possible fictitious suppliers;
- identification and investigation for Prohibited Suppliers;
- contract management practices; and
- perform an evaluation of compliance findings.

**ASSESSMENT**
- The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
- Summative assessment opportunity consists of a last written assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- SLPs are not dependent on each other; therefore, if a student fails one SLP, they will be able to continue with the remaining SLPs in the series of SLPs for Chief Financial Officers.

**MODERATION**
Internal moderation according to UJ policies will be applied.

| NAME OF PROGRAMME: TAXATION 1 | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3P16O | NQF LEVEL: 7 CREDITS: 16 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Credit bearing short learning programme.
- This SLP is a substitute for Taxation 3A (TAX03A3).
- To be offered in HEPSA Block D5.

**MODE OF OFFERING**
- Distance learning through the Moodle Learner Management System (LMS) platform.
- This SLP will make use of the following:
  - Moodle
  - Read and review materials.
  - Complete quizzes.
  - Participate in discussion forums.
  - Distance communities.
- Real-life examples in each of the sections will be used to enhance the underlying theory.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Students must meet the entry requirements for the Bachelor of Accounting (B3A17Q) qualification or the Bachelor of Accountancy (B34ACP) (distance) qualification;
  OR
- must have obtained a relevant qualification at an NQF level 7; and
- must have completed Taxation 2AB (TAX2B00) or the SLP Introduction to Taxation (S3P15O).

**ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning:<br>**Note:** Even though this SLP is presented as distance learning, this will apply various teaching methods, including videos and tutorials, to provide students with an equivalent learning experience to that offered on the contact module | 30 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 90 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 16 |

**DURATION OF PROGRAMME**
- This SLP will be completed in a semester.
- This SLP will be presented in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**

Students who have passed this SLP will get a module credit for Taxation 3A (TAX03A1) in either BCom (Accounting) (B3AE7Q) (Extended) or BCom (Accounting) (B3A17Q).

**PURPOSE OF PROGRAMME**
The purpose of the Taxation 1 SLP is to increase a students practical and theoretical tax knowledge of the ground rules regarding Income Tax and Value Added Tax (VAT) and to apply this knowledge to non-residents. The SLP deals with the inclusion of complex taxable amounts and recoupments in the gross income of individuals and enterprises and the deductions available to these taxpayers. This SLP forms part of a suite of three SLPs offered to students who do not meet the taxation entry requirements for further study or association with professional accountancy bodies.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Taxation 1 | S3PAO16 |

**MODULE AND OUTCOMES:**

**TAXATION 1: (S3PAO16)**

**Purpose:**
**The following topics will be covered:**
- Practical and theoretical concepts regarding Income Tax for both individuals and enterprises.
- Practical and theoretical concepts and ground rules regarding Value-added tax.
- Practical and theoretical concepts regarding non-residents.

**Outcome(s):**
**Students should be able to:**
- analyse amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act.
- analyse amounts exempt from Income Tax by applying the relevant section of the Income Tax Act.
- explain and calculate allowable deductions for Income tax purposes by applying the general deduction formula and special deductions;
- explain and calculate deductions for Income tax purposes by applying for capital allowances;
- apply the Income Tax principles regarding trading stock;
- apply the Eighth Schedule of the Income Tax Act to situations subject to Capital Gains tax and calculate the taxable amount in terms of the relevant provisions in respect of assets acquired before and after 1 October 2001,
- explain and calculate the taxable income and Income Tax payable by both individuals and companies;
- discuss and calculate the VAT implications of an enterprise making taxable and exempt supplies; and
- explain and calculate dividends tax.

**ASSESSMENT**
- Assessment in this SLP will be aligned to the outcomes of the SLP.
- The assessment criteria will be the same as the corresponding module (Taxation 3A (TAX03A3)), but the mode of assessment will differ to align with the distance delivery.
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The Full Period Mark will consist of various formative and summative assessment tasks.
- The weighting of the final summative assessment at the end of this SLP will be between 40% to 60% taking into account the following:
  - Discussions with the HOD and subject head;
  - Discussions with both internal and external moderators;
  - Considerations whether the formative assessments have been externally moderated;
  - Considerations of anti-plagiarism tools used throughout this SLP;
  - Considerations of methods implemented to upheld academic integrity throughout this SLP.
- The weighting of how the formative and summative assessments contribute to the Full Period Mark Weight will be communicated to students before the commencement of this SLP.
- There will be no supplementary assessment opportunity. This is supported by the following:
  - Students who have successfully completed Bachelor of Commerce (Accountancy) (B34ACP) (distance):
    - There are no supplementary assessment opportunities granted for this degree
  - Students who have completed a degree (whether at UJ or elsewhere) and who do not meet the taxation entry requirements into a Bridging Programme or Honours qualifications offered by the School of Accountancy:
    - These students have already completed a degree on NQF level 7.

- Students who have not yet completed the Taxation 3A (TAX03A3) module in Bachelor of Commerce (Accounting) (B3A17Q) or Bachelor of Commerce (Accounting) (Extended Degree) (B3AE7Q):
  - o It is the second opportunity the students have to complete these modules.
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The Full Period Mark will consist of various formative and summative assessment tasks.
- The weighting of the final summative assessment at the end of the module will be between 40% to 60% taking into account the following:
  - Discussions with the HOD and subject head;
  - Discussions with both the external and internal moderators;
  - Considerations whether the formative assessments have been externally moderated;
  - Considerations of anti-plagiarism tools used throughout this SLP;
  - Considerations of methods implemented to upheld academic integrity throughout this SLP.
- The weighting of how the formative and summative assessments contribute to the Full Period Mark Weight will be communicated to students before the commencement of this SLP.
- There will be no supplementary assessment opportunity. This is supported by the following:
  - Students who have successfully completed Bachelor of Commerce (Accountancy) (B34ACP) (distance):
    - o There are no supplementary assessment opportunities granted for this degree
  - Students who have completed a degree (whether at UJ or elsewhere) and who does not meet the taxation entry requirements into a Bridging Programme or Honours qualifications offered by the School of Accountancy:
    - o These students have already completed a degree on NQF level 7.
  - Students who have not yet completed the Taxation 3A (TAX03A3) in Bachelor of Commerce (Accounting) (B3A17Q) or Bachelor of Commerce (Accounting) (Extended Degree) (B3AE7Q):
    - ▪ It is the second opportunity. The students have to complete this SLP.

## CALCULATION CRITERIA
### Subject type: CE (Continuous Evaluation)
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## MODERATION
Moderation will be identical to that of Taxation 3A (TAX03A3), i.e. external moderation according to the UJ policies.

| NAME OF PROGRAMME:<br>TAXATION 2 | SHORT LEARNING<br>PROGRAMME<br>DISTANCE | SLP CODE:<br>S3P17O | NQF LEVEL: 7<br>CREDITS: 16 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Credit bearing short learning programme.
- This SLP is substitute to Taxation 3B (TAX03B3).
- To be offered in Higher Education Partners Africa (HEPSA) Block D6.

## MODE OF OFFERING
- Distance learning through the Moodle Learner Management System (LMS) platform
- This SLP will make use of the following:
  - Moodle
  - Read and review materials
  - Complete distance learning through the Moodle Learner Management System (LMS) platform
  - quizzes
  - Participate in discussion forums
  - Distance  communities
- Real-life examples in each of the sections will be used to enhance the underlying theory.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Students must meet the entry requirements for the Bachelor of Accounting (B3A17Q) qualification or the Bachelor of Accountancy (B34ACP) (Distance) qualification;
  OR
- must have obtained a relevant qualification at an NQF level 7; and
- must have completed Taxation 3A (TAX3A01) or the SLP Taxation 1 (S3P16O).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 30 | - |
| Distance Learning:<br> **Note:** Even though this SLP is presented via distance learning, this SLP will apply various teaching methods, including videos an tutorials, to provide students with an equivalent learning experience to that offered on the contact module | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 90 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 16 |

## DURATION OF PROGRAMME
- This SLP will be completed in a semester.
- This SLP will be presented in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

Students who have passed this SLP will get a module credit for Taxation 3B (TAX03B3) in either BCom (Accounting) (Extended) (B3AE7Q) or BCom (Accounting) (B3A17Q).

**PURPOSE OF PROGRAMME**
The purpose of the Taxation 2 SLP is to provide students with the practical and theoretical application of the basic concepts of taxation to individuals, partnerships, companies, trusts and farmers, and to cover the taxation principles regarding Capital Gains tax (for individuals) as well as the rules and regulations regarding the administration and payment of taxation. This SLP forms part of a suite of three SLPs offered to students who do not meet the taxation entry taxation requirements for further study or association with professional accountancy bodies.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Taxation 2 | S3PAO17 |

**MODULE AND OUTCOMES:**

**TAXATION 2: (S3PAO17)**

**Purpose:**
**The following topics will be covered:**
- Practical and theoretical concepts regarding Income Tax for individuals, partnerships, companies, trusts and farmers.
- Practical and theoretical concepts and ground rules regarding Capital Gains Tax for individuals.
- Practical and theoretical concepts regarding the rules and regulations regarding the administration and payment of taxation.

**Outcome(s):**
**Students should be able to:**
- identify fringe benefits and calculate the cash equivalent to include in the taxable income of an individual;
- determine the amounts exempt from the "income" of individuals by applying the relevant sections of the Income Tax Act;
- identify and calculate the deductions available to individuals by applying the relevant sections of the Income Tax Act;
- identify and calculate allowances attributable to the individual in gross income and calculate the amount allowed as a deduction against the allowance;
- calculate the tax implications of retirement benefits for individuals;
- calculate the taxable income of a partnership and apportion it to the partners;
- calculate the amount payable in terms of employee's tax and provisional tax;
- calculate the amount payable in terms of donations tax and estate duty for individuals;
- discuss situations applicable to an individual that will be subject to Capital Gains tax and calculate the taxable amount in terms of the relevant provisions;
- prepare the tax calculation for a non-resident according to the relevant provisions in the Income Tax Act;
- apply the basic Income Tax provisions regarding trusts;
- analyse the rules and regulations regarding the administration and payment of taxation for individuals, partnerships, companies and trusts; and
- explain situations where the anti-avoidance provisions of the Income Tax Act would be applicable for individuals, partnerships, companies and trusts.

**ASSESSMENT**
- Assessment in this SLP will be aligned to the outcomes of the SLP.
- The assessment criteria will be the same as the corresponding module (Taxation 3B (TAX03B3)), but the mode of assessment will differ to align with the distance delivery.
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The Full Period Mark will consist of various formative and summative assessment tasks.
- The weighting of the final summative assessment at the end of this SLP will be between 40% to 60% taking into account the following:
  - Discussions with the HOD and subject head;
  - Discussions with both the external and internal moderators;
  - Considerations whether the formative assessments have been externally moderated;
  - Considerations of anti-plagiarism tools used throughout this SLP;
  - Considerations of methods implemented to uphold academic integrity throughout this SLP.
- The weighting of how the formative and summative assessments contribute to the Full Period Mark Weight will be communicated to students before the commencement of this SLP.

- There will be no supplementary assessment opportunity. This is supported by the following:
  - Students who have successfully completed Bachelor of Commerce (Accountancy) (B34ACP) (Distance):
    - There are no supplementary assessment opportunities granted for this degree.
  - Students who have completed a degree (whether at UJ or elsewhere) and who do not meet the taxation entry requirements into a Bridging Programme or Honours qualifications offered by the School of Accountancy:
    - These students have already completed a degree on NQF level 7.
  - Students who have not yet completed the related Taxation 3B (TAX03B3) module in Bachelor of Commerce (Accounting) (B3A17Q) or Bachelor of Commerce (Accounting) (Extended Degree) (B3AE7Q):
    - It is the second opportunity. The students have to complete this module.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## MODERATION
Moderation will be identical to that of Taxation 3B (TAX03B3), i.e. external moderation according to the UJ policies.

# DEPARTMENT OF COMMERCIAL ACCOUNTING

**Whole Programmes: None**

**Bridging Programmes:**

| NAME OF PROGRAMME:<br>PROGRAMME IN COMMERCIAL<br>ACCOUNTING | BRIDGING PROGRAMME<br>PART-TIME<br>SWC | SLP CODE:<br>S3PCAQ | NQF LEVEL: 5<br>CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Students are required to attend classes during the day; and
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing Computer Based Exam (CBE).

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate from 2008
- Diploma endorsement plus the required total Admission Points Score (APS) of 18 (with Mathematics) or 20 (with Mathematical Literacy); and
- Subject requirements: APS English - 3, Mathematics - 2 or Mathematical Literacy - 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 400 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 70 | - |
| Preparation for and completion of assignments and other assessment activities | 150 | - |
| Tutorials | 100 | - |
| Other (specify) | - | - |
| **Total hours** | 720 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 12 hours per week for 28 weeks.
- Months to complete: 10 months (February – November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- Bridging to the Diploma in Accounting and the Diploma (Financial Services Operations).
- After the successful completion of the Programme in Commercial Accounting, the student may apply to enrol for the Diploma in Accounting and or the Diploma in Financial Services Operations.
- The student may apply also for credits for Financial Services Computing 1A and Introduction to Business Management 1B.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
The student may also apply for credits for Financial Services Computing 1A (FSC11A1) (12 credits) and Introduction to Business Management 1B (IBM01B1) (12 credits).

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students with a solid foundation in both the academic and non-academic modules in the business environment in order to bridge into related diploma programmes. These students did not initially meet the entry requirements of the related diploma programmes. On successful completion of this short learning programme students will be considered for admission into a related diploma programmes.

**PROGRAMME CONTENT**

| YEAR MODULES | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Academic and Professional Skills | S3PCAQ5 |
| Basic Business Calculations | S3PCAQ3 |
| English Language and Communication Skills | S3PCAQ2 |
| Principles of Accounting | S3PCAQ1 |

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Financial Services Computing 1A | S3PCAQ6 | Introduction to Business Management 1B | S3PCAQ7 |

**MODULES AND OUTCOMES:**

**ACADEMIC AND PROFESSIONAL SKILLS: A/B (S3PCAQ5)**

**YEAR MODULE**

**Purpose:**
The purpose of this module is to demonstrate the use of effective study habits, apply relevant study techniques and explain how to apply principles of time, stress and personal change management.

**Outcome(s):**
**Students should be able to:**
- demonstrate the use of effective, individualised study habits and apply relevant study techniques i.e. appropriate note-taking, reading and exam-taking skills to their academic work;
- apply the principles of time management to their own personal situation;
- identify and apply the principles of stress management;
- identify and apply the principles and models of personal change management and develop and apply appropriate coping strategies;
- discuss leadership theories and different team roles that may be adopted;
- explain and apply a variety of personal and interpersonal skills;
- manage their personal finances effectively;
- explain values and principles and their importance; and
- understand and apply the principles of goal-setting.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**BASIC BUSINESS CALCULATIONS: (S3PCAQ3)**

**YEAR MODULE**

**Purpose:**
The purpose of this module is to provide a solid foundation for the performance of basic mathematical and financial calculations in the business environment as a means of assisting in decision-making.

**Outcome(s):**
**Students should be able to:**
- accurately do calculations in Algebra;

- accurately solve problems involving the perimeter, volume and surface area of different shapes;
- accurately do basic calculations in Financial Mathematics;
- accurately do basic calculations in Statistics; and
- correctly apply all the skills that they have learned in Accounting, Economics and Business.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## ENGLISH LANGUAGE AND COMMUNICATION SKILLS: (S3PCAQ2)

### YEAR MODULE

**Purpose:**
The purpose of this module is to introduce students to basic communication theories and concepts and to enhance students written and verbal English communication skills.

**Outcome(s):**
**Students should be able to:**
- demonstrate and understand group work;
- use a dictionary effectively and develop basic work attack skills;
- apply the principles of effective listening;
- analyse and write complete, grammatically correct sentences;
- understand and apply various types of punctuation;
- write an effective paragraph
- use basic referencing skills in academic writing;
- explain and apply the principles of effective public speaking;
- explain and apply basic elements of communication theory;
- identify the functions and types of non-verbal communication; and
- apply a basic understanding of intercultural communication.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## PRINCIPLES OF ACCOUNTING: (S3PCAQ1)

### YEAR MODULE

**Purpose:**

The purpose of this module is to introduce the student to basic accounting principles, concepts and process for the recording of transaction from source documents through to the financial statements of a sole trader. The focus is on the measurement and recognition of Value Added Tax, assets, liabilities, income and expenses, accounting adjustments and period-end adjustments.

**Outcome(s):**
**Students should be able to:**
- integrate technology-assisted learning by means of an accounting software package throughout the module;
- explain and discuss the basic accounting principles, and the accounting process and apply these for a sole trader using the accounting software;
- set up a service entity (sole trader) using the accounting software and convert it to a trading entity;
- use accounting tools to analyse and understand the accounting implication of transactions and the effect the transactions have on the elements of the financial statements (assets, liabilities, equity, income and expenses);
- measure and recognise Value Added Tax (VAT);
- prepare source documents, journal entries and general ledger accounts using the accounting software;
- set up and monitor individual trade receivables accounts;
- recognise transactions in specialised journal entries and the respective subsidiary ledgers;
- reconcile the cashbook to the bank statement balance;
- reconcile the subsidiary ledgers and the control accounts in the general ledger for trade receivables and payables;
- prepare and recognize journal entries for accounting adjustments, correction of errors and period-end adjustments;
- identify, measure and recognise inventories; and
- present basic financial statements for a sole trader.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**FINANCIAL SERVICES COMPUTING 1A: (S3PCAQ6)**

**SEMESTER MODULE**

**Purpose:**
The purpose of this module is to introduce students to general computer applications commonly used in financial services operations. Students will be equipped with the necessary skills for end-user computing as well as academic and financial industry applications.

**Outcome(s):**
**Students should be able to:**
- Demonstrate both theoretical and practical use of the following computer-based tasks to:
  - save, retrieve files and navigate basic operating system for end-user computing;
  - use basic functions for successful end-user computing;
  - use a word processing application, such as Microsoft Word;
  - use a presentation application, such as Microsoft PowerPoint;
  - use a data analysis application, such as Microsoft Excel;
- Demonstrate understanding of computer applications on practical cases studies such as:
  - loan amortisation analysis;
  - ordinary least square regression analysis;
  - editing research articles; and
  - presentation skills.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**INTRODUCTION TO BUSINESS MANAGEMENT 1B: (S3PCAQ7)**

**SEMESTER MODULE**

**Purpose:**
The purpose of this module is to provide students with a global overview of Business Management as a science and prepare them for challenges in the South African Business environment in a multicultural context.

**Outcome(s):**
**Students should be able to:**
- explain the role of business in society, considering the needs and resources of the community, the main economic systems and the nature of Business Management;
- identify and explain the internal and external business environment and the interaction between an organisation and its environment;
- define and explain the entrepreneurial process, the characteristics of an entrepreneur, the difference between an entrepreneurial venture and a small business and the phases of growth in a business;
- explain the importance of Business Ethics and analyse the relevant aspects to be considered in developing ethical behaviour and a code of ethical conduct in an organisation;
- identify and explain the origin of management theory and modern approaches currently at hand;
- analyse the Skills, roles and characteristics of managers as important role players in establishing effective and efficient business practices; and
- identify and explain all the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks.

**ASSESSMENT FOR ALL MODULES**
- Formative and summative assessments including assignments.
- All modules must be passed in the same academic year.

**CALCULATION CRITERIA**
**Subject type: SH (Semester module)**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **25:75** towards Final mark;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Sup results capped.
- To pass a module: 50% final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts according to UJ's moderation policy.

**Short Learning Programme:**

| NAME OF PROGRAMME: BRIDGING FOR TAX TECHNICIAN | SHORT LEARNING PROGRAMME CONTACT - SWC | SLP CODE: S3C09Q | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Contact sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Distance learning activities which will augment practically the theory learned in class; and
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Students who have successfully completed the taxation modules (which are at an NQF level 6) in the Diploma (Accountancy) (D3A15Q) at UJ;
  OR
- Students with at least an NQF level 6 qualification in the commerce field from any institution. These students must have successfully completed a taxation module, on NQF level 6, as part of their previous qualification.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 180 | |
| Total number of credits | - | 0 |

**DURATION OF PROGRAMME**
- The programme will be offered in each semester.
- Contact time will consist of 50 hours of contact lectures spread over 13 weeks, to complete the programme.
- Lectures will be held for 4 hours a week for 12 weeks, and 2 hours for the 13th week.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to prepare the students to be able to write the knowledge component of the Occupational Certificate Tax Technician Qualification exam, administered by the South Africa Institute of Tax (SAIT).

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Bridging for Tax | S3C09QA | Bridging for Tax | S3C09QB |

| Technicians A | | Technicians B | |
|---|---|---|---|

## MODULE AND OUTCOMES:

### BRIDGING FOR TAX TECHNICIAN: A/B (S3C09QA / S3C09QB)

**Purpose:**
**The following topics will be covered:**
- An overview of the South African Tax Legislation.
- South African Taxation of Businesses.
- South African Taxation of Individuals.
- Skills required for the management of a business including appropriate tax ethics and responses to tax risks.

**Outcome(s):**
**Students should be able to:**
- demonstrate a basic understanding of the different South African tax legislation;
- distinguish between the appropriate South African tax treatment of different types of businesses;
- demonstrate a basic understanding of the South African tax principles and legislation applicable to individuals; and
- demonstrate an understanding of professional business skills, ethics and risk applicable to the tax environment.

**ASSESSMENT**
- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS), by performing a formal presentation to a panel, as well as written assessments
- The final assessment will be in the form of an exam.

**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: AUDIT AND ASSURANCE | SHORT LEARNING PROGRAMME CONTACT – SWC | SLP CODE: S3C02Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

## MODE OF OFFERING
- Contact sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Students who have successfully completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Audit and Assurance A | S3CA02A | Preparation for ACCA: Audit and Assurance B | S3CA02B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: AUDIT AND ASSURANCE: A/B (S3CA02A / S3CA02B)**

**Purpose:**
**The following topics will be covered:**
- Audit framework and regulation.
- Planning and risk assessment.
- Internal control.
- Audit evidence.
- Review and reporting.

**Outcome(s):**
**Students should be able to:**
- explain the concept of audit and assurance and the functions of audit, corporate governance, including ethics and professional conduct;
- demonstrate how the auditor obtains and accepts audit engagements, obtains an understanding of the entity and its environment, assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements;
- describe and evaluate internal controls, techniques and audit tests, including IT systems to identify and communicate control risks and their potential consequences, making appropriate recommendations. Describe the scope, role and function of internal audit;
- identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the International Standards on Auditing (ISAs); and
- explain how consideration of subsequent events and the going concern principle can inform the conclusions from audit work and are reflected in different types of auditor's reports, written representations and the final review and reports.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: AUDIT AND ASSURANCE | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3C02O | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

## MODE OF OFFERING
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Students who have successfully completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Audit and Assurance A | S3CA02A | Preparation for ACCA: Audit and Assurance B | S3CA02B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: AUDIT AND ASSURANCE: A/B (S3CA02A / S3CA02B)**

**Purpose:**
**The following topics will be covered:**
- Audit framework and regulation.
- Planning and risk assessment.
- Internal control.
- Audit evidence.
- Review and reporting.

**Outcome(s):**
**Students should be able to:**
- explain the concept of audit and assurance and the functions of audit, corporate governance, including ethics and professional conduct;
- demonstrate how the auditor obtains and accepts audit engagements, obtains an understanding of the entity and its environment, assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements;
- describe and evaluate internal controls, techniques and audit tests, including IT systems to identify and communicate control risks and their potential consequences, making appropriate recommendations. Describe the scope, role and function of internal audit;
- identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the International Standards on Auditing (ISAs); and
- explain how consideration of subsequent events and the going concern principle can inform the conclusions from audit work and are reflected in different types of auditor's report, written representations and the final review and report.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant Association of ACCA exam, which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: BUSINESS AND TECHNOLOGY | SHORT LEARNING PROGRAMME CONTACT – SWC | SLP CODE: S3CA0Q | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Blended or distance learning sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation; and
- Distance activities which will augment practically the theory learned in class as well as prepare the students for writing computer-based exam (CBE); and
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification.
- An APS score equivalent of at least 25 points is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | -- |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and their interaction with technology, data and information systems.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Preparation for ACCA: Business and Technology A | S3CA0QA | Preparation for ACCA: Business and Technology B | S3CA0QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: BUSINESS AND TECHNOLOGY: A/B (S3CA0QA / S3CA0QB)**

**Purpose:**
**The following topics will be covered:**
- Purpose and types of businesses and interactions with stakeholders and external environment.
- Business organisation structures and corporate governance.
- Functions, systems and technologies in accounting and audit.
- Principles of authority, leadership and teams.
- Personal effectiveness, effective teams and organisational behaviour.
- Professional ethics and professional values.

**Outcome(s):**
**Students should be able to:**
- understand the purpose and types of businesses and how they interact with key stakeholders and the external environment;
- understand business organisation structure, functions and the role of corporate governance;
- recognise the functions, systems and new technologies in accounting and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data;
- recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed;
- understand the importance of personal effectiveness as the basis for effective team and organisational behaviour; and
- recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME:<br>PREPARATION FOR ACCA:<br>BUSINESS AND TECHNOLOGY | SHORT LEARNING<br>PROGRAMME<br>DISTANCE – SWC | SLP CODE:<br>S3CA0O | NQF LEVEL: 5<br>CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

## MODE OF OFFERING
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification.
- An APS score equivalent of at least 25 points is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | -- |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and their interaction with technology, data and information systems.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Preparation for ACCA: Business and Technology A | S3CA0OA | Preparation for ACCA: Business and Technology B | S3CA0OB |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: BUSINESS AND TECHNOLOGY: A/B (S3CA0OA / S3CA0OB)**

**Purpose:**
**The following topics will be covered:**
- Purpose and types of businesses and interactions with stakeholders and external environment.
- Business organisation structures and corporate governance.
- Functions, systems and technologies in accounting and audit.
- Principles of authority, leadership and teams.
- Personal effectiveness, effective teams and organisational behaviour.
- Professional ethics and professional values.

**Outcome(s):**
**Students should be able to:**
- understand the purpose and types of businesses and how they interact with key stakeholders and the external environment;
- understand business organisation structure, functions and the role of corporate governance;
- recognise the functions, systems and new technologies in accounting and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data;
- recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed;
- understand the importance of personal effectiveness as the basis for effective team and organisational behaviour; and
- recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Blended or distance sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation; and
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing computer-based exam (CBE); and
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Applicants who have completed secondary education and the following preparation SLPs:
    - Preparation for ACCA Business and Technology;
    - Preparation for ACCA Financial Accounting; and
    - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or
- Applicant who has completed secondary education and has passed the ACCA exams for the learning areas mentioned above.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and understanding of ways organisations' finance their operations, plan and control cash flows, optimise their use of working capital and allocate resources to long-term investment projects.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Preparation for ACCA: Certificate in Financial Management A | S3CA08A | Preparation for ACCA: Certificate in Financial Management B | S3CA08B |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: CERTIFICATE IN FINANCIAL MANAGEMENT: A/B (S3CA08A / S3CA08B)**

**Purpose:**
**The following topics will be covered:**
- Principles of effective working capital management.
- Impact working capital has on an organisation's cash flow.
- Techniques for forecasting cash.
- Cash management.
- Principles of fund investments for capital projects.
- Credit management.

**Outcome(s):**
**Students should be able to:**
- explain and apply the principles of working capital management;
- apply a range of accounting techniques used to forecast cash within the organisation;
- describe methods and procedures for managing cash balances;
- explain principles in making medium to long-term financing decisions;
- explain and apply principles in making capital investment decisions; and
- describe credit management methods and procedures.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA CERTIFICATE IN FINANCIAL MANAGEMENT | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3C08O | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Applicants who have completed secondary education and the following preparation SLPs:
    - Preparation for ACCA Business and Technology;
    - Preparation for ACCA Financial Accounting; and
    - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or
- Applicant who has completed secondary education and has passed the ACCA exams for the learning areas mentioned above.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The distance SLP will offer 50 hours distance lectures, over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and understanding of ways organisations' finance their operations, plan and control cash flows, optimise their use of working capital and allocate resources to long-term investment projects.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Preparation for ACCA: Certificate in Financial Management A | S3CA08A | Preparation for ACCA: Certificate in Financial Management B | S3CA08B |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: CERTIFICATE IN FINANCIAL MANAGEMENT: A/B (S3CA08A / S3CA08B)**

**Purpose:**
**The following topics will be covered:**
- Principles of effective working capital management.
- Impact working capital has on an organisation's cash flow.
- Techniques for forecasting cash.
- Cash management.
- Principles of fund investments for capital projects.
- Credit management.

**Outcome(s):**
**Students should be able to:**
- **e**xplain and apply the principles of working capital management;
- apply a range of accounting techniques used to forecast cash within the organisation;
- describe methods and procedures for managing cash balances;
- explain principles in making medium to long-term financing decisions;
- explain and apply principles in making capital investment decisions; and
- describe credit management methods and procedures.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: FINANCIAL ACCOUNTING | SHORT LEARNING PROGRAMME CONTACT – SWC | SLP CODE: S3C03Q | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Blended or distance sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation; and
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing computer-based exam (CBE); and
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification.
- An APS score equivalent of at least 25 points is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques including the preparation of basic single-entity financial statements and simple consolidated financial statements.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Financial Accounting A | S3CA03A | Preparation for ACCA: Financial Accounting B | S3CA03B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FINANCIAL ACCOUNTING: A/B (S3CA03A / S3CA03B)**

**Purpose:**
**The following topics will be covered:**
- The context and purpose of financial reporting.
- Qualitative characteristics of financial information.
- Double-entry and accounting systems.
- Recording of transactions and events.
- Trial balance preparation.
- Basic financial statements for incorporated and unincorporated entities.
- Simple consolidated financial statements.
- Interpretation of financial statements.

**Outcome(s):**
**Students should be able to:**
- explain the context and purpose of financial reporting;
- demonstrate an understanding of the qualitative characteristics of financial information;
- demonstrate the use of double-entry and accounting systems;
- record transactions and events;
- prepare a trial balance (including identifying and correcting errors);
- prepare basic financial statements for incorporated and unincorporated entities;
- prepare basic consolidated financial statements; and
- interpret financial statements.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: FINANCIAL ACCOUNTING | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3C03O | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) Preparation modules.

## MODE OF OFFERING
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification.
- An APS score equivalent of at least 25 points is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The distance SLP will offer 50 hours of distance lectures, over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and their interaction with technology, data and information systems.

## PROGRAMME CONTENT

| DISTANCE SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Financial Accounting A | S3CA03A | Preparation for ACCA: Financial Accounting B | S3CA03B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FINANCIAL ACCOUNTING: A/B (S3CA03A / S3CA03B)**

**Purpose:**
**The following topics will be covered:**
- The context and purpose of financial reporting.
- Qualitative characteristics of financial information.
- Double-entry and accounting systems.
- Recording of transactions and events.
- Trial balance preparation.
- Basic financial statements for incorporated and unincorporated entities.
- Simple consolidated financial statements.
- Interpretation of financial statements.


**Outcome(s):**
**Students able be able to:**
- understand the purpose and types of businesses and how they interact with key stakeholders and the external environment;
- understand business organisation structure, functions and the role of corporate governance;
- recognise the functions, systems and new technologies in accounting and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data;
- recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed;
- understand the importance of personal effectiveness as the basis for effective team and organisational behaviour; and
- recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: FINANCIAL MANAGEMENT | SHORT LEARNING PROGRAMME CONTACT – SWC | SLP CODE: S3C04Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Contact sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Students who have successfully completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks)**.**
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop the knowledge and skills expected of a financial manager, in relation to investment, financing, and dividend policy decisions.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Financial Management A | S3CA04A | Preparation for ACCA: Financial Management B | S3CA04B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FINANCIAL MANAGEMENT: A/B (S3CA04A / S3CA04B)**

**Purpose:**
**The following topics will be covered:**
- Financial management function.
- Economic environment in financial management.
- Working capital management techniques.
- Investment appraisal techniques.
- Business finance.
- Business and asset valuations.
- Risk management techniques.

**Outcome(s):**
**Students should be able to:**
- discuss the role and purpose of the financial management function;
- assess and discuss the impact of the economic environment on financial management;
- discuss and apply working capital management techniques;
- discuss and apply investment appraisal;
- identify and evaluate alternative sources of business finance;
- discuss and apply principles of business and asset valuations; and
- explain and apply risk management techniques in business.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Students who have successfully completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The distance SLP will offer 50 hours distance lectures, over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Financial Management A | S3CA04A | Preparation for ACCA: Financial Management B | S3CA04B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FINANCIAL MANAGEMENT: A/B (S3CA04A / S3CA04B)**

**Purpose:**
**The following topics will be covered:**
- Financial management function.
- Economic environment in financial management.
- Working capital management techniques.
- Investment appraisal techniques.
- Business finance.
- Business and asset valuations.
- Risk management techniques.

**Outcome(s):**
**Students should be able to:**
- discuss the role and purpose of the financial management function;
- assess and discuss the impact of the economic environment on financial management;
- discuss and apply working capital management techniques;
- discuss and apply investment appraisal;
- identify and evaluate alternative sources of business finance;
- discuss and apply principles of business and asset valuations; and
- explain and apply risk management techniques in business.

**ASSESSMENT**
- The students will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Blended or distance sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation; and
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing computer-based exam (CBE);
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Students who have successfully completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and skills in understanding and applying accounting standards and applying the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Financial Reporting A | S3CA05A | Preparation for ACCA: Financial Reporting B | S3CA05B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FINANCIAL REPORTING: A/B (S3CA05A / S3CA05B)**

**Purpose:**
**The following topics will be covered:**
- The conceptual and regulatory framework for financial reporting.
- Accounting for transactions in financial statements.
- Analysing and interpreting the financial statements of single entities and groups.
- Preparation and presentation of financial statements.

**Outcome(s):**
**Students should be able to:**
- discuss and apply the conceptual and regulatory frameworks for financial reporting;
- account for transactions in accordance with International Financial Reporting Standards;
- analyse and interpret financial statements of single entities and groups; and
- prepare and present financial statements for single entities and business combinations in accordance with International Financial Reporting Standards.

**ASSESSMENT**
- The student will receive a certificate of attendance and (not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: FINANCIAL REPORTING | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3C05O | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Students who have successfully completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The distance SLP will offer 50 hours of distance lectures, over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Financial Reporting A | S3CA05A | Preparation for ACCA: Financial Reporting B | S3CA05B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FINANCIAL REPORTING: A/B (S3CA05A / S3CA05B)**

**Purpose:**
**The following topics will be covered:**
- The conceptual and regulatory framework for financial reporting.
- Accounting for transactions in financial statements.
- Analysing and interpreting the financial statements of single entities and groups.
- Preparation and presentation of financial statements.

**Outcome(s):**
**Students should be able to:**
- discuss and apply the conceptual and regulatory frameworks for financial reporting;
- account for transactions in accordance with International Accounting Standards;
- analyse and interpret financial statements of single entities and groups; and
- prepare and present financial statements for single entities and business combinations in accordance with International Financial Reporting Standards.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Blended or distance sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation; and
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing computer-based exam (CBE); and
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Applicants who have completed secondary education and the following preparation SLPs:
    - Preparation for ACCA Business and Technology;
    - Preparation for ACCA Financial Accounting; and
    - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or
- Applicant who has completed secondary education and has passed the ACCA exams for the learning areas mentioned above.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
| --- | --- | --- |
| Contact time (Lectures) | 50 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and understanding of the principles of external audit and the audit process and technical proficiency in the skills used for auditing financial statements.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
| --- | --- | --- | --- |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Preparation for ACCA: Foundations in Auditing A | S3CA09A | Preparation for ACCA: Foundations in Auditing B | S3CA09B |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: FOUNDATIONS IN AUDITING: A/B (S3CA09A / S3CA09B)**

**Purpose:**
**The following topics will be covered:**
- Business environment and audit framework.
- Audit planning and risk assessment.
- Internal control and features of information systems.
- Audit evidence and procedures.
- Audit completion.

**Outcome(s):**
**Students should be able to:**
- explain the purpose and scope of an audit and its regulatory framework within the business environment;
- describe and explain how an auditor assesses risk and plans an audit;
- identify the principles of internal control and describe and evaluate the features of accounting information systems;
- identify, describe and explain audit evidence and audit procedures required to meet the objectives of an audit and apply International Standards on Auditing (ISA); and
- describe and explain how the audit is completed and reflected in the different types of auditor's reports.

**ASSESSMENT**
- The student will receive a certificate of attendance and (not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA FOUNDATIONS IN AUDITING | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3C10O | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

## MODE OF OFFERING
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Applicants who have completed secondary education and the following preparation SLPs:
    - Preparation for ACCA Business and Technology;
    - Preparation for ACCA Financial Accounting; and
    - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or
- Applicant who has completed secondary education and has passed the ACCA exams for the learning areas mentioned above.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- The distance learning SLP will offer 50 hours lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop knowledge and understanding of the principles of external audit and the audit process and technical proficiency in the skills used for auditing financial statements.

## PROGRAMME CONTENT

| DISTANCE SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Preparation for ACCA: Foundations in Auditing A | S3CAO9A | Preparation for ACCA: Foundations in Auditing B | S3CAO9B |
|---|---|---|---|

**MODULES AND OUTCOMES:**

**PREPARATION FOR ACCA: FOUNDATIONS IN AUDITING: A/B (S3CA09OA / S3CAO9B)**

**Purpose:**
**The following topics will be covered:**
- Business environment and audit framework.
- Audit planning and risk assessment.
- Internal control and features of information systems.
- Audit evidence and procedures.
- Audit completion.

**Outcome(s):**
**Students should be able to:**
- explain the purpose and scope of an audit and its regulatory framework within the business environment;
- describe and explain how an auditor assesses risk and plans an audit;
- identify the principles of internal control and describe and evaluate the features of accounting information systems;
- identify, describe and explain audit evidence and audit procedures required to meet the objectives of an audit and apply International Standards on Auditing (ISA); and
- describe and explain how the audit is completed and reflected in the different types of auditor's reports.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: MANAGEMENT ACCOUNTING | SHORT LEARNING PROGRAMME CONTACT - SWC | SLP CODE: S3C06Q | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Blended or distance sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation; and
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing computer-based exam (CBE); and
- Provision for consultations with lecturers outside contact sessions.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification.
- An APS score equivalent of at least 25 points is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and an understanding of management accounting techniques to support management in planning, controlling and monitoring performance in a variety of business contexts.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Management Accounting A | S3CA06A | Preparation for ACCA: Management Accounting B | S3CA06B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: MANAGEMENT ACCOUNTING: A/B (S3CA06A / S3CA06B)**

**Purpose:**
**The following topics will be covered:**
- The nature, source and purpose of management information.
- Data analysis and statistical techniques.
- Cost accounting techniques.
- Budgets.
- Actual and standard costing.
- Performance measurement.

**Outcome(s):**
**Students should be able to:**
- explain the nature, source and purpose of management information;
- explain data analysis and analyse data using statistical techniques;
- explain and apply cost accounting techniques;
- prepare budgets for planning and control;
- compare actual costs with standard costs and analyse any variances; and
- explain and apply performance measurements and monitor business performance.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

## MODE OF OFFERING
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification.
- An APS score equivalent of at least 25 points is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance Learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME).
- The distance SLP will offer 50 hours of distance lectures, over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop knowledge and an understanding of management accounting techniques to support management in planning, controlling and monitoring performance in a variety of business contexts.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Management Accounting A | S3CA06A | Preparation for ACCA: Management Accounting B | S3CA06B |

## MODULE AND OUTCOMES:

**PREPARATION FOR ACCA: MANAGEMENT ACCOUNTING: A/B (S3CA06A / S3CA06B)**

**Purpose:**
**The following topics will be covered:**
- The nature, source and purpose of management information.
- Data analysis and statistical techniques.
- Cost accounting techniques.
- Budgets.
- Actual and standard costing.
- Performance measurement.

**Outcome(s):**
**Students should be able to:**
- explain the nature, source and purpose of management information;
- explain data analysis and analyse data using statistical techniques;
- explain and apply cost accounting techniques;
- prepare budgets for planning and control;
- compare actual costs with standard costs and analyse any variances; and
- explain and apply performance measurements and monitor business performance.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

## MODE OF OFFERING

- Contact sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

## CERTIFICATION

Attendance based.

## ADMISSION REQUIREMENTS

- Students who have successfully completed the Diploma (Accountancy) or any other accounting related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME

- 50 hours of contact lectures over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of this SLP is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Performance Management A | S3CA07A | Preparation for ACCA: Performance Management B | S3CA07B |

## MODULE AND OUTCOMES:

**PREPARATION FOR ACCA: PERFORMANCE MANAGEMENT: A/B (S3CA07A / S3CA07B)**

**Purpose:**
**The following topics will be covered:**
- Information, technologies and systems for organisational performance.
- Specialist cost and management accounting techniques.
- Decision-making techniques.
- Budgeting techniques and control methods.
- Performance measurement and control.

**Outcome(s):**
**Students should be able to:**
- identify and discuss the information, systems and developments in technology required for organisations to manage and measure performance and security of information;
- explain and apply specialist cost accounting and management techniques;
- select and appropriately apply decision-making techniques to facilitate business decisions and promote efficient and effective use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks;
- identify and apply appropriate budgeting techniques and methods for planning and control and use standard costing systems to measure and control business performance and to identify remedial action; and
- assess the performance of an organisation from both a financial and non-financial control viewpoint, appreciating the problems of controlling divisionalised businesses and the importance of allowing for external aspects.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME: PREPARATION FOR ACCA: PERFORMANCE MANAGEMENT | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3C07O | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- This SLP is part of a suite of the Association of Chartered Certified Accountant's (ACCA) Preparation modules.

**MODE OF OFFERING**
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions; and
- Supplementary activities on the ACCA portal.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Students who have successfully completed the Diploma (Accountancy) or any other accounting related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of Association of Chartered Certified Accountants (ACCA).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 50 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The distance SLP will offer 50 hours of distance learning lectures, over a term (7 weeks).
- The SLP will be run over a term, in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

**PROGRAMME CONTENT**

| DISTANCE SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Preparation for ACCA: Performance Management A | S3CA07A | Preparation for ACCA: Performance Management B | S3CA07B |

**MODULE AND OUTCOMES:**

**PREPARATION FOR ACCA: PERFORMANCE MANAGEMENT: A/B (S3CA07A / S3CA07B)**

**Purpose:**
**The following topics will be covered:**
- Information, technologies and systems for organisational performance.
- Specialist cost and management accounting techniques.
- Decision-making techniques.
- Budgeting techniques and control methods.
- Performance measurement and control.

**Outcome(s):**
**Students should be able to:**
- identify and discuss the information, systems and developments in technology required for organisations to manage and measure performance and security of information;
- explain and apply specialist cost accounting and management techniques;
- select and appropriately apply decision-making techniques to facilitate business decisions and promote efficient and effective use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks;
- identify and apply appropriate budgeting techniques and methods for planning and control and use standard costing systems to measure and control business performance and to identify remedial action; and
- assess the performance of an organisation from both a financial and non-financial control viewpoint, appreciating the problems of controlling divisionalised businesses and the importance of allowing for external aspects.

**ASSESSMENT**
- The student will receive a certificate of attendance (and not a certificate of Competency) as this SLP is to prepare students to write the relevant ACCA exam, of which the student needs to register for separately to this SLP.
- Moodle Learner Management System (LMS) assessments will be set by UJ and ACCA student portal practice assessments will be set by ACCA.

**CALCULATION CRITERIA**
N/A

**MODERATION**
- None as there are no formal assessments.
- This is a preparation SLP.

| NAME OF PROGRAMME:<br>TRAINING FOR ACCOUNTING<br>TECHNICIANS | SHORT LEARNING<br>PROGRAMME<br>FULL-TIME - SWC | SLP CODE:<br>S3TATQ | NQF: 5<br>CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- The programme is in line with the South African Institute of Chartered Accountants (SAICA) Accounting Technicians (AT) qualification requirements.

## MODE OF OFFERING
- Contact sessions facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Distance learning activities which will augment practically the theory learned in class as well as prepare the students for writing a Computer Based Exam (CBE);
- Provision for consultations with lecturers outside distance sessions.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate as from 2008; or
- NQF 4/Grade 12 (passed) or equivalent; and
- An overall APS of 18 (Excluding Life Orientation) with either Mathematics or Mathematical Literacy.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 240 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 60 | - |
| Preparation for and completion of assignments and other assessment activities | 110 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 410 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 240 hours presented over two semesters.
- Months to complete: 10 months (February – November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide students who do not have entry into a formal university programme with a basic accounting technician level course. This provides students the opportunity to access a career path in the field of accountancy on a technician level.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Financial Statements | S3TATQ1 | Internal Control Systems | S3TATQ5 |
| Financial Performance | S3TATQ2 | Budgeting | S3TATQ6 |
| Business Tax | S3TATQ4 | Personal Tax | S3TATQ3 |

**MODULES AND OUTCOMES:**

**FINANCIAL STATEMENTS: (S3TATQ1)**

**Purpose:**
The purpose of this module is to provide students with the necessary knowledge and skills to prepare, interpret, analyse and reflect on financial statements and basic consolidated financial statements.

**Outcome(s):**
**Students should be able to:**
- prepare, interpret, reflect and analyse financial statements and basic consolidated financial statements.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**BUDGETING: (S3TATQ6)**

**Purpose:**
The purpose of this module is to provide students with the necessary knowledge and skills to prepare, interpret and analyse forecasts and budgets, as well as the impact that changes in the economic environment will have on the organisations budget and use budgetary control to ensure organisational targets are met.

**Outcome(s):**
**Students should be able to:**
- prepare, interpret and analyse forecasts and budgets and be able to explain its effect on the companies' operations; and
- use budgetary controls as a means for achieving organisational targets.

**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**INTERNAL CONTROL AND ACCOUNTING SYSTEM: (S3TATQ5)**

**Purpose:**
The purpose of this module is to provide students with the necessary knowledge and skills to evaluate the internal controls underpinning accounting systems and to identify internal control areas for improvement. Furthermore, the module will equip students with the skills to make recommendations on improving the internal controls within the accounting system.

**Outcome(s):**
**Students should be able to:**
- evaluate internal controls underpinning the accounting system within the organisation; and

- make recommendations on improving the internal control system.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**FINANCIAL PERFORMANCE: (S3TATQ2)**

**Purpose:**
The purpose of this module is to provide students with the necessary knowledge and skills to collate information from various sources in order to identify, analyse, prepare and interpret routine cost reports and make suggestions for improving financial performance.

**Outcome(s):**
**Students should be able to:**
- prepare, identify, analyse and interpret cost reports; and
- use these reports to make recommendations on the financial performance of organisations.

**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**PERSONAL TAX: (S3TATQ3)**

**Purpose:**
The purpose of this module is to provide students with the necessary knowledge and skills to calculate tax payable on income accurately account for capital gains tax correctly and complete relevant parts of self-assessment tax returns correctly.

**Outcome(s):**
**Students should be able to:**
- calculate personal income tax and capital gains tax; and
- complete relevant parts of a self-assessment tax return.

**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%

- **No sup** exams granted.

**BUSINESS TAX: (S3TATQ4)**

**Purpose:**
The purpose of this module is to provide students with the necessary knowledge and skills to prepare the relevant pages of a tax return for an unincorporated business and an incorporated business whilst producing the computations to support this accurately.

**Outcome(s):**
**Students should be able to:**
- prepare tax returns for both businesses, incorporated and unincorporated

**ASSESSMENT**
- During the year, students will write a minimum of two assessments for each unit which will count 50% towards the final mark.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**Please note:** Students who have passed all the units will receive a Competency based SLP certificate and can then undertake the South African Institute of Chartered Accountants (SAICA) Computer-Based Competency Assessment (whose pass mark is 70%), should they choose to.

**MODERATION**
Internal moderation by subject matter experts according to UJ's moderation policy and, if necessary, with the requirements of SAICA.

# SCHOOL OF CONSUMER INTELLIGENCE AND INFORMATION SYSTEMS

**Bridging Programmes: None**

**Whole Programmes: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: BASICS OF DATA IN PROGRAMMING AND APPLICATION BUSINESS | SHORT LEARNING PROGRAMME PART-TIME - APK | SLP CODE: S34C1Q | NQF: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
This is a part-time programme offered twice a year in Johannesburg on Kingsway Campus.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
Applicants with a minimum of a NSC or equivalent qualification on NQF level 4.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | 32 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 30 | - |
| Tutorials | 8 | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Months to complete: The SLP will take place either in February-June or in July-November, depending on demand.
- Total number of hours required is 120 including contact time lectures that are workshop-based.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce student to the foundations of data analysis, programming and their application in addressing business challenges. In today's era, there is growing demand for digital skills across all disciplines of study and fields of work including in the fields of Marketing as well as in Information and Knowledge Management. With developments in the 4IR digital know-how is going to become a vital basic skill set demanded of everyone. Employees and entrepreneurs will need to understand how they can innovate, enhance the customer journeys and improve return on investment using digital technology. This SLP will serve the need in the market for a freestanding course from accredited Higher Education Institution that helps equip individuals in industry, the public sector as well as academia with the basics of data, programming and applications.

The programme will form part of a series of SLPs on digital know-how offered by the School of Consumer Intelligence and Information systems (SCiiS0). The SCiiS digital-know-how SLP series are aimed at capacitating individuals including business professionals who are not experts in IT and/or in specific areas of applied information systems with knowledge and skills needed to become innovators and effective users of information technologies in their respective areas of information technology application.

The offering of the digital-know-how SLP series by UJ will help distinguish the University as a hub of learning 4IR relevant digital technology skills in South Africa and on the continent.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Basics of Data in Programming and Application in Business A | S34C1Q1 | Basics of Data in Programming and Application in Business B | S34C1Q2 |

**MODULE AND OUTCOMES:**

**BASICS OF DATA IN PROGRAMMING AND APPLICATION BUSINESS: A/B (S45C1Q1 / S34C1Q2)**

**Purpose:**
**The following topics will be covered:**
- Explain different types of data, structures and data sources used in business decision-making.
- Apply basic statistical and computational techniques to analyse data for business decision-making.
- Argue the value of programming knowledge for non-programmers.
- Explain the foundation concepts of programming.
- Write simple programmes to solve business and societal problems.

**Outcome(s):**
**Students should be able to:**
- correctly explain types of data used in business decision-making;
- categorise sources of data appropriately;
- data with potential insights to inform business decision-making can be suitably extracted;
- use data structures correctly to inform appropriate business decision-making;
- suitably extract data with potential insights to inform business decision-making;
- correctly construct simple models for data analysis;
- appropriately apply basic data analysis techniques to address business problems;
- clearly argue the importance of programming knowledge for non-programmers;
- correctly explain the foundation concepts of programming;
- accurately describe common programming languages;
- correctly analyse a business and/or social problem and determine the computing requirements to its solutions correctly; and
- correctly design a simple computational programme using Python programming language.

**ASSESSMENT**
- Theoretical knowledge: 3 Distance learning assessments (30%)
- Practical application: 6 Practical assignments (30%)
- Project: Group work to design a simple computational program to address a real-world business, economic or social challenge (40%)

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to the UJ's assessment policy.

| NAME OF PROGRAMME BIG DATA ANALYTICS AND APPLICATIONS IN BUSINESS | WHOLE PROGRAMME CONTACT APB | SLP CODE: S34C5Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Blended teaching and learning using Moodle Learner Management System (LMS).
- Technology assisted learning include use of distance learning materials.
- Face-to-face workshop sessions and tutorials.
- Lectures, workshops and tutorials will take place during contact sessions. In between the block sessions, students will be required to undertake independent readings, complete distance activities and assessments.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Diploma at NQF level 6, or equivalent qualification;
  OR
- NSC (NQF level 4) with 3 years' relevant work experience in data analysis.

**LEARNING ACTIVITIES:**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Distance learning | - | - |
| Workshops | 12 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 55 | - |
| Preparation for and completion of assignments and other assessment activities | 47 | - |
| Tutorials | 12 | - |
| Other (specify) | - | - |
| **Total hours** | 150 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The SLP will be offered over a semester.
- Students will be required to attend three blocks of two-day contact sessions, in off-peak time for contact sessions, spread over the semester.
- The first block of the contact sessions will be held at the beginning of the semester, the second will be held mid-semester and the last session will be towards the end of the semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP, Big Data Analytics and Applications in Business, is to introduce students from different industries and fields of study, including those specialising in the fields of Applied Information Systems, Marketing and Retailing and Information and Knowledge Management to the fundamental concepts that support data science and provide them with basic hands-on knowledge on big data analytics for business decision-making.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Big Data Analytics and Applications in Business | S34C5QA | Big Data Analytics and Applications in Business | S34C5QB |

**MODULE AND OUTCOMES:**

**BIG DATA ANALYTICS AND APPLICATIONS IN BUSINESS: A/B (S34C5QA / S34C5QB)**

**Purpose:**
**The following topics will be covered:**
- Introduction to Big Data Analytics.
- Big data challenges including:
  - infrastructure for data capturing, storage and processing.
  - data privacy.
- Frameworks, technologies and tools for big data analytics.
- Data preparation.
- Analysing big data.
- Data visualisation.
- Hands-on activities covering the big data life cycle to address business problems.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of big data and big data analytics;
- evaluate challenges associated with big data analytics in an organisation;
- evaluate existing frameworks and technologies for big data flow and processing;
- gain insight to be used for business decision-making from big data using techniques in Natural Language Processing (e.g. sentiment analysis), Machine Learning and Associative rule learning;
- apply visualisation tools to present findings from analysis of big data; and
- motivate key considerations for building an effective analytics organisation.

**ASSESSMENT**
- Theoretical knowledge: distance assessments (30%)
- Practical application assessments: Practical assignments (30%)
- Project: Group work to cover key steps in big data analytics to solve business problems (40%)

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION:**
Moderation will take place in line with UJ policy. Internal moderation will be done.

| NAME OF PROGRAMME: DIGITAL ADVERTISING | SHORT LEARNING PROGRAMME PART-TIME – APK | SLP CODE: S34C2Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
This is a part-time programme offered twice a year in Johannesburg on Kingsway Campus.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Relevant qualification with NQF level 6 with 360 credits or NSC with 3 years relevant work experience.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | 24 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 60 | - |
| Preparation for and completion of assignments and other assessment activities | 24 | - |
| Tutorials | 12 | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Months to complete: The SLP will take place either in February-June or July-November, depending on demand.
- The total number of hours required is 120 including contact time lectures that are workshop-based.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to equip students with the skills and competencies required to effectively apply the principles of digital advertising in an organisation. The programme introduces students to the tools, techniques and media used for digital advertising and provides them with the skills required to develop solutions to address marketing and public relations challenges in the era of 4IR.

The rise of digital technologies including developments in mobile applications, social media, podcasts, and distance learning videos has created unprecedented opportunities that can be exploited by marketers to create and implement effective digital advertising campaigns. However, the extent to which advertisers can take advantage of these opportunities rests on their skills set. This SLP programme will be offered by the School of Consumer Intelligence and Information Systems (SCiiS) will equip marketing practitioners, as well as academe with skills and competencies in digital advertising in the era of the 4IR. Student who complete this programme would have covered enough content to successfully write Google Digital Marketing Certification. It is however the sole responsibility of the student to register and write the Google exams.

The programme will form part of a series of SLPs on digital know-how offered by the SCiiS. The SCiiS digital-know-how SLP series are aimed at capacitating individuals including business professionals who are non-experts in information systems and/or in specific areas of applied information systems with knowledge and skills needed to become innovators and effective users of information technologies to enhance their job performance.

The offering of the digital-know-how SLP series by UJ will help distinguish the University as a hub of learning 4IR relevant digital technology skills in South Africa and on the continent.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Digital Advertising A | S34C2Q1 | Digital Advertising B | S34C2Q2 |

**MODULE AND OUTCOMES**

**DIGITAL ADVERTISING: A/B (S34C2Q1 / S34C2Q2)**

- Examine impact of the 4IR on digital advertising.
- Critically examine the tools for digital advertising.
- Review the role of pricing and bidding in the planning and implementation of effective digital advertising.
- Create, optimise and deliver digital advertising campaigns.
- Evaluate the tools for measuring return on investment of digital advertising.

**Purpose:**
The purpose of this SLP is to introduce students to foundations of data analysis, programming and their application in addressing business challenges.

**Outcome(s):**
**Students should be able to:**
- clearly explain how past industrial revolutions impacted advertising;
- clearly identify and evaluate the major effects of the 4IR on digital advertising;
- compile and appropriately evaluate the tools for digital advertising including Google Display network, demand side platforms, search engine advertising, and search engine optimisation;
- correctly identify appropriate digital advertising tools for addressing specific advertising needs;
- appropriately describe the tools for effective pricing and bidding of digital advertisements and determine the desired conditions under which particular tools can be effectively applied;
- clearly identify the implications of pricing and bidding for the effectiveness of digital advertisement campaigns;
- correctly analyse marketing communication problems and identify suitable digital advertising requirements to solve the problem;
- appropriately plan and execute digital advertising campaigns to solve marketing communication problems;
- clearly identify the tools used in evaluating digital advertising return on investment; and
- correctly implement appropriate metrics including conversions, click-through rates, impressions, website traffic numbers, and downloads to track and evaluate the success of digital advertising campaigns.

**ASSESSMENT**
- Theoretical knowledge: 3 Distance learning assessments (30%)
- Practical application: 9 practical assignments (30%)
- Project: Group work to design a simple computational program to address a real-world business, economic or social challenge (40%)

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** Students will be required to obtain an average mark of 50% in order to be issued a Certificate of Competency.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to the UJ's assessment policy.

| NAME OF PROGRAMME ENTERPRISE ARCHITECTURE: PRINCIPLES AND PRACTICES | WHOLE PROGRAMME CONTACT APB | SLP CODE: S34C6Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Instructor-led face-to-face training using TOGAF® 9.1 content
- Workshops and tutorial sessions will be provided
- Blended learning applications using Moodle Learner Management System (LMS) will be used:
    - Complete distance Quizzes
    - Participate in distance learning discussion forums
    - Workshops and tutorials will take place during these contact sessions

**CERTIFICATION**
Certificate.

**ADMISSION REQUIREMENTS**
- Diploma or equivalent qualification in Information Technology at NQF level 6 with 360 credits
  OR
- NSC (NQF level 4) with 5 years of relevant work experience

**LEARNING ACTIVITIES:**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | 36 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 55 | - |
| Preparation for and completion of assignments and other assessment activities | 47 | - |
| Tutorials | 12 | - |
| Other (specify) | - | - |
| **Total hours** | 150 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The SLP will be offered over a semester.
- Students will be required to attend three blocks of two-day contact sessions spread over the semester.
- The first block of contact sessions will be held at the beginning of the semester, the second will be held mid-semester and the last session will be towards the end of the semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students to the foundation of enterprise architecture, using The Open Group Architecture Framework (TOGAF) as the baseline framework.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Enterprise Architecture: Principles and Practices | S34C6QA | Enterprise Architecture: Principles and Practices | S34C6QB |

**MODULE AND OUTCOMES:**

**ENTERPRISE ARCHITECTURE: PRINCIPLES AND PRACTICES: (S34C6QA / S34C6QB)**

**Purpose:**
**The following topics will be covered:**
- Introduction to enterprise architecture.
- Architecture in the context of the TOGAF standard.
- The architecture development method.
- The architecture content framework.
- Architecture governance.

**Outcome(s):**
**Students should be able to:**
- define the basic concepts of Enterprise Architecture and the TOGAF standard;
- compare the different kinds of architecture that the TOGAF Standard is designed to support;
- apply the TOGAF Architecture Development Method (ADM) including the guidelines and techniques supporting it;
- develop an Architecture Roadmap and supporting implementation and immigration plan;
- discuss architecture content framework; and
- develop framework and guidelines for architecture governance.

**ASSESSMENT**
- Theoretical knowledge: 3 distance assessments (35%)
- Practical application assessments: 9 practical scenarios reports (35%)
- Project: Group work to design an enterprise architecture (30%)

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**Please note:** Students will be required to obtain an average mark of 50% in order to be issued a Certificate of Competency.
In order to be deemed competent in this SLP students need to meet a minimum of 55%, as per TOGAF's international standards requirements, for being able to register to write the TOGAF part 1 certification exam.

**MODERATION:**
- Moderation will take place in line with UJ policy and internal moderation will be done.

| NAME OF PROGRAMME INTERNET OF THINGS AND CONSUMER APPLICATIONS | WHOLE PROGRAMME CONTACT APB | SLP CODE: S34C4Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Instructor led face-to-face workshop sessions and tutorials.
- Technology assisted learning including the use of distance learning materials.
- Blended Teaching and learning using Moodle Learner Management System (LMS).
- Lectures, workshops and tutorials will take place during contact sessions.

**CERTIFICATION**
Certificate of Competency.

**ADMISSION REQUIREMENTS**
- Diploma or equivalent qualification at NQF level 6.
  OR
- NSC (NQF level 4) with 3 years of relevant work experience digital consumer applications.

**LEARNING ACTIVITIES:**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Distance learning | - | - |
| Workshops | 12 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 55 | - |
| Preparation for and completion of assignments and other assessment activities | 47 | - |
| Tutorials | 12 | - |
| Other (specify) | - | - |
| **Total hours** | 150 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The SLP will be offered over a semester.
- Students will be required to attend three blocks of two-day contact sessions spread over the semester.
- The first block of contact sessions will be held at the beginning of the semester, the second will be held mid-semester and the last session will be towards the end of the semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students to Internet of Things (IoT) and to equip them with skills and competencies to design IoT consumer applications that help address business, economic and societal challenges.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Internet of Things and Consumer Applications | S34C4QA | Internet of Things and Consumer Applications | S34C4QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**INTERNET OF THINGS AND CONSUMER APPLICATIONS: (S34C4QA / S34C4QB)**

**Purpose:**
**The following topics will be covered:**
- IoT - What is it and what is its value to business.
- Components of IoT ecosystem including sensors/actuators, connectivity; people and process.
- IoT plaforms including the AWS, Google Cloud IoT, Microsoft Azure IoT Suite, Oracle IoT, IBM Watson IoT.
- Designing and building IoT consumer products in varied consumer application areas.
- Security, privacy and trust issues for IoT.
- Key considerations when introducing IoT in business.

**Outcome(s):**
**Students should be able to:**
- describe what the Internet of Things (IoT) is and it value to business;
- explain the components of IoT ecosystem including sensors, actuators, connectivity; people and process and appraise the building blocks;
- compare different IoT platforms including the AWS, Google Cloud IoT, Microsoft Azure IoT Suite, Oracle IoT, IBM Watson IoT;
- design and build simple IoT consumer applications;
- analyse ways of addressing security, privacy and trust concerns in IoT consumer applications; and
- motivate key considerations when introducing IoT in business.

**ASSESSMENT**
- Theoretical knowledge: Distance learning assessments (30%)
- Practical application assessments: Practical assignments (30%)
- Project: Group work to create simple IoT consumer application to address a specific customer need (30%)

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION:**
- Moderation will take place in line with UJ policy and internal moderation will be done.

| NAME OF PROGRAMME VIRTUAL REALITY AND APPLICATIONS IN BUSINESS | WHOLE PROGRAMME CONTACT APB | SLP CODE: S34C3Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Instructor led face-to-face workshop sessions and tutorials.
- Technology assisted learning including the use of distance learning materials.
- Blended Teaching and learning using Moodle Learner Management System (LMS).
- Lectures, workshops and tutorials will take place during contact sessions.

## CERTIFICATION
Certificate of Competency.

## ADMISSION REQUIREMENTS
- Diploma or equivalent qualification at NQF level 6
  OR
- NSC (NQF level 4) with 3 years of relevant work experience digital consumer applications

## LEARNING ACTIVITIES:

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Distance learning | - | - |
| Workshops | 12 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 55 | - |
| Preparation for and completion of assignments and other assessment activities | 47 | - |
| Tutorials | 12 | - |
| Other (specify) | - | - |
| Total hours | 150 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- The SLP will be offered over a semester.
- Students will be required to attend three blocks of two-day contact sessions, in off peak time for contact sessions, spread over the semester.
- The first block of the contact sessions will be held at the beginning of the semester, the second will be held mid-semester and the last session will be towards the end of the semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce students to Virtual Reality, the design and implementation of interactive virtual experiences, as well as its applications in different areas of business application.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Virtual Reality and Applications in Business | S34C3Q1 | Virtual Reality and Applications in Business | S34C3Q2 |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**VIRTUAL REALITY AND APPLICATIONS IN BUSINESS: (S34C3Q1 / S34C3Q2)**

**Purpose:**
**The following topics will be covered:**
- Introduction to Virtual Reality.
- Value of Virtual Reality in different areas of business application.
- Virtual Reality tools and platforms.
- Key elements of Virtual Reality customer experience.
- Design basic Virtual Reality scenes and experiences in business.

**Outcome(s):**
**Students should be able to:**
- describe virtual reality;
- argue the value of VR in different areas of business application;
- describe the key tools in the VR system and available VR technology platforms;
- discuss the key elements of a virtual reality customer experience including the participants, the virtual world, immersion, interactivity and sensory stimulation;
- understand the development of VR scenes and experiences in business; and
- create a basic VR business application.

**ASSESSMENT**
- Theoretical knowledge assessments (30%)
- Practical application assessments: Practical assignments (30%)
- Project: Group work to create a simple VR application to achieve a specific organisational goal (40%)

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** Students will be required to obtain an average mark of 50% in order to be issued a Certificate of Competency.

**MODERATION:**
- Moderation will take place in line with UJ policy and internal moderation will be done.

# DEPARTMENT OF APPLIED INFORMATION SYSTEMS

**Bridging Programmes: None**

**Whole Programmes: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: COMPUTATIONAL INTELLIGENCE FOR INDUSTRY | SHORT LEARNING PROGRAMME PART-TIME APB | SLP CODE: S1IS7Q | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING:**
- Theory lectures: in sessions of 2 hours per day for 2 days a month spread over 12 days
- Practical: workshops in 8 sessions lasting 1.5 hours per session

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS:**
- An Advanced Diploma or Bachelor's degree (Computer Science, Information Technology, Statistics, Information Systems, Mathematics) or any other related Bachelor's Degree at NQF level 7.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Workshops | 12 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 106 | - |
| Preparation for and completion of assignments and other assessment activities | 30 | - |
| Tutorials | 8 | - |
| Other (specify) | - | - |
| **Total hours** | 180 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 24 hours of contact time over a semester.
- Months to complete: February – June.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 1 Year.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
This SLP can be an entry requirement when a prospective student needs this additional underpinning knowledge to enrol for a Master's degree in the area of Big Data and Business Analytics (Predictive Analytics). It should be noted that this SLP is not a replacement for an Honour's degree or for a Postgraduate diploma.
Most students who apply for a Master's degree in the area of Big Data and Business Analytics (Predictive Analytics) have a poor handling ability of computational intelligence (Machine Learning) tools. Computational Intelligence tools are the engines behind Business Analytics and Predictive Analytics.

**PURPOSE OF PROGRAMME**
The purpose this SLP is to provide students who have an Advanced Diploma of a Bachelor's degree in IT or Computer Science or Information Systems, Statistics or related fields with an opportunity to obtain higher level computational intelligence hands-on practical knowledge and skills that are required by the industry.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Computational Intelligence for Industry | S1IS7A & S1IS7B |

**MODULE AND OUTCOMES:**

**COMPUTATIONAL INTELLIGENCE FOR INDUSTRY: (S1IS7A / S1IS7B)**

**Purpose**:
The purpose of this module is for students to gain specialised knowledge and hands-on skills of computational intelligence. This will enable them to understand the concept of computational intelligence in tandem with trends in data science and help them to understand the key drivers in computational intelligence.

**Outcome(s):**
  **Students should be able to:**
- identify and solve business problems using computational intelligence tools;
- demonstrate an ability to work in teams when constructing the prediction or classification models that can be used as decision support tools;
- feel comfortable using machine learning tools on industry problems;
- do research through the given assignments; and
- demonstrate the ability to collect data, analyse it and then evaluate information related to the business task at hand.

**ASSESSMENT**
**Specific rules:**
- Full period mark to be calculated as follows:
  - Test 1: 12.5%
  - Test 2: 12.5%
  - Assignment: 10%
  - Hands-on practical: 15%
- Written Examination: 50%

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation according to UJ policy.

| NAME OF PROGRAMME: END-USER COMPUTING | SHORT LEARNING PROGRAMME CONTACT – APB | SLP CODE: S1IS5Q | NQF LEVEL: 5 CREDITS: 32 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING:
- Lectures are presented on a part-time basis, for ten days, eight hours per day over a period of two weeks on Bunting Road Campus.

## CERTIFICATION
Attendance and assessment based.

## ADMISSION REQUIREMENTS
- Grade (12 NQF level 4), or
- Recognition of Prior Learning

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 120 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| Total hours | 320 | - |
| Total number of credits | - | 32 |

## DURATION OF PROGRAMME
- Contact time: 120 hours of lecturing hours in 3 weeks.
- Months to complete: During February – November.
- Minimum period to obtain: 6 months.
- Maximum period to obtain: 1 Year.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
This is a compulsory module for some of the qualifications within the University. This short learning programme will give the student the opportunity to apply for credits for any qualification that includes the following End-User Computing (EUC) Module codes: EUC01A1 (16 credits), EUC01B1 (16 credits), CCE1EXT (6 credits), CSL01A1 (6 credits), EUC0100 (6 Credits), FSC11A1 (12 Credits).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce students to basic Information Technology (IT) terminology, skills, and the basic components of a computer. Students will be able to manipulate files and use software for word processing, presentations, spreadsheets and database applications to solve business problems. Students will be able to search the internet and utilise e-mail.

## PROGRAMME CONTENT

| YEAR MODULES | |
|---|---|
| MODULE NAME | MODULE CODE |
| End-User Computing | S1IS5Q |

## MODULE AND OUTCOMES:

## END-USER COMPUTING: (S1IS5Q)

**Purpose:**
The purpose of this module is to equip students with skills necessary to use computers effectively in the workplace. This latter skill set is to prepare students for a career in business.

**Outcome(s):**
**Students should be able to:**
- explain concepts and terms associated with information technology;
- describe the common functions of a PC and its operating system;
- demonstrate the ability to use a word processing application on a computer;
- create and present a presentation application on a computer;
- explain concepts and terms associated with using the internet;
- demonstrate the ability to use e-mail software;
- demonstrate the ability to use a spreadsheet application; and
- demonstrate the ability to use a database.

**ASSESSMENT**
- Semester mark: Assessment: 2 days of electronic testing and 2 distance projects.
- Examination: two 3-hour distance examinations.
- Semester Mark to be calculated as follows:
    - Test 1: 15% weighting
    - Test 2: 15% weighting
    - Distance learning: Project 1: 10.0% weighting
    - Distance learning: Project 2: 10.0% weighting
- E-assessment Exam 1: 25.0% weighting
- E-assessment Exam 2: 25.0% weighting

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation according to UJ policy.

# DEPARTMENT OF INFORMATION AND KNOWLEDGE MANAGEMENT

**Bridging Programmes: None**

**Whole Programmes: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: COMPETITIVE INTELLIGENCE: TOOLS AND ANALYSIS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3K01O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Teaching and Learning are facilitated via the UJ Moodle Learner Management System (LMS) system e.g. distance learning lectures, assessments and assignments.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certification (NSC) - NQF level 4;
  OR
- Senior Certificate (SC) (before 2009) – level 4.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 6 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 25 | |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The SLP is offered via distance learning for 25 hours over a three-week period.
- The SLP is offered in both the first and second semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce students to analytical frameworks such as scenario analysis and competitor benchmarking, in order to strategically identify and present information as actionable intelligence. The purpose of this SLP is also to focus on ethics in Competitive Intelligence, ensuring that students are made aware and adhere to international standards in this regard. Students will further be introduced to the corporate structure as it relates to the function of Competitive Intelligence, and students will explore the skills and expertise required by a Competitive Intelligence Analyst.

## PROGRAMME CONTENT

| SEMESTER MODULES | |
|---|---|
| **FIRST SEMESTER** | **SECOND SEMESTER** |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Competitive Intelligence: Tools and Analysis A | S3K01OA | Competitive Intelligence: Tools and Analysis B | S3K01OB |

**MODULES AND OUTCOME:**

**COMPETITIVE INTELLIGENCE: TOOLS AND ANALYSIS: A/B (S3K01OA / S3K01OB)**

**Purpose:**
**The following topics will be covered:**
- Overview of Strategic & Competitive Analysis relevance.
- Planning of Strategic & Competitive Analysis work.
- Competitive information collection methods and sources.
- Analysis tools and techniques - Dissemination of intelligence.

**Outcome(s):**
**Students should be able to:**
- discuss the strategic relevance of competitive intelligence;
- develop the industry standards guiding competitive intelligence ethics;
- identify sources of strategic information and intelligence; and
- select the appropriate analytical tools to conduct successful strategic competitive analysis, resulting in actionable intelligence

**ASSESSMENT**
- Formative distance assessments are completed during the three weeks.
- A summative assignment submitted at the end of the SLP.
- Weekly assessments: 75%
- Assignment: 25%

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assessment and internal moderation takes place in line with UJ policy.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Teaching and Learning methods are facilitated via the UJ Moodle Learner Management System (LMS) system e.g. distance learning lectures, assessments and assignments.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certification (NSC) - NQF level 4;
  OR
- Senior Certificate (SC) (before 2009) - level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning (Lecturers) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 6 | - |
| Tutorials | 0 | - |
| Other (specify) | - | - |
| Total hours | 25 | - |
| Total number of credits | - | 0 |

**DURATION OF PROGRAMME**
- The SLP is offered via distance learning for 25 hours over a three-week period.
- The programme is offered in both the first and second semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP Contemporary Knowledge Management Techniques is to equip students with the knowledge and skill to identify the different elements of Knowledge Management (KM) within their work environments. The SLP is designed to equip students with the skills to formulate knowledge strategies and promote a knowledge-sharing culture through the use of Communities of Practice and knowledge cafés.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Contemporary Knowledge Management Techniques A | S3K02OA | Contemporary Knowledge Management Techniques B | S3K02OB |

**MODULE AND OUTCOME:**

**CONTEMPORARY KNOWLEDGE MANAGEMENT TECHNIQUES: A/B (S3K02OA / S3K02OB)**

**Purpose:**
**The following topics will be covered:**
- Importance of and drivers of Knowledge Management.
- Corporate culture as a foundation for successful Knowledge Management.
- How to create a knowledge sharing culture through various tools and techniques.
- Conducting a Knowledge Audit.
- Steps to formulate a Knowledge Strategy.
- Measuring the current Knowledge Management state of the organisation and determining a Knowledge Management course of action.

**Outcome(s):**
**Students should be able to:**
- identify the importance of and drivers of Knowledge Management;
- integrate corporate culture as a foundation for successful Knowledge Management; and
- harness key success factors when managing knowledge assets.

**ASSESSMENT**
- Formative distance assessments are completed during the three weeks (75%)
- A summative assignment submitted on completion of the SLP (25%)

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal Moderation will take place in line with UJ policy.

| NAME OF PROGRAMME: INFORMATION MANAGEMENT FUNDAMENTALS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3K03O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Teaching and learning are facilitated via the UJ Moodle Learner Management System (LMS) system e.g. distance learning lectures, assessments and assignments.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certification (NSC) - NQF level 4;
  OR
- Senior Certificate (SC) (before 2009) - level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning (Lectures) | 30 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 60 | - |
| Preparation for and completion of assignments and other assessment activities | 70 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The SLP is offered via distance learning over a two-month. 20 hours a week x 8 weeks.
- The SLP is offered in the first and the second semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide the student with the knowledge and skills to identify the different phases in the information life cycle, distinguish between the different types of information sources, and be familiar with information legislation and management principles. A student is equipped with the necessary competencies and skills to apply technology associated with the Internet, World Wide Web (WWW) and search engines for basic information management purposes.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Information Management Fundamentals A | S3K03OA | Information Management Fundamentals B | S3K03OB |

**MODULE AND OUTCOMES:**

**INFORMATION MANAGEMENT FUNDAMENTALS: A/B (S3K03OA / S3K03OB)**

**Purpose:**
**The following topics will be covered:**
- The information life cycle.
- Different types of information sources.
- The Internet and WWW as information infrastructure and its tools.
- Information sharing strategy.
- Information legislation.
- Research skills on information management-related topics.

**Outcome(s):**
**Students should be able to:**
- describe information management and identify the elements of the information life cycle;
- classify the different types of information sources;
- demonstrate theoretical and practical knowledge of the role of the Internet and www tools in access to information and evaluate content found on the www;
- demonstrate an awareness of information legislation; and
- apply research skills to fundamental information management issues.

**ASSESSMENT**
- Formative distance assessments are completed during the two-month period.
- Weekly assessments: 75%
- A summative assignment submitted at the end of the SLP.
- Assignment: 25%

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assessment and internal moderation takes place in line with the UJ policy.

| NAME OF PROGRAMME: KNOWLEDGE MANAGEMENT | SHORT LEARNING PROGRAMME LIMITED CONTACT - APK | SLP CODE: S1KM1Q | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Teaching and learning are facilitated via the contact face-to-face lecturers, and an assignment.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate, NQF level 4 (NSC);
  OR
- Senior Certificate (SC) (before 2009).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 18 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 4 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 22 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 18 hours of face-to-face lectures over three days.
- Months to complete: One (the SLP is presented over three days, and the assignment is submitted within a month thereafter).
- Minimum period to obtain: One month.
- Maximum period to obtain: One month.
- Depending on interest this SLP may be presented once in each semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to introduce students to the concepts of Knowledge Management and the role this discipline plays within organisations. Furthermore, the programme aims to expose students to the fundamental elements associated with organisational Knowledge Management, ensuring a holistic view of Knowledge Management as it relates to other management concepts such as organisational culture and information management.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Knowledge Management A | IKM001A | Knowledge Management B | IKM001B |

## MODULE AND OUTCOMES:

**KNOWLEDGE MANAGEMENT: A/B (IKM001A / IKM001B)**

**Purpose:**
The purpose of this module is to equip students with knowledge and skills relating to the importance of Knowledge Management within a contemporary organisation. To this end, students will be introduced to essential concepts such as the drivers of Knowledge Management and the necessity of corporate culture as a foundation for successful Knowledge Management. Furthermore, the purpose of this module centres on teaching students how to facilitate a knowledge-sharing culture within an organisation, through employing various tools and techniques. These tools and techniques include conducting a knowledge audit, formulating a knowledge strategy, and measuring the current state of Knowledge Management within an organisation.

**Outcome(s):**
**Students should be able to:**
- identify the importance of knowledge management;
- integrate corporate culture as the foundation for successful knowledge management; and
- harness key success factors when managing knowledge assets.

**ASSESSMENT**
- Attendance of contact sessions is compulsory and required in order to submit the final written assignment.
- A final, open book, a written assignment will be submitted within a month after the completion of the contact sessions.
- Assignment Mark Weight: 100%

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assignments are examined by the lecturer (industry expert) and moderated internally by Programme Coordinator and Deputy-HoD: CEPs and distance learning programmes.

| NAME OF PROGRAMME: PERSONAL INFORMATION AND DATA PROTECTION TRAINING | SHORT LEARNING DISTANCE APK | SLP CODE: S3K06O | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Teaching and learning will comprise of distance lectures, learning guide and lectures slides will be provided via Moodle Learner Management System (LMS) and assessments will be completed using Moodle.
- Students will further be required to do independent reading/interacting with learning material/distance activities.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Minimum of 5 years working experience in any field and experience in middle management; and
- National Senior Certification (NSC) - NQF level 4.
  OR
- Senior Certificate (SC) (before 2009) - NQF level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 10 | - |
| Workshops | - | - |
| Work-based learning | 8 | - |
| Independent reading/ interacting with learning material/distance activities | | - |
| Preparation for and completion of assignments and other assessment activities | 7 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 25 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- This SLP will be completed in a period, shorter than a semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP Personal Information and Data Protection is to introduce students to the concepts of data protection compliance in business within the private and public sectors in South Africa. By identifying how companies can successfully implement Privacy and Data Protection, ensuring compliance with the Protection of Personal Information Act (POPIA). The key focus of this SLP is the creation of a Privacy and Data Protection strategy by organisations, aligned with the organisational business objectives and corporate strategy, as well as to explore best practices regarding Privacy and Data Protection policy drafting and implementation in South Africa.

**PROGRAMME CONTENT**

| DISTANCE YEAR MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Personal Information and Data Protection Training | S3K06OA |

**MODULE AND OUTCOMES:**

**PERSONAL INFORMATION AND DATA PROTECTION TRAINING: (S3K060A)**

**Purpose:**
**The following topics will be covered:**
- A historical introduction to personal information and data protection.
- Development and evolution of privacy rights.
- Fundamentals of Privacy, POPIA and General Data Protection Regulation.
- Security: Technical and Organisational Measures - Feature focus.
- Practical implementation measures and strategies and ethical.
- The future of Privacy and Data Protection.

**Outcome(s):**
**On completion of this SLP, students should be able to:**
- discuss the historical introduction to personal information and data protection within a business context;
- discuss the development and evolution of privacy rights;
- identify and discuss the fundamentals of Privacy, POPIA and GDPR;
- develop technical and organisational measures of personal information and data protection practices in an organisational context;
- develop practical implementation measures and strategies; and consider ethical implications of personal information and data protection in an organisation; and
- discuss the future of Privacy and Data Protection.

**ASSESSMENT**
Continuous Assessment:
Two formative distance assessments are completed during the 3 days.
A summative assignment is submitted at the end of the SLP.
Weighting for the full period mark will be as follows:
- 50% for two assessments; and
- 50% for the final assignment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Moderation takes place in line with UJ policies which requires that the SLP be internally moderated.

| NAME OF PROGRAMME: SOCIAL MEDIA MANAGEMENT | SHORT LEARNING PROGRAMME DISTANCE - APK | SLP CODE: S3K05O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Teaching and learning will comprise distance face-to-face lectures, learning guide and lectures slides will be provided via Moodle Learner Management System (LMS) and assessments will be completed using Moodle.
- Students will further be required to do independent reading/interacting with learning material/distance activities.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certification (NSC) - NQF level 4.
  OR
- Senior Certificate (SC) (before 2009) - NQF level 4; and
- A minimum of 2 years working experience.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 9 | - |
| Workshops | - | - |
| Work-based learning | | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 6 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 25 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
This SLP will be completed over a period shorter than a semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP Social Media Knowledge Management is to introduce students to the concept of social media information management from a business perspective, by investigating how companies successfully disseminate and gather information through social media. The purpose of this SLP is also to focus on the creation of a social media information management strategy, aligned to an organisation's business objectives, as well as to explore best practices regarding social media information management policy drafting and implementation.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Social Media Management A | S3K05OA | Social Media Management B | S3K05OB |

**MODULE AND OUTCOME:**

**SOCIAL MEDIA MANAGEMENT: A/B (S3K05OA / S3K05OB)**

**Purpose:**
**The following topics will be covered:**
- An introduction to social media information management from a business perspective.
- Exploring the need for having a business-focused social media presence.
- Writing a social media information strategy.
- Writing a social media information policy.
- Ethical implications of social media engagement and social media information management practices.

**Outcome(s):**
**Students should be able to:**
- discuss the rise of social media engagement from a business perspective;
- identify the need for business-focussed social media information management;
- develop a social media strategy;
- develop a social media information management policy; and
- discuss the ethical implications of social media engagement.

**ASSESSMENT**
- Two formative distance assessments are completed during the three weeks and a summative assignment is submitted at the end of the SLP.
- Weighting for the full period mark will be as follows:
    - 50% for two assessments; and
    - 50% for the final assignment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assessment and moderation takes place in line with UJ policy and in accordance with the UJ's assessment policy.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme

**MODE OF OFFERING**
Teaching and learning are facilitated via the contact face-to-face lecturers, and an assignment.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate (NSC) - NQF level 4;
  OR
- Senior Certificate (SC) (before 2009)

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 18 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 4 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 22 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 18 hours of face-to-face lectures over three days.
- Months to complete: One (the SLP is presented over three days, and the assignment is submitted within a month thereafter).
- Minimum period to obtain: One month.
- Maximum period to obtain: One month.
Depending on interest this SLP may be presented once in each semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to present the concept of Competitive Intelligence to students, by highlighting the importance of identifying and analysing strategic information in an organisation's internal and external environments. Furthermore, this SLP aims to instil within students, an alignment with the ethical standards that the international community of Competitive Intelligence professionals adhere to.

**PROGRAMME CONTENT**

| SEMESTER MODULES* | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Strategic Competitive Analysis A | IKM002A | Strategic Competitive Analysis B | IKM002B |

**MODULE AND OUTCOMES:**

165

**STRATEGIC COMPETITIVE ANALYSIS: A/B (IKM002A / IKM002B)**

**Purpose:**
The purpose of this SLP is to introduce students to analytical frameworks such as scenario analysis and competitor benchmarking, in order to strategically identify and present information as actionable intelligence. Through practical exercises and case studies, students will develop skills in formulating key intelligence needs, by analysing and interpreting information to gain and report on competitive insights. The purpose of this module also includes a focus on ethics in Competitive Intelligence, ensuring that students are made aware and adhere to international standards in this regard. Students will be introduced to the corporate structure as it relates to the function of Competitive Intelligence, and students will explore the skills and expertise required by a Competitive Intelligence analyst.

**Outcome(s):**
**Students should be able to**
- discuss the strategic relevance of competitive intelligence;
- share the industry standards guiding competitive intelligence ethics;
- identify sources of strategic information; and
- select the appropriate tools to conduct successful strategic competitive analysis, resulting in actionable intelligence.

**ASSESSMENT**
- Attendance of the contact sessions is compulsory and required in order to submit the final written assignment.
- A final, open book, a written assignment will be submitted within a month after the completion of the contact sessions.
- Assignment Mark Weight: 100%

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assignments are examined by the lecturer (industry expert) and moderated internally by Programme Coordinator and Deputy-HoD: CEPs and distance learning programmes.

| NAME OF PROGRAMME: THE KNOWLEDGE ECONOMY IN THE 4IR | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3K04O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Teaching and Learning methods are facilitated via the UJ Moodle Learner Management System (LMS) system e.g. distance lectures (videos), assessments and assignments.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certification (NSC) - NQF level 4;
  OR
- Senior Certificate (SC) (before 2009) - NQF level 4.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance Learning (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 6 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 25 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The SLP is offered via distance learning for 25 hours over a three-week period.
- The SLP is offered in both the first and second semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to equip the student with the necessary knowledge to identify the characteristics of a knowledge economy in the 4IR to be able to have a comprehensive understanding of the knowledge economy and intellectual capital as a key commodity in a knowledge economy and will be able to describe the importance of knowledge-intensive activities in wealth creation; show cognisance of the problems, issues and opportunities of developing countries moving towards a knowledge economy; and skills necessary for knowledge workers to contribute to the workplace in the knowledge economy.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| The Knowledge Economy in the 4IR A | S3K04OA | The Knowledge Economy in the 4IR B | S3K04OB |

**MODULE AND OUTCOMES:**

**THE KNOWLEDGE ECONOMY IN THE 4IR: A/B (S3K04OA / S3K04OB)**

**Purpose:**
**The following topics will be covered:**
- Characteristics of and the Four Pillar Framework of the Knowledge Economy.
- Knowledge workers.
- Concept of and skills of a knowledge worker.
- Intellectual Capital.
- Contextualising the Knowledge Economy in the 4IR.

**Outcome(s):**
**Students should be able to:**
- discuss the characteristics of the knowledge economy and the support framework needed;
- describe the concept and skills of a 'knowledge worker';
- discuss the concept and components of 'intellectual capital; and
- contextualising the 4IR.

**ASSESSMENT**
- Formative distance assessments are completed during the three weeks.
- A summative assignment submitted at the end of the SLP.
- Weekly assessments: 75%
- Assignment: 25%

**CALCULATION CRITERIA**
  **Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assessment and internal moderation take place in line with UJ policy.

## DEPARTMENT OF MARKETING MANAGEMENT

**Bridging Programme: None**

**Whole Programme: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: ADVANCED RETAIL MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S1MK3Q | NQF LEVEL: 6 CREDITS: 96 |
|---|---|---|---|

### TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

### MODE OF OFFERING:
- Lectures are presented on a part-time basis in blocks according to the needs of the corporate client, in sessions of 6-8 hours over 40-50 days.

### CERTIFICATION
Competency based.

### ADMISSION REQUIREMENTS
- Grade12 or National Senior Certificate NQF level 4, or equivalent qualification on NQF level 4; and
- Successfully completed SLP Retail Management (S1MK1Q) or SLP Retail practice (S1MK8Q) on NQF level 5.

### LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 300 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 450 | - |
| Preparation for and completion of assignments and other assessment activities | 250 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 1000 | |
| **Total number of credits** | - | 96 |

### DURATION OF PROGRAMME
- Contact time: 300 hours of lecturing hours in 24 weeks.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

### RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
After successful completion of the programme, students who meet the applicable minimum entry requirements will be considered for credits towards the Diploma in Retail Business Management (D1RBMQ) (NQF level 6) or in combination with a related NQF level 6 diploma, for entrance into the Advanced Diploma in Retailing (A1DREQ) (NQF level 7).

### ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive credits towards the modules entitled Business Management 2A, (BMA02A2) (16 credits), Business Management 2B, (BMA02B2) (16 credits), Retailing 2A (RTL02A2) (16 credits), Retailing 2B (RTL02B2) (16 credits), Consumer Behaviour 1A, (CBR01A1) (16 credits), Consumer Behaviour 1B (CBR01B1) (16 credits) for the *Diploma in Retail Business Management. *Admission requirements apply in terms of diploma endorsement and minimum APS scores.

### PURPOSE OF PROGRAMME
The purpose of this SLP is to provide retail practitioners with some retail experience and deeper knowledge into the retail marketing industry and to create an appreciation of consumer`insights. They will also know the role of effective employment relations` in a retail organisation and be able to integrate effective supply chain management.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Retail Operations Management 2 | MKT013A |
| Retailing 2 | MKT013B |
| Consumer Behaviour | MKT013C |
| Logistics | MKT013D |
| Employment Relations 2 | MKT013E |

**MODULES AND OUTCOMES:**

**RETAIL OPERATIONS MANAGEMENT 2: (MKT013A)**

**Purpose:**
The purpose of this module is to provide the students with a broad base of the theory and methodology of retail operations and supply management. They will also learn applied competencies in mastering, analysis, interpretation and application within this field.

**Outcome(s):**
**Students should be able to:**
- know retail operations from a systems perspective;
- define the role of retail operations strategy;
- explain process management and measurement;
- analyse the essential components of retail location and capacity management;
- discuss the retail supervisor's role in managing ethics, organisation politics, managing change and innovation; and
- demonstrate an understanding of work groups and teams and the importance of leadership skills.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**RETAILING 2: (MKT013B)**

**Purpose:**
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product and retail context. Also to introduce the students to the implementation of the marketing mix strategies, mainly in a consumer product and retail context.

**Outcome(s):**
**Students should be able to:**
- explain the fundamental retail concepts and philosophy, and the interface between retailing and the environment;
- discuss the changing retail shopper and their decision-making process regarding retail purchases;
- describe the role of retailing in the supply chain; and,
- review the influence of technology on retailing.
- define and classify products, understand the nature and benefits of branding, identify the functional and psychological roles of packaging in a retailing context;
- describe the concept pricing in retailing and review pricing strategies;
- explain the role and types of distribution channels in a retailing context; and,
- explain the importance and role of a planned, integrated communication strategy in a retailing context, and how the marketing mix is integrated in the overall retailing philosophy.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## CONSUMER BEHAVIOUR: (MKT013C)

**Purpose:**
The primary purpose of this module is to introduce the students to the various individual and social factors that influence consumer decision-making and consumer consumption behaviour.

**Outcome(s):**
**Students should be able to:**
- explain the major stages of the consumer decision-making process;
- contrast the major individual and social factors that affect consumer decision-making
- develop and analyse strategies aimed at effectively reaching and persuading consumers;
- apply the different consumer behaviour theories in relation to retail business operations; and
- argue the contribution of consumer behaviour to effective retail business management.

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## LOGISTICS: (MKT013D)

**Purpose:**
The purpose of this module is to focus on the development, evaluation and implementation of logistic principles in the supply chain environment. Also, to develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions.

**Outcome(s):**
**Students should be able to:**
- evaluate the role of logistics in the economy and retail organisation and how it impacts on customer service;
- recognise the importance of understanding product life cycle in an organisation;
- design, select and manage a distribution channel and apply the principles of logistics management in a retail context;
- discuss the role of transportation in the supply chain, global logistics and elements that influence global logistics;
- recognise how logistic costs affect customers and product profitability; and
- articulate the importance of planning for logistic managers.

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## EMPLOYMENT RELATIONS 2: (MKT013E)

**Purpose:**

The purpose of the module is to gain sufficient knowledge to enable one to identify and solve labour law disputes from a business perspective. The student will gain insight into substantive law as contained in common law, individual service contracts, collective labour law and labour legislation, as well as being conversant with relevant dispute resolution.

**Outcome(s)**
**Students should be able to:**
- identify and solve basic labour law disputes;
- appraise the nature of the employment relationship;
- recognise and appraise the importance and functioning of equity legislation in the employment relationship;
- fairly dismiss an employee and avoid perpetrating unfair labour practices;
- recognise and assess the regulation of collective labour relations in South Africa; and
- indicate and evaluate the relevant dispute routes and procedures for labour disputes.

**ASSESSMENT**
- A variety of assessment methods are used, including a formal summative assessment opportunity. In credit bearing modules, similar methods used as in formal credit bearing modules and at the same level.
- Assessments include the following outcomes-based activities:
- Observation of real or simulated tasks, e.g. practical exercises/ demonstrations, role-plays, and presentations.
- Evaluation of a product after a task has been completed, e.g., projects, assignments, case studies, portfolios, artefacts, log books, and reflective journals.
- Questions, oral or written, used either separately or in combination, e.g., tests examinations, including short or long questions, essays, multiple choice questions, etc.
- All assessment activities are accompanied by a memorandum/assessment marking guide
- The number and range of assessment methods used are included in the Learning Guides. Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Modules on this SLP are internally moderated according to UJ policies.

| NAME OF PROGRAMME: CUSTOMER EXPERIENCE MANAGEMENT | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3MM1O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Digital classes, workshops and distance learning theory.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A matric certificate on NQF level 4 or NQF level 4 or equivalent.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | 16 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 34 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 80 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Two workshops of 8 hours each will be held over 1st and 2nd semesters.
- These will focus on the practical aspects of Customer Experience Management.
- Distance learning content will be available to all students and those who are unable to enrol for the contact workshops will be able to complete them on the distance learning platform through Moodle Learner Management System (LMS).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce the student to the basic principles of Customer Experience Management (CEM), mainly in a consumer product and service context. This programme intends to provide a framework for individuals aspiring to become customer experience experts by enabling a student to influence their organisation's customer retention, growth, loyalty and profitability positively in the long term in the context of the 4th industrial revolution.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Customer Experience Management A | S3MM1OA | Customer Experience Management B | S3MM1OB |

**MODULE AND OUTCOMES:**

**CUSTOMER EXPERIENCE MANAGEMENT: A/B (S3MM1OA / S3MM1OB)**

**Purpose:**
**The following topics will be covered:**
- Understanding the concept and basic principles of Customer Experience Management (CEM) vs Customer service.
- The importance of CEM as a competitive differentiator in the artificial intelligence age.
- How to create a customer experience.
- Designing and implementing customer experience strategies.
- CEM practical case study applications.

**Outcome(s):**
**Students should be able to:**
- explain the concepts of CEM;
- highlight the importance of CEM in an artificial intelligence era;
- differentiate between CEM and customer service;
- identify and show an understanding of different methodologies to create a customer experience; and
- design a CEM strategy for an organisation.

**ASSESSMENT**
- Formative assessments are in the form one distance assessment(s) and/or in class practical application(s).
- A summative assessment will be conducted at the end of the SLP.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50
- The module must be passed in the same academic year.

**MODERATION**
- Assessment and moderation take place in line with UJ policy and in accordance with the UJ's assessment policy.
- One internal assessor and one internal moderator.

| NAME OF PROGRAMME: DIGITAL MARKETING PRACTICE | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S34DMQ | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This is a part-time programme offered four times a year in Johannesburg on the Kingsway Campus.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Applicants with a minimum of a NSC NQF level 4 qualification or equivalent qualification on NQF level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | 32 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 68 | - |
| Tutorials | | - |
| Other (specify) | - | - |
| **Total hours** | 150 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 4 X 4 days.
- Months to complete: The SLP will take place either in February-June or July-November, depending on demand.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is the theory and practice of using digital marketing tools, techniques and processes. Students will gain knowledge about digital marketing fundamentals, digital platforms, channels and digital mix elements available to the digital marketer.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Digital Marketing in Practice A | D01M1Q1 | Digital Marketing in Practice B | D01M1Q2 |

**MODULE AND OUTCOMES:**

**DIGITAL MARKETING PRACTICE: A/B (D01M1Q1 / D01M1Q1)**

**Purpose:**
**The following topics will be covered:**
- Identify the latest digital marketing elements.

- Discuss the elements of a well devised integrated digital marketing plan.
- Compare the major digital marketing platforms, channels and mix elements.
- Describe practical digital marketing examples.

**Outcome(s):**
**Students should be able to:**
- describe the different digital marketing elements correctly;
- explain how digital marketers can achieve a compelling distance user experience;
- outline the best practices in digital marketing;
- provide an example of a failed digital marketing plan within a given scenario;
- give suggestions on how to improve on a digital marketing plan using an integrated approach;
- develop digital goals and objectives to guide a digital marketing campaign;
- describe how search engine marketing and Search Engine Optimisation (SEO) work and may deliver results;
- discuss the most popular social media platforms currently in use;
- recommend the most suited digital platforms to achieve different digital marketing goals and objectives;
- advise digital marketers about the different mobile channels available and the importance of location in mobile marketing;
- discuss the different forms of distance learning advertising available to digital marketers;
- provide an example of a recent successful digital marketing strategy applied by a brand;
- explain how a brand can avoid the pitfalls of digital marketing using a real-life scenario; and
- make suggestions on how to implement a practical digital strategy for a brand in a specific scenario.

**ASSESSMENT:**
- Formative assessments are in the form of one assignment and one assessment (tests).
- A summative assessment will be conducted at the end of the SLP.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
- Assessment and moderation take place in line with UJ policy.
- One internal assessor and one external moderator.

| NAME OF PROGRAMME: INTRODUCTION TO RETAIL MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: MKT010 | NQF LEVEL: 5 CREDITS: 46 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme

**MODE OF OFFERING:**
- Lectures are presented on a part-time basis in blocks according to the needs of the corporate client, in sessions of 6-8 hours over 35-40 days

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Grade 12 or National Senior Certificate (NSC) NQF level 4 qualification or equivalent qualification on NQF level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 240 | - |
| Workshops | - | - |
| Work-based learning | 16 | - |
| Independent reading/ interacting with learning material/distance activities | 252 | - |
| Preparation for and completion of assignments and other assessment activities | 272 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 800 | - |
| **Total number of credits** | - | 46 |

**DURATION OF PROGRAMME**
- Contact time: 240 hours of lecturing hours in 24 weeks.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
- Students may apply for acceptance into the Diploma (Retail Business Management) (D1RBMQ).
- Admission requirements apply in terms of diploma endorsement and minimum APS scores.
- After successful completion of the programme, students who also meet the applicable minimum diploma entry requirements will be considered for credits for the Diploma (Retail Business Management), and may apply for credits towards the modules entitled Retailing 1A (RTL01A1) (16 credits), Applied Accountancy Skills 1A (AAS1AA1) (15 credits), and Applied Accountancy Skills 1B (AAS1BB1) (15 credits) for the Diploma in Retail Business Management (D1RBMQ).

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to equip students with the necessary knowledge, insight and skills that are needed to understand the world of retailing and the retailing environment. On a practical level, students will be able to engage and interact within a retail store operation by being introduced to store and non-store retailing, the retail customer, retail strategy, logistics and supply chain management, location and site location.

**Outcome(s):**
**Students should be able to:**
- recognise the trends in the retail sector;
- differentiate between the types of retailers and types of ownerships;

- state how consumers behave and more specifically how they engage and interact in a store environment;
- understand the financials of a typical retail organisation;
- communicate effectively with other members in a retail organisation; and
- understand management and supervision within a retail context.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Introduction to Business Communication | MKT007E |
| Applied Accountancy Skills 1A | MKT007C |
| Applied Accountancy Skills 1B | MKT007D |
| Self-Management | MKT007F |
| Introduction to Retailing | MKT007H |
| Introduction to Retail Operations | MKT007I |
| Management for Retailers 1A | MKT007A |
| Management for Retailers 1B | MKT007B |
| Retail Today (Elective) | MKT007G |

**MODULES AND OUTCOMES:**

**INTRODUCTION TO BUSINESS COMMUNICATION: (MKT007E)**

**Purpose:**
The purpose of this module is to provide the students with the fundamental verbal and written business communication skills. The module assists the students to know how to professionally communicate with stakeholders inside and outside the business environment. In addition, they will learn how to source and reference various credible sources of information.

**Outcome(s):**
**Students should be able to:**
- use the appropriate form of English when communicating;
- demonstrate Competency in writing a memorandum; business letters and electronic mail
- manage specific contexts for communication, including giving presentations and producing work-related documents;
- build and maintain healthy and effective interpersonal relationships; and
- distinguish between aggressive, assertive and passive communication styles and write a research assignment showing the ability to reference, quote, paraphrase and summarise.

**APPLIED ACCOUNTANCY SKILLS 1A: (MKT007C) – CREDIT BEARING (AAS1AA1)**

**Purpose:**
The purpose of this module is to provide students with the basic principles of accounting, the recording of each transaction and the accounting cycle. This module helps students to understand the control process of assets, liabilities, equity, income and expenses and the accounting records of a company, as well as basic adjustments and calculations of Value Added Tax (VAT) and a bank reconciliation statement.

**Outcome(s):**
**Students should be able to:**
- identify, name and discuss the users, objectives and elements of financial statements;
- identify all the stages of the accounting cycle and forms of ownership;
- name, analyse and interpret the accounting transactions in respect of the accounting equation;
- identify, explain, calculate, record and post transactions to the general ledger;
- identify and interpret transactions related to the purchase, depreciation and disposal of property, plant and equipment;
- present financial statements of a company;
- list the requirements for forming a company as a legal entity and demonstrate a basic understanding of company financial statements; and
- identify, explain, calculate and record VAT implications for basic financial transactions.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark

- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**APPLIED ACCOUNTANCY SKILLS 1B: (MKT007D) – CREDIT BEARING (AAS1BB1)**

**Purpose:**
The purpose of this module is to introduce basic costing, techniques and financial management at a level appropriate for non-accounting students. In this module, the student will identify and analyse costs, learn to apply basic managerial accounting techniques and prepare information for decision-making purposes applicable to services, trade and manufacturing entities.

**Outcome(s):**
**Students should be able to:**
- explain the need for managerial information;
- define cost accounting terminology and correctly use basic principles of cost classifications;
- define different terms and concepts in respect of inventory-holding and administer basic inventory systems;
- demonstrate how to calculate the remuneration of employees;
- correctly classify overheads and calculate the fixed and variable components;
- demonstrate the cost flow in a manufacturing concern and be able to determine the cost of manufactured products;
discuss and apply the principles and theory of budgeting;
- discuss and prepare flexible budgets and "what if scenarios"; and
- discuss and apply the principles of working capital management.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**SELF-MANAGEMENT: (MKT007F)**

**Purpose:**
The purpose of this module is to introduce the student to the contemporary issues of Self-management. The topics include Self-confdence and positive attitude, goal setting and business achievement, assertiveness – a way of shaping your own life, time management, networking, leading and teamwork, creativity and problem solving, confrontation and conflict management.

**Outcome(s):**
**Students should be able to:**
- understand interpersonal skills, behaviour human relations and performance;
- describe the foundations of human behaviour;
- explain how leadership affects behaviour, human relations and performance;
- describe how teams affect behaviour, human relations and performance; and
- understand how power, politics and ethics affect human behaviour.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**INTRODUCTION TO RETAILING: (MKT007H) – CREDIT BEARING (RTL0A1)**

**Purpose**
The purpose of this module is to equip students with the necessary knowledge that is needed to understand the world of retailing and the retailing environment. Students will also gain insight into retail buyer behaviour. On a practical level, students will be able to identify trends impacting the retail sector.

**Outcome(s):**
**Students should be able to:**
- describe a retail environment;
- recognise the trends in the retail sector;
- explain the aspects impacting buyer behaviour; and
- outline the importance of various stakeholders to a retail business.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**INTRODUCTION TO RETAIL OPERATIONS: (MKT007I)**

**Purpose:**
The purpose of this module is to familiarise students with the basic principles of retail operational management.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of retail management within an ever-changing economy;
- define the role of a retail operational manager;
- apply the principles of the retail operational planning process;
- discuss the effective allocation, organisation and control of operational resources;
- demonstrate an understanding of operational decision-making and problem-solving; and
- discuss the nature of leading, leadership styles and practises of exemplary leaders.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MANAGEMENT FOR RETAILERS 1A: (MKT007A)**

**Purpose:**
The purpose of this module is to introduce the student to the field of retail management. This includes supervision in a changing workplace, making sound and creative decisions, improving communication skills, motivating employees and supervisory planning. This module concludes with a discussion of managing time in the workplace.

**Outcome(s):**
**Students should be able to:**
- explain what supervision in the workplace entails;
- explain how sound and creative decisions are made;
- determine ways of improving communication;
- explain employee motivation;
- describe supervisory planning and its implications to organisational success; and
- explain how good time management leads to better organisational success.

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## MANAGEMENT FOR RETAILERS 1B: (MKT007B)

**Purpose:**
The purpose of this module is to introduce the student to retail supervisory management. This includes the role of the retail supervisor in organising, delegating, work groups and teams.  It also focuses on the developing of leadership skills, handling of conflict and stress, and the appraising and rewarding of performance. This concludes with a discussion on retail supervisory control and quality.

**Outcome(s):**
**Students should be able to:**
- describe what organising and delegating entails;
- distinguish between work groups and teams in the work environment;
- explain what leadership is
- discuss the handling of conflict and stress in the workplace;
- explain performance appraisal and rewards; and
- explain the role of the supervisor in control and quality.

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## RETAIL TODAY: (MKT007G) (ELECTIVE) (Practical simulation in the programme - student may choose not to include the simulation to save cost)

**Purpose:**
The purpose of this module is to allow the students to make real-life retail business decisions in a simulated environment. Students will learn the consequences of their decisions by means of analysing and interpreting the financial results or a retail organisation.

**Outcome(s):**
**Students should be able to:**
- make decisions in running a retail operation and realise the consequences of those decisions;
- draft income statements, balance sheets and cash-flow statements for the simulated business and analyse these with reference to their decisions;
- identify and measure the key drivers of business performance and realise how to give effect to these in the operational decisions they make;
- gain an appreciation of the full value-chain in their business from negotiating with suppliers to ensure shopper satisfaction; and
- understand the KPIs used in the organisation which may include trading density, stock returns, stock turns, stock cover, sales per head, return on capital employed (ROCE) and shareholder value creation.

## ASSESSMENT
- A variety of assessment methods are used, including a formal summative assessment opportunity. In credit bearing modules, similar methods are used as in formal credit bearing modules and at the same level;
- Assessments include the following outcomes-based activities:
- Observation of real or simulated tasks, e.g. practical exercises/ demonstrations, role-plays, presentations;
- Evaluation of a product after a task has been completed, e.g., projects, assignments, case studies, portfolios, artefacts, log books, reflective journals;
- Questions, oral or written, used either separately or in combination, e.g., tests examinations, including short or long questions, essays, multiple choice questions, etc.;

- All assessment activities are accompanied by a memorandum/assessment marking guide; and
- The number and range of assessment methods used are included in the Learning Guides. Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Modules on this SLP are internally moderated according to UJ policies.

| NAME OF PROGRAMME: MARKETING 101 | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S34M1Q | NQF LEVEL: 5 CREDITS: 32 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING**
- Digital classes, workshops, distance learning theory and lab sessions.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Two entry routes are possible:
  - Applicants who aim to enter the Higher Certificate in Marketing and Sales – these students needs a NSC with Higher Certificate endorsement;
    OR
  - Applicants who aims to enter the Diploma in Marketing - these students needs a NSC with Diploma endorsement and an appropriate APS score.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | 48 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 120 | - |
| Preparation for and completion of assignments and other assessment activities | 152 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 320 | - |
| **Total number of credits** | - | 32 |

**DURATION OF PROGRAMME**
- Twelve workshops of 4 hours each will be held each semester.
- Programme runs over a semester and may be presented in the 1st and 2nd semesters based on demand.
- These will focus on the practical aspects of marketing.
- Distance learning content will be available to all students and those who are unable to enrol for the contact workshops will be able to complete them on the distance platform through Moodle Learner Management System (LMS).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Credits for the following Marketing modules:
- Marketing 1A and 1B (MAR01A1) (16 credits), and (MAR01B1) (16 credits) in the Diploma (Marketing) (D1MKTQ);
  OR
- Marketing 1A and 1B (CMS01A) (16 credits), and (CMS01B) (16 credits) in the Higher Certificate in Marketing and Sales (HCMSQ1).
**Note:** Students must comply with the entrance requirements for the said qualifications of the UJ programme as set out in the relevant yearbook.

**PURPOSE OF PROGRAMME**

The purpose of this SLP is to introduce the student to marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends, understand basic consumer behaviour and market segmentation in a marketing context.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Marketing 101 A | M01M1Q1 | Marketing 101 B | M01M1Q2 |

**MODULE AND OUTCOMES:**

**MARKETING 101: A/B (M01M1Q1 / M01M1Q2)**

**Purpose:**
**The following topics will be covered:**
- Introduction to Marketing.
- Marketing Environment.
- Consumer Behaviour.
- Marketing Research.
- **7 P's of Marketing:**
  - Product;
  - Price;
  - Promotion;
  - Place;
  - People;
  - Processes; and
  - Physical evidence.

**Outcome(s):**
**Students should be able to:**
- explain the fundamental concepts of marketing;
- examine the impact the marketing environment has on the marketing function;
- research, analyse and evaluate consumer behaviour;
- evaluate and utilise the marketing mix to enhance the marketing function;
- Outline the ethical considerations that affect the marketing function; and
- Develop a marketing plan for a given case study, topic or scenario.

**ASSESSMENT**
- Formative assessments are in the form of one assignment and one assessment (tests).
- A summative assessment (exam) will be conducted at the end of the SLP.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
- Assessment and moderation take place in line with UJ policy and in accordance with the UJ's assessment policy.
- One internal assessor and one external moderator.

| NAME OF PROGRAMME: MARKETING RESEARCH | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3MM3O | NQF LEVEL: 7 CREDITS: 16 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING
- Use of the Moodle learning management system.
- Asynchronous learning will also take place (i.e. pre-recorded presentations) to allow the students to access the content when convenient.
- Complete distance quizzes.
- Moodle Learner Management System (LMS) Collaborate used to host workshops.
- Engagement through Moodle Learner Management System (LMS) Tools – i.e. Distance learning discussion forums, blogs, Wikis etc.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- A student would need to be in the process of completing or in possession of a BCom / AdvDiploma / BTech (Marketing-related qualification), where both Marketing Management 1A and 1B modules or equivalents have been completed on NQF 5 level.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning (Lecturers) | 42 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 70 | - |
| Preparation for and completion of assignments and other assessment activities | 42 | - |
| Tutorials | 6 | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 16 |

## DURATION OF PROGRAMME
- Two classes held twice a week for 3 hours each for a 7-week period (2 sessions X 3 hours each X 7 weeks = 42 hours).
- One tutorial session held for 50 minutes per week for a 7-week period (50 minutes X 7 weeks = 5.8 hours = 6 hours).
- Will be presented in semester 1 and semester 2.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Credit for the Marketing Research 3A module (MMA13A3 and MMK13A3) (16 credits) and on (NQF level 7) offered in the BCom (Marketing Management) (B1CMMQ) programme.

## PURPOSE OF PROGRAMME
The purpose of the SLP is to focus on guiding the student through the marketing research process and enables them to conduct and present sound marketing research. The aim is to develop the intellectual competencies and practical skills needed to make a range of decisions relating to the marketing research process and to be able to conduct a marketing research project.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Marketing Research A | S3MM3O1 | Marketing Research B | S3MM3O2 |

**MODULE AND OUTCOMES:**

**MARKETING RESEARCH: (S3MM3O1 / S3MM3O2)**

**Purpose:**
The purpose of the module is for the student to develop applied competencies in the mastering, analysis, interpretation and application of marketing management principles in an ethical and socially responsible manner in order to prepare them for a career in the marketing field, as well as to provide a basis for further learning. Students should be able to reflect on managerial decisions and applications to assess the effect thereof in the holistic context of management in practice. The qualification enables students to enter the marketing field in positions such as brand managers, market researchers, client and account managers, relationship managers, as well as marketing consultants.

**Outcome(s):**
**Students should be able to:**
- explain, discuss and apply the key concepts, processes and principles required for the implementation of a marketing research task;
- collect, analyse, organise and critically evaluate secondary research information using the internet, academic journals and other appropriate information sources;
- collect, analyse, organise and critically evaluate primary research information; and
- explain, evaluate and implement all the steps and research techniques to produce a research proposal or develop, conduct and report on a marketing research project within a given scenario.

**ASSESSMENT**
- Formative assessments in the form of two semester tests and one assignment.
- A summative assessment will be conducted at the end of the SLP

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**Please note:** the SLP will follow the same assessment method as in the formal programme whereby the assessments (semester tests and examinations) be written on campus. Suitable distance assessments will be used if the students are unable to write on campus.

**MODERATION**
The same as the formal programme (internal assessor and external moderator) - UJ's Assessment and Moderation Policy will be followed.

| NAME OF PROGRAMME: RETAIL MANAGEMENT | SHORT LEARNING PROGRAMME FULL-TIME – APB | SLP CODE: S3M01Q | NQF LEVEL: 5 CREDITS: 72 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit-bearing short learning programme.

## MODE OF OFFERING:
• Lectures are presented in a blended mode, in two sessions of 45 minutes per module per week over a semester (28 weeks)

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
• Grade 12 or National Senior Certificate NQF level 4, or equivalent qualification on NQF level 4 and Admission Point Score (APS) score of 22 or higher with Maths Literature – 3 and English – 3 will be considered.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 170 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 220 | - |
| Preparation for and completion of assignments and other assessment activities | 220 | - |
| Tutorials | 110 | - |
| Other (specify) | - | - |
| **Total hours** | 720 | - |
| **Total number of credits** | - | 72 |

## DURATION OF PROGRAMME
• Contact time: 210 hours of lecturing hours in 28 weeks.
• Months to complete: February to November.
• Minimum period to obtain: 1 Year.
• Maximum period to obtain: 2 Years.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
• Students without diploma endorsement but with Higher Certificate endorsement may apply for acceptance into the Higher Certificate in Marketing and Sales (HCMSQ1), provided they have completed the SLP Retail Management (S3M01Q) within the first year of registration and obtained a minimum mark of 60% for each of the following modules: English 1A, English 1B, Mathematics for Retailers 1A and Mathematics for Retailers 1B. Additional departmental selection criteria will apply.
• After successful completion of the programme, students who also meet the applicable minimum entry requirements will be considered for credits for the:
  - Diploma in Retail Business Management (D1RBMQ); or
  - Higher Certificate in Marketing and Sales (HCMSQ1).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
• Students may apply for acceptance into the Diploma (Retail Business Management) (D1RBMQ), provided they have diploma endorsement and have completed the SLP Retail Management within the first year of registration and obtained a minimum mark of 60% for each of the following modules: English 1A (CMS01A) (12 credits), English 1B (CMS01B) (12 credits), Mathematics for Retailers 1A (M01Q3A) and Mathematics for Retailers 1B (M01Q3B). Additional departmental selection criteria will apply.
• Students may apply for credits towards the modules in Retailing 1A, (RLT01A) (16 credits), Retailing 1B, (RTL01B) (16 credits), Personal selling 1A (PRS01A1) (16 credits), Business Management 1A (BMA01A1) (12 credits), and Business Management 1B (BMA01B1) (12 credits) toward the Diploma (Retail Business Management) (D1RBMQ). Alternatively, students may apply for credits towards the following modules in the Higher Certificate in Marketing and Sales (HCMSQ1); Personal selling 1A (CMS02A1) (16 credits), English 1A (CMS04A) (12 credits), English 1B (CMS04B) (12 credits), Mathematics for Marketers 1A (CMS05A) and Mathematic for Marketers 1B (CMS04B).

- Note application for credits towards the Higher Certificate in Marketing and Sales (HCMSQ1) will be limited to 50% (60 credits maximum) of the total credits of the Higher Certificate in Marketing and Sales (HCMSQ1).

**PURPOSE OF PROGRAMME**

The purpose of this SLP is to provide the students with a basic understanding, knowledge and skills around the retail industry and retail operations. On a more practical level, the SLP will provide the students with an opportunity to develop their sales skills and interact within a retail sales role. Further, the programme assists in developing the English and mathematical skills needed in the field of retailing.

**PROGRAMME CONTENT**

| FIRST SEMESTER | | | SECOND SEMESTER | | |
|---|---|---|---|---|---|
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| English 1A | M01Q6A | 12 | English 1B | M01Q6B | 12 |
| Mathematics for Retailers 1A | M01Q3A | 16 | Mathematics for Retailers 1B | M01Q3B | 16 |
| Personal Selling 1A | M01Q5A | 16 | Technology in Retail | M01Q4B | 16 |
| Retailing 1A | M01Q2A | 16 | Retailing 1B | M01Q2B | 16 |
| Retail Operations Management 1A | M01Q1A | 16 | Retail Operations Management 1B | M01Q1B | 16 |
| | **5 Semester modules** | **76 Credits** | | **4 Semester modules** | **60 Credits** |

**MODULES AND OUTCOMES:**

**ENGLISH 1A: (M01Q6A)**

**Purpose:**

The module is foundational in nature. The purpose of this module is to equip students with effective communicating skills in the environment of Sales and Marketing.

**Outcome(s):**
**Students should be able to:**
- read and understand texts;
- understand how reading works as a process between reader and text;
- analyse, investigate and research texts;
- identify different types of texts;
- dissect and question texts;
- prepare for research using reading skills;
- practice different types of reading;
- enhanced ability to skim through a text;
- enhanced ability to scan a text or section of a book; and
- preview a text correctly.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**ENGLISH 1B: (M01Q6B)**

**Purpose:**

The purpose of this module is for students to use English effectively as a learning tool in the context of their academic programme. The module will also provide an introduction to the role and use of English in professional environments.

**Outcome(s):**
**Students should be able to:**

- understand the difference between pre-reading and reading a text;
- read a text with proper comprehension;
- ask pertinent questions pertaining to a text;
- reflect on challenging opinions;
- identify main ideas in texts;
- evaluate an argument;
- contrast reading;
- compare reading;
- make notes from the text for study purposes;
- make judgements on both sides;
- make connections between different ideas and texts; and
- think about the texts.

**CALCULATION CRITERIA:**
**Subject type: SH**

- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## MATHEMATICS FOR RETAILERS 1A: (M01Q3A)

**Purpose:**
The purpose of the module is foundational in nature. The module is specifically designed to introduce mathematical applications in retail and sales. It has as its primary purpose the development of specific mathematical skills.

**Outcome(s):**
**Students should be able to:**

- understand and apply basic algebra;
- solve linear and quadratic equations;
- apply linear equations to retail situations; and
- evaluate and graph linear quadratic and exponential functions**.**

**CALCULATION CRITERIA:**
**Subject type: SH**

- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## MATHEMATICS FOR RETAILERS 1B: (M01Q3B)

**Purpose:**
The aim of the module is foundational in nature. The module is specifically designed to cover selected applications in retail and sales. It has as its primary purpose the development of specific mathematical skills. On a practical level this module will develop the applied retail mathematics skills needed for a retail and sales setting**.**

**Outcome(s):**
**Students should be able to:**

- understand and apply formulas of retail financial mathematics;
- solve systems of linear equations;
- understand and apply basic concepts of probability; and

- discuss and process data using central tendency.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**PERSONAL SELLING 1A: (M01Q5A)**

**Purpose:**
The purpose of this module is to introduce and orientate the students to towards the basic principles of direct selling. Students will also be exposed to the selling process and will be able to practically apply the selling process in an ethical manner within a contemporary business context.

**Outcome(s):**
**Students should be able to:**
- explain the role of personal selling within the business context;
- describe the elements that contribute towards a successful salesperson; and
- apply the selling process in an ethical manner by taking the various factors that influence buying behaviour into consideration.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**RETAILING 1A: (M01Q2A)**

**Purpose:**
The purpose of this module is to equip students with the necessary knowledge that is needed to understand the world of retailing and the retailing environment. Students will also gain insight into retail buyer behaviour. On a practical level, students will be able to identify trends impacting the retail sector.

**Outcome(s):**
**Students should be able to:**
- describe a retail environment;
- recognise the trends in the retail sector;
- explain the aspects impacting buyer behaviour; and
- outline the importance of various stakeholders to a retail business.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**RETAILING 1B: (M01Q2B)**

**Purpose:**
The purpose of this module is to equip students with the necessary knowledge, and insight for managers of a retail business. On a practical level, students will be able to explain the business functions relating to managing a retail business

**Outcome(s):**
**Students should be able to:**
- describe the marketing activities impacting retail business;
- explain merchandising, logistics and supply chain management in a retail business;
- discuss the supplementary retail business functions; and
- identify the components of a retail business plan.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## RETAIL OPERATIONS MANAGEMENT 1A: (M01Q1A)

**Purpose:**
The purpose of this module is to introduce students to the needs and wants of people, the production factors, the business environment, entrepreneurship, management theories and tasks to enhance their understanding of the retail business context.

**Outcome(s):**
**Students should be able to:**
- describe the needs and wants of people and the role production factors play in a retail business;
- discuss how a business and its environment influence each other;
- describe entrepreneurship in the context of production factors;
- discuss the history and theories of management and the impact thereof on organisations today; and
- explain the role of a retail manager and apply management tasks.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## RETAIL OPERATIONS MANAGEMENT 1B: (M01Q1B)

**Purpose:**
The purpose of this module is to introduce students to the functions of a business to enhance their business knowledge.

**Outcome(s):**
**Students should be able to:**
- Discuss and apply the basic concepts and principles of the following business functions:
    - human resources;
    - marketing;
    - finance;
    - operations;
    - supply chain;
    - administration; and
    - public relations.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.

- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## TECHNOLOGY IN RETAIL: (M01Q4B)

**Purpose:**
The purpose of the module is to provide the student with an understanding of how technology is affecting the retail industry. It will provide students with the knowledge of how technology impacts both retailers and consumers and how these technologies can enhance the retail offering, environment and experience. In addition, the module will describe emerging trends in the retail industry and provide students with the opportunity to learn how to address emerging technological trends in the retail industry.

**Outcome(s):**
**Students should be able to:**
- describe the influence of digital disruption on retail from the retailer and consumer's perspective;
- examine the back-end and front-end technologies applicable to retailers;
- describe the digital retail consumer;
- explain the retail ecosystem from a technological perspective;
- discuss the influence of 4IR on retail; and
- investigate emerging trends in retail technology.

## ASSESSMENT
- A variety of assessment methods is used, including a formal summative assessment opportunity.
- In credit bearing modules, similar methods used as in formal credit bearing modules and at the same level.
- Assessments include the following outcomes-based activities.
- Observation of real or simulated tasks, e.g., practical exercises/ demonstrations, role-plays, and presentations.
- Evaluation of a product after a task has been completed, e.g., projects, assignments, case studies, portfolios, artefacts, logbooks, and reflective journals.
- Questions, oral or written, used either separately or in combination, e.g., tests examinations, including short or long questions, essays, multiple choice questions, etc.
- All assessment activities are accompanied by a memorandum/assessment marking guide.
- The number and range of assessment methods used are included in the Learning Guides. Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## MODERATION
- Modules in this SLP are internally moderated.
- Except for English 1A (CMS04A) (12 credits), English 1B (CMS04B) (12 credits), Personal Selling 1A (CMS02A) (16 credits), Mathematics for Retailers1A (M01Q3A) and Mathematics for Retailers 1B (M01Q3B) that will be externally moderated.

| NAME OF PROGRAMME: RETAIL PRACTICE | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S1MK8Q | NQF LEVEL: 5 CREDITS: 32 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme

**MODE OF OFFERING:**
- Lectures are presented on a part-time basis in blocks according to the needs of the corporate client in sessions of 6-8 hours over 10-12 days on Blocks on APB Campus or off-campus.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Grade 12 or National Senior certificate equivalent.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 80 | - |
| Workshops | - | - |
| Work-based learning | 16 | - |
| Independent reading/ interacting with learning material/distance activities | 124 | - |
| Preparation for and completion of assignments and other assessment activities | 100 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 320 | - |
| **Total number of credits** | - | 32 |

**DURATION OF PROGRAMME**
- Contact time: 80 hours of lecturing hours in 2 weeks.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
After successful completion of the programme, students who also meet the applicable minimum diploma entry requirements, will on application be considered for credits for the modules in Retailing 1A (RTL01A1) (16 credits) and Retailing 1B (RTL01B1) (16 credits) for the Diploma (Retail Business Management) (D1RBMQ).

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to equip students with the basic knowledge, insight and skills to enable them to manage people, space, merchandise and customer service within a store environment.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Introduction to Retailing | MKT018A |
| Managing Retail Today | MKT018B |

**MODULES AND OUTCOMES:**

**INTRODUCTION TO RETAILING: (MKT018A)**

**Purpose:**
The purpose of this module is to equip students with the necessary knowledge that is needed to understand the world of retailing and the retailing environment. Students will also gain insight into retail buyer behaviour. On a practical level, students will be able to identify trends impacting the retail sector. Also, to equip students with the necessary knowledge, and insight for managers of a retail business. On a practical level, students will be able to explain the business functions relating to managing a retail business.

**Outcome(s):**
**Students should be able to:**
- describe a retail environment;
- recognise the trends in the retail sector;
- explain the aspects impacting buyer behaviour;
- outline the importance of various stakeholders to a retail business;
- describe the marketing activities impacting retail business;
- explain merchandising, logistics and supply chain management in a retail business;
- discuss the supplementary retail business functions; and,
- identify the components of a retail business plan.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## MANAGING RETAIL TODAY: {MKT018A}

**Purpose:**
The purpose of this module is for the students to make real-life retail business decisions in a simulated environment. Students will learn the consequences of their decisions by means of analysing and interpreting the financial results of a retail organisation.

**Outcome(s):**
**Students should be able to:**
- make decisions in running a retail operation and realise the consequences of those decisions;
- draft income statements, balance sheets and cash-flow statements for the simulated business and analyse these with reference to their decisions;
- identify and measure the key drivers of business performance and realise how to give effect to these in the operational decisions they make;
- gain an appreciation of the full value-chain in their business from negotiating with suppliers to ensure shopper satisfaction; and
- understand the KPIs used in the organisation which may include trading density, stock returns, stock turns, stock cover, sales per head, return on capital employed (ROCE) and shareholder value creation

**ASSESSMENT**
- A variety of assessment methods are used, including a formal summative assessment opportunity. In credit bearing modules, similar methods used as in formal credit bearing modules and at the same level.
- Assessments include the following outcomes-based activities:
- Observation of real or simulated tasks, e.g. practical exercises/ demonstrations, role-plays, and presentations.
- Evaluation of a product after a task has been completed, e.g., projects, assignments, case studies, portfolios, artefacts, log books, and reflective journals.
- Questions, oral or written, used either separately or in combination, e.g., tests examinations, including short or long questions, essays, multiple choice questions, etc.
- All assessment activities are accompanied by a memorandum/assessment marking guide
- The number and range of assessment methods used are included in the Learning Guides. Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam

- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Modules in this SLP are internally moderated.

| NAME OF PROGRAMME: RETAIL SUPPORT SERVICES | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S1MK2Q | NQF LEVEL: 5 CREDITS: 110 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING:
- Lectures are presented on a part-time basis in blocks according to the needs of the corporate clients, in sessions of 6-8 hours over 35-40 days

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
Grade 12 or National Senior Certificate NQF level 4 or equivalent qualification on NQF level 4.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 320 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 480 | - |
| Preparation for and completion of assignments and other assessment activities | 300 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 1100 | - |
| **Total number of credits** | - | 110 |

## DURATION OF PROGRAMME
- Contact time: 240 hours of lecturing hours in 24 weeks.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
- After successful completion of the programme, students who also meet the applicable minimum Diploma entry requirements will be considered for the Diploma (Retail Business Management) (D1RBMQ) or the Diploma (Marketing) (D1MKTQ).
- Students will receive credits towards the modules entitled End User Computing 1A, (EUC01A1) (16 credits), End User Computing 1B, (EUC01B1) (16 credits), English 1A, (RMM1AA1) (16 credits), English 1B, (RMM1BB1) (16 credits), Personal Selling 1A, (PRS01A1) (16 credits), Applied Accountancy Skills 1A (AAS1AA1) (15 credits), and Applied Accountancy Skills 1B, (AAS1BB1) (15 credits) on the Diploma (Retail Business Management) (D1RBMQ) or on the Diploma (Marketing) (D1MKTQ).
- Students must have a diploma endorsement if they apply for credits.

## PURPOSE OF PROGRAMME
The purpose of this SLP is to equip the students with basic skills needed in the workplace in terms of language, sales, basic computer skills and financial understanding applicable to the retail industry.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| End User Computing | MKT022A |
| English | MKT022B |
| Personal Selling | MKT022C |

| Financial Management | MKT022D |
|---|---|

## MODULES AND OUTCOMES:

### END USER COMPUTING: (MKT022A)

**Purpose:**
The purpose of this module is to introduce the students to basic Information Technology (IT) terms, skills and the basic components of a computer. The students will also be able to manipulate files and use word processing applications and presentation software.

**Outcome(s):**
**Students should be able to:**
- explain concepts and terms associated with it;
- demonstrate the ability in using common functions of a PC and its operating system;
- demonstrate the ability to use a word processing application on a computer; and
- demonstrate the ability to use a presentation application on a computer.

### CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### ENGLISH: (MKT022B)

**Purpose:**
The purpose of this module is to equip students with effective communicative skills in the environment of Marketing and Retailing. In addition, the purpose of this module is for students to use English effectively as a learning tool in the context of their academic programme. The module will also provide an introduction to the role and use of English in professional environments.

**Outcome(s):**
**Students should be able to:**
- demonstrate awareness of the differences between academic language, professional language, and everyday colloquial language;
- understand the role of communication in professional life;
- demonstrate the ability to read a variety of texts including entry-level journal articles;
- demonstrate understanding with the discourse structure of academic and professional texts;
- express ideas clearly in writing;
- collect, analyse, organise, and critically evaluate information; and
- communicate effectively using visual, symbolic and/or language skills in various modes.

### CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### PERSONAL SELLING: (MKT022C)

**Purpose:**
The purpose of this module is to introduce and orientate the students towards the basic principles of direct selling. Students will be exposed to the selling process and be able to practically apply the selling process in an ethical manner within today's business context.

**Outcome(s):**
**Students should be able to:**
- explain the role of personal selling within the business context;

- describe the elements that contribute towards a successful salesperson; and
- apply the selling process in an ethical manner by taking the various factors that influence buying behaviour into consideration.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**FINANCIAL MANAGEMENT: (MKT022D)**

**Purpose:**
The purpose of this module is to provide the student with a well-rounded, understanding of financial management principles. Furthermore, students will be able to apply financial competencies in the mastering, analysis, interpretation of financial performance of a retail organisation.

**Outcome(s):**
**Students should be able to:**
- calculate the level of working capital in a business;
- identify and explain the dangers of overtrading;
- understand the effects on cash flow from external and internal events and actions;
- monitor the actual performance of a business against budget; and
- understand the importance of financial reporting.

**ASSESSMENT**
- A variety of assessment methods are used, including a formal summative assessment opportunity. In credit bearing modules, similar methods are used as in formal credit bearing modules and at the same level.
- Assessments include the following outcomes-based activities:
- Observation of real or simulated tasks, e.g. practical exercises/ demonstrations, role-plays, and presentations.
- Evaluation of a product after a task has been completed, e.g., projects, assignments, case studies, portfolios, artefacts, log books, and reflective journals.
- Questions, oral or written, used either separately or in combination, e.g., tests examinations, including short or long questions, essays, multiple choice questions, etc.
- All assessment activities are accompanied by a memorandum/assessment marking guide
- The number and range of assessment methods used are included in the Learning Guides. Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Modules on this SLP are internally moderated according to UJ policy.

| NAME OF PROGRAMME: RETAIL STRATEGY | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3MM4O | NQF LEVEL: 7 CREDITS: 95 |
|---|---|---|---|

**NOT TO BE OFFERED TO THE GENERAL PUBLIC**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING**
- Lecturers will be conducted distance learning via the LMS (Moodle Learner Management System (LMS)).
- Students will be required to access the learning materials and complete activities for each module as described in the module learning guide.
- Assessment will take place remotely using the LSM and take-home assignments /exams in line with assessment in the credit-bearing equivalent.

The programme is case study-based, and lectures will be presented by university lecturers. Industry subject experts will be used as guest lecturers where appropriate, but only to complement existing university lectures or learning material and only if necessary:
- The UJ Learning Management System (LMS) Moodle Learner Management System (LMS)®
- Read and review materials
- Participate in discussion forums
- Participate in Business-simulation

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Appropriate diploma (NQF level 6) or degree (NQF level 7) in Retail or a related field.
- The qualification in a related field could for example be in:
  - Business Management, Marketing, Entrepreneurship or Small Business Management.
- Alternatively, the student must have completed the departmental SLP Advanced Retail Management (S1MK3Q) (95 credits) on (NQF level 6).
- The SLP Advanced Retail Management (S1MK3Q) on (NQF level 6) can only be attempted once the student has successfully completed the SLP in Retail Management (S1MK1Q) on (NQF level 5).

*Entrance requirements for the AdvDip (Retailing) (A1DREQ), as per the College yearbook must be met before these students will be accepted on this SLP.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 288 | - |
| Workshops | - | - |
| Work-based learning | 20 | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 316 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 950 | - |
| **Total number of credits** | - | 95 |

**DURATION OF PROGRAMME**
Contact time to present the SLP: 950 hours, during 36 days (6 months).
SLP will be presented in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**

On completion of the SLP Retail Strategy (S3MM40), the students could obtain credits towards the following modules in one of the following qualifications:

- Qualification name: Advanced Diploma in Retailing (63 credits)
  Qualification code: A1DREQ
  - Module name: Strategic Retailing 1A (16 credits)
    Module code: STR12A1
  - Module name: Strategic Retailing 1B (16 credits)
    Module code: STR22B2
  - Module name: Contemporary Retailing 1B (16 credits)
    Module code: COR21B1
  - Module name: Cost and Financial Management for Non-Financial Specialists 4A (15 credits)
    Module code: CFM44A1
    OR
- Qualification name: Diploma in Retail Business Management (32 credits)
  Qualification code: D1RBMQ
  - Module name: Retailing 1A (16 credits)
    Module code: RTL01A1
  - Module name: Retailing 1B (16 credits)
    Module code: RTL01B1

**PURPOSE OF PROGRAMME**

The purpose of this SLP is to equip students with specialised knowledge and skills to understand the retailing environment at a deeper level and with the broader trends in the retail business environment. Expose students to strategic decision-making to meet the needs of business in an ever-changing highly completive environment. Also, provide a deeper understanding of financial drivers in a retail business and infer how business decisions impact financial success*.*

**PROGRAMME CONTENT**

| DISTANCE SEMESTER MODULES | | |
|---|---|---|
| PROGRAMME CAN ONLY BE DONE IN  1ST SEMESTER OR 2ND SEMESTER (COMPULSORY MODULES) | | |
| **MODULE NAME** | **MODULE CODE** | **CREDITS** |
| Contemporary Retailing | S3MM4O3 | 16 Credits |
| Employment Relations for Retailers | S3MM4O4 | 0 Credits |
| Finance for Non-financial Managers | S3MM4O5 | 15 Credits |
| Strategic Retailing | S3MM4O1 | 16 Credits |
| ELECTIVES | | |
| Retailing (Elective) | S3MM4O7 | 16 Credits |
| Retail Today (Elective) | S3MM4O6 | 0 Credits |

**MODULES AND OUTCOMES:**

**COMPULSORY MODULES**

**CONTEMPORARY RETAILING: (S3MM4O3)**

**Purpose:**

The purpose of this module is to provide the student with a sound understanding of new trends/developments in the field of retailing that retailers face on a daily basis in an African context. Furthermore, the module aims to provide the student with the knowledge and skills to evaluate market dynamics and interrogate new technologies in the retail sector. This module also aims to teach students to critically evaluate published documentation and to formulate their own opinion on contemporary retail issues.

**Outcome(s):**
**Students should be able to:**

- critically evaluate the unique market dynamics in both the South African and African retail marketplace;
- analyse and interrogate new developing technologies in both the South African and international retail sectors;
- critically evaluate different retail sales, service and promotional channels and make recommendations with regard to achieving an integrated customer retail experience; and
- interact with industry role players and devise a retailing strategy for a real-life challenge that is prevalent in the retail industry.

**CALCULATION CRITERIA:**
**Subject type: SH**

- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## EMPLOYMENT RELATIONS FOR RETAILERS: (S3MM4O4)

**Purpose:**
The purpose of this module is to provide the student with a sound understanding of advanced employment relations theories and practices and enable them to develop an employment relations strategy for a retail organisation.

**Outcome(s):**
**Students should be able to:**
- explain employment relations problems by applying advanced theories and practice;
- develop a critical approach to employment relations literature, issues and practices applicable to the retailing sector;
- develop an employment relations strategy for a retail organisation;
- manage employment relations processes within a retail environment; and
- measure the efficiency and effectiveness of employment relations in retail.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## FINANCE FOR NON-FINANCIAL MANAGERS: (S3MM4O5)

**Purpose:**
The purpose of this module is to introduce management accounting and finance principles and concepts at a level consistent with non-accounting students. In this module, students will be taught the basic principles of cost and management accounting, the use of different capital budgeting techniques, the preparation of a manufacturing cost statement as well as cash budgets, the use of cost-volume profit analysis and calculations relating to capital investment and financing decisions, and the calculation and interpretation of working capital ratios.

**Outcome(s):**
**Students should be able to:**
- identify the relevance of costs when making management decisions, distinguish between different types of costs and understand the impact of these differences on risk management and short-term and long-term management decisions;
- define and understand the different terms and concepts used in relation to inventory, be able to classify inventory according to these criteria, and record basic inventory transactions in various management reports;
- identify and record transactions relating to the payment of wages, and the recording of wage deductions and other labour expenses;
- correctly classify overheads, calculate the fixed and variable components and understand the concepts and principles of standard costing and variance analysis;
- understand the cost flows in a manufacturing concern and be able to prepare a manufacturing cost statement;
- explain the relationship between costs, volume of production and profit, calculate the break-even point for a product, and explain the implications of this for management planning and decision-making;
- identify the purpose of budgeting, explain the budgeting process, prepare a basic cash budget and show how flexible budgeting can be used by management to control dimensions of the business and optimise profit;
- explain the importance of capital investment decisions and the use of various decision-making tools to optimize investment decisions; and

- identify the elements of working capital and the relevance of working capital ratios as a management tool.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## STRATEGIC RETAILING: (S3MM4O1)

**Purpose:**
The purpose of this module is to develop the applied and practical competencies of the student in the acquisition, understanding and application of strategic retailing. It provides an intensive, focused and applied specialisation within the field of retail to ensure that students have a deep and systematic understanding of current thinking, practice and theory in the field of Strategic Retail. Also, to allow the student to develop an implementable strategic plan for a retail organisation by drawing on their practical competencies that the student acquired throughout the programme. Students will make decisions based on their systematic understanding of current thinking, practice and theory in the field of Strategic Retail.

**Outcome(s):**
**Students should be able to:**
- demonstrate a systematic understanding of international retailing thinking, practice, theory and methodology;
- apply the principles of international retailing to problems in case studies (scenarios) and reflect on the applications made;
- analyse international business and retail strategies;
- discuss cooperative strategy, strategic leadership and style which will ensure strategic retailing practice;
- define and classify products, understand the nature and benefits of branding in a retailing environment;
- discuss the current thinking and practice regarding multi-channel retailing
- demonstrate cooperative, strategic leadership thinking and problem-solving in a retail situation;
- ensure strategic retailing practice;
- develop a strategic plan within a given retail situation; and
- apply the principles of retailing to problems in case studies (scenarios).

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## ELECTIVE MODULES

### RETAILING (ELECTIVE): (S3MM4O7)

**Purpose:**
The purpose of this module is to equip students with the necessary knowledge that is needed to understand the world of retailing and the retailing environment. Students will also gain insight into retail buyer behaviour. On a practical level, students will be able to identify trends impacting the retail sector. Also, to equip students with the necessary knowledge, and insight for managers of a retail business. On a practical level, students will be able to explain the business functions relating to managing a retail business**.**

**Outcome(s):**
**Students should be able to:**
- describe a retail environment,
- recognise the trends in the retail sector,
- explain the aspects impacting buyer behaviour; and
- outline the importance of various stakeholders to a retail business
- describe the marketing activities impacting retail business;
- explain merchandising, logistics and supply chain management in a retail business;

- discuss the supplementary retail business functions; and,
- identify the components of a retail business plan.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**RETAIL TODAY: (S3MM4O6)**

**Purpose:**
The purpose of this module is to allow the student to develop an implementable strategic plan for a retail organisation by drawing on their practical competencies that the student acquired throughout the programme. Students will make decisions based on their systematic understanding of current thinking, practice and theory in the field of Strategic Retail.

**Outcome(s):**
**Students should be able to:**
- demonstrate cooperative, strategic leadership thinking and problem-solving in a retail situation;
- ensure strategic retailing practice;
- develop a strategic plan within a given retail situation; and
  apply the principles of retailing to problems in case studies (scenarios) and/or business simulations.

**ASSESSMENT**
- All modules (equivalent and non-equivalent) will have several formative and summative assessment in the form of written tests, case studies, individual and group assignments/presentations, small group interaction, business simulations and exams. Both the formative and summative assessments will be guided by the assessment policy of the University.
- The weighting of formative assessments and summative assessment will be the same as the equivalent module/s in the accredited qualification to determine the final mark for the module.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- External moderation will be done on exit-level modules subject experts with the relevant experience and qualification as per the UJ policy.
- Internal moderation will be done for the non-exist modules as per the UJ policy.

| NAME OF PROGRAMME: STRATEGIC MARKETING MANAGEMENT | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3MM20 | NQF LEVEL: 7 CREDITS: 16 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING
- Use of the Moodle learning management system.
- Asynchronous learning will also take place (i.e. pre-recorded presentations) to allow the students to access the content when convenient.
- Complete distance quizzes.
- Moodle Learner Management System (LMS) Collaborate is used to host workshops.
- Engagement through Moodle Learner Management System (LMS) Tools – i.e. Distance learning discussion forums, blogs, Wikis etc.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
A student would need to be in the process of completing or in possession of a BCom / Adv Diploma / BTech (Marketing-related qualification), where both Marketing Management 1A and 1B module or equivalent modules have been completed on NQF 5 level.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning (Lecturers) | 42 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 70 | - |
| Preparation for and completion of assignments and other assessment activities | 42 | - |
| Tutorials | 6 | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 16 |

## DURATION OF PROGRAMME
- Two classes are held twice a week for 3 hours each for a 7-week period (2 sessions X 3 hours each X 7 weeks = 42 hours).
- One tutorial session held for 50 minutes per week for a 7-week period (50 minutes X 7 weeks = 5,8 hours).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Credit for the Strategic Marketing Management 3B (MMK23B3) modules each with 16 credits and on NQF level 7 offered in the BCom (Marketing Management) (B1CMMQ) programme.

## PURPOSE OF PROGRAMME
The purpose of this SLP is to equip students with the integrated knowledge needed to develop strategic marketing plans that empower organisations to successfully compete and secure future growth prospects in their respective markets. The secondary purpose of this SLP is to provide students with a holistic view of the role, power and strategic importance of the marketing function in an organisation.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Strategic Marketing Management | MMA13A3 | Strategic Marketing Management | MMK23B3 |

**MODULE AND OUTCOMES:**

**STRATEGIC MARKETING MANAGEMENT: (MMA13A3 / MMK23B3)**

**Purpose:**
**The following topics will be covered:**
- Marketing function.
- Marketing environment.
- Competitive advantage.
- Segmentation, Targeting and Positioning process.
- Strategic marketing plan.

**Outcome(s):**
**Students should be able to:**
- Integrate the knowledge acquired of the roles, functions, and different levels of strategic marketing in order to develop a carefully crafted strategic marketing plan for an organisation. In order to produce this marketing plan, students will need to:
  - analyse the market, external and internal organisational environments;
  - evaluate the different competitive strategies that organisations can pursue;
  - understand the importance of developing a sustainable competitive advantage for the organisation selected;
  - apply the principles of market segmentation, targeting and positioning to the strategic marketing plan; and
  - understand the importance of strategy implementation, monitoring and control to secure the successful execution of a strategic marketing plan.

**ASSESSMENT**
- Formative assessments in the form of two semester tests and on assignments.
- A summative assessment will be conducted at the end of the SLP.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
The same as the formal programme (internal assessor and external moderator) - UJ's Assessment and Moderation Policy will be followed.

## *SCHOOL OF ECONOMICS*

## DEPARTMENT OF ECONOMICS AND ECONOMETRICS

**Bridging Programmes:**

| NAME OF PROGRAMME: BRIDGING PROGRAMME IN ECONOMICS | SHORT LEARNING PROGRAMME PART-TIME - APK | SLP CODE: S34BHQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Contact time on campus

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; and
- Having completed a degree with a minimum of 55% for Economics 3 on NQF level 7 or have completed an equivalent relevant qualification at NQF level of 7.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 122 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 236 | - |
| Preparation for and completion of assignments and other assessment activities | 380 | - |
| Tutorials | 56 | - |
| Other (specify) | - | - |
| **Total hours** | 794 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 2 hours X 2 days X 28 weeks.
- Months to complete: 12 Months. The module will be offered over two semesters, two modules in the first semester and two modules in the second semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
This programme may allow qualifying students to enrol for BComHons (Economics) (UJ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students that successfully complete the Bridging Programme in Economics will be eligible to apply for admission into the BComHons (Economics).

**PURPOSE OF PROGRAMME**
The purpose of this bridging programme is to provide students with strong and academically sound knowledge, understanding, insight and skills with the aim of further learning in Economics. The programme is designed mainly to prepare the student for further studies in Economics. The programme also provides students with training for the job market by providing them with the tools for the correct interpretation and understanding of the economy on a microeconomic level, within a framework of the business environment.

**PROGRAMME CONTENT**

| SEMESTER MODULES | |
|---|---|
| **FIRST SEMESTER** | **SECOND SEMESTER** |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Microeconomics | S3EBHQ1 | Macroeconomics | S3EBHQ3 |
| Mathematical Economics | S3EBHQ2 | Macroeconomic Research | S3EBHQ4 |

**MODULES AND OUTCOMES:**

**MICROECONOMICS: (S3EBHQ1)**

**Purpose:**
The purpose of this module is to develop the key understanding of the micro-economy, to provide the tools for the correct interpretation and understanding of the economy on a microeconomic level, within a framework of the business environment.

**Outcome(s):**
**Students should be able to:**
- apply microeconomic theories to decision-making by individual consumers and firms;
- correctly calculate the utility and profit maximisation problems faced by consumers and firms; and
- develop predictions of the pricing behaviour of firms under different market conditions.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MATHEMATICAL ECONOMICS: (S3EBHQ2)**

**Purpose:**
The purpose of this module is to develop the key understanding of the concepts, functions and principles of mathematical economics and to provide the student with tools for the correct interpretation and understanding of the mathematical systems that are relevant to the interpretation, understanding and analysis of the data that relates to the functioning of the economy.

**Outcome(s):**
**Students should be able to:**
- perform the mathematical operations in linear algebra, optimisation, matrix algebra and integrals required in the manipulation of economic models;
- perform differentiation of functions as applied to economic problems;
- do constrained optimisation problems and solve these accurately; and
- do simultaneous equations which are properly specified and solved with the use of matrix algebra.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MACROECONOMICS: (S3EBHQ3)**

**Purpose:**
The purpose of this module is to develop a key understanding of the real functioning of the macroeconomy, to provide the tools for the correct interpretation and understanding of the economy on a macroeconomic level, within a national and institutional framework.

**Outcome(s):**
**Students should be able to:**
- apply macroeconomic theories to decision-making and policy prescription;
- demonstrate how macroeconomic models are applied and correctly manipulated to produce predictions of economic events; and

- explain how macroeconomic models are applied and correctly manipulated to produce prescriptions for economic policy.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**MACROECONOMIC RESEARCH: (S3EBHQ4)**

**Purpose:**
The purpose of this module is to develop a key understanding of the concepts, functions and principles of economic research and to provide the tools for the correct procedures and practices that are required for effective research and research writing.

**Outcome(s):**
**Students should be able to:**
- apply basic research methods in economics;
- demonstrate how relevant data is sourced and appropriately presented with the aid of Excel;
- show how written data commentaries which convey the meaning behind the data are produced; and
- demonstrate how Economic literature is synthesised into an argumentative essay which is coherent and well-researched.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation by subject matter experts according to UJ's moderation policy.

**Whole Programmes: None**
**Short Learning Programmes:**

| NAME OF PROGRAMME: APPLIED ECONOMETRIC ANALYSIS AND FORECASTING | SHORT LEARNING PROGRAMME PART-TIME – APB / APK OR OFF-CAMPUS | SLP CODE: S3TEAQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme and/or CPD Programme in association with a professional body.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- BCom (Economics);
- Experience in the fields related to economics, econometrics, statistics or business; and
- Applicants will be subject to an internal selection process.
- Basic knowledge of economics, statistics or mathematics is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | 20 | - |
| Other (specify) | - | - |
| **Total hours** | 80 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 8 hours X 5 days.
- Months to complete: 1 Week. The module will be offered in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to equip students with quantitative skills necessary for building economic models underlying economic relationships that exist between variables. In addition, the programme assists candidates in forecasting major macroeconomic and financial variables using time-series techniques. Consequently, policymakers and practitioners with no quantitative background will be able to provide sound recommendations derived from quantitative analysis of economic relationships. A better forecasting is necessary for economic agents who are constantly making decisions on investments or other actions which are dependent on the future.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Applied Econometric Analysis and Forecasting A | S3TEAQ1 | Applied Econometric Analysis and Forecasting B | S3TEAQ2 |

**MODULE AND OUTCOMES:**

**APPLIED ECONOMETRIC ANALYSIS AND FORECASTING: A/B (S3TEAQ1 / S3TEAQ2)**

**Purpose:**
The purpose of the module is to introduce students to basic time series analysis. Students who complete this module will have acquired the needed background to perform basic simple and multivariate regression analyses.

**Outcome(s):**
**Students should be able to:**
- provide quantitative analysis of economic variables based on descriptive analysis and graphical representation;
- interpret results obtained from quantitative estimation of economic relationship;
- provide policy recommendations from quantitative estimation of economic relationships; and
- forecast economic variables based on econometric models.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
N/A

| NAME OF PROGRAMME: APPLIED PRODUCTIVITY AND EFFICIENCY ANALYSIS FOR PRACTITIONERS AND POLICYMAKERS | SHORT LEARNING PROGRAMME CONTACT APB / APK | SLP CODE: S3E03O (TBC) | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Interactive learning.
- Conceptual discussions.
- Presentation of applications.

**CERTIFICATION**
Attendance based.
An attendance certificate will be issued if the participant attends at least 75% of all the sessions.

**ADMISSION REQUIREMENTS**
- NSC (NQF level 4); and
- At least two years of working experience in a related area.
- This SLP will be most suitable for practitioners and policymakers in the public, private and non-governmental sectors who are interested in assessing the productivity and efficiency of decision-making units and benchmarking their performance.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 35 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 15 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 60 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
SLP will be completed shorter than a semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP Applied Productivity and Efficiency Analysis aims to provide and equip practitioners and policy makers in the public, private and non-governmental sectors with the tools to measure and evaluate performance in complex entities and organisations with multiple inputs and outputs. This is to assist them in improving their business efficiency and productivity and become more responsive to new technology and innovations to improve productivity.

**PROGRAMME CONTENT**

| SEMESTER MODULES |
|---|

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Applied Productivity and Efficiency for Practitioners and Policymakers | S3E03O1 (TBC) | Applied Productivity and Efficiency for Practitioners and Policymakers | S3E03O2 (TBC) |

**MODULE AND OUTCOME:**

**APPLIED PRODUCTIVITY AND EFFICIENCY ANALYSIS FOR PRACTITIONERS AND POLICYMAKERS: (S3E03O1 / S3E03O1)**

**Purpose:**
**The following topics will be covered:**
- Introduction to basic microeconomic principles.
- Introduction to benchmarking: from academic studies to managerial advice.
- Regulatory benchmarking.
- Efficiency and productivity decomposition.

**Outcome(s):**
**Students should be able to:**
- demonstrate a fundamental understanding of productivity analysis and performance measurements using the concepts of technical efficiency, allocative efficiency, scale efficiency, and total factor productivity to demonstrate an ability to apply values-driven skills to solve complex conflicts in an organisation;
- conduct a fundamental measure of technical efficiency, allocative efficiency, scale efficiency, and total factor productivity, given access to suitable data integrate values in leadership, to enhance teamwork and organisation culture;
- explain the theoretical implications and practical applications of productivity and efficiency methods; and
- explain the ways in which these methods can be used to address management and policy issues.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation takes place in accordance with UJ policy.

| NAME OF PROGRAMME: INDUSTRIAL POLICY | SHORT LEARNING PROGRAMME PART-TIME – APK / APB | SLP CODE: S3CIPQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
• A block of 2 weeks of attending lectures

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
● National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; or
● Recognition of prior learning as the programme aims to train public servants in Africa.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 80 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 200 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
• Contact time: 10 days over 2 weeks for 8 hours per day.
• Months to complete: Will be presented in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
It complements the SLP LED: Applied Trade and Industrial Policy of CENLED.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to equip the relevant officials (students) with the necessary skills and techniques for an advanced understanding of industrial development strategies and policies in order to analyse, manage and monitor industrial development programmes in their respective countries.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Industrial Policy in Africa A | S3CIPQ1 | Industrial Policy in Africa B | S3CIPQ2 |

**MODULE AND OUTCOMES:**

**INDUSTRIAL POLICY IN AFRICA A: (S3CIPQ1)**

**Purpose:**

The purpose of this module is to analyse industrial strategies and policies in Africa, examine the management and implementation of industrial policies, rehabilitation and restructuring of the industrial sector.

**Outcome(s):**
**Students should be able to:**
- analyse general industrial strategies and policies in Africa;
- investigate the application of general industrial strategies and policies in Africa;
- evaluate the conceptual aspects of the management of industrial policies;
- assess the operational aspects of the management of industrial policies;
- evaluate rehabilitation of the industrial sector; and
- assess restructuring of the industrial sector.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**INDUSTRIAL POLICY IN AFRICA B: (S3CIPQ2)**

**Purpose:**
The purpose of this module is to study the instruments and techniques of industrial sector analysis, instruments and techniques of project evaluation and conduct environment impact assessments of industrial projects and programmes.

**Outcome(s):**
**Students should be able to:**
- explain the different instruments and techniques for industrial sector analysis;
- apply the different instruments and techniques for industrial sector analysis;
- explain the different instruments and techniques for project evaluation;
- apply the different instruments and techniques for project evaluation; and
- conduct an environment impact assessment of industrial projects and programmes.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
N/A

| NAME OF PROGRAMME: PANEL DATA ANALYSIS | SHORT LEARNING PROGRAMME PART-TIME – APK | SLP CODE: S34PAQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
This is a part-time programme offered twice a year in Johannesburg on Kingsway Campus.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- BCom (Economics / Econometrics) (NQF level 7) an Advanced Diploma in Economics (NQF level 7) or any related field, at NQF level 6 or 7, with a background in fundamental econometrics and the relevant undergraduate quantitative economics and/or econometrics, knowledge; and
- Intermediate knowledge on the STATA software is required for the practical application aspect of this short learning programme.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | 20 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 30 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 4 hours X 5 days.
- Months to complete: The SLP will take place either in July and November, depending on demand.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
The purpose of this SLP is intended to strengthen the quantitative skills of participants in the fields of econometrics and data analysis. This SLP complements the training conducted in the BCom (Economics / Econometrics), BComHons (Economics), BComHons (Econometrics) and MCom (Development Economics) programmes and/or Econometrics programme for which panel data econometrics is either not offered or only offered at an introductory level.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP in panel data analysis is for academic and non-academic researchers to critically engage with the econometric methods of panel data and specific procedures for estimation using STATA software so that their analytical skills are strengthened to ensure evidence-based practice and decision-making in their respective contexts.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Panel Data Analysis A | S34PAQ1 | Panel Data Analysis B | S34PAQ2 |

**The SLP covers cross-sectional panel data and panel time series analysis, which consists of the following:**

**For cross-sectional panel (dataset with many panels and few time periods), the SLP will cover:**
- fixed-effects models;
- random-effects models; and
- dynamic panel-data models.

**For panel time series (datasets with few panels and many time periods), the SLP will address:**
- Estimation in heterogeneous parameter models with related issues such as:
    - Stationarity;
    - Heterogeneity;
    - Cointegration; and
    - cross-sectional dependence.
- Estimation in spatial panel topics such as:
    - the Seemingly Unrelated Regression (SUR);
    - fixed and random effects spatial lag; and
    - fixed and random effects spatial error models.

## MODULE AND OUTCOMES:

### PANEL DATA ANALYSIS: A/B (S34PAQ1 / S34PAQ2)

**Purpose:**
Panel data analysis offers students a wide range of technical tools designed to analyse issues that cannot otherwise be done in traditional econometrics (cross-sectional and time series econometrics). This SLP intends to contribute to capacity building which is key for productivity improvement through professional development. Moreover, this training is particularly vital for policy decision-making and evaluation which represents an important pillar of economics and development economics.

**Outcome(s):**
**Students should be able to:**
- estimate a panel econometrics model;
- apply advanced econometric techniques to the analysis of "longitudinal" or panel datasets;
- evaluate the incidence of panel econometric issues such as heterogeneity, endogeneity and cross-sectional dependence;
- estimate various panel data specifications using STATA software;
- evaluate policy decisions using panel data techniques; and
- critically evaluate the techniques that can be used to exploit both cross-sectional and time dimensions for better inference and policy.

## ASSESSMENT
N/A

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## MODERATION
N/A

| NAME OF PROGRAMME: SURVEY DATA ANALYSIS | SHORT LEARNING PROGRAMME PART-TIME – APK | SLP CODE: S34SAQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- This is a part-time programme offered twice a year in Johannesburg on Kingsway Campus.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- BCom in (Economics / Econometrics) (NQF level 7) or an Advanced Diploma in Economics (NQF level 7) or any related field, on NQF level 7 with a background in fundamental econometrics and the relevant undergraduate quantitative economics and/or econometrics, knowledge; and
- Intermediate knowledge on the STATA software is required for the practical application aspect of this short learning programme.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | 20 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 30 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 4 hours X 5 days.
- Months to complete: The SLP will take place either in July or November, depending on demand.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
Survey Data Analysis is intended to strengthen the quantitative skills of participants in the fields of econometrics and data analysis. This short learning programme complements the training conducted in the BCom (Economics and Econometrics), BComHons (Economics), BComHons (Econometrics) and MCom (Development Economics) programmes and/or Econometrics programmes for which panel data econometrics is either not offered or only offered at an introductory level.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to equip both academic and non-academic researchers with skills to process survey data appropriately by ensuring proper handling of data issues, such as stratification, clustering, dual frames and unequal probability samples, among others, so that sound analyses and policy recommendations may take place.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Survey Data Analysis A | S34SAQ1 | Survey Data Analysis B | S34SAQ2 |

**This programme is designed to:**

- apply the key components of survey design and analyse the relevant data using techniques related to survey errors in existing survey data; and
- apply mostly limited-dependent variable regression techniques to survey data.

**The first part lays the foundation for survey design and survey data treatment. It introduces participants to:**
- survey design;
- post-survey (sampling and non-responses) error corrections through appropriate weighting mechanisms using Stata;
- methodologies of bootstrapping, kernel density estimation and basic regression analyses; and
- intermediate issues of using survey data to draw inferences on the underlying population.

**The second part covers:**
- limited dependent variable models both in cross-sectional and limited-time panel survey data.


**MODULE AND OUTCOMES:**

**SURVEY DATA ANALYSIS: A/B (S34SAQ1 / S34SAQ2)**

**Purpose:**
Survey data analysis offers students valuable insight into the main components of rigorous survey data analysis which is often required when making sound policy evaluations and/or recommendations.

**Outcome(s):**
**Students should be able to:**
- design a survey;
- process and clean survey data including, but not limited to, the determination of sampling and non-response errors and construction of weights to correct for sampling errors and techniques of non-response adjustments;
- apply bootstrapped methods for estimating standard errors, kernel density estimations and regression techniques for both quantitative and qualitative variables; and
- implement various other survey data estimation techniques for the analyses of socio-economic policy issues using the STATA software.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
N/A

# CENTRE FOR COMPETITION, REGULATION AND ECONOMIC DEVELOPMENT (CCRED)

**Bridging Programmes: None**

**Whole Programmes: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: ADVANCED COMPETITION ECONOMICS | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: CCRED2 | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Classes are presented during working hours over a maximum of 5 days.
- The programme is offered twice a year and can be offered in a relationship with a specific organisation.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
Programme attendees will be expected to have at least an undergraduate Bachelor's Degree in Commerce, Law or the equivalent, recognition of prior learning or an equivalent qualification at NQF level 7 with a background in competition law and policy.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 5 | - |
| Workshops | 5 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 15 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 8 hours x 5 days per week x 1 week.
- Months to complete: 1 week in semester one and 1 week in semester two.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to develop knowledge and skills in South Africa in regulatory economics, including models of dominant firm conduct, incentives regarding investment decisions, and different approaches to regulation such as rate of return and price-caps. It will provide an understanding of the key economic theories and concepts coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as economists for economic regulatory bodies.

## PROGRAMME CONTENT

| PROGRAMME CONTENT SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Advanced Competition Economics A | CCRED2A | Advanced Competition Economics B | CCRED2B |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**ADVANCED COMPETITION ECONOMICS: A/B (CCRED2A / CCRED2B)**

**Purpose:**
The purpose of this SLP is to develop knowledge and skills in South Africa in regulatory economics, including models of dominant firm conduct, incentives regarding investment decisions, and different approaches to regulation such as rate of return and price-caps. It will provide an understanding of the key economic theories and concepts coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as economists for economic regulatory bodies.

**Outcome(s):**
**Students should be able to:**
- reflect on the core concepts and models of regulatory economics;
- identify key steps in economic analysis of the regulation context;
- explain how the economic analysis has been undertaken in the key regulation decisions in South Africa; and
- apply the core concepts in regulatory economics to analyse case studies.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
N/A

| NAME OF PROGRAMME: CORE PRINCIPLES IN ECONOMIC REGULATION AND COMPETITION ECONOMICS | SHORT LEARNING PROGRAMME PART-TIME APB | SLP CODE: SLPCE1 | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Classes are presented during working hours over a maximum of 5 days.
- The programme is offered twice a year and can be offered in a relationship with a specific organisation.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Programme attendees will be expected to have at least an undergraduate Bachelor's Degree in Commerce, Law or the equivalent and a background in competition law and policy.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 10 | - |
| Workshops | 10 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 8 hours x 5 days per week x 1 week.
- Months to complete: 1 week in semester one ~~and~~ or 1 week in semester two.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide practitioners in the field, including those working for competition authorities and regulators in different African countries, with key economic theories and concepts coupled with how they are applied in practical scenarios. This will enable them to directly apply the knowledge gained in order to rigorously analyse mergers and acquisitions, assess the possible abuse of market power by dominant firms, and identify likely coordinated conduct (cartels).

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Core Principles in Economic Regulation and Competition Economics A | COE0001 | Core Principles in Economic Regulation and Competition Economics B | COE0002 |

## MODULE AND OUTCOMES:

**CORE PRINCIPLES IN ECONOMIC REGULATION AND COMPETITION ECONOMICS: A (COE0001)**

**Purpose:**
The purpose of this SLP is to equip students with the relevant knowledge and skills to understand core concepts and models of competition economics and apply these core concepts in the analysis of relevant case studies.

**Outcome(s):**
**Students should be able to:**
- identify the core concepts and models of competition economics; and
- apply the core concepts in competition economics to analyse case studies.


**CORE PRINCIPLES IN ECONOMIC REGULATION AND COMPETITION ECONOMICS: B (COE0002)**

**Purpose:**
The purpose of this SLP is to equip students with the relevant knowledge and skills to identify the process of economic analysis of the various types of competition cases and explain how this economic analysis has taken place in South Africa.

**Outcome(s):**
**Students should be able to:**
- identify the key steps in the economic analysis of the main types of competition cases: mergers, collusive conduct, exclusionary abuse of dominance, exploitative abuse of dominance; and
- explain how the economic analysis has been undertaken in the key cases in South Africa.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
N/A

| NAME OF PROGRAMME: FINANCIAL ANALYSIS FOR ECONOMIC REGULATION AND COMPETITION | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: CCRED1 | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Classes are presented during working hours over a maximum of 5 days.
- The programme is offered twice a year and can be offered in a relationship with a specific organisation.

## CERTIFICATION
Attendance based.

## ADMISSION REQUIREMENTS
- Programme attendees will be expected to have at least an undergraduate Bachelor's Degree in Commerce, Law or the equivalent, recognition of prior learning or an equivalent qualification at new NQF level 7 with a background in competition law and policy, as the programme aims to train public servants in Africa.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 5 | - |
| Workshops | 5 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 15 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 8 hours x 5 days per week x 1 week.
- Months to complete: 1 week in semester one and 1 week in semester two.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to develop knowledge and skills in financial analysis for economic regulation in South Africa. The SLP will develop knowledge and skills by providing an understanding of the key economic theories and concepts in financial analysis regulatory economics coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as financial analysts for economic regulatory bodies.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Financial Analysis for Competition and Economic Regulation A | CCRED1A | Financial Analysis for Competition and Economic Regulation B | CCRED1B |

## MODULE AND OUTCOMES:

**FINANCIAL ANALYSIS FOR COMPETITION AND ECONOMIC REGULATION: A/B (CCRED1A / CCRED1B)**

**Purpose:**
The purpose of this SLP is to develop knowledge and skills in financial analysis for economic regulation in South Africa. The module will develop knowledge and skills by providing an understanding of the key economic theories and concepts in financial analysis regulatory economics coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as financial analysts for economic regulatory bodies.

**Outcome(s):**
**Students should be able to:**
- reflect on the core concepts of financial analysis in economic regulation;
- define the steps taken in setting tariffs, determining financial viability and assessing firm efficiencies; and
- apply the core concepts of financial analysis in economic regulation to examine case studies.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
N/A

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Classes are presented during working hours over a maximum of 5 days.
- The programme is offered twice a year and can be offered in a relationship with a specific organisation.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
Programme attendees will be expected to have at least an undergraduate Bachelor's Degree in Commerce, Law or the equivalent, recognition of prior learning or an equivalent qualification at NQF level 7 with a background in competition law and policy.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
| --- | --- | --- |
| Contact time (Lectures) | 5 | - |
| Workshops | 5 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 15 | - |
| Preparation for and completion of assignments and other assessment activities | 15 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 8 hours x 5 days per week x 1 week.
- Months to complete: 1 week in semester one and 1 week in semester two.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP is to develop knowledge and skills in South Africa in legal principles in competition and economic regulation. Knowledge and skills development will be implemented through providing an understanding of the key economic theories and concepts in competition and economic regulation as they apply to legal analysis. This will enable students to be better equipped to work as lawyers for competition authorities or economic regulatory bodies.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
| --- | --- | --- | --- |
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Legal Principles for Competition and Economic Regulation | S3E22QA | Legal Principles for Competition and Economic Regulation | S3E22QB |

**MODULE AND OUTCOMES:**

**LEGAL PRINCIPLES FOR COMPETITION AND ECONOMIC REGULATION: A/B (CCRED3A / CCRED3B)**

**Purpose:**
The purpose of this SLP is to develop knowledge and skills in South Africa in the law of economic regulation. Knowledge and skills development will be implemented through providing an understanding of the key economic theories and concepts in economic regulation as they apply to legal analysis. This will enable students to be better equipped to work as lawyers for economic regulatory bodies.

**Outcome(s):**
**Students should be able to:**
- understand competition law and sector regulations;
- explain the requirements for each of the stages in the economic regulatory process; and
- draft legal documents essential for competition cases regulatory practice and functioning.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
N/A

# CENTRE FOR LOCAL ECONOMIC DEVELOPMENT (CENLED)

**Bridging Programmes: None**
**Whole Programmes:**

| NAME OF PROGRAMME: HIGHER CERTIFICATE IN LOCAL ECONOMIC DEVELOPMENT | WHOLE PROGRAMME DISTANCE | WP CODE: F34E1O | NQF LEVEL: 5 CREDITS 120 |
|---|---|---|---|

## TYPE OF WHOLE PROGRAMME (WP)
Credit bearing whole programme

## MODE OF OFFERING:
- Lectures and assessments are presented via distance learning.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- A National Senior Certificate (NSC) NQF level 4, granting access to Higher Certificate studies;
- A National Certificate (Vocational), (NQF Level 4), granting access to Higher Certificate studies;
- A foreign qualification that is equivalent to the NSC as determined by the South African Qualifications Authority (SAQA); OR
- Any further Education and Training Certificate (FETC) at NQF level 4.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent self-study of texts and references (Study guides, books and journal articles) | 240 | - |
| Independent self-study of texts and references (Case studies and multi-media) | 600 | - |
| Tutorials (Discussion groups) | 120 | - |
| Other (specify) (Distance assessment opportunities) | 120 | - |
| **Total hours** | 1200 | - |
| **Total number of credits** | - | 120 |

## DURATION OF PROGRAMME
Months to complete: January to November.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
The successful completion of the Higher Certificate in Local Economic Development (LED) (F34E1O) provides an opportunity for students, to apply for admission to SLPs in LED.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
- The successful completion of the 120-credit Higher Certificate Local Economic Development (LED) (F34E1O) provides an opportunity for students, who meet the minimum entry requirements of UJ for Mathematics or Mathematical Literacy, to apply for admission to an extended Bachelor's degree.
- Students are given foundational provisions covering relevant academic skills together with subject-related themes, required to facilitate learning in the regular modules of Bachelor of Commerce degree programmes.
- The combination of foundational modules enables students to develop a comprehensive perspective and effective strategies for adjusting to and meeting the demands of, the higher education environment with the aim of being successful in the chosen Bachelor of Commerce programme.
- Horizontally, articulation possibilities exist with other NQF Level 5 programmes, and credits obtained by completion of a module in this programme may be credited to other programmes at NQF Level 5.

## PURPOSE OF PROGRAMME

The purpose of the Higher Certificate in Local Economic Development (LED) is to prepare students for a career in LED. This programme will develop theoretical knowledge and practical Competency and skills on NQF 5 in LED to enable students in their working environment. The purpose of this qualification is further to prepare students who do not comply with the minimum statutory or institutional admission requirements to access a Diploma and/ or Degree studies, or students who want to explore various career path options relating to LED.

The envisaged outcomes of the programme are that students will be able to understand and apply basic local economic development principles, processes and procedures. The student should be able to make decisions in the context of local economic development, interpret relevant information and produce responses based on informed judgment to concrete but often unfamiliar problems.

Aligned with the requirements of the NQF Level 5 outcomes, the purpose of the qualification is also to provide the student with a range of fundamental knowledge and competencies in fields such as Local Economic Development, Marketing, Entrepreneurship, Business Management, Transport and Accountancy in LED. The qualification should also improve the students basic proficiency in English, their general computer skills and their basic numeracy skills which are required for these fields.

**Exit level Outcome(s):**
**Students should be able to:**
- apply basic local economic development concepts and principles and propose solutions to problems relating to the local economic development strategies and policies;
- work in a team with various role players in the local economic development profession;
- communicate with different role players, applying local economic development principles;
- utilise basic technology appropriate to the local economic development environment;
- explain the role and regulations of the local economic development profession, on a macro- and a local-level;
- reflect on ethical implications in decision-making within the local economic development context;
- undertake investigations in the local economic development field and presenting related information;
- distinguish between the relationships and impact of different fields within local economic development; and
- identify and manage local economic development information and select information appropriate to the task.

**FULL TIME:**

**PROGRAMME CONTENT**

| FIRST YEAR | | | | | |
|---|---|---|---|---|---|
| **SEMESTER MODULES (COMPULSORY)** | | | | | |
| **FIRST SEMESTER** | | | **SECOND SEMESTER** | | |
| **MODULE NAME** | **MODULE CODE** | **NQF CREDITS** | **MODULE NAME** | **MODULE CODE** | **NQF CREDITS** |
| Applied Accounting Principles for Local Economic Development Practitioners | F34E1OC | 12 | Communication for Local Economic Development Practitioners | F34E1OG | 12 |
| English for Local Economic Development Practitioners | F34E1OA | 12 | End-user Computing for Local Economic Development Practitioners | F34E1OF | 12 |
| Fundamentals of Business Mathematics for Local Economic Development Practitioners | F34E1OD | 12 | Entrepreneurship for Local Economic Development Practitioners | F34E1OH | 12 |
| Introduction to Business Management for Local Economic Development Practitioners | F34E1OB | 12 | Introduction to Marketing for Local Economic Development Practitioners | F34E1OJ | 12 |
| Introduction to Local Economic Development | F34E1OE | 12 | The Role of Infrastructure in a Local Economic Development context | F34E1OI | 12 |
| | **5 Modules** | **60 Credits** | | **5 Modules** | **60 Credits** |

| Requirement to obtain qualification: | Total modules for the year - 10 | | | Total Credits - 120 | |
|---|---|---|---|---|---|

**PART-TIME:**

**PROGRAMME CONTENT**

| FIRST YEAR | | | | | |
|---|---|---|---|---|---|
| SEMESTER MODULES (COMPULSORY) | | | | | |
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| English for Local Economic Development Practitioners | F34E1OA | 12 | Communication for Local Economic Development Practitioners | F34E1OG | 12 |
| Fundamentals of Business Mathematics for Local Economic Development Practitioners | F34E1OD | 12 | End-user Computing for Local Economic Development Practitioners | F34E1OF | 12 |
| Introduction to Local Economic Development | F34E1OE | 12 | The Role of Infrastructure in a Local Economic Development context | F34E1OI | 12 |
| | 3 Modules | 36 Credits | | 3 Modules | 36 Credits |
| Requirement to obtain qualification: | Total modules for the year - 6 | | | Total Credits - 72 | |
| SECOND YEAR | | | | | |
| SEMESTER MODULES (COMPULSORY) | | | | | |
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Applied Accounting Principles for Local Economic Development Practitioners | F34E1OC | 12 | Entrepreneurship for Local Economic Development Practitioners | F34E1OH | 12 |
| Introduction to Business Management for Local Economic Development Practitioners | F34E1OB | 12 | Introduction to Marketing for Local Economic Development Practitioners | F34E1OJ | 12 |
| | 2 Modules | 24 Credits | | 2 Modules | 24 Credits |
| Requirement to obtain qualification: | Total modules for the year - 4 | | | Total Credits - 48 | |

**HIGHER CERTIFICATE IN LOCAL GOVERNANCE AND MANAGEMENT: (F34E1O)**

**MODULES AND OUTCOMES:**

**APPLIED ACCOUNTING PRINCIPLES FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OC)**

**Purpose:**
The purpose of this module is to equip students with knowledge to apply basic accounting principles for effective financial decision-making in a local economic environment/ organisation. Students will receive guidance on how to manage a local business in a financially sustainable way through the application of accounting principles.
**Outcome(s):**

**Students should be able to:**

- describe the components and interrelationships of the different financial accounts;
- explain double-entry accounting, debits and credits and apply the basic rules governing the proper application of debit and credit in relation to major account classification;
- explain the layout and application of the books of first entry and accounting system in a local enterprise;
- prepare reconciliations and perform month-end accounting procedures; and
- compare and contrast a statement of financial position (Balance sheet), a statement of changes in equity and a statement of comprehensive income (Income statement) and identify the financial information reported by each.

**ASSESSMENT CRITERIA:**

- The preliminary steps in preparing the financial section of a business plan, namely estimated levels of sales and expenses, is correctly identified and described;
- The components and interrelationships of the different categories of accounts are correctly described with reference to the nature and purpose of each; and
- cash flow assessments are correctly done through exercises.
- The double entry accounting, debit and credit and the basic rules governing the proper application of debit and credit in relation to major account classification are correctly explained and applied in a case study of a local business.
- The layout and application of the books of first entry and accounting system in a local enterprise are correctly explained.
- Reconciliations are correctly prepared and month-end accounting procedures are accurately performed.
- The difference between a statement of financial position, a statement of changes in equity and a statement of comprehensive income and the financial information reported by each are correctly identified, compared and contrasted.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**ENGLISH FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OA)**

**Purpose:**
The purpose of this module is to enable students to gain a background in English grammar and usage, to develop an ability to read texts critically with comprehension and insight, and to acquire skills in reading and writing at tertiary level. This module will also enable students to apply English writing skills in any career relating to Local Economic Development.

**Outcome(s):**
**Students should be able to:**

- identify some of the main characteristics of academic writing;
- analyse texts to identify informal and formal styles of writing; and
- apply knowledge of the characteristics of academic writing by re-writing an informal text to make it more formal for the purposes of academic writing.

**ASSESSMENT CRITERIA:**

- The main characteristics of academic writing are correctly identified.
- Informal and formal styles of writing texts are accurately identified.
- Informal texts are re-written accurately in academic writing style.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;

- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## FUNDAMENTALS OF BUSINESS MATHEMATICS FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OD)

**Purpose:**
The purpose of this module is to provide students with foundational quantitative skills which includes having confidence and Competency when working with numbers to analyse and evaluate real-life economic and financial situations and case-studies.

**Outcome(s):**
**Students should be able to:**
- perform basic algebraic calculations to analyse and profile a local economy;
- apply descriptive statistics to do investigations and to write reports; and
- use appropriate empirical methodology to describe local economic problems.

**ASSESSMENT CRITERIA:**
- Basic algebraic calculations are performed correctly to enlighten problems in a local economy through a workplace case study.
- Descriptive statistics are applied accurately to do investigations for the Profiling of a Local Economy through a case study.
- The statistical information is reported in a format that readily and unequivocally highlights the key issues and concerns in the local area.
- Appropriate empirical methodology is correctly identified and applied to describe local economic problems.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## INTRODUCTION TO BUSINESS MANAGEMENT FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OB)

**Purpose:**
The purpose of the module is to provide students with an overview of Business Management as a science and prepare them for challenges faced in the South African business environment in a Local Economic Development context. It will also address the need and importance of business in local economies to improve the standards of living through the delivery of a range of better quality goods and services in order to satisfy the needs of communities and provide employment opportunities. Lastly, it will provide students to see how businesses take care of various welfare activities for workers, inter alia providing a safer and healthier work environment for employees.

**Outcome(s):**
**Students should be able to:**
- explain the role of business in society, considering the needs and resources of the community, the main economic systems and the nature of the local economy;
- identify and explain the internal and external business environment and the interaction between an organisation and its environment;
- explain the importance of business ethics and analyse the relevant aspects to be considered in developing ethical behaviour and a code of ethical conduct in an organisation;
- identify and explain the origin of management theory and modern approaches currently at hand;

- analyse the skills, roles and characteristics of managers as important role players in establishing an effective and efficient business practice; and
- identify and explain the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks.

**ASSESSMENT CRITERIA:**
- The role of business in society is explained correctly, with reference to the needs and resources of the local economy through a case study.
- The internal and external business environment of a local economy are accurately identified and explained through a distance presentation in real-time.
- The importance of business ethics is explained and analysed indicating the relevant aspects to be considered in promoting ethical behaviour and a code of ethical conduct in an organisation successfully.
- The origin of current management theory and modern approaches are correctly identified and explained in a literature study.
- The skills, roles and characteristics of managers are analysed.
- Advice and guidance to address the specific needs of small and start-up firms in a local economy is correctly presented through a case study.
- Aspects, processes, characteristics, theories, models and techniques relating to the four primary management tasks are correctly identified and explained in a summative assignment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT (LED): (F34E1OE)**

**Purpose:**
The purpose of this module is to prepare students to understand the challenges of what local economic development entails in a South African and Africa context namely poverty and unemployment. LED strategies must prioritise job creation and poverty alleviation and target previously disadvantaged people, marginalised communities and geographical regions, black economic empowerment enterprises and Small Medium and Micro Enterprises to allow them to participate fully in the economic life of the country.

**Outcome(s):**
**Students should be able to:**
- classify the different local economic development theories and approaches to LED;
- explain the basic concepts, goals and objectives of LED;
- identify and describe the role of the different role players in the LED process; and
- analyse a local economy and depict the main economic activities.

**ASSESSMENT CRITERIA:**
- The different approaches to economic development are correctly described through a literature study.
- The basic concepts, goals and objectives of LED are correctly explained.
- The roles of the different role players in the LED process are accurately identified and described.
- The different programs and activities that communities employ to achieve economic development goals are fully described.
- The critical issues, strengths, and weaknesses of the community, and the particular opportunities and challenges the community faces are correctly discern in a case study.
- The existing programs and resources in the particular local area are correctly identified and analysed to recommend an expansion or modification of resources or programs to meet the identified needs.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## COMMUNICATION FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OG)

**Purpose:**
The purpose of this module is to provide students with the opportunity to learn about, and more importantly, to practice the written and verbal communication skills they will need to be successful in the local economic development profession and to promote the local economic development profession more broadly within communities.

**Outcome(s):**
**Students should be able to:**
- discuss the terminology used in the communication process;
- write effective business correspondence, in the form of letters, memoranda, paragraphs, investigative reports and feedback reports;
- describe how people communicate non-verbally; and
- communicate effectively in a short oral presentation through Skype.

**ASSESSMENT CRITERIA:**
- The terminology used in the communication process is discussed through appropriate examples of the different terms.
- Business correspondence, i.e. letters, memoranda, paragraphs, investigative reports and feedback reports are written in the correct format.
- The use of non-verbal communication is described with reference to appropriate examples.
- Correct communication techniques are demonstrated in a short oral presentation.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## END-USER COMPUTING FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OF)

**Purpose:**
The purpose of this module is to introduce students to basic Information Technology (IT) terms and the basic components of a computer. Students will learn to manipulate files and use word processing applications to record and process information and data relevant to local economic problems. Thirdly, students will learn how to use presentation software, spreadsheet applications and database application software to solve problems. Lastly, students will learn how to search the internet and utilise e-mail applications.

**Outcome(s):**
**Students should be able to:**
- explain concepts and terms associated with Information Technology (IT);
- identify common functions of a PC and its operating system;

- illustrate the ability to use a presentation application on a computer;
- explain concepts and terms associated with using the internet;
- illustrate the ability to use e-mail software on a computer;
- analyse data, draw diagrams and complete tables using a spreadsheet application on a computer; and
- demonstrate the ability to use a database application on a computer.

**ASSESSMENT CRITERIA:**
- Concepts and terms associated with Information Technology (IT) are correctly explained.
- The common functions of a PC and its operating system are correctly identified in completing tasks.
- The ability to use a word processing application on a computer is demonstrated accurately by completing prescribed tasks.
- The ability to use a presentation application on a computer is correctly illustrated by completing prescribed tasks and a skype presentation.
- Concepts and terms associated with using the internet are correctly explained.
- The ability to use e-mail software on a computer is illustrated by completing prescribed tasks in real-time.
- The ability to use a spreadsheet application on a computer is accurately demonstrated by completing prescribed assignments.
- Survey information focus groups information, and an economic base analysis in a local economy is correctly presented.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**ENTREPRENEURSHIP FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OH)**

**Purpose:**
The purpose of this module is to equip students with a thorough introduction to entrepreneurship theories, how these relate to local economic development, as well as the entrepreneurial mindset, to prepare students to successfully plan, launch and manage their own business venture or assist others to set up their own ventures.

**Outcome(s):**
**Students should be able to:**
- describe the importance of entrepreneurship in local economic development;
- discuss the entrepreneurial attitude and behaviour;
- describe the basic concepts of creativity and innovation;
- classify and discuss the different methods to identify new ventures; and
- explain how networking can assist a venture.

**ASSESSMENT CRITERIA:**
- The importance of entrepreneurship in local economic development is accurately described.
- The entrepreneurial attitude and behaviour are discussed accurately.
- The characteristics of an entrepreneur are analysed through a case study.
- The nature of the individual entrepreneurial mindset is discussed correctly.
- The features of the corporate entrepreneurial mindset are correctly discussed.
- The nature and key distinguishing features of social entrepreneurship are accurately identified.
- The basics of concepts of creativity and innovation are correctly described.
- The different methods to identify new ventures are researched and discussed with reference to relevant examples.
- Networking as a tool that can assist a venture is explained with reference to relevant examples.
- Elements of entrepreneurial and small business development support are identified through a networking exercise.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## INTRODUCTION TO MARKETING FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: (F34E1OJ)

**Purpose:**
The purpose of this module is to assist students in developing a marketing mindset while exploring issues and topics relevant to consumer behaviour in the local economic environment and to realise how marketing today permeates every facet of our daily lives. It will also indicate how cities market themselves as places to live, play and invest and that developing a marketing mindset is one of the keys to success for Local Economic Development and other practitioners.

**Outcome(s):**
**Students should be able to:**
- describe the principles of consumer behaviour in a local economic environment;
- discuss the role of people, process, product, price, place, promotion and physical evidence in the services marketing mix;
- describe and apply the principles of relationship marketing in a local economic environment; and
- design a marketing mix for a selected local area.

**ASSESSMENT CRITERIA:**
- The principles of consumer behaviour in a local economic environment are accurately described.
- The role of people, process, product, price, place, promotion and physical evidence in the services marketing mix are discussed using correct examples of each.
- The principles of relationship marketing are correctly described and applied using practical local economic examples.
- A marketing mix for the selected local area is designed accurately using relevant descriptions of each of the elements of the marketing mix focussing on exposure, presentation and cost.
- The use of marketing to entice local, government, national, and international businesses and entrepreneurs to invest, start-up, remain, or expand their economic activity in the local economy are correctly analysed and explained.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## THE ROLE OF INFRASTRUCTURE IN A LOCAL ECONOMIC DEVELOPMENT CONTEXT: (F34E1OI)

**Purpose:**
The purpose of this module is to familiarise students with the role and importance of infrastructure in South Africa and its impact on the local economy. It will also address the fact that the infrastructure sector is an essential component of the economy with strong effects on development and the welfare of populations.

**Outcome(s):**
**Students should be able to:**

- analyse the changing global landscape for business and other organisations and the external forces that drive change in the global economy;
- discuss the role and contribution of infrastructure to Local Economic Development; and
- describe the development of infrastructure-related careers and their contribution to the South African economy.

**ASSESSMENT CRITERIA:**
- The changing global landscape for business and other organisations and the external forces that drive change in the global economy are correctly analysed and presented.
- The changing global landscape for business and other organisations and the external forces that drive change in the global economy are correctly analysed and presented.
- The development of infrastructure-related careers and their contribution to the South African economy are correctly described.

**ASSESSMENT**
- Continuous formative distance assessments consist of continuous knowledge checks and self-assessments.
- Each module consists of several units and each unit will be continuously assessed. On its own, each unit has to be passed with 50%, before the student, will be allowed to access the next unit within a specific module.
- Summative distance assessments are scheduled at the end of each module.
- The summative distance assessments will have a higher weighting than for the continuous formative distance assessments.

**KIND OF ASSESSMENTS EXPLAINED**
Formative assessment refers to assessment that takes place during the process of learning. In designing the distance formative assessments for the modules, the following aspects were adhered to:
- That the assessment supports the learning process
- That the assessment provides immediate and constructive feedback to the student on academic progress
- That the assessment is developmental in nature and contributes to the students capacity for self-evaluation
- That the assessment helps the student to make decisions on the readiness to enter into the summative assessment

Summative assessments are conducted for the purpose of making an evaluation of the level of Competency of students in relation to the outcomes of a module. The results of the final assessment are expressed as a mark reflecting a pass or fail. The student anticipates his/her readiness to enter into the summative assessment.

Students will be permitted to complete formative and summative assessments in their own place of work or residence. In this instance, various controls will be in place regarding the summative assessment. A limited time will be provided for completion of the summative assessment. Furthermore, the function to prohibit navigation between assessment questions is built in. The time is linked to the marks assigned to the summative assessment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION:**
- The academic member of staff overseeing the module will manage the summative assessment, and assessments will be moderated before uploading the assessment questions electronically into a data bank for specific selection for each summative assessment.
- External moderators will be appointed for all exit-level NQF 5 summative assessments.

**Short Learning Programmes:**

| NAME OF PROGRAMME: ANALYSING INDUSTRIAL CLUSTERING FOR ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB / DFC / SWC OR OFF-CAMPUS | SLP CODE: S3AICQ | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

**MODE OF OFFERING**
- On demand only in groups or groupings of 20 persons.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Attained 70% in the SLP "Introduction to Industrial Clustering" (S3IICQ).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 30 | - |
| Workshops | - | - |
| Work-based learning | 30 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 6 hours x 5 consecutive days.
- Months to complete: 1 week per semester.

**RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES**
Articulates to SLP "Introduction to Industrial Clustering" (S3IICQ) (NQF level 5).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to enable participants to analyse industrial clusters in order to stimulate a local economy.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Analysing Industrial Clustering for Economic Development A | S3AICQ1 | Analysing Industrial Clustering for Economic Development B | S3AICQ2 |

**MODULE AND OUTCOMES:**

**ANALYSING INDUSTRIAL CLUSTERING FOR ECONOMIC DEVELOPMENT: A/B (S3AICQ1 / S3AICQ2)**

**Purpose:**
**The following topics will be covered:**
- overview of the rise in importance of industrial clusters;
- Porter's focus on industrial clusters;
- the formation and characteristics of the main types of industrial clusters;
- Michael Porter's contribution to understanding clusters;
- cluster interventions in developed and developing countries;
- global best cluster practices;
- value chain and regional cluster analysis;
- introduction: understanding the value chain
- value chain analysis;
- the process of conducting a value chain analysis;
- Porter's value chain framework for value chain analysis; and
- regional cluster analysis

**Outcome(s):**
**Students should be able to:**
- investigate the clusters that exist in his/her own region or province and provide a brief description of at least five of the main clusters in terms of Porter's 'Diamond of competitive advantage';
- analyse the global cluster best practices and describe at least 10 best practices of clusters that are relevant to the clusters he/she described, based on the best practice example;
- analyse the contribution of the local authority and government institutions in promoting clusters in a region; and
- select one of the established regional clusters and do a value chain analysis using Porter's value chain framework as well as key success factors identified from B&M Analyst's regional cluster analysis.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

**MODE OF OFFERING**
- On demand only in groups or groupings of 20 persons.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as a pre-study is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 40 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 12 |

**DURATION OF PROGRAMME**
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months. The module will be offered in both semesters.

**RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES**
Students whom passed this SLP will be credited for the module entitled, Introduction to Local Economic Development Practitioners (LED) **(**F34E1OE) (12 credits), in the distance Higher Certificate in Local Economic Development (LED) (F34E1O).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to train and support entrepreneurs and Small, Medium and Micro-Enterprises (SMME's) to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

**PROGRAMME CONTENT**

| SEMESTER MODULES | |
|---|---|
| **FIRST SEMESTER** | **SECOND SEMESTER** |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Applied Entrepreneurship A | S3E10QA | Applied Entrepreneurship B | S3E10QB |

**MODULE AND OUTCOMES:**

**APPLIED ENTREPRENEURSHIP: A/B (S3E10QA / S3E10QB)**

**Purpose:**
**The following topics will be covered:**
- the entrepreneurship challenge in South Africa;
- developing a strategic framework for sustainable local/regional economic development;
- creating local/regional economic development momentum;
- activating and coordinating a local/regional economic development system and structures to train and support entrepreneurs and Small, Medium and Micro Enterprises (SMMEs) effectively; and
- setting up and managing an SMME incubator.

**Outcome(s):**
**Students should be able to:**
- describe the entrepreneurship challenge in South Africa effectively in order to understand the contribution of applied entrepreneurship to Local Economic Development (LED) in a municipal context;
- develop a strategic framework for sustainable local/regional economic development to effectively encourage entrepreneurship in LED in a municipal context;
- describe the activation and coordination of a local/regional economic development system and the necessary structures to train and support entrepreneurs and Small, Medium and Micro Enterprises (SMMEs) effectively in order to promote LED in a municipal context; and
- demonstrate the setting up and management of an SMME incubator effectively in order to promote local/regional economic development in a municipal context through entrepreneurship and SMMEs.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

| NAME OF PROGRAMME: APPLIED ENTREPRENEURSHIP | SHORT LEARNING PROGRAMME DISTANCE - VARIOUS VENUES NATIONALLY | SLP CODE: S3E01O | NQF LEVEL: 7 CREDITS: 12 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Credit bearing short learning programme towards a UJ qualification.
- CPD Programme in association with a professional body- Economic Development Council SA.
- Entrance into the International Economic Development Council's (IEDC) Certification Exam.

## MODE OF OFFERING

- Distance learning.
- Discussion-focused and cognitively stimulating assignments and activities.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- The SLP "Introduction to Local Economic Development" (S3E14O) as a pre-study is recommended; and
- Applicants may be subject to an internal selection process.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning (Lecturers) | 80 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 12 |

## DURATION OF PROGRAMME

Months to complete: 6 Months (module will be offered via distance learning in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

Students who passed this SLP will be credited for the distance module entitled, Entrepreneurship for Local Economic Development Practitioners (LED) (F34E1OH) (12 credits), in the Higher Certificate in Local Economic Development (F34E1O).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) (managers and practitioners and others involved in LED-related activities who are working at local government level to train and support entrepreneurs and Small, Medium and Micro-Enterprises (SMME's) to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| DISTANCE SEMESTER MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |

| Applied Entrepreneurship A | S3E01OA |
| --- | --- |

**MODULE AND OUTCOMES:**

**APPLIED ENTREPRENEURSHIP: (S3E01OA)**

**Purpose:**
**The following topics will be covered:**
- The entrepreneurship challenge in South Africa.
- Developing a strategic framework for sustainable local/regional economic development.
- Creating local/regional economic development momentum.
- Activating and coordinating a local/regional economic development system and structures to train and support entrepreneurs and Small, Medium and Micro Enterprises (SMMEs) effectively.
- Setting up and managing an SMME incubator.

**Outcome(s):**
**Students should be able to:**
- describe the entrepreneurship challenge in South Africa effectively in order to understand the contribution of applied entrepreneurship to Local Economic Development (LED) in a municipal context;
- develop a strategic framework for sustainable local/regional economic development to effectively encourage entrepreneurship in LED in a municipal context;
- describe the activation and coordination of a local/regional economic development system and the necessary structures to train and support entrepreneurs and SMMEs effectively in order to promote LED in a municipal context; and
- demonstrate the setting up and management of an SMME incubator effectively in order to promote local/regional economic development in a municipal context through entrepreneurship and SMMEs.

**ASSESSMENT**
- Continuous formative assessments in the form of distance assessments, summaries of self-study done and pre-readings.
- The distance exam is in the format of an integrated-based application assessment in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months. Module will be offered in both semesters.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to apply project management principles and tools to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

243

| Applied Project Management for Local Economic Development A | S3E11QA | Applied Project Management for Local Economic Development B | S3E11QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**APPLIED PROJECT MANAGEMENT FOR LOCAL ECONOMIC DEVELOPMENT: A/B (S3E11QA / S3E11QB)**

**Purpose**:
**The following topics will be covered:**
- introduction to project management and orientation towards project management philosophies;
- projects within the strategic domain, stakeholders and project selection;
- organising for project management;
- formulation of project scope;
- project time management;
- project cost management; and
- project control and monitoring.

**Outcome(s):**
**Students should be able to:**
- describe project management philosophies effectively in order to promote local economic development in a municipal context;
- identify projects and the relevant stakeholders within the local economic domain effectively in order to promote local economic development in a municipal context;
- explain how to organise for project management in local economic development effectively in a municipal context;
- formulate the project scope for a project in Local Economic Development (LED) effectively in order to promote LED in a municipal context;
- apply project time management effectively in order to undertake LED projects in a municipal environment;
- apply project cost management effectively in order to undertake LED projects in a municipal context; and
- apply project control and monitoring principles effectively to undertake LED projects in a municipal context.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: APPLIED PUBLIC-PRIVATE PARTNERSHIPS FOR LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3E12Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING
- On demand only in groups or groupings of 20 persons.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008.
- Experience in the fields related to public administration, economics or business.
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months. The module will be offered in both semesters.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development managers and practitioners and others involved in LED-related activities who are working at local government level to be able to identify and facilitate public-private partnerships for local economic development to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Applied Public-Private Partnerships for Local Economic Development A | S3E12QA | Applied Public-Private Partnerships for Local Economic Development B | S3E12QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**APPLIED PRIVATE-PUBLIC PARTNERSHIP FOR LOCAL ECONOMIC DEVELOPMENT: (S3E12QA / S3E12QB)**

**Purpose:**
**The following topics will be covered:**
- the definitions and importance of Public Private Partnerships (PPPs);
- the role, rationale and different forms of PPPs;
- the legal requirements of PPPs;
- the key success factors and processes to design and implement PPPs in a municipal context; and
- monitoring and evaluating PPPs in a municipal LED.

**Outcome(s):**
**Students should be able to:**
- describe the definitions and importance of PPP as outlined in the relevant theoretical and legal frameworks in a municipal Local Economic Development (LED) context to effectively promote LED;
- describe the role, rationale and different forms of PPP in a municipal context to effectively promote LED;
- explain the legal requirements of PPP in a municipal context to promote access factors and processes to design and implement PPP effectively in a municipal LED work-based context; and
- demonstrate the development of a monitoring and evaluation framework for PPP in a municipal LED work environment to improve
- PPP implementation and effective promotion of LED.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

**MODE OF OFFERING**
- On demand only in groups or groupings of 20 persons.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

**RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level and other institutions to be able to apply their knowledge to draw up a strategic plan for LED to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Applied Strategic Planning for Local Economic Development A | S3E13QA | Applied Strategic Planning for Local Economic Development B | S3E13QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**APPLIED STRATEGIC PLANNING FOR LED: A/B (S3E1EQA / S3E13QB)**

**Purpose:**
**The following topics will be covered:**
- organising and pre-planning of stakeholders, participation and building consensus;
- setting mission, vision, goals and objectives for strategic planning, strategies, options and action planning;
- environmental analyses of the financial, human and other resources for implementing strategic plans;
- measuring impact and performance of the community, economic inventory, institutional and information sources; and
- survey of local businesses and residents using focus groups, data analysis or fieldwork for the economic area of jurisdiction.

**Outcome(s):**
**Students should be able to:**
- organise, plan and obtain consensus from the stakeholders effectively in order to promote Local Economic Development (LED) within the municipal area;
- develop the mission, vision and objectives, strategies, options and action planning for strategic planning effectively to promote LED in a municipal context;
- outline an environmental analysis of the financial, human and other resources effectively to implement strategic LED plans;
- measure and discuss the impact and performance of the LED strategic plan effective order to determine the impact on the community in a municipal context; and
- undertake a survey on the local businesses and residents effectively using focus groups, data analysis and/or fieldwork.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: APPLIED TRADE AND INDUSTRIAL POLICY FOR LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3EC7Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING
- On demand only in groups or groupings of 20 persons.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months. The module will be offered in both semesters.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to be able to apply the South African Trade and Industrial Policies to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Applied Trade and Industrial Policy for Local Economic Development A | S3EC7QA | Applied Trade and Industrial Policy for Local Economic Development B | S3EC7QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**APPLIED TRADE AND INDUSTRIAL POLICY FOR LED: A/B (S3EC7QA / S3EC7QB)**

**Purpose**
**The following topics will be covered:**
- strategic programmes of the National Industrial Policy Framework (NIPF) and industrial financing;
- skills and educational issues relevant to industrial development;
- the necessity of competition regulation and the enhancement of Small Medium and Micro Enterprises (SMMEs); and
- the importance of innovation, technology and spatial infrastructure for sound industrial development.

**Outcome(s):**
**Students should be able to:**
- apply and evaluate the strategic programmes of the National Industrial Policy Framework (NIPF) in a local government environment;
- apply the principles of sound industrial financing in a local government environment;
- evaluate the skill and educational levels necessary for a sound local government industrialisation programme;
- explain the competition policy framework, environmental laws and regulations;
- evaluate the importance of SMME support within the boundaries of a municipality/metro;
- evaluate the importance of innovation and technology in any industrial upgrading programme within a particular local government; and
- evaluate the spatial industrial development and industrial infrastructure requirements of a local government.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: BUSINESS RETENTION AND EXPANSION FOR LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3EC8Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 30 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 6 hours per day over 5 days.
- Months to complete: 6 Months. Module will be offered in both semesters.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to design and execute a Business Retention and Expansion (BR & E) programme to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Business Retention and Expansion for Local Economic Development A | S3EC8QA | Business Retention and Expansion for Local Economic Development B | S3EC8QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**BUSINESS RETENTION AND EXPANSION FOR LED: A/B (S3EC8QA / S3EC8QB)**

**Purpose:**
**The following topics will be covered:**
- the importance of approaches to and elements of a Business Retention and Expansion (BR&E) programme;
- design a survey, mobilising and training interviewers, conducting interviews and
- collating and analysing survey data;
- briefing and mobilising local stakeholders and other role-players; and
- implementation plan.

**Outcome(s):**
**Students should be able to:**
- explain the importance of, approaches to and elements of a Business Retention and Expansion programme effectively to promote Local Economic Development (LED) in a municipal context;
- discuss how to plan a local Business Retention and Expansion programme to promote LED in a municipal context;
- design a survey, mobilise and train interviewers, conduct interviews and collate and analyse survey data effectively;
- promote BR&E in a municipal context; and
- demonstrate the briefing of stakeholders to make recommendations and propose an implementation plan in order to promote LED in a municipal context.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: ENABLING MECHANISMS FOR LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3EC9Q | NQF LEVEL: 7 CREDITS: 0 |
| --- | --- | --- | --- |

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
| --- | --- | --- |
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months. The module will be offered in both semesters.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED related activities who are working at local government level to effectively apply the enabling mechanisms for local economic development to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
| --- | --- | --- | --- |
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Enabling Mechanisms for Local Economic Development A | S3EC9QA | Enabling Mechanisms for Local Economic Development B | S3EC9QB |
|---|---|---|---|

## MODULE AND OUTCOMES:

### ENABLING MECHANISMS FOR LED: A/B (S3EC9QA / S3EC9QB)

**Purpose:**
**The following topics will be covered:**
- the institutional sectors and their contribution to Local Economic Development (LED);
- mechanisms for community participation in planning and infrastructure development;
- co-operatives – their history and operation;
- business Chambers and Industrial Support Mechanisms;
- clusters, corridors and zones;
- innovation Incubators and technology hubs;
- multinationals and Corporate Social Investment (CSI); and
- how to facilitate LED.

**Outcome(s):**
**Students should be able to:**
- facilitate Local Economic Development (LED);
- describe the institutional sectors and their contribution to LED effectively in a municipal context;
- outline the mechanisms for community participation to plan an infrastructural development effectively to promote LED in a municipal context;
- describe the history and operation of co-operatives effectively as a tool to promote LED in a municipal context;
- compare the roles of business chambers, industrial support mechanisms, clusters, corridors, zones, innovation incubators and technology hubs effectively as enabling mechanisms to promote LED in a municipal context;
- examine the roles of multinationals and CSI effectively as enabling mechanisms to promote LED in a municipal environment; and
- the LED facilitation process effectively in a municipal context.

## ASSESSMENT
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## MODERATION
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: ESTABLISHING CLUSTER INITIATIVES | SHORT LEARNING PROGRAMME PART-TIME – APK / APB / DFC / SWC OR OFF-CAMPUS | SLP CODE: S3ECIQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING
- On demand only in groups or groupings of 20 persons.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- An appropriate Bachelor's degree on NQF level 7; or
- An appropriate postgraduate diploma; on NQF level 8; or
- Appropriate Advance Diploma on NQF level 7.
- Attained 70% in the SLP "Analysing Industrial Clusters for Economic Development" (S3AICQ).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 30 | - |
| Workshops | - | - |
| Work-based learning | 30 | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 70 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 6 hours x 5 consecutive days per week.
- Months to complete: 1 week per semester.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to enable students to apply their knowledge to implement industrial cluster development projects in a local/regional economy.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Establishing Cluster Initiatives A | S3ECIQ1 | Establishing Cluster Initiatives B | S3ECIQ2 |

**MODULE AND OUTCOMES:**

**ESTABLISHING CLUSTER INITIATIVES: A/B (S3ECIQ1 / S3ECIQ2)**

**Purpose:**
**The following topics will be covered:**
- planning and preparation of a cluster initiative;
- the 'natural' emergence of clusters;
- the role of government in establishing cluster initiatives;
- profile of a cluster initiative;
- key role-players within a cluster initiative;
- the role of government;
- the role of academia;
- establishing a cluster management organisation; and
- monitoring and evaluation of industrial clusters.

**Outcome(s):**
**Students should be able to:**
- analyse existing clusters in their own region – or nationally to determine the status of the clusters to determine the potential for a Cluster Initiative (CI), or existing/declining CI's;
- analyse the main challenges experienced in establishing/managing CI's, and formulate recommendations on the role of the Cluster Management Organisation and Cluster Facilitator in addressing these challenges;
- analyse key Department of Trade and Industry (DTI) and national policy documents to determine the guidelines and/or requirements for CIs, and the role of government institutions in promoting CI's; and
- select one cluster with potential for a CI or a newly established CI and formulate recommendations on establishing/strengthening the CI, with particular reference to the role of government institutions in promoting the success of the CI.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

| NAME OF PROGRAMME: INTRODUCTION TO INDUSTRIAL CLUSTERING | SHORT LEARNING PROGRAMME PART-TIME – APK / APB / DFC / SWC OR OFF-CAMPUS | SLP CODE: S3IICQ | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 10 | - |
| Workshops | - | - |
| Work-based learning | 10 | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 5 hours x 2 consecutive days per week.
- Months to complete: 1 week per semester.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

Articulates to SLP: "Analysing Industrial Clustering for Economic Development" (S3AICQ).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of this SLP is to introduce industrial cluster development concepts to promote economic development to Local Economic Development (LED) practitioners.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to Industrial Clustering A | S3IICQ1 | Introduction to Industrial Clustering B | S3IICQ2 |

## MODULE AND OUTCOMES:

## INTRODUCTION TO INDUSTRIAL CLUSTERING: A/B (S3IICQ1 / S3IICQ2)

**Purpose:**
**The following topics will be covered:**
- introduction to industrial clusters;
- overview of the rise in importance of industrial clusters;
- cluster success stories;
- porter's focus on industrial clusters;
- definitions of clusters;
- the formation and characteristics of the main types of industrial clusters;
- sector typology;
- structural typology;
- functional typology;
- lifecycle typology;
- summary of typologies;
- origin and development of the concept of clustering;
- the benefits of clusters;
- related concepts;
- cluster interventions in developed and developing countries; and
- global best cluster practices.

**Outcome(s):**
**Students should be able to:**
- state the main features of a cluster from definitions;
- provide an example of each of the four main cluster typologies;
- describe the difference between a Cluster, Industrial Development Zone (IDZ), Special Economic Zone (SEZ), industrial park and an enterprise hub;
- describe the main benefits and disadvantages of clusters; and
- describe the roles of the DTI and local government as well as other role players in clusters.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING
- On demand only in groups or groupings of 20 persons.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 40 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 120 | - |
| Total number of credits | - | 12 |

## DURATION OF PROGRAMME
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES
Students who pass this SLP will be credited for the distance module entitled, Introduction to Local Economic Development (LED) (F34E1OE) (12 credits), in the Higher Certificate in Local Economic Development (LED) (F34E1O).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to understand the background, philosophy and the principles underlying local economic development in order to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to Local Economic Development A | S3E14QA | Introduction to Local Economic Development B | S3E14QB |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT: A/B (S3E14QA & S3E14QB)**

**Purpose:**
**The following topics will be covered:**
- what constitutes local economic development (LED);
- challenges facing LED in the development context;
- the key role players and stakeholders in LED;
- the role of municipalities in LED and the role of LED in municipalities;
- differences in the LED focus and capabilities in different local contexts, e.g. urban/rural, small/large municipalities;
- the role of LED in relation to the Integrated Development Plan (IDP);
- legal framework governing LED, including: Municipa; Systems Act, Municipal Structures Act, Financial Acts and others pertaining to good governance, Department of Cooperative Government and Traditional Affairs planning documents and frameworks, DTI's LED frameworks, etc. pertaining to the mandates of Local Government and specifically to the constitutionally unfunded mandate of LED;
- the relationship between LED and other government programmes on national, regional, sector, district and local levels;
- the contribution of LED to promoting the objectives of the developmental state;
- factors that impact on the success of LED strategies and projects;
- monitoring and evaluation of LED projects; and
- promoting the sustainability of LED projects.

**Outcome(s):**
**Students should be able to:**
- define LED and identify the goals and objectives of LED;
- identify the role players in LED in a region/ municipality;
- understand and explain the Legal framework governing LED;
- acquire a foundation of the different theories relating to LED; and
- apply the principles of the LED conceptual framework that will help strengthen LED's understanding, planning, implementation and evaluation.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

| NAME OF PROGRAMME: INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME DISTANCE - AT VARIOUS VENUES NATIONALLY | SLP CODE: S3E02O | NQF LEVEL: 5 CREDITS: 12 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Credit bearing short learning programme.
- CPD Programme in association with a professional body- Economic Development Council SA.

**MODE OF OFFERING**
- Instructor-led distance learning lectures.
- Discussion-focused and cognitively stimulating assignments and activities.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning (Lecturers) | 80 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 20 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 12 |

**DURATION OF PROGRAMME**
Months to complete: 6 Months (module will be offered via distance learning in both semesters).

**RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES**
Students who pass this SLP will be credited for the distance learning module entitled, Introduction to Local Development (LED) **(**F34E1OE) (12 credits), in the Higher Certificate in Local Economic Development (LED) (F34E1O). Module entitled.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to understand the background, philosophy and the principles underlying local economic development in order to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Introduction to Local Economic Development A | S3E02OA | Introduction to Local Economic Development B | S3E02OB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT: A/B (S3E02OA / S3E02OB)**

**Purpose:**
**The following topics will be covered:**
- what constitutes Local Economic Development (LED);
- challenges facing LED in the development context;
- the key role players and stakeholders in LED;
- the role of Municipalities in LED and the role of LED in municipalities;
- differences in the LED focus and capabilities in different local contexts, e.g. urban/rural, small/large municipalities;
- the role of LED in relation to the Integrated Development Plan (IDP);
- legal framework governing LED, including the Municipal Systems Act, Municipal Structures Act, Financial Acts and others pertaining to good governance, Department of Cooperative Government and Traditional Affairs planning documents and frameworks, DTI's LED frameworks, etc. pertaining to the mandates of Local Government and specifically to the constitutionally unfunded mandate of LED;
- the relationship between LED and other government programmes on national, regional, sector, district and local levels;
- the contribution of LED to promoting the objectives of the developmental state;
- factors that impact on the success of LED strategies and projects;
- monitoring and evaluation of LED projects; and
- promoting the sustainability of LED projects

**Outcome(s):**
**Students should be able to:**
- define Local Economic Development (LED) and identify the goals and objectives of LED;
- identify the role players in LED in a region/ municipality;
- understand and explain the Legal framework governing LED;
- acquire a foundation of the different theories relating to LED; and
- apply the principles of the LED conceptual framework that will help strengthen LED's understanding, planning, implementation and evaluation.

**ASSESSMENT**
- Continuous formative assessments in the form of distance assessments, summaries of self-study done and pre-readings.
- The distance exam is in the format of an integrated-based application assessment in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

| NAME OF PROGRAMME: INVESTMENT PROMOTION FOR LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3E15Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 8 hours per day over 5 days
- Months to complete: 6 Months. The module will be offered in both semesters.

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to initiate and implement investment promotion strategies for a local area to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Investment Promotion for Local Economic Development A | S3E15QA | Investment Promotion for Local Economic Development B | S3E15QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**INVESTMENT PROMOTION FOR LOCAL ECONOMIC DEVELOPMENT: A/B (S3E15QA / S3E15QB)**

**Purpose:**
**The following topics will be covered:**
- investor behaviour and psychology;
- process of foreign direct investment (FDI);
- regional investment promotion; and
- investment policy and strategy.

**Outcome(s):**
**Students should be able to:**
- use investor behaviour and psychology methods effectively to develop a strategy to link local economic needs with foreign investor opportunities;
- demonstrate a practical understanding of the process of investment into Local Economic Development regions effectively in a municipal environment;
- develop and apply a promotional tool to effectively promote regional or local investment; and
- develop appropriate policies and strategies effectively in order to assist in promoting Foreign Direct Investment (FDI) into Local Economic Development regions.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: LEADERSHIP IN SUSTAINABLE LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3E16Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to become leaders in sustainable local economic development to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |

| Leadership in Sustainable Local Economic Development A | S3E16QA | Leadership in Sustainable Local Economic Development B | S3E16QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**LEADERSHIP IN SUSTAINABLE LOCAL ECONOMIC DEVELOPMENT: A/B (S3E16QA / S3E16QB)**

**Purpose:**
**The following topics will be covered:**
- an overview of global and national challenges and opportunities relating to sustainable development, including a paradigm shift to an integrated and regenerative developmental perspective;
- an introduction to the concepts of a green economy, international green economy trends and an overview of the potential for a green economy in South Africa;
- roles and responsibilities of LED practitioners in promoting sustainability with respect to relevant policies, mandates and legislation; and
- core principles for leadership on the pathway towards sustainable LED.

**Outcome(s):**
**Students should be able to:**
- describe the global and national challenges and opportunities (including a paradigm shift to an integrated and regenerative developmental perspective in sustainable leadership) to effectively promote Local Economic Development (LED) in a municipal environment;
- outline the concepts of a green economy, international green economy trends and the potential for a green economy in South Africa effectively to promote sustainable LED in a municipal context;
- examine the roles and responsibilities of LED practitioners in respect of relevant policies, mandates and legislation effectively to promote sustainability in LED projects at a municipal level;
- demonstrate understanding of sustainable LED effectively by either reviewing an existing municipal LED project with recommendations for improving the sustainability thereof or by compiling an action plan for the implementation of a sustainable LED programme or project to effectively promote LED in a municipal context; and
- describe the core principles of leadership towards sustainability effectively on the pathway towards sustainable LED in a municipal context.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to be competent to set up and manage a local economic development unit that will promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Managing a Local Economic Development Unit in South Africa A | S3E19QA | Managing a Local Economic Development Unit in South Africa B | S3E19QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**MANAGING A LOCAL ECONOMIC DEVELOPMENT UNIT IN SOUTH AFRICA: A/B (S3E19QA / S3E19QB)**

**Purpose:**
**The following topics will be covered:**
- the importance of Local Economic Development (LED) as a municipal function;
- key roles: planning, organising, leading and control;
- organisational structures, policies and procedures;
- regulatory framework and the requirements in the King III report;
- financial management of a municipal LED unit;
- working with a board, the press and consultants;
- marketing, fundraising and communication;
- human resource management; and
- monitoring and evaluating a LED unit.

**Outcome(s):**
**Students should be able to:**
- explain the importance of Local Economic Development (LED) to effectively establish a municipal LED unit;
- describe the roles, functions and responsibilities of the manager of an LED unit with reference to planning, organising, leading and controlling a LED unit effectively in a municipal context;
- describe the processes, functions, and structures required to effectively establish a LED unit in a municipal context;
- describe the applicable regulatory framework and the requirements in the King III report to effectively establish a LED unit in a municipal context;
- outline the applicable key financial management aspects to effectively establish a LED unit in a municipal context;
- describe how to interact effectively with a board, the press and consultants as a LED unit in a municipal context;
- design a communication and a marketing plan for a LED unit in municipal context to effectively communicate with all the relevant stakeholders;
- create a fundraising proposal for a LED unit in a municipal context to effectively raise funds in a municipal context;
- develop human resource management policies to effectively manage staff in a LED unit in a municipal context; and
- design monitoring and evaluation programmes to effectively monitor and evaluate a LED unit in a municipal context.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: MENTORSHIP IN LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3E20Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING
- On demand only in groups or groupings of 20 persons.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 20 | - |
| Workshops | - | - |
| Work-based learning | 30 | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 80 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 20 hours over x 3 days
- Months to complete: 6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to become mentors for local economic development to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Mentorship in Local Economic Development A | S3E20QA | Mentorship in Local Economic Development B | S3E20QB |

**MODULE AND OUTCOMES:**

**MENTORSHIP IN LOCAL ECONOMIC DEVELOPMENT: A/B (S3E20QA / S3E20QB)**

**Purpose:**
**The following topics will be covered:**
- the nature and importance of mentoring mentees to promote Local Economic Development (LED);
- the roles and responsibilities of the mentor and mentee in the LED work environment;
- general guidelines and key success factors for mentees in the LED work context;
- preparation, planning and implementing the mentoring plan;
- recording mentoring activities and outputs;
- reviewing the mentoring process; and
- guidelines for mentoring specifically referring to workplace-based LED assignments.

**Outcome(s):**
**Students should be able to:**
- relate the role and importance of mentoring mentees effectively to promote Local Economic Development (LED) in the work context;
- describe the general guidelines and key success factors for mentoring mentees effectively to promote LED in the work environment;
- prepare a workplace-based mentoring implementation plan to mentor mentees effectively in an LED work environment;
- illustrate how to record the mentoring activities and outputs of mentees to effectively promote LED in the work context;
- review the mentoring process of mentees effectively to promote LED in the work context; and
- formulate improvements to the mentoring plan and the mentoring process to effectively mentor mentees in the LED work environment.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: QUANTITATIVE ANALYSIS: COMPILING A LOCAL DEVELOPMENT PROFILE | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3E17Q | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING
- On demand only in groups or groupings of 20 persons.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as a pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to be able to undertake research and use Microsoft Excel to develop an economic profile for a local area to promote economic development in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Quantitative Analysis: Compiling a Local Development Profile A | S3E17QA | Quantitative Analysis: Compiling a Local Development Profile B | S3E17QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**QUANTITATIVE ANALYSIS: COMPILING A LOCAL DEVELOPMENT PROFILE: A/B (S3E17QA / S3E17QB)**

**Purpose:**
**The following topics will be covered:**
- introduction to quantitative techniques;
- background, theory and profiling of different regions, and areas;
- basic economic principles of indicator frameworks for development;
- introducing different data sources and application processes;
- research methodologies suitable for economic profiling; and
- basic Excel skills for development profiling.

**Outcome(s):**
**Students should be able to:**
- recognise and explain the definition of selected development concepts effectively to compile an economic profile to promote Local Economic Development (LED) in a municipal context;
- discuss the background theory to development dimensions and profiling effectively in order to understand how to compile an economic profile in a municipal context;
- discuss the basic economic principles of indicator frameworks for the development effectively for LED in a municipal context;
- describe how to undertake research by using data sources effectively to compile an economic profile to promote LED in a municipal context;
- differentiate between the different research methodologies effectively to compile an economic profile in order to promote LED in a municipal context; and
- apply basic Excel skills effectively to do an economic sector analysis of the local economy, using ratios and growth trends in order to compile an economic profile to promote LED in a municipal context.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

**MODE OF OFFERING**
- On demand only in groups or groupings of 20 persons.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLPs "Introduction to Local Economic Development" (S3E14Q) and "Local Economic Development Quantitative Analysis: Compile an Economic profile" (S3E17Q) as pre-studies are recommended.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 60 | - |
| Independent reading/ interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 8 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

**RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to be able to develop strategies and programmes for a local area (guided by data) to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |

| Quantitative Analysis: Strategies from Statistics A | S3E18QA | Quantitative Analysis: Strategies from Statistics B | S3E18QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**QUANTITATIVE ANALYSIS: STRATEGIES FROM STATISTICS: A/B (S3E18QA / S3E18QB)**

**Purpose:**
**The following topics will be covered:**
- national and provincial frameworks for economic development;
- differentiating between a strategy, programme and project; and
- formulating strategies using best practices in local economic development programmes.

**Outcome(s):**
**Students should be able to:**
- identify relevant national and provincial policy frameworks in order to effectively formulate Local Economic Development (LED) strategies in a municipal context;
- differentiate effectively between a strategy, programme and project in a municipal LED context; and
- formulate local economic development strategies and programmes effectively for a municipal or local area.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy.

| NAME OF PROGRAMME: RESEARCH FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3RLEQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- An appropriate Bachelor's degree on NQF level 7;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 30 | - |
| Workshops | - | - |
| Work-based learning | 30 | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 70 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 6 hours per day over 5 days.
- Months to complete:  6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of this Short Learning Programme is to capacitate Local Economic Development (LED) practitioners with the necessary skills to engage in an interactive research process culminating in the compilation of a research proposal and in a full research project or a report.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Research for Local Economic Development Practitioners A | S3RLEQ1 | Research for Local Economic Development Practitioners B | S3RLEQ2 |

**MODULE AND OUTCOMES:**

**RESEARCH FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS: A/B (S3RLEQ1 / S3RLEQ2)**

**Purpose:**
**The following topics will be covered:**
- introduction to practitioner research;
- the research process from conception of a research idea/area to dissemination of findings;
- interactive or cooperative research projects; and
- dealing with recurring or complex problem issues/situations.

**Outcome(s):**
**Students should be able to:**
- compile a research proposal and report on any area of concern by understanding how to engage in the different phases of the research process;
- understand the benefits of engaging in an interactive or cooperative form of research inquiry;
- determine what form of cooperative research group is most suitable for their investigation.; and
- understand and deal with messy or complex problem issues by utilising the System of Methodologies.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

| NAME OF PROGRAMME: WORKFORCE DEVELOPMENT IN LOCAL ECONOMIC DEVELOPMENT | SHORT LEARNING PROGRAMME PART-TIME – APK / APB OR OFF-CAMPUS | SLP CODE: S3E21Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- CPD Programme in association with professional bodies being International Economic Development Council (IEDC) and Economic Development Council of South Africa (EDCSA).
- Entrance into the IEDC Certification Exam.

## MODE OF OFFERING

- On demand only in groups or groupings of 20 persons.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;
- Experience in the fields related to public administration, economics or business; and
- Applicants may be subject to an internal selection process.
- The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 30 | - |
| Workshops | - | - |
| Work-based learning | 30 | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 70 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 160 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

- Contact time: 6 hours per day over 5 days.
- Months to complete: 6 Months (module will be offered in both semesters).

## RELATIONSHIP WITH NON-SUBSIDISED UJ PROGRAMMES

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to ensure workforce development in a local area to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Workforce Development in Local Economic Development A | S3E21QA | Workforce Development in Local Economic Development B | S3E21QB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**WORKFORCE DEVELOPMENT IN LOCAL ECONOMIC DEVELOPMENT: A/B (S3E21QA / S3E21QB)**

**Purpose:**
**The following topics will be covered:**
- the nature and scope of workforce development;
- the importance of competent staff for achieving an LED entity's goals and objectives;
- human performance improvement strategies;
- skills planning processes to promote organisational effectiveness;
- challenges to workforce development in the LED context;
- job descriptions and competency profiles;
- the skills audit process;
- the training needs an analysis process; and
- South Africa's legislative framework governing skills development.

**Outcome(s):**
**Students should be able to:**
- describe the nature and scope of workforce development effectively to promote Local Economic Development (LED);
- explain the importance of competent staff in achieving an LED entity's goals and objectives effectively to promote LED;
- compile/revise job descriptions with competency requirements effectively to promote LED in a municipal context;
- conduct a skills audit of staff in an LED entity and people involved in Local Economic Development LED activities effectively to promote LED in a municipal environment;
- conduct a training needs analysis effectively to promote LED in a municipal context;
- develop a training and development plan effectively to promote LED in a municipal context;
- revise the skills planning processes effectively to promote LED in a municipal context; and
- evaluate the outcomes and impact of training and development interventions effectively to promote LED in a municipal context.

**ASSESSMENT**
- Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's assessment policy regulations.

*SCHOOL OF MANAGEMENT*

**DEPARTMENT OF BUSINESS MANAGEMENT**

**Whole Programmes:**

| NAME OF PROGRAMME | WHOLE PROGRAMME | CODE: | NQF LEVEL: 6 |
|---|---|---|---|
| ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT | PART-TIME APB | * | CREDITS: 120 |

**TYPE OF WHOLE PROGRAMME (WP)**
Credit bearing whole programme.
**\*** Within this whole programme there are three elective streams being General Management stream (ACBM01); Risk Management stream (ACBM04); and Project Management stream (ACBM05). For more information see the different streams in the programme content on the next few pages.

**MODE OF OFFERING:**
- Blended learning.
- Lectures for this qualification are presented on a part-time basis.
- Ten modules are scheduled for three consecutive evenings from 17:30 to 21:00 (30 sessions per year) and a non-compulsory Saturday session is arranged per module.
- 

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
UJ Higher Certificate in Business Management (NQF level 5) in the specific elective stream.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 200 | - |
| Workshops | - | - |
| Work-based learning | 200 | - |
| Independent reading/interacting with learning material/distance activities | 200 | - |
| Preparation for and completion of assignments and other assessment activities | 500 | - |
| Tutorials | - | - |
| Other (specify) | | |
| Development of conceptual skills | 100 | - |
| **Total hours** | 1200 | - |
| **Total number of credits** | - | 120 |

**DURATION OF PROGRAMME**
- Months to complete: February to November.
- Minimum period to obtain: one year.
- Maximum period to obtain: two years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the Advanced Certificate in Business Management students who also meet the applicable minimum entry requirements will be considered for the SLP Advanced Diploma Bridging (Commerce) Programme.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**QUALIFICATION PURPOSE:**
The purpose of the Advanced Certificate in Business Management programme is to provide students with an 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 that have mastered a basic theoretical knowledge of Management. In addition, it affords an industry accepted

qualification to those students who want to specialise in one of the knowledge areas of general management, risk management or project management.

**PROGRAMME CONTENT:**

**ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT**

| QUALIFICATION NAME | ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT | QUALIFICATION CODE | NEW CODE | NQF CREDITS | 120 |
|---|---|---|---|---|---|
| **FIRST SEMESTER** | | | **SECOND SEMESTER** | | |
| MODULE NAME | MODULE CODE | | NQF CREDITS | MODULE NAME | MODULE CODE | | NQF CREDITS |

| MODULE NAME | MODULE CODE | | NQF CREDITS | MODULE NAME | MODULE CODE | | NQF CREDITS |
|---|---|---|---|---|---|---|---|
| Change Management | AC1CHMT | C | 12 | **ELECTIVES: CHOOSE ONE OF THE FOLLOWING "STREAMS":** | | | |
| Economic Principles | AC1ECPR | C | 12 | **ELECTIVES – GENERAL MANAGEMENT STREAM (ACBM01)** | | | |
| International Management | AC1INTM | C | 12 | Information Technology Management | AC1ITMT | E | 12 |
| Management Accounting | AC1MACC | C | 12 | Logistics Management | AC1LOGM | E | 12 |
| Strategic Management | AC1STMA | C | 12 | Operations Management | AC1OPSM | E | 12 |
| | | | | Service Management | AC1SERV | E | 12 |
| | | | | Strategy Implementation | AC1STIM | E | 12 |
| | | | | **ELECTIVES – RISK MANAGEMENT STREAM (ACBM04)** | | | |
| | | | | Analytical Techniques | AC1ANAT | E | 12 |
| | | | | Business Continuity Processes | AC1BCOM | E | 12 |
| | | | | Managing Risk Management | AC1MARM | E | 12 |
| | | | | Risk Financing | AC1RFIN | E | 12 |
| | | | | Risk Identification and Assessment | AC1RIAS | E | 12 |
| | | | | **ELECTIVES – PROJECT MANAGEMENT STREAM (ACBM05)** | | | |
| | | | | Nature of Projects/ Life Cycle | AC1NPLC | E | 12 |
| | | | | Project Change Management | AC1PCMT | E | 12 |
| | | | | Project Communication Management | AC1PCOM | E | 12 |
| | | | | Project Integration Management | AC1PIMT | E | 12 |
| | | | | Project Management Control | AC1PMCL | E | 12 |
| | **5 Modules** | | **60 Credits** | | **5 Modules** | | **60 Credits** |
| **Requirement to obtain qualification:** | **Total modules for the year - 10** | | | | **Total Credits - 120** | | |

C = Compulsory          E = Elective

**MODULES AND OUTCOMES:**

**COMPULSORY MODULES**

**CHANGE MANAGEMENT: (AC1CHMT)**

**Purpose:**

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.

**Outcome(s):**
**Students should be able to:**
- comprehend the importance of change;
- discuss sources of conflict and how it should be managed; and
- describe change management processes.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## ECONOMIC PRINCIPLES: (AC1ECPR)

**Purpose:**
The purpose of the Economic Principles module is to introduce students to economics as a social science, the problem of scarcity and to different economic systems. The module will also allow students to acquire skills in the analysis, interpretation and application of knowledge relating to microeconomic principles will be covered in this programme.

**Outcome(s):**
**Students should be able to:**
- define and explain economics as a social science;
- critically discuss the economic problem of scarcity and reflect on scarcity in a South African context;
- identify and describe different economic systems and reflect on the price and income mechanisms;
- analyse the functioning and problems of a market economy and reflect on the price and income mechanisms;
- discuss and explain the role of the government in the economy and reflect on the role of fiscal policy in the South African economy; and
- discuss and explain the role of the foreign sector in the economy.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## INTERNATIONAL MANAGEMENT: (AC1INTM)

**Purpose:**
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.

**Outcome(s):**
**Students should be able to:**
- demonstrate the importance of international trade;
- identify the different risks involved in international trade;
- differentiate between the different international approaches to the different economies;
- describe the effect (impact) of culture in international business; and
- discuss the effect of ethics in international business.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**

281

- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## MANAGEMENT ACCOUNTING: (AC1MACC)

**Purpose:**
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 on the skills acquired on the analysis of financial statements.

**Outcome(s):**
**Students should be able to:**
- apply the concept of capital budgeting, as well as various associated techniques, to assist in investment decision-making;
- discuss budgeting as a financial tool as well as a management activity;
- apply the various cost accounting methods and principles;
- explain what activity-based costing is and what the implementation thereof entails; and
- perform a detailed analysis of financial statements using relevant techniques.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## STRATEGIC MANAGEMENT: (AC1STMA)

**Purpose:**
The purpose of the Strategic Management module is to expose students to contemporary strategic issues that are part of strategic formulation and strategic 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.

**Outcome(s):**
**Students should be able to:**
- develop a business model canvas for an organisation;
- formulate strategic alignment to industry life cycles;
- apply ethical principles in organisational decision-making;
- understand organisational agility and international strategies; and
- apply structural drivers and instruments for strategic implementation.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**ELECTIVE STREAMS (Elect one stream):**

**GENERAL MANAGEMENT STREAM:**

**INFORMATION TECHNOLOGY MANAGEMENT: (AC1ITMT)**

**Purpose:**
The purpose of the Information Technology (IT) Management module is to acquaint students with basic knowledge regarding how the IT resources of organisations can be managed in accordance with the objectives, needs and priorities of those organisations. Students will also be introduced to the basic concepts of how IT is sourced and managed in a business context as well as to the various tools that managers would use in 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.

**Outcome(s):**
**Students should be able to:**
- describe the basic concepts regarding the management of Information Technology (IT);
- explain how IT can be used to leverage business success;
- optimise the deployment of the right IT tools, infrastructure, and methods for an organisation;
- discuss how IT projects are managed in a business and the role IT project managers play in this process
- discuss how IT security risk can occur and be mitigated; and
- explain how IT is used to manage both customer and supplier relations.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**LOGISTICS MANAGEMENT: (AC1LOGM)**

**Purpose:**
The purpose of the Logistics Management module is to introduce students to 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.

**Outcome(s):**
**Students should be able to:**
describe how logistics emerged in a business context;
- describe the evolution of the concepts of logistics and supply chain management;
- explain the competitive advantage of logistics using Porter's value chain;
- identify and describe the functions of a warehouse; and
- explain the role information technology fulfil in the supply chain environment and how it can increase customer service and up customer loyalty.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**OPERATIONS MANAGEMENT: (AC1OPSM)**

**Purpose:**
The purpose of this module is to provide the student with a well-rounded, broad education that equips students 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.

**Outcome(s):**
**Students should be able to:**

- discuss why operations management exists, and why there is a need for the study of operations management;
- discuss the activities of operations managers;
- comprehend and describe the interrelationship between operations function and other functions within an organisation;
- describe the factors to be considered when selecting the location for a new or a new location for an existing organisation; and
- discuss the importance of forecasting in operations management.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**SERVICES MANAGEMENT: (AC1SERV)**

**Purpose:**
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. This module will also introduce students to the basic principles underlying service management and will more specifically address the importance of service quality management, service development and design and the service delivery process. Furthermore, the module will highlight 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.

**Outcome(s):**
**Students should be able to:**
- analyse the role that services, and the management thereof play in the business environment;
- differentiate between the management of services and the management of products;
- demonstrate how services should be managed and delivered; and
- evaluate the role people play in the delivery and management of services.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**STRATEGY IMPLEMENTATION: (AC1STIM)**

**Purpose:**
The purpose of Strategy Implementation module is to provide the student with knowledge, interpretation, analysis and an understanding of strategy implementation and strategy control phases of the strategic management process.

**Outcome(s):**
**Students should be able to:**
- apply change management processes in strategy implementation;
- identify and analyse the strategic implementation components;
- describe the roles and importance of strategic leadership, of culture and strategic structures in strategy implementation; and
- discuss strategic control and improvement as part of the strategic management process.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**RISK MANAGEMENT STREAM:**

**ANALYTICAL TECHNIQUES: (AC1ANAT)**

**Purpose:**
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.

**Outcome(s):**
**Students should be able to:**
- demonstrate a basic conceptual understanding of business statistics and the problem-solving process;
- develop a plan for data collection;
- show how the raw data can be tabulated and presented graphically; and
- conduct basic descriptive analysis.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**BUSINESS CONTINUITY PROCESSES: (AC1BCOM)**
**Purpose:**
The purpose of the Business Continuity Management (BCM) 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.

**Outcome(s):**
**Students should be able to:**
- identify and illustrate vital business processes;
- explain the fundamentals of risk management
- explain the concept of corporate governance relating to BCM;
- explain BCM principles, terminology, strategies, planning, process, and concepts; and
- discuss how BCM influences business strategy.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MANAGING RISK MANAGEMENT: (AC1MARM)**

**Purpose:**
The purpose of the Managing Risk Management module is to provide give students with basic knowledge, insight and skills that are needed to understand the introductory aspects relating to Managing Risk Management. The module will also identify and explain the need for Risk Management (overview). The module will furthermore discuss in detail ISO 31000 Risk Management Framework to assist students in managing risk in an organisation.

**Outcome(s):**
**Students should be able to:**
- identify and define risk and the different kinds of risk;
- understand and discuss the factors influencing risk management;

- understand and discuss and risk management and enterprise risk management and the risk management processes according to ISO 31000; and
- discuss some of the elements of corporate governance.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## RISK FINANCING: (AC1RFIN)

**Purpose:**
The purpose of the Risk Financing module 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.

**Outcome(s):**
**Students should be able to:**
- define and explain the structure and functioning of financial markets;
- demonstrate an understanding of the different capital markets, both domestic and foreign, the financial instruments that trade in these markets and the role that they play in risk financing;
- explain the purpose of hedging and demonstrate an understanding of and application of basic? different hedging instruments (derivatives); and
- describe the link between financial markets, capital markets, risk financing and derivatives.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## RISK IDENTIFICATION AND ASSESSMENT: (AC1RIAS)

**Purpose:**
The purpose of the Risk Assessment module is to improve students ability to calculate and interpret various measures of risk and to apply 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.

**Outcome(s):**
**Students should be able to:**
- explain the importance and the focus of financial risk assessment;
- apply the fundamental principles of time value of money to various risk assessment scenarios;
- apply advanced time value of money calculations to multiple types of financial assessments;
- apply capital budgeting techniques in different risk assessment scenarios; and
- apply the concept of amortisation in a risk assessment context.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**PROJECT MANAGEMENT STREAM:**

**NATURE OF PROJECTS / LIFE CYCLE: (AC1NPLC)**

**Purpose:**
The purpose of the Nature of Projects Life Cycle module is to introduce students to a project's life cycle and to project management knowledge areas. The project life cycle helps guide project managers to navigate through their projects from the start to a successful completion.

**Outcome(s):**
**Students should be able to:**
- demonstrate knowledge of the project life cycle;
- demonstrate knowledge of project management knowledge areas; and
- describe processes involved in each of the knowledge areas of project management.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**PROJECT CHANGE MANAGEMENT: (AC1PCMT)**

**Purpose:**
The purpose of the Project Change Management module is to introduce the student to change management within project management. Within the life cycle of all projects there are changes that occur. These changes must be managed effectively on the technical side, but importantly, also on the people side. From a technical point of view, the change must be developed, designed, and delivered. The project management discipline will ensure that this will happen by providing the structure, processes, and tools. From the side of the people that is involved in the project, the changes must be embraced, adopted, and utilised. The change management discipline will ensure that this happens by providing the structure, processes, and tools.

**Outcome(s):**
**Students should be able to:**
- demonstrate how to manage change in a project;
- describe the basic philosophies of change in project and process of change;
- demonstrate change control management processes in a project;
- describe common modelling language that are used to model change; and
- discuss business analysis in the context of project change.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**PROJECT COMMUNICATION MANAGEMENT: (AC1PCOM)**

**Purpose:**
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.

**Outcome(s):**
**Students should be able to:**
- explain and demonstrate the importance of effective project communication;
- describe the communication model;
- list and explain the various communication constraints;
- discuss the importance of project communication and documentation; and
- explain performance reporting and discuss the tools used for performance reporting.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**PROJECT INTEGRATION MANAGEMENT: (AC1PIMT)**

**Purpose:**
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 on 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.

**Outcome(s):**
**Students should be able to:**
- discuss the purpose and use of a project charter;
- describe the project management plan;
- explain the directing and managing of projects;
- apply the principles of monitoring and controlling a project; and
- explain integrated change control and project integration tasks in project closing.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**PROJECT MANAGEMENT CONTROL: (AC1PMCL)**

**Purpose:**
The purpose of the Project Management Control module is to introduce the student to the advanced themes and concepts of project management control. This module covers principles, examples, and exercises in the control of time, cost, and quality (known as the project iron triangle) in order to account for variances and still complete a project successfully according to technical criteria. This will enable the student to be an effective project team member.

**Outcome(s):**
**Students should be able to:**
- describe the project control processes;
- apply cost management principles;
- apply and comprehend quality management principles; and
- apply advanced scheduling techniques.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**ASSESSMENT**
**Semester Assessments**
Three semester assessment opportunities are scheduled for each module and are weighted as follows:
- Assessment 1:     10%

- Assessment 2:     15%
- Assessment 3:     <u>75%</u>
- Semester Total: = <u>100%</u>

**Final assessment**

A final summative assessment is scheduled for each of the modules at the end of the semester.

**MODERATION**

- All examination papers are moderated externally according to UJ moderation policy.
- Appeals procedure according to UJ's assessment policy.

**ASSOCIATED ASSESSMENT CRITERIA**

- discuss budgeting and the various cost accounting methods and the analysis of financial statements.
- distinguish the difference in the role of management and leadership in change management and review the critical success factors and models in managing change.
- describe the impact of increasing globalisation and international trade and describe the four risks in international business and the firm's international value chain.
- formulate strategies and identify goals and key components of strategic implementation.
- identify and describe the general management theories including strategic implementation, operations, service and information management as its influences on business practices.
- classify the different factors of risk, including key financial risks and explain enterprise risk management and hedging instruments.
- explain the different phases in a project life cycle and describe an overall framework for project integration management including the project communication, control, and change management process.

## TYPE OF WHOLE PROGRAMME (WP)

Credit bearing whole programme.

**\*** Within this whole programme there are four elective streams being General Management stream (HCBM01); Risk Management stream (HCBM04); Project Management stream (HCBM05); and FinTech Management Stream (HCBM06). For more information see the different streams in the programme content on the next few pages.

Marketing and Sales (HCMSQ1) a learning parthway (page 300) is added.

## MODE OF OFFERING:

- Lectures for this qualification are presented on a part-time basis. If choosing the Marketing and Sales learning path, lectures are also offered on a full-time basis.
- Excluding Marketing and Sales learing pathway, ten modules are scheduled as either on-line or face-to-face for three consecutive evenings (17:30 to 21:00), or two consecutive days from 08:30 to 15:00 (30 sessions per year). or as online classes and is arranged per module.
- If choosing the Marketing and Sales learning path, lectures can also be offered weekly throughout the academic year.
- Examinations are written in person at the UJ examination centre depending on the elective stream.

## CERTIFICATION

Competency based.

## ADMISSION REQUIREMENTS

National Senior Certificate, NQF level 4 with Certificate Endorsement.

\*If choosing the **Marketing and Sales** learning part, the following additional admission requirements apply:

- APS score of 19 with Mathematics 2 and English 3 OR APS score of 21 with Mathematics Literacy 3 and English 3.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 200 | - |
| Workshops | - | - |
| Work-based learning |  | - |
| Independent reading/interacting with learning material/distance activities | 200 | - |
| Preparation for and completion of assignments and other assessment activities | 500 | - |
| Tutorials | - | - |
| Other (specify) |  |  |
| Development of conceptual skills | 100 | - |
| **Total hours** | 1200 | - |
| **Total number of credits** | - | 120 |

## MARKETING AND SALES (HCMSQ1) LEARNING PARTHWAY: (Continue page 299)

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 567 | - |
| Workshops | - | - |
| Work-based learning | 63 | - |
| Independent reading/ interacting with learning material/distance activities | 270 | - |
| Preparation for and completion of assignments and other assessment activities | 270 | - |

| | | | |
|---|---|---|---|
| Tutorials | | 210 | - |
| Other (specify) | | - | - |
| **Total hours** | | 1380 | - |
| **Total number of credits** | | - | 138 |

**DURATION OF PROGRAMME**
- Class time: either 2 full-day classes or three evening classes per module depending on the schedule choice of elective stream.
- Months to complete: February to November.
- Minimum period to obtain: one year.
- Maximum period to obtain: two years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the Higher Certificate in Business Management students who also meet the applicable minimum entry requirements will be considered for the Advanced Certificate in Business Management.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**Purpose:**
The purpose of the Higher Certificate in Business Management is to introduce students in the workplace with general business management theories and introductory management competencies to enable them to assist management in analysing business processes. In addition, it affords those students to specialise in one of the knowledge areas of either general management, risk management, project management or the marketing and sales learning path.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | | | | | |
|---|---|---|---|---|---|---|---|
| **FIRST SEMESTER** | | | | **SECOND SEMESTER** | | | |
| **MODULE NAME** | **MODULE CODE** | | **NQF CREDITS** | **MODULE NAME** | **MODULE CODE** | | **NQF CREDITS** |
| Accounting Aspects | HC1ACAS | C | 12 | Business Decision Making | HC1BDMG | C | 12 |
| Business Writing and Communication | HC1BWCN | C | 12 | Risk Management | HC1RSKM | C | 12 |
| | | | | **ELECTIVES: CHOOSE <u>ONE</u> OF THE FOLLOWING "STREAMS"** | | | |
| Human Resource Management | HC1HRMT | C | 12 | **ELECTIVE – GENERAL MANAGEMENT STREAM (HCBM01)** | | | |
| Management Principles | HC1MPCP | C | 12 | Financial Management | HC1FINM | E | 12 |
| Project Management | HC1PJMN | C | 12 | Labour Relations | HC1LREL | E | 12 |
| | | | | Marketing Management | HC1MKTM | E | 12 |
| | | | | **ELECTIVE – RISK MANAGEMENT STREAM (HCBM04)** | | | |
| | | | | Corporate Governance & Compliance | HC1CGCM | E | 12 |
| | | | | Financial Risk | HC1FINR | E | 12 |
| | | | | Operational Risk | HC1OPSR | E | 12 |
| | | | | **ELECTIVE – PROJECT MANAGEMENT STREAM (HCBM05)** | | | |
| | | | | Project Control | HC1PJCL | E | 12 |
| | | | | Project Identification and Scoping | HC1PJIS | E | 12 |

| | | | | | Project Procurement & Communication | HC1PPCO | E | 12 |
|---|---|---|---|---|---|---|---|---|
| | | | | | **ELECTIVE – FINTECH MANAGEMENT STREAM (HCBM06)** | | | |
| | | | | | Fundamentals of Financial Services | HC1FUFS | E | 12 |
| | | | | | Introduction to Business Law | HC1INBL | E | 12 |
| | | | | | Financial Services Economic Principles | HC1FSEP | E | 12 |
| | **5 Modules** | | **60 Credits** | | | **5 Modules** | | **60 Credits** |
| **Requirement to obtain qualification:** | **Total modules for the year - 10** | | | | | **Total Credits - 120** | | |

C = Compulsory          E = Elective

## MODULES AND OUTCOMES:

## COMPULSORY MODULES:

### BUSINESS WRITING AND COMMUNICATION: (HC1BWCN)

**Purpose:**
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.

**Outcome(s):**
**Students should be able to:**
- explain what business communication entails;
- analyse the importance of business communication;
- describe the aspects one should consider when communicating; and
- demonstrate how one communicates effectively within the business environment by developing a communications strategy.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### ACCOUNTING ASPECTS: (HC1ACAS)

**Purpose:**
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.

**Outcome(s):**
**Students should be able to:**
- describe the nature and function of accounting;
- recognise and understand the nature of accounting theory;
- identify the business process and apply this process to the accounting process; and

- record and construct the three important reports used by businesses namely: the statement of financial position, the statement of comprehensive income and the cash flow statement.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## PROJECT MANAGEMENT: (HC1PJMN)

**Purpose:**
The purpose of the Project Management module is to provide an introductory orientation towards the principles of project management. It will develop competency in order to analyse, transform and critically evaluate new information on various aspects of project management.

**Outcome(s):**
**Students should be able to:**
- describe the objectives and principles of project management;
- explain the processes of project management from a project manager's perspectives; and
- discuss the project life cycle and the various stakeholders involved.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## HUMAN RESOURCE MANAGEMENT: (HC1HRMT)

**Purpose:**
The purpose of the Human Resource Management (HRM) module is to introduce the learner to the HRM function. The module provides the student with an overview of the various motivational theories that can be applied in HRM and discusses job analysis, job description, job specification, workforce planning, recruitment, and training & development. Finally, the module introduces the learner to the notion of leadership and its various styles as well as power and conflict dynamics impact on HRM.

**Outcome(s):**
**Students should be able to:**
- summarise the value-adding role of the Human Resources Management (HRM) function in the organisation.
- distinguish between the various motivational theories that can be applied in HRM.
- explain job analysis, job description, and job specification concepts.
- describe workforce planning, recruitment, training & development concepts.
- define leadership and its various styles and define power dynamics and conflict management.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## MANAGEMENT PRINCIPLES: (HC1MPCP)

**Purpose:**

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.

**Outcome(s):**

**Students should be able to:**

- briefly explain strategy;
- identify and briefly explain the characteristics of planning as well as different types of control;
- explain the organising process; and
- compare and discuss the leadership behavioural theories.

**CALCULATION CRITERIA:**

**Subject type: SH**

- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## BUSINESS DECISION MAKING: (HC1BDMG)

**Purpose:**

The purpose of the Business decision-making module is to support a young manager in recognising and applying decision-making methodologies applicable to a work environment. The module will introduce the student to key decision-making models including a decision tree, a payoff matrix, a ratio analysis, a break-even analysis, and an economic order quantity model. The module is focused on assisting with improving a business situation in which an expected level of performance is not being achieved.

**Outcome(s):**

**Students should be able to**

- describe the decision-making process;
- explain approaches that can be adopted to make decisions;
- describe the types of decision-making rules managers may have to establish;
- discuss the role of group decision-making; and
- recognise barriers to effective decision-making.

**CALCULATION CRITERIA:**

**Subject type: SH**

- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## RISK MANAGEMENT: (HC1RSKM)

**Purpose:**

The purpose of 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.

**Outcome(s):**

**Students should be able to:**

- identify, define, and evaluate risk and the risk concepts;
- understand and discuss the role of the financial system in the economy;
- identify and define the different kinds of financial risk;
- describe the factors influencing risk management; and

- distinguish and discuss risk management and enterprise risk management including the risk management processes according to ISO 31000.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**ELECTIVE STREAMS (Select one stream):**

**GENERAL MANAGEMENT STREAM:**

**MARKETING MANAGEMENT: (HC1MKTM)**

**Purpose:**
The purpose of the Marketing Management module is to provide an introductory orientation towards the principles of Marketing.

**Outcome(s):**
**Students should be able to:**
- explain the role of marketing in context;
- explain how the marketing environment impacts on a business;
- comprehend consumers and their decision-making behaviour when making purchases; and
- show how to structure the marketing mix of product, price, place, promotion, people, processes and physical evidence to ensure success.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**FINANCIAL MANAGEMENT: (HC1FINM)**

**Purpose:**
The purpose of this 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 fits into the financial management function.

**Outcome(s):**
**Students should be able to:**
- recall the role and function of a financial manager in an organisation;
- explain what risk is, apply various statistical techniques to measure risk, and identify how risk can be reduced;
- describe the concept of the time value of money and apply various mathematical techniques to determine the value of money over time;
- describe the concept of capital structures and capital components; and
- calculate the weighted cost of capital for a given organisation.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**LABOUR RELATIONS: (HC1LREL)**

**Purpose:**
The purpose of the Labour Relations module is to provide students with an overview of the historical development of labour/employment relations in the South African context and to explain the system of collective bargaining and dispute resolution mechanisms provided for by the legislations. The module further addresses grievance procedures, disciplinary actions, and retrenchment procedures in the workplace.

**Outcome(s):**
**Students should be able to:**
- define the concept of employment relations and its historical development in the South African context;
- identify and explain various legislative frameworks governing employer and employee relations in South Africa;
- describe the collective bargaining system and organisational rights;
- discuss the organisational level labour relations mechanisms and processes; and
- differentiate between and describe dispute resolution mechanisms (conciliation, mediation and arbitration.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**RISK MANAGEMENT STREAM:**

**FINANCIAL RISK: (HC1FINR)**

**Purpose:**
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

**Outcome(s):**
**Students should be able to:**
- identify and define financial risk and risk concepts and terminologies;
- measure and manage credit risk;
- identify and manage interest rate risk;
- manage and measure liquidity risk; and
- identify and manage exchange rate risk.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**OPERATIONAL RISK: (HC1OPSR)**

**Purpose:**
The purpose of the Operational Risk module is to introduce operational risk from a managerial perspective and its usage in the business risk process, while presenting operational risk management framework that can be applied in a single project, a department or can be used as a basis for an enterprise-wide risk management. As a module that consists of both theory and practical components, operational risk management offers a unique opportunity to identify the required steps and processes of managing risk in an operational environment and its importance in the strategic decision making.

**Outcome(s):**
**Students should be able to:**
- explain the risk identification processes;

- explain risk evaluation processes;
- apply risk control mechanisms;
- identify and suggest risk financing strategies; and
- apply risk monitoring techniques.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## CORPORATE GOVERNANCE AND COMPLIANCE MANAGEMENT: (HC1CGCM)

**Purpose:**
The purpose of the Corporate Governance Compliance and Management module is to provide the student with the necessary knowledge and understanding of the South African corporate legal system as well as the corporate governance concept within a business and its financial environment. It is further aimed at providing students with up-to-date knowledge and insight relative to ongoing global best practices in corporate governance concepts and to 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™.

**Outcome(s):**
**Students should be able to:**
- explain the role of the compliance officer/manager in the business and the need for governance and control in relation to business;
- discuss how governance and control measures are enforced;
- explain the risks associated with non-compliance or non-activity;
- give an account of the relationship between fiduciary responsibility and personal liability; and
- identify and describe the legislation that impacts the business within an industry.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## PROJECT MANAGEMENT STREAM:

## PROJECT IDENTIFICATION AND SCOPING: (HC1PJIS)

**Purpose:**
The purpose of the Project Identification and Scoping module is to equip students with the objectives and the underlying principles of project identification and scoping. It will prepare the student to be knowledgeable on how projects are identified in the initiating phase of the project's life cycle.

**Outcome(s):**
**Students should be able to:**
- identify what constitutes a project;
- develop project scope document;
- identify and assign responsibility;
- create and solicit proposals; and
- create WBS, network diagrams and project charters.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**

- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## PROJECT CONTROL: (HC1PJCL)

**Purpose:**
The purpose of the Project Control module is to introduce the student to the main themes and concepts of project management by covering 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. The module will also in particular focus, on topics related to the evolution of management, the changing environment, strategic planning, and managerial functions.

**Outcome(s):**
**Students should be able to:**
- comprehend the concept of project control in project management;
- explain the principles and applications of project cost management;
- discuss the concept of project change management;
- calculate and analyse earned value as well as schedule, time, and cost variances for projects;
- describe work authorisation systems; and
- elaborate on the knowledge area of area of project quality management.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## PROJECT PROCUREMENT AND COMMUNICATION: (HC1PPCO)

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

**Outcome(s):**
**Students should be able to:**
- comprehend the importance of effective project communication;
- explain the requirements of the communication management plan; and
- explain the importance of and procedures for project closure reporting.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## FINTECH MANAGEMENT STREAM (HCBM06):

## FUNDAMENTALS OF FINANCIAL SERVICES: (HC1FUFS)

**Purpose:**
The purpose of this module is to provide a student with the relevant knowledge about the role of finance in everyday life and to be able to grasp the concepts related to everyday financial services.

**Outcome(s):**
**Students should be able to:**

- explain the role money plays in life and the number of money-related decisions made on an average day;
- discuss attitudes to money, how they are formed and how it may differ from one person to another;
- identify what people's money motivations are, so they make money decisions that are right for their circumstances;
- explain what the difference is between credit and store cards;
- discuss how bank overdrafts work;
- explain what interest is and how it is calculated; and
- discuss where to go to borrow money.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## INTRODUCTION TO BUSINESS LAW: (HC1INBL)

**Purpose:**
The purpose of this module is to acquire a basic knowledge and reflective understanding of the prescribed substantive law. Students will be introduced to the basic requirements for a valid contract and the consequences of contracts.

**Outcome(s):**
**Students should be able to:**

- identify and explain the sources of South African Law;
- briefly define the law relating to contract and basic concepts used including the requirement of serious intention to conclude a contract;
- explain and demonstrate consensus (meeting of the minds) and how it comes about, the factors that may influence consensus, and to consider whether each of them renders the contract either void or voidable;
- explain and apply the meaning of contractual capacity and the contractual capacities of different categories of persons;
- explain the term "legality" and to consider the effect of illegality on a contract;
- explain the possibility of certain or ascertainable performance under the contract as a requirement for a valid contract, and to consider the effects of initial and supervening impossibility of performance on a contract;
- demonstrate the consequences of valid, void and voidable contracts;
- identify the different parties who may be party to, or involved in, a contract, the different terms that make up a contract and the principles relating to breach of contract and the different forms it can take; and
- identify and explain the correct remedies for the different kinds of breach of contract and the different ways in which a contract can come to an end; and

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## FINANCIAL SERVICES ECONOMIC PRINCIPLES: (HC1FSEP)

**Purpose:**
The purpose of this module is to introduce students to some understanding of the functioning of the economy and to appreciate issues involved in current controversies over economic policy, including economic theory, the concepts of supply and demand, microeconomic theory and the determination of national income.

**Outcome(s):**
**Students should be able to:**

- discuss economic theory;
- explain the basic concepts of price theory, individual competitive markets and demand and supply;
- explain the theory of demand including the effects of price changes and household demand;
- apply the theory of supply, including cost theory, to profit maximisation and monopolies;
- discuss microeconomic theory, including debating the case for and against the free market system;
- illustrate the determination of national income using simple and compound models; and
- discuss current economic and financial services affairs.

## CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## ASSESSMENT
**Semester Assessments**
Three semester assessment opportunities are scheduled for each module, and are weighted as follows:
**Final Assessment**
Assessment 1:     10%
Assessment 2:     15%
Assessment 3:     75%
Semester total: = 100%
A final summative assessment is scheduled for each of the modules at the end of the semester.

## MODERATION
- All examination papers are moderated externally according to UJ moderation policy.
- Appeals procedure according to UJ's assessment policy.

## ASSOCIATED ASSESSMENT CRITERIA
- The Assessment Criteria may be applied across any one or more of the Exit Level Outcomes in an integrated way.
- Describe, explain and illustrate managerial theories applicable in the specific business environment.
- Describe strategic management concepts and analyse the business environment.
- Provide an overview of motivational theories and the management of conflict in the workplace.
- Communicate and write reports in a business environment.
- Illustrate basic management accounting principles.
- Compare financial statements and make recommendations.
- Use performance management theories in evaluating the performance of a team/organisation.
- Explain basic labour relation principles.
- Use basic project management tool and techniques.
- Analyse the market environment.
- Apply management theories in general management, including areas such as risk and project management.
- Describe the role of finance in everyday life and the concepts related to everyday financial services.
- Provide an overview of the statutory regulation of specific contracts as well as the legal framework in which entities operate.
- Explain the functioning of the economy and engage in current debates over economic policy, including economic principles, micro economics, and the theories of supply and demand.

## MARKETING AND SALES (HCMSQ1) LEARNING PATHWAY:

### DURATION OF PROGRAMME
- Class time: either weekly lectures or 2 full-day classes or three evening classes per module
- Months to complete: February to November
- Minimum period to obtain: 1 Year
- Maximum period to obtain: 2 Years

### RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**

- After successful completion of the programme, students who also meet the applicable minimum entry requirements will be considered for credits for the Diploma in Marketing (D1MKTQ/D34MKQ) or for the Diploma in Retail Business Management (D1RBMQ/D34RMQ).
- Students may apply for credits towards the modules in Marketing 1A (MAR01A1), Marketing 1B (MAR01B1), Personal Selling 1A (PSA01A1) and Personal Selling 1B (PRS0Y1B).
- Students may apply for acceptance in to the Diploma in Marketing (D1MKTQ/D34MKQ) or Diploma Retail Business Management (D1RBMQ/D34RMQ). Students must complete this qualification in the minimum time of one year with a 60% minimum mark for each of the following modules; Mathematics for Marketers 1A (CMS05A) and 1B (CMS05B), and English 1A (CMS04A) and 1B (CMS04B).
- After successful completion of this programme, students who also meet the applicable minimum Diploma entry requirements may apply for credits towards the modules in Marketing 1A/B (MAR01A1) (16 credits) / (MAR01B1) (16 credits), and for Personal Selling 1A/B (PRS01A1) (16 credits) / (PRS0Y1B) (16 credits) in the Diploma (Marketing) (D1MKTQ/D34MKQ) (NQF level 6) or into the Diploma (Retail Business Management) (D1RBMQ/D34RMQ) (NQF level 6).

**PURPOSE**

The purpose of this Higher Certificate is to equip students with the necessary knowledge, insight and skills that are needed to understand the marketing and sales. On a practical level, students will be able to engage and interact within a marketing and sales role by being introduced to principals of marketing and sales. The programme assists to develop English and mathematical skills needed in the field of marketing and sales.

**PROGRAMME CONTENT (FULL-TIME)**

| YEAR MODULE (COMPULSORY) | | |
|---|---|---|
| MODULE NAME | MODULE CODE | NQF CREDITS |
| Personal Selling 1B | CMS02B | 16 Credits |

| SEMESTER MODULES | | | | | |
|---|---|---|---|---|---|
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Marketing 1A | CMS01A | 12 Credits | Marketing 1B | CMS01B | 16 Credits |
| Personal Selling 1A | CMS02A | 16 Credits | - | - | - |
| Accounting 1A | CMS03A | 12 Credits | Accounting 1B | CMS03B | 12 Credits |
| English 1A | CMS04A | 12 Credits | English 1B | CMS04B | 12 Credits |
| Mathematics for Marketers 1A | CMS05A | 15 Credits | Mathematics for Marketers 1B | CMS05B | 15 Credits |

**PROGRAMME CONTENT (PART-TIME)**

| YEAR 1 | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | CURRENT MODULE CODE | MODULE NAME | CURRENT MODULE CODE |
| English 1A | CMS04A | English 1B | CMS04B |
| Personal Selling 1A | CMS02A | | |
| YEAR MODULE | | | |
| Personal Selling 1B | | CMS02B | |
| YEAR 2 | | | |
| FIRST SEMESTER | | SENCOND SEMESTER | |
| MODULE NAME | CURRENT MODULE CODE | MODULE NAME | CURRENT MODULE CODE |
| Marketing 1A | CMS01A | Marketing 1B | CMS01B |
| Mathematics for Marketers 1A | CMS05A | Mathematics for Marketers 1B | CMS05B |
| Accounting 1A | CMS03A | Accounting 1B | CMS03B |

**MODULES AND OUTCOMES:**

**SEMESTER MODULES:**

**MARKETING 1A: (CMS01A) (NQF LEVEL: 5 / NQF CREDITS: 12)**

**Purpose:**

The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic consumer behaviour and market segmentation.

**Outcome(s)**
**Students should be able to:**
- understand the fundamental marketing concepts and philosophy;
- explain the interface between marketing management and the environment;
- identify customer needs and wants and determine which target markets the organisation can serve best;
- understand the decision-making process that consumers go through as they make a purchase;
- understand the role of segmentation, targeting and positioning in marketing; and
- recognise the importance of information to an organisation.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MARKETING 1B: (CMS01B) (NQF Level: 5 / NQF Credits: 16)**
**Purpose:**
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will be familiar with the product, pricing, distribution and promotion elements of the marketing mix.

**Outcome(s)**
**Students should be able to:**
- define and classify products;
- understand the nature and benefits of branding;
- identify the functional and psychological roles of packaging;
- understand the role of product in the marketing mix;
- explain the role and types of distribution channels;
- understand the concept of pricing in marketing;
- understand the importance and role of a planned, integrated communication strategy in a marketing context; and
- explain how the marketing mix is integrated into the overall marketing philosophy.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**PERSONAL SELLING 1A: (CMS02A) (NQF Level: 5 / NQF Credits: 16)**

**Purpose:**
The purpose of this module is to introduce and orientate the students towards the basic principles of direct selling. Students will be exposed to the selling process and be able to practically apply the selling process in an ethical manner within today's business context.

**Outcome(s)**
**Students should be able to:**
- explain the role of personal selling within the business context;
- describe the elements that contribute towards a successful salesperson; and
- apply the selling process in an ethical manner by taking the various factors that influence buying behaviour into consideration.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## ACCOUNTING 1A: (CMS03A) (NQF Level: 5 / NQF Credits: 12)

**Purpose:**
The purpose of this module is to provide students with the basic accountancy knowledge and skills to ensure competence in performing basic accounting reporting functions and to convert this embedded knowledge into practice.

**Outcome(s)**
**Students should be able to:**
- complete basic financial statement for an enterprise;
- describe accounting principles, policies and notes;
- understand the terms and concepts of inventory-holding and how to administer inventory systems; and
- understand and administer employee remuneration systems.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## ACCOUNTING 1B: (CMS03B) (NQF Level: 5 / NQF Credits: 12)

**Purpose:**
The purpose of this module is to provide students with basic understanding of financial accounting principles with regards to manufacturing overheads and allocation of volume in an enterprise. Furthermore, to enable students to determine the cost of manufacturing products by evaluating, analysing and computing total cost of products.

**Outcome(s)**
**Students should be able to:**
- classify manufacturing overhead in manufacturing products;
- allocate predetermine overhead recovery rates using the traditional volume;
- compute the total cost involved in manufacturing of a product; and
- evaluate and analyse the cost of manufacturing a product.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## ENGLISH 1A: (CMS04A) (NQF Level: 5 / NQF Credits: 12)

**Purpose:**
The purpose of this foundational module is to equip students with effective communicative skills in the environment of sales and marketing.

**Outcome(s)**

**Students should be able to:**

- read and understand texts;
- understand how reading works as a process between reader and text;
- analyse, investigate and research texts;
- identify different types of texts;
- dissect and question texts;
- prepare for research using reading skills;
- practise different types of reading;
- enhance the ability to scan a text or section of a book; and
- preview a text correctly.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**ENGLISH 1B: (CMS04B) (NQF Level: 5 / NQF Credits: 12)**

**Purpose:**
The purpose of this module is for students to use English effectively as a learning tool in the context of their academic programme. The module will also provide an introduction to the role and use of English in professional environments.

**Outcome(s)**
**Students should be able to:**

- understand the difference between pre-reading and reading a text;
- read a text with proper comprehension;
- ask pertinent questions pertaining to a text;
- reflect on challenging opinions;
- identify main ideas in texts;
- evaluate an argument;
- contrast reading;
- compare reading;
- make notes from the text for study purposes;
- make judgements on both sides;
- make connections between different ideas and texts; and
- think about the texts.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MATHEMATICS FOR MARKETERS 1A: (CMS05A) (NQF Level: 5 / NQF Credits: 15)**

**Purpose:**
This module formulates part of the elementary skills required for basic mathematical problem solving in applications in marketing and sales. The module assumes no prior knowledge of post-ordinary level mathematics and serves as a bridge for students whose mathematical skills are lacking.  It has as its sole purpose the development of basic mathematical skills essential for understanding and solving general applications in marketing and sales.

**Outcome(s)**

**Students should be able to:**
- understand and apply basic algebra;
- solving of linear and quadratic equations;
- application of linear equations to real situations; and
- evaluating and graphing linear quadratic and exponential functions.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MATHEMATICS FOR MARKETERS 1B: (CMS05B) (NQF Level: 5 / NQF Credits: 15)**

**Purpose:**
This module is foundational in nature, specifically designed to cover selected applications in marketing and sales. Its core is applications oriented, in as far as designing, identifying, and/or solving real world problems in marketing and sales are concerned.  Primarily, the module is key in the development and nurturing of a specific mathematical skill set.

**Outcome(s)**
**Students should be able to:**
- understand and apply formulas of financial mathematics;
- solve systems of linear equations;
- understand and apply basic concepts of probability; and
- able to discuss and process data using central tendency.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**YEAR MODULES:**

**PERSONAL SELLING 1B: (CMS02B) (NQF Level: 5 / NQF Credits: 16)**

**Purpose:**
The purpose of this module is to introduce the student to the practical aspect of direct selling within a real-life setting. Students will be evaluated on their practical ability to direct sell by reaching a predetermined sales target.

**Outcome(s)**
**Students should be able to:**
- select and sell products from a selected company to a selected target market in order to reach a set predetermined sales target, and;
- use the appropriate systems and databases to record, track and manage progress.

**CALCULATION CRITERIA:**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%

- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION:**
External moderation for all modules according to UJ regulation

**Bridging Programmes:**

| NAME OF PROGRAMME<br>BRIDGING - BUSINESS<br>MANAGEMENT A | SHORT LEARNING<br>PROGRAMME<br>CONTACT - APB | CODE:<br>S34BAQ | NQF LEVEL: 6<br>CREDITS: 60 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING:**
- The programme will be offered on campus with support from the Moodle Learner Management System (LMS).
- The Teaching Learning and Assessment strategy of the programme focus on students being at the centre of their own learning at NQF level 6, and thus independent learning will be guided by the lecturers.
- In class face-to-face, learning and teaching will be applied in the form of lectures, tutorial sessions, formative assessments in class and some through the LMS.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- An applicant should be in possession of an Advanced Certificate in Business Management at NQF level 6 or equivalent qualification in the cognate discipline.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact sessions (e.g., contact sessions, workshops, face-to-face lectures, practicals, etc.) | 100 | - |
| Workshops | - | - |
| Work-based learning | 100 | - |
| Independent reading/interacting with learning material/distance activities | 100 | - |
| Preparation for and completion of assignments and other assessment activities | 250 | - |
| Tutorials | - | - |
| Other: Development of conceptual skills | 50 | - |
| **Total hours** | **600** | - |
| **Total number of credits** | - | **60** |

**DURATION OF PROGRAMME**
- The SLP will be completed in a semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
Students need to successfully complete all the modules of SLP Bridging - Business Management A (S34BAQ) before they can articulate to SLP Bridging - Business Management B (S34BBQ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
The SLP Bridging – Business Management A (S34BAQ) and SLP Bridging – Business Management B (S34BBQ) is created with 5 modules each (60 credits each) (NQF level 6), together totalling of 120 credits. The aim is to provide a total of 360 credits when including the Higher Certificate (NQF level 5 – 120 credits) and the Advanced Certificate (NQF level 5 - 120 credits). Once the 360 credits are attained, a status is awarded and an opportunity to articulate to either the AdvDip (Management) (A34MGQ) or the AdvDip (Business Management) (A34MGQ), if the students meet the applicable admission requirements for the two qualifications.

**PURPOSE OF PROGRAMME**
The purpose of this SLP Bridging – Business Management A is to enable the student to develop applied competencies in mastering anlalysis, interpretation and application of business management principles in preparation for a career in the field of management and to provide a bisis for futher learning. Students should be able to reflect on managerial decisions and applications to access the effect in the holistic content of management in practice.

**PROGRAMME CONTENT**

| SEMESTER MODULES | |
|---|---|
| FIRST SEMESTER | SECOND SEMESTER |
| MODULE NAME | MODULE CODE |
| Applied Accounting Skills 1A for SLP Bridging - Business Management A | ADBA01A |
| Economics 1A for SLP Bridging - Business Management A | ADBE01A |
| Mercantile Law 1A for SLP Bridging - Business Management A | ADBL01A |
| Management 3A for SLP Bridging - Business Management A | ADBM03A |
| Quantitative Techniques 1A for SLP Bridging - Business Management A | ADBQ01A |

**MODULES AND OUTCOMES:**

**The following topics will be covered:**
- Applied Accountancy Skills 1A for SLP Bridging in Business Management A.
- Economics 1A for SLP Bridging in Business Management A.
- Mercantile Law 1A for SLP Bridging in Business Management A.
- Management 3A for SLP Bridging in Business Management A.
- Quantitative Techniques 1A for SLP Bridging in Business Management A.

**APPLIED ACCOUNTANCY SKILLS 1A FOR SLP BRIDGING - BUSINESS MANAGEMENT A: (ADBA01A)**

**Purpose:**
The purpose of this module is to introduce basic financial accounting at a level consistent with nonaccounting students. In this module, the student will be provided with the basic principles of accounting, the recording of each transaction and the accounting cycle. This module helps students to understand the process flow of assets, liabilities, equity, income and expenses and the accounting records of a basic entity. Students will also be introduced to company financial statements and basic
calculations and recording of value-added tax (VAT) transactions.

**Outcome(s):**
**Students should be able to:**
- define and apply basic accounting principles, concepts and processes;
- identify and classify financial transactions according to the key elements of financial statements;
- identify and classify entities on their legal status;
- record basic financial transactions from source documents to the journals, the general ledger and prepare the trial balance;
- identify and interpret transaction related to depreciation; purchase and disposal of property, plant and equipment;
- prepare basic financial statements for a sole trader; and
- identify, explain, calculate and record VAT implications for basic financial transactions.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**ECONOMICS 1A FOR SLP BRIDGING - BUSINESS MANAGEMENT A: (ADBE01A)**

**Purpose:**
The purpose of this module is to focus on the foundations of microeconomics enabling students to comprehend how the real-world economy works using simple models introduced to introduce these concepts. The emphasis in this module is to assist students to understand how the economy works at a more intuitive level.

**Outcome(s):**
**Students should be able to:**
- analyse the functioning and problems of a market economy and reflect on the price and income mechanisms;

- explain and graphically illustrate market demand conditions, cost and supply/capacity conditions and the different competitive environments for businesses in a market economy;
- discuss the economic cycles in the environment of the firm; and
- explain the role of money and interest rates in the economy.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## MERCANTILE LAW 1A FOR SLP BRIDGING - BUSINESS MANAGEMENT A: (ADBL01A)

**Purpose:**
The purpose of this module is to familiarise the student with introductory knowledge in the law relating to the law of contract and to introduce the student to the fundamental principles relating to this area of the law

**Outcome(s):**
**Students should be able to:**
- understand the history and various sources of South African Law;
- recognise the basic concepts in the law of contract;
- identify and differentiate between the different contracts found in South Africa;
- identify and explain the requirements for consensus as a requirement for a valid contract; and
- be able to explain the term "contractual capacity" as well as the various categories of contractual capacity identified in our law.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## MANAGEMENT 3A FOR SLP BRIDGING - BUSINESS MANAGEMENT A: (ADBM03A)

**Purpose:**
The purpose of this module is to introduce the student to the main themes and concepts of management. The lectures, discussions and prescribed reading material used are designed to enable the students to understand and analyse these concepts in a practical manner. This 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.

**Outcome(s):**
**Students should be able to:**
- understand and discuss the business world and the role of business managers, leaders and entrepreneurs;
- comprehend the environment of general management and the four management tasks; and
- understand and explain the functional areas of a business.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**QUANTITATIVE TECHNIQUES 1A FOR SLP BRIDGING - BUSINESS MANAGEMENT A: (ADBQ01A)**

**Purpose:**
The purpose of this module is to explain the importance of Quantitative techniques in business and the use of the Brackets, Order, Division, Multiplication, Addition, Subtraction (BODMAS) rule to solve equation with multiple operators. Furthermore, the aim of this module is to introduce students on how to calculate the time value of money.

**Outcome(s):**
**Students should be able to:**
- discuss the importance of quantitative techniques;
- apply the BODMAS rule;
- explain the simple interest;
- explain the compound interest;
- explain an annuity problem;
- complete a loan amortization table; and
- differentiate an ordinary annuity and annuity due.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**ASSESSMENT FOR ALL MODULES:**
- Assessment 1  -    10%
- Assessment 2:  -    15%
- Assessment 3:  -    75%
- Semester Result: = 100%

**Final assessment:**
- A final summative assessment is scheduled for each of the modules at the end of the semester.

**MODERATION:**
- All modules in this qualification are exit modules.
- All examination papers are externally moderated according to UJ moderation policy.

| NAME OF PROGRAMME BRIDGING - BUSINESS MANAGEMENT B | SHORT LEARNING PROGRAMME CONTACT - APB | CODE: S34BBQ | NQF LEVEL: 6 CREDITS: 60 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING:**

- The programme will be offered on campus with support from the Moodle Learner Management System (LMS).
- The Teaching Learning and Assessment strategy of the programme focus on students being at the centre of their own learning at NQF level 6, and thus independent learning will be guided by the lecturers.
- In class face-to-face learning and teaching will be applied in the form of lectures, tutorial sessions, formative assessments in class and some through the LMS.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Successful completion of all modules in SLP Bridging – Business Management A (S34BAQ).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact sessions (e.g., contact sessions, workshops, face to face lectures, practical's, etc.) | 100 | - |
| Workshops | - | - |
| Work-based learning | 100 | - |
| Independent reading/interacting with learning material/distance activities | 100 | - |
| Preparation for and completion of assignments and other assessment activities | 250 | - |
| Tutorials | - | - |
| Other: Development of conceptual skills | 50 | - |
| **Total hours** | 600 | - |
| **Total number of credits** | - | 60 |

**DURATION OF PROGRAMME**

- The SLP will be completed in a semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
After successful completion of all the modules of the SLP Bridging – Business Management B (S34BBQ), students can articulate to either the AdvDip (Management) (A34MGQ) or the AdvDip (Business Management) (A34MGQ) qualifications if the students meet the applicable admission requirements for the relevant qualification.

**PURPOSE OF PROGRAMME**
The purpose of this SLP Bridging - Business Management B is to enable the student to develop more applied competencies in mastering analysis, interpretation and application of business management principles in preparation for a career in the field of management, and to provide a basis for further learning. Students should be able to reflect on managerial decisions and applications to assess the effect in the holistic context of management in practice*.*

**PROGRAMME CONTENT**

| SEMESTER MODULES | |
|---|---|
| FIRST SEMESTER | SECOND SEMESTER |
| MODULE NAME | MODULE CODE |
| Applied Accountancy Skills 1B for SLP Bridging - Business Management B | ADBA01B |
| Economics 1B for SLP Bridging - Business Management B | ADBE01B |

| Mercantile Law 1B for SLP Bridging - Business Management B | ADBL01B |
|---|---|
| Management 3B for SLP Bridging - Business Management B | ADBM03B |
| Quantitative Techniques 1B for SLP Bridging - Business Management B | ADBQ01B |

**MODULES AND OUTCOMES:**

**The following topics will be covered:**
- Applied Accountancy Skills 1B for SLP Bridging - Business Management B.
- Economics 1B for SLP Bridging - Business Management B.
- Mercantile Law 1B for SLP Bridging - Business Management B.
- Management 3B for SLP Bridging - Business Management B.
- Quantitative Techniques 1B for SLP Bridging - Business Management B.

**APPLIED ACCOUNTANCY SKILLS 1B FOR SLP BRIDGING - BUSINESS MANAGEMENT B: (ADBA01B)**

**Purpose:**
The purpose of this module is to introduce basic costing and financial management at a level consistent with non-accounting students. In this module students will identify and analyse cost, learn to apply basic managerial accounting techniques and prepare information for decision-making purposes, applicable to service, trade and manufacturing entities.

**Outcome(s):**
**Students should be able to:**
- explain and describe the need for managerial information;
- define cost accounting terminology and correctly use the basic principles of cost classification;
- discuss and apply the principles and theory of budgeting;
- calculate the remuneration of employees;
- discuss and apply the principles of good working capital management; and
- define and discuss the financial management function.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**ECONOMICS 1B FOR SLP BRIDGING - BUSINESS MANAGEMENT B: (ADBE01B)**

**Purpose:**
The purpose of this module related to the foundations of macroeconomics, which form the brick-and-mortar of intermediate and advanced macroeconomics in later years. Understanding the foundations of macroeconomics enables students to comprehend how the real economy works using simple models introduced in this module.

**Outcome(s):**
**Students should be able to:**
- discuss and explain the role of the government in the economy and reflect on the role of fiscal policy in the South African economy;
- discuss, explain, graphically illustrate and perform calculus on the total expenditure model; and
- illustrate and evaluate all issues that pertain to targets, instruments & goals of macroeconomic policy.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam

- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**MERCANTILE LAW 1B FOR SLP BRIDGING - BUSINESS MANAGEMENT B: (ADBL01B)**

**Purpose:**
The purpose of this module is to familiarise the student with introductory knowledge in the law relating to the law of contract and to introduce the student to the fundamental principles relating to this area of the law.

**Outcome(s):**

**Students should be able to:**
- understand and explain the relevant definitions relating to Agency Agreements Sale Agreements, Lease Agreements, Credit Agreements and Labour Agreements;
- understand and explain the basic aspects of the National Credit Act No 34 of 2005; and
- understand and explain the basic aspects of the Consumer Protection Act, No 68 of 2008.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**MANAGEMENT 3B FOR SLP BRIDGING - BUSINESS MANAGEMENT B: (ADBM03B)**

**Purpose:**
The purpose of this module is to introduce the student to the main themes and concepts of management. This module covers a wide range of traditional and contemporary management principles and concepts that managers apply in practice within their organisations. These management principles are necessary when implementing strategy and are required when leading and managing their units in the present socio-economic environment**.**

**Outcome(s):**
**Students should be able to:**
- appreciate the Organisational Change and Learning theory;
- comprehend the various concepts of managing diversity in the workplace;
- comprehension of various leadership theories;
- comprehension of Motivational theories and contemporary issues;
- comprehension of applicable communication theories for management; and
- comprehend the various contemporary management theories.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**QUANTITATIVE TECHNIQUES 1B FOR SLP BRIDGING - BUSINESS MANAGEMENT B: (ADBQ01B)**
**Purpose:**
The purpose of this module is to introduce students to basic numerical concepts and skills for application in the business world, and empower students with an overall knowledge to apply numerical skills and these skills will benefit students in other subjects, in business career, and even in the everyday business of living**.**

**Outcome(s):**

**Students should be able to:**
- explain the importance of linear programming;
- distinguish unweight and weight index;
- understand the basic concepts of probabilities;
- apply the properties of probability;
- calculate the probability;
- explain the probability distribution of discrete and continuous;
- explain the purpose of time series; and
- describe the purpose of sampling distribution.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**ASSESSMENT:**
- Assessment 1    -    10%
- Assessment 2:   -    15%
- Assessment 3:   -    75%
- Semester Result: = 100%

**Final assessment:**
- A final summative assessment is scheduled for each of the modules at the end of the semester.

**MODERATION:**
- All modules in this qualification are exit modules.
- All examination papers are externally moderated according to UJ moderation policy.

**Short Learning Programmes:**

| NAME OF PROGRAMME:<br><br>PROJECT MANAGEMENT | SHORT LEARNING<br>PROGRAMME<br>PART-TIME – APB | SLP CODE:<br>S1PJMQ | NQF LEVEL: 7<br>CREDITS: 20 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING:**
- Although the purpose and outcomes of this short learning programme remain unchanged this SLP is only offered to companies or institutions who pay for and enrol multiple students simultaneously as the content is adapted to company-specific examples.
- This programme is not offered to individuals.

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
National Senior Certificate, NQF level 4 with certificate endorsement.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | |
| Work-based learning | 70 | - |
| Independent reading/interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify)<br>MS Project programme | 10 | - |
| **Total hours** | 200 | - |
| **Total number of credits** | - | 20 |

**DURATION OF PROGRAMME**
- Class time: five full-day classes per module.
- Months to complete as arranged.
- Minimum period to obtain: six weeks.
- Maximum period to obtain: six weeks.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
Students who have successfully completed this SLP can apply for a module credit for Project Management (HC1PJMN) (12 credits) in the Higher Certificate in Business Management.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE OF PROGRAMME**
The purpose of this SLP Bridging Business Management B is to enable the student to develop applied competencies in mastering analysis, interpretation and application of business management principles in preparation for a career in the field of management, and to provide a basis for further learning. Students should be able to reflect on managerial decisions and applications to assess the effect in the holistic context of management in practice.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Project Management | SCPJMN1 | Project Management | SCPJMN2 |

**MODULE AND OUTCOMES:**

**PROJECT MANAGEMENT: (SCPJMN1 / SCPJMN2)**

**Purpose:**
The purpose of this module is to use the proven and traditional approaches to project management as well as some of the more innovative and novel practices that are becoming available in this specialised field.

**Outcome(s):**
**Students should be able to:**
- discuss the history of project management;
- describe the role of the project manager in an organisation and ways of structuring organisations to accommodate projects;
- explain project selection and estimation of project constraints;
- distinguish between the fundamentals of project scheduling, resource allocation and resource scheduling;
- explain the difference between project budgeting and cost estimation;
- demonstrate how monitoring and evaluating project progress is applied; and
- describe the differences between controlling and regulating project activities closing and evaluating of projects.

**ASSESSMENT**
Assessments will be based on self-evaluation, participation in discussions, and attendance of all class sessions and the completion of an individual assignment.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
All examination papers are moderated externally according to UJ moderation polic

| NAME OF PROGRAMME: RISK MANAGEMENT IN BUSINESS MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S1RSKQ | NQF LEVEL: 5 CREDITS: 20 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING:**
- Although the purpose and outcomes of this short learning programme remain unchanged this SLP is only offered to companies or institutions who pay for and enrol multiple students simultaneously as the content is adapted to company-specific examples.
- This SLP is not offered to individuals.

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
National Senior Certificate NQF level 4 with Certificate Endorsement.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Workshops | - | - |
| Work-based learning | 70 | - |
| Independent reading/interacting with learning material/distance activities | 20 | - |
| Preparation for and completion of assignments and other assessment activities | 60 | - |
| Tutorials | - | - |
| Other (specify) | 10 | - |
| MS Project programme | | |
| **Total hours** | **200** | **-** |
| **Total number of credits** | **-** | **20** |

**DURATION OF PROGRAMME**
- Class time: five full-day classes per module from 08:30 to 15:00.
- Months to complete as arranged.
- Minimum period to obtain: six weeks.
- Maximum period to obtain: six weeks.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
Students who have successfully completed this short learning programme can apply for a module credit for Risk Management (HC1RSKM) (12 credits) in the Higher Certificate in Business Management.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students an overall knowledge, insight and skills 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.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Risk Management in Business Management | SCRSKM1 | Risk Management in Business Management | SCRSKM2 |

**MODULE AND OUTCOMES:**

**RISK MANAGEMENT IN BUSINESS MANAGEMENT: (SCRSKM1 / SCRSKM2)**

**Purpose:**
The purpose of this module is to identify and explain 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. The module also develops Enterprise Risk Management (ERM) practitioners that can demonstrate focused knowledge and skills of methods, standards and techniques of Risk Identification and Evaluation in the field of ERM.

**Outcome(s):**
**Students should be able to:**
- identify and define Risk;
- identify, describe and classify the different sources and types or risks;
- identify and define Enterprise Risk Management (ERM).
- discuss and reason the advantages of ERM;
- identify, describe and evaluate the importance of risk and managing risk in organisations;
- identify and describe the relation between risk and business growth and/or opportunities;
- identify list, explain and apply the steps of a Risk Management Process; and
- identify and explain and give examples of internal (micro) influences contributing to the organisational risk.

**ASSESSMENT**
- Assessments will be based on self-evaluation, participation in discussions, and attendance of all class sessions and the completion of an individual assignment.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
All examination papers are moderated externally according to UJ moderation policy.

# DEPARTMENT OF FINANCE AND INVESTMENT MANAGEMENT

**Bridging Programmes: None**

**Whole Programmes: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: ADMINISTRATION OF ESTATES | SHORT LEARNING PROGRAMME PART-TIME - APK | SLP CODE: S3ADEQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme

## MODE OF OFFERING
The SLP will be presented either as a block period offering, or once a week over 7 weeks depending on the need in the market.

## CERTIFICATION
Attendance and assessment based.

## ADMISSION REQUIREMENTS
- NQF level 7 qualification; or
- 5 years relevant financial planning experience in line with the RPL policy.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 15 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 5 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 30 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 15 hours.
- Months to complete: block period offering or once a week over 7 weeks.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
The Department of Finance and Investment Management offers a BComHons (Financial Planning) (H3FP7Q). This SLP will be marketed at graduates from the BComHons (Financial Planning) (H3FP7Q) with a specific interest in the administration of estates. Members of the Financial Planning Institute (FPI) will qualify for CPD points.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to strengthen the knowledge and skills of established professionals from practice, or graduate students in the administration process of a deceased estate. It will also develop knowledge and skills to enable students to demonstrate their ability to create and prepare the documents required for the reporting of a death, liquidation and distribution account and redistribution agreements; to assess the impact of a death on the distribution of assets; evaluate the administrative process from the reporting of a death to the finalisation of the deceased estate. This programme will provide students with a high-quality theoretical and practical introduction and knowledge of the administration of estates. Both financial planning professionals and graduates will benefit from this programme.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Administration of Estates A | S3ADEQA | Administration of Estates B | S3ADEQB |

**MODULE AND OUTCOMES:**

**ADMINISTRATION OF ESTATES: A/B (S3ADEQA / S3ADEQB)**

**Purpose:**
The purpose of this module is to provide prospective students an opportunity to study a programme focused on the administration of estates. This programme will simultaneously provide them with the necessary recognition for continuous professional development at the applicable professional bodies.

**Outcome(s):**
**Students should be able to:**
- demonstrate and apply an in-depth knowledge of the administration process of a deceased estate;
- evaluate the different aspects that influence the administration of a deceased estate;
- compile the various documents, and liquidation and distribution accounts applicable at the death of a person; and
- apply the different tax aspects that influence the administration of a deceased estate.

**ASSESSMENT**
- Summative assessment opportunity consisting of a last assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
There will not be any formative assessments.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: ADVANCED PROPERTY FINANCIAL CONCEPTS | SHORT LEARNING PROGRAMME PART-TIME APB OR OFF-CAMPUS | SLP CODE: S3APFQ | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
The SLP will be offered on demand throughout the year as marketed by the South African Property Owners Association (SAPOA).

## CERTIFICATION
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

## ADMISSION REQUIREMENTS
Short Learning Programme: Intermediate Property Financial Concepts (S3IPFQ).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 6 | - |
| Preparation for and completion of assignments and other assessment activities | 4 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 34 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: This SLP will be offered over a period of 3 days. Assuming an 8-hour day, the total hours for the programme will equal 24 hours. Attendees will spend an additional 6 hours on reading material prior to the commencement of the SLP. Attendees are expected to prepare and complete assignments at the end of each lecturing day adding another 4 hours of activity.
- Months to complete: This SLP will be offered as part of a range of short learning programmes in relationship with South African Property Owners Association (SAPOA).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- This programme is the third in a series of three short-learning programmes offered in Property Finance.
- It forms the advanced level of the Property Financial Concepts SLPs, which follows on the Basic Property Financial Concepts SLP (BPFC01), and the Intermediate Property Financial Concepts SLP (S3IPFQ).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide the student with an opportunity to further their education and careers, as a practitioner in the fields of finance, property or property finance in the field of property and property finance.
This SLP will specifically focus on providing students with advanced financial skills required for property management and/or valuation. Advanced financial concepts and skills relating to lease negotiations and evaluations, discounted cash flow techniques and environmental costs and savings in greening buildings will be discussed and developed.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Advanced Property Financial Concepts A | S3APFQ1 | Advanced Property Financial Concepts B | S3APF22 |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**ADVANCED PROPERTY FINANCIAL CONCEPTS: A/B (S3APFQ1 / S3APF22)**

**Purpose:**
The purpose of this module is to allow participants the opportunity to further explore financial concepts that relate to the property industry, that include leases, discounted cash flows, risk and environmental issues, that is affiliated with the South African Property Owners Association (SAPOA).

**Outcome(s):**
**Students should be able to:**
- explain aspects that are relevant in the successful negotiations of leases;
- explain and apply the basic valuations through discounted cash flow methods and discuss, explain and apply the underlying principles of valuing;
- explain and appraise the context within which the analysis of financial statements function takes place;
- explain different environmental aspects associated with property finance; and
- explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability and issues of regression and correlation.

**ASSESSMENT**
- A final assessment will be written after the completion of the three days.
- Students will receive a Semester mark for completing various activities and will then be given an exam after the programme has been completed in order to obtain an Exam Mark.
- Methods of assessment are in line with the UJ assessment policy.
- Assessment: Students will receive a Semester mark for completing various activities and will then be given an exam after the programme has been completed in order to obtain an Exam Mark.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ moderation policy.

| NAME OF PROGRAMME: APPLIED WEALTH MANAGEMENT | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3F01O | NQF LEVEL: 9 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- The SLP will be delivered distance using the latest enterprise version of Moodle Learner Management System (LMS) to facilitate learning and teaching. The pedagogical design of the SLP will include a range of teaching and learning activities, enhanced by well-structured student support systems. The content and scope of this SLP will especially seek to develop the theoretical and skills knowledge base of students who will be empowered to justify the decisions they make, and the manner in which they apply and implement critical financial and investment related concepts.
- The expertise of the Centre for Academic Technologies (CAT) will ensure that the offering of the programme will model the appropriate use of tools and concepts and will offer the students the best learning experience.
- After completion of this SLP Applied Wealth Management at UJ and together with the successful completion of the modules through the Chartered Institute for Securities & Investment (CISI); of Financial Markets and Portfolio Construction Theory, students may be awarded the designation of Chartered Wealth Manager (CWM).
- Students may be required to complete assignments and tutorials as part of their independent reading activities. Materials will be supplied and/or suggested to students to assist with learning – all via the Moodle Learner Management System (LMS) platform.

**This SLP will make use of the following:**
- Moodle Learner Management System (LMS).
- Distance tools, if appropriate, outside the LMS.
- Read and review prescribed materials.
- Participate in discussion forums, distance communities and webinars/guest lectures.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- An appropriate and recognised financial qualification at a NQF level 8.
  OR
- A NQF level 7 qualification with relevant work experience in the financial services industry will be considered by the Department for those that do not possess an appropriate NQF level 8 qualification.
  OR
  - Chartered Financial Analyst
  - Certified Financial Planner designation (CFP®)
  - Member of Chartered Financial Analyst (CFA)
  OR
- Overseas qualifications where the applicant can demonstrate that the number of study hours, the form of assessment and the content (which should have a strong investment related element) are appropriate to prepare them for study at Master's level.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance Learning | 100 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 50 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 200 | - |

| Total number of credits | - | 0 |
|---|---|---|

## DURATION OF PROGRAMME
- This SLP will be completed in a semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to provide finance professionals with specialist knowledge and expertise to further a career in wealth and investment management and will qualify candidates with the ability to advise clients locally and more limitedly on other global jurisdictions. These competencies are, inter alia, in the areas of financial planning, investments, risk, tax, retirement planning, estate planning, high net worth consulting, relationship management, compliance, ethics, business entities and insurance. The SLP is aimed at wealth managers, Independent Financial Advisors (IFA's), portfolio managers, Certified Financial Planners®, private bankers and certain employees employed in wealth and asset management with an opportunity to acquire an internationally recognised qualification and accreditation.

## PROGRAMME CONTENT

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Applied Wealth Management | S3F01O1 |

## MODULE AND OUTCOMES:

### APPLIED WEALTH MANAGEMENT: (S3F01O1)

**Purpose:**
**The following topics will be covered:**
- The South African financial services regulatory framework.
- The integrity, standards, and professional values required of practitioners.
- The prevention, detection, and reporting of financial crime.
- Developing a picture of circumstances and preferences of clients from the information obtained, and the determination of appropriate financial and investment solutions.
- Effectively communicating the recommendations, advice, and action for the client.
- Managing liquidity to meet short- and long-term funding requirements.
- Matching clients to appropriate financial protection and retirement strategies and communicating the recommendations and approaches.
- The structuring and managing of social investment and of philanthropic activity.
- The scope of taxation applicable to clients.
- The appropriate application of trusts and intergenerational financial and investment planning.

**Outcome(s):**
**Students should be able to:**
- explain the South Africa financial services regulatory system and its implications for firms and advisors;
- develop, construct, and implement an appropriate investment plan for a client by applying the principles of investment planning, and communicating the plan to the client;
- revisit and review the investment plan appropriately within the ongoing client relationship and management of a private client portfolio;
- apply and evaluate the management of liquidity to meet short- and long-term funding requirements;
- evaluate financial protection needs and apply suitable protection products where appropriate;
- evaluate how political, economic, legal, social, tax and regulatory factors provide the context for and impact on retirement planning;
- evaluate and apply suitable accumulation, de-risking, decumulation, and retirement income strategies appropriate to a client's retirement planning and provision;
- explain and evaluate the use of social investment and philanthropy for clients and wealth management;
- assess the impact of personal taxation on the investment planning and investment decision-making process; and
- identify, explain, and examine the types and uses of trusts, the rights of beneficiaries, and the taxation of trusts.

**ASSESSMENT**

- This SLP will require attendance of sessions, and to engage with the prescribed material.
- Assessment is summative and will be written distance and in line with the criteria as stipulated by the CISI.
    - This will be a 3-hour distance examination of 100 marks comprising three sections:
        o Section A worth 20 marks; candidates will be expected to answer four questions from six, worth 5 marks each.
        o Section B worth 40 marks; candidates will be expected to answer both questions in this section worth 20 marks each.
        o Section C worth 40 marks.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**

- The assessments will be externally moderated by the CISI in order to ensure that the required standards and content are included and maintained and in line with the CISI's policies.
- This will also be in line with the UJ Policy on Moderation

| NAME OF PROGRAMME: BASIC PRINCIPLES OF VALUING VACANT LAND | SHORT LEARNING PROGRAMME CONTACT - APK | SLP CODE: S3FI01 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Exercises and activities designed for students to complete as part of their independent reading activities ('mini-tests' and assignments, given during the workshop);
- Material which will be supplied or suggested for students to work with; and
- Technology-assisted learning using Moodle Learner Management System (LMS).

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
NQF level 7 Industry related property qualification.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide the student with an understanding of the external forces which influence value, particularly vacant land, examining the variety of methodologies and identifying users and their differing needs and assist them in preparing for the board exam.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Basic Principles of Valuing Vacant Land A | S3FI01A | Basic Principles of Valuing Vacant Land B | S3FI01B |
|---|---|---|---|

## MODULE AND OUTCOMES:

### BASIC PRINCIPLES OF VALUING VACANT LAND: A/B (S3FI01A / S3FI01B)

**Purpose:**
**The following topics will be covered:**
- Physical properties of ground.
- Legislation.
- Restrictions.
- Town planning basics.
- Valuation methodologies.

**Outcome(s):**
**Students should be able to:**
- identify, interpret and analyse market data;
- explain current market forces and the influence it has on the valuation;
- discuss the existing elements contributing to the existing property and establish the correlation/deviation between the current and the proposed characteristics of the property; and
- explain the relevant issues and provide recommendations to the client.

### ASSESSMENT
- A final assessment will be written after the completion of the three days
- Students will receive a Semester mark for completing various activities and will then be given an exam after the programme has been completed in order to obtain an Exam Mark.
- Methods of assessment are in line with the UJ assessment policy.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

### MODERATION
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: BASIC PROPERTY FINANCIAL CONCEPTS | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: BPFC01 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- The SLP will be offered on demand throughout the year as marketed by the South African Property Owners Association (SAPOA).
- This SLP will be offered as part of a range of short learning programmes in relationship with SAPOA.

## CERTIFICATION
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

## ADMISSION REQUIREMENTS
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 5 | - |
| Preparation for and completion of assignments and other assessment activities | 3 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 32 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time**:** This SLP will be offered over a period of 3 days.
- Assuming an 8-hour day, the total hours for the programme will equal 24 hours.
- Students will spend an additional 6 hours on reading material prior to the commencement of the short learning programme.
- Students are expected to prepare and complete assignments at the end of each lecturing day adding another 4 hours of activity.
- Months to complete: A final assessment will be written after the completion of the 3 days.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- This programme is the first in a series of three short-learning programmes offered in Property Finance.
- It forms the basic level of the Property Financial Concepts SLPs, which is followed by the Intermediate Property Financial Concepts (S3IPFQ) SLP, and the Advanced Property Financial Concepts (S3APFQ) SLP.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide the student an opportunity to continue their education and to study in a field focused on financial concepts in property. The student will then be able to apply the knowledge learnt in their working career as a practitioner in the financial field or environment of property or property finance.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Basic Property Financial Concepts A | BPFC001 | Basic Property Financial Concepts B | BPFC002 |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**BASIC PROPERTY FINANCIAL CONCEPTS: A/B (BPFC001 / BPFC002)**

**Purpose:**
The purpose is to allow the participants the opportunity to be introduced to financial concepts relating to the property industry, that include the financial environment, working capital and the time value of money, that is affiliated with the South African Property Owners Association (SAPOA).

**Outcome(s):**
**Students should be able to:**
- explain and appraise the context within which the financial management function takes place in property;
- apply the working capital management concept by performing simple calculations;
- explain the time value of money concept can perform single amounts, annuities, perpetuities and mixed streams of cash flows; and
- explain the different customers and participants in the property industry.

**ASSESSMENT**
- A final assessment will be written after the completion of the 3 days as part of my continuous assessment.
- Methods of assessment are in line with the UJ assessment policy.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: CASH AND LIQUIDITY IN TREASURY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: CLTM01 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
The SLP will be presented once per week for 3 weeks

## CERTIFICATION
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

## ADMISSION REQUIREMENTS
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (NS obtained prior to 2008); and
- All applicants will be subject to an internal selection process.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 3 hours, 1 x per week for 3 weeks.
- Months to complete: 10 Months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide students with the basic grounding required to focus on the description and implementation of cash and liquidity management in the treasury management environment.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Cash and Liquidity in Treasury Management A | CLTM001 | Cash and Liquidity in Treasury Management B | CLTM002 |

## MODULE AND OUTCOMES:

**CASH AND LIQUIDITY IN TREASURY MANAGEMENT: A/B (CLTM001 / CLTM002)**

**Purpose:**
The purpose of this SLP is to provide students on how to manage the cash in an entity to ensure liquidity at all times as well as to reduce wastage of cash resources. Students will gain an understanding of how to optimise funding resulting from economic activity.

**Outcome(s):**
**Students should be able to:**
- describe and implement cash and liquidity management; and
- calculate the financial instruments relevant to cash and liquidity management in a treasury management environment.

**ASSESSMENT**
- Formative assessment opportunities consist of a combination of assignments and homework submissions and Moodle Learner Management System (LMS) quizzes
- Summative assessment opportunity consists of a last assessment opportunity
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: ESTATE PLANNING | SHORT LEARNING PROGRAMME PART-TIME – APK | SLP CODE: S3ESPQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
The SLP will be presented either as a block period offering, or once a week over 7 weeks depending on the need in the market.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- NQF level 7 qualification; or
- 5 years relevant financial planning experience in line with the RPL policy.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 15 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 5 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 30 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 15 hours.
- Months to complete: block period offering or once a week over 7 weeks.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- The Department of Finance and Investment Management offers a BComHons (Financial Planning) (H3FP7Q).
- This SLP will be marketed to graduates from the BComHons (Financial Planning) (H3FP7Q) with a specific interest in the administration of estates. Members of the Financial Planning Institute (FPI) will qualify for CPD points.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students an opportunity to study a programme focused on estate planning. This programme will simultaneously provide them with the necessary recognition for continuous professional development at the applicable professional bodies. This programme will provide students with a high-quality theoretical and practical introduction and knowledge of estate planning. Both financial planning professionals and graduates will benefit from this programme.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Estate Planning | S3ESPQA | Estate Planning | S3ESPQB |

**MODULE AND OUTCOMES:**

**ESTATE PLANNING: (S3ESPQA & S3ESPQB)**

**Purpose:**
The purpose of the modules to equip students with the understanding and skills to apply the knowledge associated with estate planning, in order to demonstrate the ability to prepare an estate plan that will comply with the required legislation and provide for the necessary liquidity and minimum estate duty.

**Outcome(s):**
**Students should be able to:**
- analyse and evaluate the different components of estate planning in a practical environment;
- employ and evaluate the objectives of estate planning;
- assess the estate duty payable at the death of a person;
- compare the different matrimonial property regimes and evaluate the impact of each in estate planning;
- manage the different tax implications that influence estate planning;
- analyse and evaluate the different aspects that influence the administration of a deceased estate for estate planning; and
- demonstrate an understanding of the various aspects from an international perspective that can impact estate planning.

**ASSESSMENT**
- There will be no formative assessments.
- Summative assessment opportunity consisting of a last assessment opportunity.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- This SLP will use a blended approach – the content of this SLP will be offered distance via e-platforms such as "Moodle Learner Management System (LMS)", however, the face-to-face workshops, will be offered on APK and Soweto campus, to accommodate individuals as much as possible.

## MODE OF OFFERING

- The SLP in Financial Literacy: Be money wise will be delivered using the latest enterprise version of Moodle Learner Management System (LMS) that facilitates learning and teaching.
- The pedagogical design of the SLP will include a range of teaching and learning activities supported by well-structured student support systems.
- The content of this SLP will primarily seek to develop the theoretical and skills knowledge base of students, who will be empowered to justify the decisions they make and how they use and implement financial management concepts.
- The expertise of the Centre for Academic Technologies (CAT) will ensure that the offering of the programme will model the appropriate use of financial literacy skills and concepts and will give students the best learning experience that they could have.
- This SLP will make use of the following:
  - Moodle Learner Management System (LMS);
  - Read and review prescribed materials;

## CERTIFICATION

- Competency based.

## ADMISSION REQUIREMENTS

- UJ Staff or student; and
- NQF level 4; or
- Entry requirements may be set by the Department from time to time.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other - Distance learning activities and/or facilitated discussions | 10 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME

This SLP will be completed over a period shorten than a semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS

N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP Financial Literacy; "Be money wise" (contact) is to provide individuals with personal money management skills to assist them in making better daily financial decisions and improve their financial behaviour and well-being.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Financial Literacy "Be Money Wise" | S3FMWQ1 | Financial Literacy "Be Money Wise" | S3FMWQ1 |

**MODULE AND OUTCOME:**

**FINANCIAL LITERACY "BE MONEY WISE": (S3FMWQ1 / S3FMWQ2)**

**Purpose:**
**The following topics will be covered:**
- Financial preparedness and financial goal setting.
- Basic Economic concepts.
- Creating a budget and sticking to it.
- Money management techniques:
    - Strategies for dealing with financial problems.
    - Importance of using professional financial planners/advisors.
    - Credit and Debt Management.
    - Understand basic strategies of wealth creation.
    - Savings and Investment.
    - Insurance.

**Outcome(s):**
**Students should be able to:**
- explain the importance of setting financial goals and drawing up a budget;
- explain the basic strategies of wealth creation;
- explain the basic concepts of economics and apply it to their daily lives; and
- explain the different money management strategies that can be used.

**ASSESSMENT**
- The SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
- Students will be given various formative assessments which include, short tests, assignments, etc.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal Moderation will be done in line with the UJ moderation policy

| NAME OF PROGRAMME: FINANCIAL LITERACY "BE MONEY WISE" | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3F03O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)

- Non-credit bearing short learning programme.
- This SLP will use a distance approach – the content of this SLP will be offered via distance learning e-platforms such as "Moodle Learner Management System (LMS)".

## MODE OF OFFERING

- The SLP in Financial Literacy: Be money wise will be delivered using the latest enterprise version of Moodle LMS that facilitates learning and teaching.
- The pedagogical design of the SLP will include a range of teaching and learning activities supported by well-structured student support systems.
- The content of this SLP will primarily seek to develop the theoretical and skills knowledge base of students, who will be empowered to justify the decisions they make and how they use and implement financial management concepts.
- The expertise of the Centre for Academic Technologies (CAT) will ensure that the offering of the programme will model the appropriate use of financial literacy skills and concepts and will give students the best learning experience that they could have.
- Students may be required to complete assessments as part of their independent reading activities. Materials will be supplied and/or suggested to students to assist with learning – via the Moodle LMS platform.
- This SLP will make use of the following:
  - Moodle Learner Management System (LMS);
  - Read and review prescribed materials;

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS

- UJ Staff or student; and
- NQF level 4; or
- Entry requirements may be set by the Department from time to time.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 30 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other – Distance activities and/or facilitated discussions | 10 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
This SLP will be completed over a period shorter than a semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME

The purpose of the SLP Financial Literacy: "Be money wise" is to provide individuals with personal money management skills to assist them in making better daily financial decisions and improve their financial behaviour and well-being.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Financial Literacy "Be Money Wise" | S3F03O1 | Financial Literacy "Be Money Wise" | S3F03O2 |

**MODULE AND OUTCOME:**

**FINANCIAL LITERACY "BE MONEY WISE": (S3F03O1 / S3F03O2)**

**Purpose:**
**The following topics will be covered:**
- Financial preparedness and financial goal setting.
- Basic Economic concepts.
- Creating a budget and sticking to it.
- Money management techniques:
  - Strategies for dealing with financial problems.
  - Importance of using professional financial planners/advisors.
  - Credit and Debt Management.
  - Understand basic strategies of wealth creation.
  - Savings and Investment.
  - Insurance.

**Outcome(s):**
**Students should be able to:**
- explain the importance of setting financial goals and drawing up a budget;
- explain the basic strategies of wealth creation;
- explain the basic concepts of economics and apply it to their daily lives; and
- explain the different money management strategies that can be used.

**ASSESSMENT**
- The SLP will be continuously assessed.
- Continuous assessment includes a formative and summative assessment.
- Students will be given various formative assessments which include, short tests, assignments, etc.

**CALCULATION CRITERIA**
 **Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal Moderation will be done in line with the UJ moderation policy.

| NAME OF PROGRAMME: FINANCIAL MARKETS IN TREASURY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: FMTM01 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
3 hours, 1 x per week for 3 weeks.

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008); and
- All applicants will be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 3 hours, 1 x per week for 3 weeks.
- Months to complete: 10 Months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students with the basic grounding required to focus on financial markets and instruments utilised in a treasury management environment.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Financial Markets in Treasury Management A | FMTM001 | Financial Markets in Treasury Management B | FMTM002 |

**MODULE AND OUTCOMES:**

**FINANCIAL MARKETS IN TREASURY MANAGEMENT: A/B (FMTM001 / FMTM002)**

**Purpose:**
The purpose of this module is for students to gain an understanding of the markets, instruments and applications to negate inherent risks in treasury management operations.

**Outcome(s):**
**Students should be able to:**
- differentiate between various financial markets; and
- describe and calculate financial market instruments utilised in a treasury management environment.

**ASSESSMENT**
- Formative assessment opportunities consist of a combination of assignments and homework submissions and Moodle Learner Management System (LMS) quizzes.
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned to the UJ academic regulations.
- Summative assessment opportunity consists of a last written assessment opportunity.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: FINANCIAL TREASURY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: FTM001 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
3 hours x 1 day per week x 3 weeks per semester.

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008); and
- All applicants will be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 3 hours x 1 day per week x 3 weeks per semester.
- Months to complete: 10 Months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students the basic grounding required to focus on the overall financial management of an entity's treasury operations. An understanding of the management of the financial resources managed by the treasury division will be gained and the impact thereof on the net funding position of the entity.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Financial Treasury Management A | FTM0001 | Financial Treasury Management B | FTM0002 |

**MODULE AND OUTCOMES:**

**FINANCIAL TREASURY MANAGEMENT: A/B (FTM0001 / FTM0002)**

**Purpose:**
The purpose of this module is to provide students with the basic grounding required to focus on the overall financial management of an entity's treasury operations.  An understanding of the management of the financial resources managed by the treasury division will be gained and the impact thereof on the net funding position of the entity.

**Outcome(s):**
**Students should be able to:**
- analyse the theories and concepts, undertake the management; and
- calculate the effects of management strategies on funding in treasury management by the use of financial management principles.

**ASSESSMENT**
- Formative assessment opportunities: Consists of a combination of assignments and homework submissions and Moodle Learner Management System (LMS) quizzes.
- Summative assessment opportunity: Consists of a last written assessment opportunity.
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: FUNDAMENTALS OF TREASURY PRACTICE | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S3FTPQ | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
The SLP is offered for 3 hours x 1 day per week x 10 weeks per semester

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF lever 4 (NSC) obtained in 2008 or after; or
- Senior Certificate (SC) obtained prior to 2008; and
- All applicants will be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 60 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 350 | - |
| Preparation for and completion of assignments and other assessment activities | 590 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 1000 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 3 hours x 1 day per week x 10 weeks per semester.
- Months to complete: 10 Months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce students to the principles and concepts of corporate treasury management, the practical knowledge of financial instruments as well as the tools to analyse and manage financial and operational risks. It will provide students with a solid foundation in operations of treasury markets in the Southern Africa environment, global financial sectors and multinational companies.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to Treasury Management | S3FTPQ1 | Funding in Treasury Management | S3FTPQ5 |

| Processes in Treasury Management | S3FTPQ2 | Risk in Treasury Management | S3FTPQ6 |
|---|---|---|---|
| Cash and Liquidity in Treasury Management | S3FTPQ3 | Financial Treasury Management | S3FTPQ7 |
| Financial Markets in Treasury Management | S3FTPQ4 | | |

## MODULES AND OUTCOMES:

### INTRODUCTION TO TREASURY MANAGEMENT: (S3FTPQ1)

**Purpose:**
The purpose of this module is to analyse the theories, concepts, procedures and structure of treasury management in companies, and implement and evaluate key calculations necessary to understand the exposure that financial instruments have on the financial structure of an organisation.

**Outcome(s):**
**Students should be able to:**
- analyse the theories, concepts, procedures and structure of treasury management in entities and implement it; and
- evaluate key calculations necessary to understand the exposure that financial instruments have on the financial structure of an organisation.

### CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### PROCESSES IN TREASURY MANAGEMENT: (S3FTPQ2)

**Purpose:**
The purpose of this module is to manage a company's treasury operations and capital structure in a commercial environment including processes, operations and controls in a treasury management environment.

**Outcome(s):**
**Students should be able to:**
- analyse the key factors in managing a company's treasury operations and contracts;
- demonstrate the ability to identify and manage a company's key treasury exposures;
- negotiate bank term loans and manage capital issues of debt and equity securities;
- manage systems that reduce holdings of non-earning cash balances to minimum levels while still providing adequate liquidity;
- utilise technology to streamline the cash management process;
- describe domestic and international banking relationships to support global cash management;
- explain a company's internal policies/processes and external variables that impact cash management;
- describe the role of treasury operations in an international or a local bank;
- explain several different treasury management systems, their functions and features;
- describe treasury policy and control and evaluate its importance and elements; and
- explain and implement a treasury framework.

### CALCULATION CRITERIA:
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**CASH AND LIQUIDITY IN TREASURY MANAGEMENT: (S3FTPQ3)**

**Purpose:**
The purpose of this module is to describe and implement cash and liquidity management and calculate the financial instruments relevant to cash and liquidity management in a treasury management environment.

**Outcome(s):**
**Students should be able to:**
- explain and implement a basic cash flow forecast;
- describe the steps involved in preparing a cash flow forecast;
- describe and perform forecasting techniques;
- explain the types of collection methods and strategies;
- describe the need and purpose of planning, organising and controlling of cash and borrowing by the means of treasury management;
- manage both short- and long-term borrowed funds in a timely manner and at an acceptable cost;
- evaluate and implement credit facilities to fund corporate cash shortages;
- describe the link between corporate strategy and treasury operations, and develop a basic corporate strategy linked to a long-term financial plan and forecast; and
- describe and calculate short-term interest-bearing instruments.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**FINANCIAL MARKETS IN TREASURY MANAGEMENT: (S3FTPQ4)**

**Purpose:**
The purpose of this module is to differentiate between various financial markets and describe and calculate financial market instruments utilised in a treasury management environment.

**Outcome(s):**
**Students should be able to:**
- differentiate between various financial markets; and
- describe and calculate financial market instruments utilised in a treasury management environment.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**FUNDING IN TREASURY MANAGEMENT: (S3FTPQ5)**

**Purpose:**
The purpose of this module is to explain, calculate and evaluate funding options and the linked financial instruments in a treasury management environment.

**Outcome(s):**
**Students should be able to:**
- explain working capital concepts and issues;
- manage working capital effectively;
- identify sources of short- and long-term financing;
- describe considerations of issuers and investors;
- evaluate the factors of the forms of funding and correctly utilise the forms of funding; and

- calculate the effects of the forms of funding in the financial market instruments.

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**RISK IN TREASURY MANAGEMENT: (S3FTPQ6)**

**Purpose:**
The purpose of this module is to describe and interpret risk management techniques and calculate the effect of risks in treasury management.

**Outcome(s):**
**Students should be able to:**
- describe and implement the concepts of risk, its processes, identification and measurement;
- implement methods how the treasurer might reduce risk for the firm;
- monitor and control exposure to interest rate risk, foreign exchange risk and other financial risks;
- assess the financial risks facing organisations;
- describe the management principles for managing and hedging liquidity risk, interest rate risk, foreign exchange risk, and credit risk (including the use of credit ratings);
- explain risk management processes;
- evaluate the application of hedging techniques used in corporates' treasury operations; and
- identify calculate and interpret the financial instruments and strategies used to manage risk

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**FINANCIAL TREASURY MANAGEMENT: S3FTPQ7**

**Purpose:**
The purpose of this module is to analyse the theories and concepts, undertake the management, and calculate the effects of management strategies on funding in treasury management by the use of financial management principles.

**Outcome(s):**
**Students should be able to:**
- perform and assess corporate valuations;
- perform basic accounting entries;
- evaluate financial information and reports;
- describe and implement portfolio management theory;
- analyse and select the required organisational structure for treasury operations within companies to devise relevant policy and evaluate objectives and Treasury Performance; and
- efficiently utilise corporate cash.

**ASSESSMENT**
- Formative assessment opportunities consist of a combination of assignments and homework submissions and Moodle Learner Management System (LMS) quizzes.
- A summative assessment opportunity consists of a last written assessment opportunity. The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned with the UJ academic regulations

**CALCULATION CRITERIA:**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This SLP will be offered for 3 hours x 1 day per week x 3 weeks per semester.

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or
- Senior Certificate (SC) obtained prior to 2008; and
- All applicants will be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 3 hours x 1 day per week x 3 weeks per semester.
- Months to complete: 10 Months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students with the basic grounding required to focus on funding options and instruments available in the treasury management environment.

**PROGRAMME CONTENT**

| PROGRAMME CONTENT SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Funding in Treasury Management A | FITM001 | Funding in Treasury Management B | FITM002 |

**MODULE AND OUTCOMES:**

**FUNDING IN TREASURY MANAGEMENT: A/B (FITM001 / FITM002)**

**Purpose:**
The purpose of this module is for students to gain an understanding of working capital requirements for existing and new economic activity by the entity.

**Outcome(s):**
**Students should be able to:**
- explain, calculate and evaluate funding options and the linked financial instruments in a treasury management environment.

**ASSESSMENT**
- Formative assessment opportunities consist of a combination of assignments and homework submissions and Moodle Learner Management System (LMS) quizzes.
- A summative assessment opportunity consists of a last written assessment opportunity.
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned with the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policies.

| NAME OF PROGRAMME: INCOME PRODUCING PROPERTIES | SHORT LEARNING PROGRAMME CONTACT- APK | SLP CODE: S3FI02 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop);
- Material which will be supplied or suggested for students to work with;
- Technology-assisted learning using Moodle Learner Management System (LMS).

## CERTIFICATION
- Competency based.

## ADMISSION REQUIREMENTS
NQF level 7 Industry-related property qualification.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide the student with detailed knowledge of financial mathematics as well as the principles of town planning. To introduce the student to commercial valuation; lease contracts; income approaches to valuation; comparable sales approaches and valuation reporting. And to provide practical examples of the core elements, tools and processes of commercial real estate valuation applicable to retail, office, and special trading properties, as well as development land.

## PROGRAMME CONTENT

| SEMESTER MODULES |
|---|

| FIRST SEMESTER | | SECOND SEMESTER | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Income Producing Properties A | S3FI02A | Income Producing Properties B | S3FI02B |

**MODULE AND OUTCOMES:**

**INCOME PRODUCING PROPERTIES: A/B (S3FI02A / S3FI02B)**

**Purpose:**
**The following topics will be covered:**
- Income Producing Properties.
**This includes but is not limited to:**
- Township development;
- Valuation principles underlying the investment method of valuation; and
- Direct Capitalisation versus Discounted Cash Flows.

**Outcome(s):**
**Students should be able to:**
- perform valuations based on the direct capitalisation method and the discounted cash flow method;
- perform cash-flow forecasts for investment property;
- complete a feasibility study;
- apply a correct discount rate; and
- undertake the valuation of various types of properties.

**ASSESSMENT**
- Methods of assessment and assessment tasks will be aligned to the UJ academic regulations.
- This SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
  - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments) which will be given during the course of the workshop.
  - When combined these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- Learning Tasks form a coherent whole and are authentic in nature.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- SLPs are not dependent on each other; therefore, if a student fails one SLP, they will be able to continue with the remaining SLPs in the series of SLPs for Chief Financial Officers.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

**MODERATION**
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: INTEGRATED FINANCIAL PLANNING | SHORT LEARNING PROGRAMME PART-TIME - APK | SLP CODE: S3IFPQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-credit bearing short learning programme.
- Members of the Financial Planning Institute (FPI) will qualify for CPD points.

## MODE OF OFFERING
The SLP will be presented either as a block period offering, or once a week over 7 weeks depending on the need in the market.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
Students with entry admission to the Financial Planning Institute's (FPI) competency board exam.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 15 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 5 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 30 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 15 hours.
- Months to complete: block period offering or once a week over 7 weeks.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
- The Department of Finance and Investment Management offers a BComHons (Financial Planning) (H3FP7Q).
- This SLP will be marketed to graduates from the BComHons (Financial Planning) (H3FP7Q) who successfully applied for entrance to the competency board exam offered by the Financial Planning Institute (FPI).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to become a CERTIFIED FINANCIAL PLANNER® (CFP®) professional, an applicant must pass the Financial Planning Institutes (FPI) competency board exam. The short learning programme (SLP) will prepare and equip students to attempt and pass the competency board exam. The SLP will provide prospective students an opportunity to study a programme focused on the universal nature of financial planning and the application in practice, which will simultaneously give them the necessary recognition for continuous professional development at the applicable professional bodies. Financial planning consists of 6 different cornerstones: tax planning; risk and insurance planning; estate planning; retirement planning; investment planning; and employee benefits. There is a demand in the industry to explore these topics in a holistic manner. This will prepare and equip a student to attempt and pass the FPI competency board exam.

## PROGRAMME CONTENT

| SEMESTER MODULES | |
|---|---|
| **FIRST SEMESTER** | **SECOND SEMESTER** |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Integrated Financial Planning A | S3IFPQA | Integrated Financial Planning B | S3IFPQB |

**MODULE AND OUTCOMES:**

**INTEGRATED FINANCIAL PLANNING: A/B (S3IFPQA / S3IFPQB)**

**Purpose:**
The purpose of this SLP is to give the student the ability to merge all the different areas of the financial planning process into an integrated strategic financial plan which can be applied in practice. It will include the following aspects of financial planning the gathering of client information; setting financial goals and objectives with the client; analysing and interpreting data; addressing problem areas and devising solutions and presenting findings and recommendations to the client.

**Outcome(s):**
**Students should be able to:**
- apply financial planning principles and knowledge to real-life case studies in order to produce a comprehensive financial plan;
- identify the risk areas and compose a financial report to address these areas of concern;
- evaluate the personal and financial information and distinguish between relevant and irrelevant information to categorise the information according to the different areas in financial planning; and
- critique an existing financial plan and recommend suitable solutions;

**ASSESSMENT**
There will be one summative assessment opportunity.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- The SLP will be offered on demand throughout the year as marketed by the South African Property Owners Association (SAPOA).
- It is one in a range of three short learning programmes in relationship with SAPOA.

## CERTIFICATION
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

## ADMISSION REQUIREMENTS
SLP Basic Property Financial Concepts (BPFC01).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 24 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 6 | - |
| Preparation for and completion of assignments and other assessment activities | 4 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 34 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: This short learning programme (SLP) will be offered over a period of 3 days, 8 hours per day.
- Attendees will be required to spend approximately 6 hours on pre-reading prior to the commencement of the SLP.
- Attendees are expected to prepare and complete assignments at the end of each lecturing day adding another 4 hours of activity.
- Months to complete: A final assessment will be written after the completion of the 3 days.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
This programme is the second in a series of three short-learning programmes offered in Property Finance. It forms the intermediate level of the Property Financial Concepts SLP, which follows on the Basic Property Financial Concepts (BPFC01) SLP, and is a prerequisite for the Advanced Property Financial Concepts (S3APFQ) SLP.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide the student with an opportunity to continue their education and to study in a field of financial concepts in property. The student will then be able to apply the knowledge learnt in their working career as a practitioner in the financial field or environment of property or property finance.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Intermediate Property Financial Concepts A | S3IPFQ1 | Intermediate Property Financial Concepts B | S3IPFQ2 |
|---|---|---|---|

**MODULE AND OUTCOMES**:

**INTERMEDIATE PROPERTY FINANCIAL CONCEPTS: A/B (S3IPFQ1 / S3IPFQ2)**

**Purpose:**
The purpose of this module is to allow participants to further focus on topics relating to finance in the property industry, that include budgeting, the cost of capital and utilities management, that is affiliated with the South African Property Owners Association (SAPOA).

**Outcome(s):**
**Students should be able to:**
- explain the impact of time value of money and perform advanced calculations on single amounts, annuities, perpetuities, mixed streams of cash flows and interest conversions;
- differentiate between the different types of budgeting;
- understand the cost of capital concept by performing simple calculations and explain the basic capital budgeting techniques to assist in investment decisions; and
- explain different lease and rent types and conduct a tenant analysis understand the methods and needs for facility management.

**ASSESSMENT**
- A final assessment will be written after the completion of the three days as part of the continuous assessment.
- Methods of assessment are in line with the UJ assessment policy.

**CALCULATION CRITERIA**
 **Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** A pass rate of 50% is required upon which a Certificate of Competency will be issued. If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: INTRODUCTION TO THE PROPERTY VALUATION PROCESS | SHORT LEARNING PROGRAMME CONTACT - APK | SLP CODE: S3FI03 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation.
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop).
- Material which will be supplied or suggested for students to work with.
- Technology-assisted learning using Moodle Learner Management System (LMS).

## CERTIFICATION
- Competency based.

## ADMISSION REQUIREMENTS
- NQF level 7 Industry related property qualification.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The face to face offering will be a 2day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop a students understanding of the steps required for processing a valuation report requested by a bank, by focusing on how to recognise an instruction, and to adopt and apply a correct methodology. This SLP will highlight differences between general property valuations and Bank-specific valuations.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Introduction to the Property Valuation Process A | S3FI03A | Introduction to the Property Valuation Process B | S3FI03B |
|---|---|---|---|

## MODULE AND OUTCOMES:

### INTRODUCTION TO THE PROPERTY VALUATION PROCESS: A/B (S3FI03A / S3FI03B)

**Purpose:**
**The following topics will be covered:**
- Introduction to the property valuation process.

**This includes but is not limited to:**
- interpretations of valuation instructions;
- application of valuation methods; and
- and highlighting differences between general property valuations and bank-specific valuations.

**Outcome(s):**
**Students should be able to:**
- demonstrate responses to a variety of valuation requests, explain the different functions and effective use thereof; and
- recognise and understand the routing process interpretation and the instruction.

## ASSESSMENT
- Methods of assessment and assessment tasks will be aligned to the UJ academic regulations.
- This SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
  - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments) which will be given during the course of the workshop.
  - When combined these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- Learning Tasks form a coherent whole and are authentic in nature.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

## MODERATION
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: INTRODUCTION TO TREASURY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: ITM001 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This SLP is offered for 3 hours, 1 x per week for three weeks.

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after; or
- Senior Certificate (SC) obtained prior to 2008; and
- All applicants will be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 3 hours, 1 x per week for three weeks.
- Months to complete: 10 Months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students with the basic grounding required to focus on theories, concepts, procedures and structure of treasury management in entities. The content of this programme will assist students in a back-office treasury support function by understanding how treasury management fits into and supports an entity.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to Treasury Management A | ITM0001 | Introduction to Treasury Management B | ITM0002 |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO TREASURY MANAGEMENT: A/B (ITM0001 / ITM0002)**

**Purpose:**
The purpose of this SLP is to provide students with the basic grounding required to focus on theories, concepts, procedures and structure of treasury management in entities. The content of this programme will assist students in a back-office treasury support function by understanding how treasury management fits into and supports an entity.

**Outcome(s):**
**Students should be able to:**
- analyse the theories, concepts, procedures and structure of treasury management in entities and implement these; and
- evaluate key calculations necessary to understand the exposure that financial instruments have on the financial structure of an entity.

**ASSESSMENT**
- Formative assessment opportunity: Consists of a combination of assignments and homework submission and Moodle Learner Management System (LMS) quizzes.
- Summative assessment opportunity: Consists of a last assessment opportunity. The assessment paper will have a combination of objective test questions, and/or short questions and/or case study questions:
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: PROCESSES IN TREASURY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: PTM001 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Contact time of 3 hours a week for 3 weeks.

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008); and
- All applicants will be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time:  1x per week x 3 hours x 3 weeks.
- Months to complete: 10 Months (February to November).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide students with the basic grounding required to focus on managing an entity's treasury operations and capital structure. This provides students with an understanding of the processes, operations and controls in place in a treasury management environment to ensure minimal risks and effective funding cost management.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Processes in Treasury Management A | PTM0001 | Processes in Treasury Management B | PTM0002 |

**MODULE AND OUTCOMES:**

**PROCESSES IN TREASURY MANAGEMENT: A/B (PTM0001 / PTM0002)**

**Purpose:**
The purpose of this SLP is to provide students with the basic grounding required to focus on managing an entity's treasury operations and capital structure. This provides students an understanding of the processes, operations and controls in place in a treasury management environment to ensure minimal risks and effective funding cost management.

**Outcome(s):**
**Students should be able to:**
- manage an entity's treasury operations and capital structure in commercial environments including managing processes, operations and controls in a treasury management environment.

**ASSESSMENT**
- Formative assessment opportunities consist of a combination of assignment and homework submission and Moodle Learner Management System (LMS) quizzes.
- Summative assessment opportunity consists of a last written assessment opportunity. The assessment paper will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned to the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with the UJ's moderation policy.

| NAME OF PROGRAMME: PROGRAMME IN CENTRAL BANKING (PROGRAMME IS FOR THE SOLE USE OF THE SOUTH AFRICAN RESERVE BANK'S CADET PROGRAMME) | SHORT LEARNING PROGRAMME PART-TIME OTHER | SLP CODE: S3PCBQ | NQF LEVEL: 7 CREDITS: 100 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing, but not towards a UJ qualification.

**MODE OF OFFERING**
This will include lectures as well as preparation time and assignments

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
Applicants to the programme must be a graduate student or be in their final year of studying towards a Bachelor's degree (i.e. students should have completed all modules at NQF level 6 as listed below):
- Economics.
- Econometrics.
- Finance.
- Commercial law.
- Money and banking.
- Financial Accounting.
- Mathematical Sciences.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 350 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 250 | - |
| Preparation for and completion of assignments and other assessment activities | 400 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 100 | - |
| **Total number of credits** | - | 100 |

**DURATION OF PROGRAMME**
- Contact time: over 11 months in 45-week days.
- Months to complete: January to mid-December.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**RELATIONSHIP WITH NON-UJ PROGRAMMES**
Linked to the South African Reserve Bank's (SARB) Cadet Programme.

**PURPOSE OF PROGRAMME**

The purpose of the SLP in Central Banking offered in partnership with the South African Reserve Bank is a Cadet Graduate programme which gives young graduates the opportunity to obtain a detailed understanding of the operations of a central bank and prepares them to work in such an environment

**PROGRAMME CONTENT**

| YEAR MODULES | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Programme in Central Banking | S3PCBQ1 |

**MODULE AND OUTCOMES:**

**PROGRAMME IN CENTRAL BANKING: (S3PCBQ1)**

**Purpose:**
The purpose of this SLP gives graduates the opportunity to obtain detailed information of the operations of a central bank in preparation to work in such an environment.

**Outcome(s):**
**Students should be able to:**
• discuss and interpret the core functions and responsibilities of the South African Reserve Bank (the Bank), and recent trends and developments in central banking worldwide;
• explain and apply the stance, implementation, transmission and challenges of monetary policy, with particular reference to the South African economy;
• discuss the latest regulatory developments in the area of banking supervision, not only in theory but also in practice as it is currently being applied by the Bank Supervision Department of the South African Reserve Bank as well as macro-prudential regulation and supervision;
• discuss, calculate and interpret financial markets and instruments in the spot market;
• discuss, calculate and interpret the essential features of derivative markets and instruments;
• explain and apply anti-money laundering principles in financial markets;
• discuss and interpret the types of risks to which financial intermediaries are exposed as well as the methods of measuring and dealing with these risks;
• explain and apply the central bank's responsibilities for implementing exchange rate policy, management of official foreign-exchange reserves, and the surveillance of cross-border financial transactions and administration of remaining exchange controls in South Africa;
• discuss the nature and role of government, and government finance statistics and their role in the overall macroeconomics environment and public policy; and
• accurately complete and professionally present a research project based on the previous nine outcomes listed above.

**ASSESSMENT**
• Summative assessment opportunity consists of a final written assessment opportunity. The assessment opportunities will have a combination of objective test questions, and/or short questions and/or case study questions.
• Methods of assessment will be aligned to the UJ academic regulations.
• Outcomes are not dependent on each other; therefore, if a student fails one outcome, they will be able to continue with the remaining outcomes in the programme.

**CALCULATION CRITERIA**
**Subject type: SH**
• Minimum Full Period Mark for exam admission: **40%**
• Semester mark and Exam mark contribute **50:50** towards Final mark
• Students with a final mark between **40 – 49** will be awarded a sup exam
• Sup results capped.
• To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
UJ staff members will be responsible to moderate all assessments prior and after the assessment date to ensure that it aligns to the UJ's moderation policy, quality standards and academic regulations.

| NAME OF PROGRAMME: PROPERTY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME - APB (SAPOA OFFICES ON REQUEST) | SLP CODE: S34PMQ | NQF LEVEL: 6 CREDITS: 15 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING
The SLP will be offered on demand throughout the year as marketed by the South African Property Owners Association (SAPOA).

## CERTIFICATION
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

## ADMISSION REQUIREMENTS
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 81 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 39 | - |
| Preparation for and completion of assignments and other assessment activities | 30 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 150 | - |
| Total number of credits | - | 15 |

## DURATION OF PROGRAMME
- Contact time:
  - 3-Hour lectures, 1 day per week, 27 weeks; or
  - Two 5-day block weeks in May and November.
- Months to complete 10 Months: (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
Credit-bearing towards the Real Estate Management module (REM7XF1/REM7XE2) in the Advanced Diploma in Real Estate (Distance) (A34RAO).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the SLP is to develop knowledge and skills in the commercial and industrial property management sectors in South Africa. The SLP will develop knowledge and skills through providing an understanding of the key theories and concepts in property management, finance, legislation, marketing and technology aids in property management and coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as property managers, values and financial practitioners.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Property Management A | S34PMQ1 | Property Management B | S34PMQ2 |

**MODULE AND OUTCOMES:**

**PROPERTY MANAGEMENT: A/B (S34PMQ1 / S34PMQ2)**

**Purpose:**
The purpose is to allow participants the opportunity to focus on skills and topics specifically related to property management, that include finance, legislation and management issues, that are affiliated with the South African Property Owners Association (SAPOA).

**Outcome(s):**
**Students should be able to:**
- reflect on the core concepts and models of property management;
- identify key steps in marketing and market analysis of property;
- explain how economic and financial analysis is conducted in property management;
- apply the core concepts of lease agreements and property management; and
- identify and explain technological advancements and tools used in property management.

**ASSESSMENT**
- Formative assessment opportunities: Consists of a combination of group and individual assignments.
- Summative assessment opportunity: Consists of a last assessment opportunity.
- The assessment paper will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned to the UJ academic regulations.
- Students will receive a Semester mark for completing various activities and will then be given an exam after the SLP programme has been completed in order to obtain an Exam Mark.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation by subject matter experts in accordance with the UJ's moderation policy.

| NAME OF PROGRAMME: PROPERTY VALUATION | SHORT LEARNING PROGRAMME DISTANCE - APK | SLP CODE: S3402O (TBC) | NQF LEVEL: 7 CREDITS: 30 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit-bearing short learning programme.

## MODE OF OFFERING
- This SLP will be offered via distance learning e-platforms such as "Moodle Learner Management System (LMS)".
- The pedagogical design of the SLP will include a range of teaching and learning activities, supported by well-structured student support systems from Centre for Academic Technologies.
- Exercises and activities will be designed for students to complete as part of their independent reading activities.
- Material will be supplied or suggested for students to work with Technology-assisted learning using Moodle Learner Management System (LMS).
- This SLP will make use of the following:
  - Moodle.
  - Distance tools outside the LMS.
  - Read and review materials.
  - Complete distance quizzes.
  - Participate in discussion forums.
  - Distance learning communities.
  - Participate in webinars.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
An applicant should have one of the following:
- National Diploma / Diploma (Real Estate) qualification on NQF level 6; or
- An applicant should possess any other qualification on a New NQF level 7 and have related real estate-oriented experience which is deemed applicable by the Department of Finance and Investment Management; and
- Final admission requirements will from time to time be set by the department.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Face-to-face sessions (e.g. workshops, face-to-face lectures, practicals, etc.) | - | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 90 | - |
| Preparation for and completion of assignments and other assessment activities | 90 | - |
| Tutorials | 30 | - |
| Other: Distance (this will include all distance activities, study materials etc., as well as 'face-to-face' sessions, and lectures - technologically mediated, using various tools and platforms such as Zoom or Moodle Learner Management System (LMS) Collaborate sessions, webinars) | 90 | - |
| **Total hours** | 300 | - |
| **Total number of credits** | - | 30 |

## DURATION OF PROGRAMME
This SLP will be completed over a semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
After completion of this SLP, students may be granted credits for the Property Valuation A (PVA7XE1/PVA7XF1) (15 credits) and B (PVA7XE2/PVA7XF2) modules (15 credits) within the Advanced Diploma (Real Estate) (A34RAQ), should they wish to pursue this qualification.

**PURPOSE OF PROGRAMME**
The purpose of the SLP Property Valuation distance learning is to provide a student with a framework to value residential and income producing real estate.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Property Valuation | S3F02O1 (TBC) | Property Valuation | S3F02O2 (TBC) |

**MODULE AND OUTCOME:**

**PROPERTY VALUATION: (S3F02O1 / S3F02O2)**

**Purpose:**
**The following topics will be covered:**
- Understanding how to value residential properties.
- Understanding the role of the valuer.
- Understanding the frameworks used that impact on valuations.
- Understanding items that may impact on the valuation.
- Understanding how to value income-producing real estate.

**Outcome(s):**
**Students should be able to:**
- describe the role of the valuer in the property industry;
- explain the present-day definition of market value as established by the South African Courts;
- apply the concept of market value in the valuation of a specific property;
- accurately discuss the relationship between value without potential, potential and highest and best use;
- differentiate between the different building contracts;
- conduct a valuation of special properties and make market adjustments that reflect market realities;
- clearly define, accurately calculate and adequately interpret the results of a capitalisation rate;
- determine the replacement cost of special properties for insurance purposes;
- conduct a valuation of an undeveloped property by using a discounted cash flow; and
- apply feasibility study concepts and compile a fully motivated valuation report.

**ASSESSMENT**
- This SLP will comprise the completion of learning tasks which, when combined, constitute a portfolio and amounts to 80% of the final mark. Learning Tasks form a coherent whole and are authentic in nature. Assessment tasks comply with UJ requirements and are achieved by completing a series of milestone "mini-tests" or even the achievement of "badges".
- The SLP will continuously be assessed. Continuous assessment includes formative and summative assessment. Students will be given various formative assessments that include, short tests, assignments, etc., and will be required to write a summative assessment (exam) at the end of the SLP, which contributes to the final 20% of the SLP.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%

- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
External Moderation in line with the UJ moderation policy.

| NAME OF PROGRAMME: PROPERTY VALUATION: A GUIDE TO BUILDING CONSTRUCTION | SHORT LEARNING PROGRAMME CONTACT APK | SLP CODE: S3FI05 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop);
- Material which will be supplied or suggested for students to work with; and
- Technology-assisted learning using Moodle Learner Management System (LMS)

**CERTIFICATION**
- Competency based.

**ADMISSION REQUIREMENTS**
NQF level 7 Industry related property qualification.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to explore the activities aimed at assisting the student about the construction field to acquire knowledge and skills necessary for the effective performance required within the Valuation function.

**PROGRAMME CONTENT**

| SEMESTER MODULES | |
|---|---|
| FIRST SEMESTER | SECOND SEMESTER |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Property Valuation: A Guide to Building Construction | S3FI05A | Property Valuation: A Guide to Building Construction | S3FI05B |

**MODULE AND OUTCOMES:**

**PROPERTY VALUATION: A GUIDE TO BUILDING CONSTRUCTION: A/B (S3FI05A / S3FI05B)**

**Purpose:**
**The following topic will be covered:**
- soil properties;
- building contracts; and
- the National Building Regulations.

**Outcome(s):**
**Students should be able to:**
- to understand, recognise and assess the physical characteristics of the terrain;
- to obtain a basic knowledge into the legal principles of the elements to a binding contract; and
- to obtain a basic knowledge of Building Construction Elements to erect a building.

**ASSESSMENT**
- Methods of assessment and assessment tasks will be aligned to the UJ academic regulations.
- This SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
    - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments) which will be given during the course of the workshop.
    - When combined these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- Learning Tasks form a coherent whole and are authentic in nature.

**CALCULATION CRITERIA**
  **Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

**MODERATION**
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: PROPERTY VALUATION: A GUIDE TO REPLACEMENT COST | SHORT LEARNING PROGRAMME CONTACT - APK | SLP CODE: S3FI07 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Two-day workshop which will involve an 8 hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation;
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop);
- Material which will be supplied or suggested for students to work with;
- Technology-assisted learning using Moodle Learner Management System (LMS).

## CERTIFICATION
- Competency based.

## ADMISSION REQUIREMENTS
NQF level 7 Industry related property qualification.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop a students understanding of the difference between cost and value and factors that influence the value of property, and to calculate the cost to replace or to reproduce an immovable property and improvements.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Property Valuation: A Guide to Replacement Cost A | S3FI07A | Property Valuation: A Guide to Replacement Cost B | S3FI07B |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**PROPERTY VALUATION: A GUIDE TO REPLACEMENT COST: A/B (S3FI06A / S3FI06B)**

**Purpose:**
**The following topics will be covered:**
- Theory of value.
- Value versus cost.
- Building control.
- Reproduction cost.
- Replacement costs.
- Demolition costs.
- Bill of quantities.
- Application of rates.
- Categories of houses.

**Outcome(s):**
**Students should be able to:**
- to recognise the difference between Value and Cost;
- to differentiate between elements and characteristics that influence value and cost; and
- the application of the cost approach to determine replacement and reproduction costs of immovable property or improvements.

**ASSESSMENT**
- Methods of assessment and assessment tasks will be aligned to the UJ academic regulations.
- This SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
    - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments) which will be given during the course of the workshop.
    - When combined these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- Learning Tasks form a coherent whole and are authentic in nature.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

**MODERATION**
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: PROPERTY VALUATION: A GUIDE TO THE MUNICIPAL PROPERTY RATES ACT | SHORT LEARNING PROGRAMME CONTACT APK | SLP CODE: S3FI06 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation.
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop).
- Material which will be supplied or suggested for students to work with Technology-assisted learning using Moodle Learner Management System (LMS).

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
NQF level 7 Industry related property qualification.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | **-** |
| **Total number of credits** | **-** | 0 |

## DURATION OF PROGRAMME
- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide the student with knowledge on the Municipal Property Rates Act (MPRA), functions, projects and to ascertain the duties and services rendered by the Municipal Valuer.
- Municipal Valuers: Designation, Functions, Assistant Municipal Valuers, delegations by Municipal Valuers, Qualifications, inspection of property, access to information, conduct of Valuers and Protection of Information.
- Valuation Criteria: Valuation, General basis of Valuation and valuation of Sectional Title Schemes and Appeals.
- Valuation Rolls: Contents, Public notice, Inspection of & Objections to Valuation Rolls, Processing of Objections, Compulsory review of MVD, Notification of objection outcomes, right to appeal and Adjustments or additions to Valuation Rolls.

- Valuation Appeal Boards: Establishment of Appeal Boards, Functions, Composition, terms.
- Updating of Valuation Rolls: Supplementary Valuations, Amendment of Valuation Rolls.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Property Valuation: A Guide to the Municipal Property Rates Act A | S3FI06A | Property Valuation: A Guide to the Municipal Property Rates Act B | S3FI06B |

**MODULE AND OUTCOMES:**

**PROPERTY VALUATION: A GUIDE TO THE MUNICIPAL PROPERTY RATES ACT: A/B (S3FI06A / S3FI06B)**

**Purpose:**
**The following topics will be covered:**
- Purpose of MPRA.
- Definitions rating.
- General valuation roll.
- Supplementary valuations.
- Objections and appeals.
- Valuation methodology.
- Rates policy.

**Outcome(s):**
**Students should be able to:**
- understand the regulating power of the municipality to impose rates of property;
- understand why certain properties are excluded from rating in the national interest;
- understand the implementation of fair and equitable valuation methods of properties; and
- know the objection and appeal process of the MPRA.

**ASSESSMENT**
- Methods of assessment and assessment tasks will be aligned to the UJ academic regulations.
- This SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
    - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments) which will be given during the course of the workshop.
    - When combined these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- Learning Tasks form a coherent whole and are authentic in nature.

**CALCULATION CRITERIA**
 **Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

**MODERATION**
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: PROPERTY VALUATION AND THE COUNCIL FOR THE BUILT ENVIRONMENT | SHORT LEARNING PROGRAMME CONTACT APK | SLP CODE: S3FI04 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation.
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop).
- Material which will be supplied or suggested for students to work with.
- Technology-assisted learning using Moodle Learner Management System (LMS).

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
NQF level 7 Industry related property qualification.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop a students understanding of the requirements of the South African Council for the Property Valuers Profession (SACPVP) for applications and registrations as Professional Valuers or Professional Associated Valuers.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Property Valuation and the Council for the Built Environment A | S3FI04A | Property Valuation and the Council for the Built Environment B | S3FI04B |

**MODULE AND OUTCOMES:**

**PROPERTY VALUATION AND THE COUNCIL FOR THE BUILT ENVIRONMENT: A/B (S3FI04A / S3FI04B)**

**Purpose:**
**The following topics will be covered:**
- Knowing how to compile a record of relevant experience in the form of an Experience Grid with calculations and the SACPVP requirements for application and registrations.

**Outcome(s):**
**Students should be able to:**
- understand and apply the registration requirements of the SACPVP; and
- explain the role of the SACPVP in transforming the property valuation profession.

**ASSESSMENT**
- Compile a record of experience, containing the date of valuation, property description, type of property, purpose of valuation and value or amount with reference to requirements of the SACPVP;
- Understand and determine the requirements, based on the weightings allocated and the experience required in order to register.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

**MODERATION**
N/A

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
- Credit bearing short learning programme.
- CPD programme in association with a professional body.

**MODE OF OFFERING**
The SLP will be offered on demand throughout the year as marketed by the South African Property Owners Association (SAPOA).

**CERTIFICATION**
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

**ADMISSION REQUIREMENTS**
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008); and
- Relevant work experience.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
| --- | --- | --- |
| Contact time (Lectures) | 80 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 35 | - |
| Preparation for and completion of assignments and other assessment activities | 35 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 150 | - |
| **Total number of credits** | - | 15 |

**DURATION OF PROGRAMME**
- Contact time: Two Weeks: Week 1 – May (08:00 – 16:00), Week 2 – November (08:00 – 16:00).
- Months to complete: Complete in the given times.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
This SLP is offered in association with SAPOA and links with the other SLPs also offered in association with SAPOA. The SLP's already offered in association with SAPOA include the Basic Property Financial Concepts (BPFC01), Intermediate Property Financial Concepts (S31PPQ), Advanced Property Financial Concepts (S3APFQ) and Property Management (PM0001).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP is to develop knowledge and skills in the public sector property management sectors in South Africa. The SLP will develop knowledge and skills through providing an understanding of the key theories and concepts in property management, finance, legislation, marketing and technology aids in property management, coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as Property Managers, Valuers and Financial Practitioners.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
| --- | --- | --- | --- |
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Public Sector Property A | S34PPQ1 | Public Sector Property B | S34PPQ2 |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**PUBLIC SECTOR PROPERTY: A/B (S34PPQ1 / S34PPQ2)**

**Purpose:**
The purpose is to provide prospective students from different theoretical backgrounds an opportunity to study and enter a career in property management in the public sector.

**Outcome(s):**
**Students should be able to:**
- reflect on the core concepts and models of property management;
- identify key steps in making financing decisions for property;
- explain how economic and financial analysis is conducted in property management;
- apply the core concepts of property investments; and
- explain green technological and environmental advancements and tools used in property management

**ASSESSMENT**
- A final assessment will be written after the completion of the three days
- Students will receive a semester mark for completing various activities and will then be given an exam after the programme has been completed in order to obtain an exam mark.
- Methods of assessment are in line with the UJ assessment policy.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation by subject matter experts in accordance with the UJ's Moderation policy.

| NAME OF PROGRAMME: QUANTITATIVE FINANCE | SHORT LEARNING PROGRAMME BLENDED LEARNING APK | SLP CODE: S3QF1Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING:**
Lectures are presented in a blended mode.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Any Bachelor's Degree, related BTech degree or any equivalent NQF level 7 qualification.
- Applicant may be subject to an internal selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 270 | - |
| Preparation for and completion of assignments and other assessment activities | 610 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 1 000 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- 3 Hours x 2 days per week x 10 weeks per semester.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
This programme presents a pathway to the BComHons (Quantitative Finance) (H3Q15Q) and caters for students with no prior Quantitative Finance background. This SLP provides such students with an opportunity to apply for admission into the BComHons BComHons (Quantitative Finance) (H3Q15Q) upon completion of this SLP.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
This programme may allow students that has an average of above 65% for the SLP to apply for admission into the BComHons (Quantitative Finance) (H3Q15Q).

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide the student with an opportunity to study in a field focused on Quantitative Finance. This SLP introduces quantitative finance and the mechanics involved in order to calculate quantitative models used in the financial industry. After completion this SLP, students can apply for admission into the BComHons (Quantitative Finance) (H3Q15Q) offered by the Department of Finance and Investment Management.

**PROGRAMME CONTENT**

| FIRST SEMESTER | | SECOND SEMESTER | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Quantitative Finance A (Single-Variable Calculus) | S3QF1Q1 | Quantitative Finance C (Multi-variable Calculus) | S3QF1Q5 |
|---|---|---|---|
| Quantitative Finance B (Linear Algebra) | S3QF1Q2 | Derivatives | S3QF1Q6 |
| Mathematical Statistics | S3QF1Q3 | Financial Modelling | S3QF1Q7 |
| Introduction to Investments | S3QF1Q4 | Programming & Machine Learning | S3QF1Q8 |

## MODULES AND OUTCOMES:

### QUANTITATIVE FINANCE A (SINGLE VARIABLE CALCULUS): (S3QF1Q1)

**Purpose:**
The purpose of this module is to calculate and apply the mathematics involved with one-variable calculus and differential equations in a quantitative finance environment.

**Outcome(s):**
**Students should be able to:**
- define absolute values are solve equations containing absolute values;
- identify different proof techniques and apply the techniques to prove mathematical statements in a quantitative finance environment;
- apply the basic ideas of logic;
- comprehend the binomial theorem and use it to expand binomial expressions in a quantitative finance environment;
- define complex numbers and their properties used to perform operations on equations containing complex numbers in a quantitative finance environment;
- define limits and evaluate basic limits as well as limits of indeterminate form using limit laws;
- explain and apply the basic theoretical concepts underlying differentiation and integration in a quantitative finance environment; and
- differentiate and integrate basic exponential, logarithmic, trigonometric and hyperbolic functions.

### CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### QUANTITATIVE FINANCE B (LINEAR ALGEBRA): (S3QF1Q2)

**Purpose:**
The purpose of this module is to interpret the concepts involved with Linear Algebra in a quantitative finance environment.

**Outcome(s):**
**Students should be able to:**
- define and comprehend the basic theoretical concepts underlying Linear Algebra;
- comprehend the geometry and the algebra of vectors;
- solve linear systems;
- comprehend the algebra of Matrices;
- determine eigenvalues and eigenvectors of a given matrix; and
- solve mathematically related problems equations using matrices and linear transformation in a quantitative finance environment.

### CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### MATHEMATICAL STATISTICS: (S3QF1Q3)

**Purpose:**
The purpose of this module is to describe, calculate and interpret statistics in a quantitative finance environment.

**Outcome(s):**
**Students should be able to:**
- describe probability theory;
- explain and derive variables and distributions;
- describe and calculate parameter estimation;
- explain and interpret hypothesis testing;
- perform various statistical tests concerning means, proportions, variances and correlations;
- perform statistical tests involving contingency tables and goodness-of-fit;
- describe, perform and interpret regression analysis; and
- perform maximum likelihood estimation.


## INTRODUCTION TO INVESTMENTS: (S3QF1Q4)


**Purpose:**
The purpose of this module is to describe financial markets, its instruments and calculation (of financial instruments).

**Outcome(s):**
**Students should be able to:**
- discuss the difference between the financial asset markets and classes;
- explain the characteristics of financial asset markets and classes; and
- calculate the different instruments in financial markets.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## QUANTITATIVE FINANCE C (MULTI-VARIABLE CALUCLUS): (S3QF1Q5)


**Purpose:**
The purpose of this module is to calculate and apply the mathematics involved with multi-variable calculus in a quantitative finance environment.

**Outcome(s):**
**Students should be able to:**
- determine limits, gradients, partial derivatives and directional derivatives and apply these concepts to problem-solving in a quantitative finance environment;
- solve linear programming problems; and
- solve distance programming problems in Finance.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## DERIVATIVES (S3QF1Q6)

**Purpose:**
The purpose of this module is to describe, calculate and interpret derivatives in a quantitative finance environment.

**Outcome(s):**
**Students should be able to:**
- explain the meaning of derivatives, their basic types, and the reason for developing the derivatives market;
- describe the payoff functions of forwards, futures and options and trading strategies by combining these basic derivatives;

- manage risks by the use of derivatives;
- interpret the no-arbitrage principle and its role in pricing financial forwards and futures;
- describe the different interest rates;
- explain the design and pricing of various derivative instruments and models;
- calculate and interpret the binomial model, the Black-Scholes formula and its Greeks in a quantitative finance environment;
- describe and interpret delta-hedging; historical and implied volatility, and issues on trading volatility; and
- interpret the application of option pricing theory in the area of financial engineering and corporate finance in a quantitative finance environment.

## FINANCIAL MODELLING: (S3QF1Q7)

**Purpose:**
The purpose of this module is to implement in Excel various financial models.

**Outcome(s):**
**Students should be able to:**
- implement Corporate Finance and valuation models in Excel;
- conduct portfolio modelling in Excel;
- construct bond valuation model in Excel;
- price option in Excel;
- implement Monte Carlo simulation in Excel; and
- financial analysis with Excel.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## PROGRAMMING & MACHINE LEARNING: (S3QF1Q8)

**Purpose:**
The purpose of this module is to introduce programming skills and Machine learning techniques required for a quantitative finance environment.

**Outcome(s):**
**Students should be able to:**
- write a basic program in python to solve problem in Finance;
- retrieve financial data via Application Programme Interfaces (API);
- explore and analyse financial data; and
- apply supervised and unsupervised learning techniques to finance problems.

## ASSESSMENT
- A variety of assessment methods is used, including a formal summative assessment opportunity.
- In non-credit bearing modules, similar methods are used as in formal credit bearing modules and at the same level.
- Assessments include the following outcomes-based activities.
  - Questions, oral or written, used either separately or in combination, e.g., tests examinations, including short or long questions, essays, multiple choice questions, etc.
- All assessment activities are accompanied by a memorandum/assessment marking guide.
- The number and range of assessment methods used are included in the Learning Guides. Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's Moderation policy.

| NAME OF PROGRAMME: RESIDENTIAL VALUATIONS | SHORT LEARNING PROGRAMME CONTACT - APK | SLP CODE: S3FI08 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme

## MODE OF OFFERING
- Two-day workshop which will involve an 8-hour per day contact session facilitated by lecturers who are subject specialists and experienced in learning facilitation.
- Exercises and activities designed for students to complete as part of their independent reading activities (mini-tests and assignments, given during the workshop).
- Material which will be supplied or suggested for students to work with.
- Technology-assisted learning using Moodle Learner Management System (LMS)

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
NQF level 7 Industry-related property qualification.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 16 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 16 | - |
| Tutorials | - | - |
| Other (specify) | 8 | - |
| **Total hours** | 50 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The face-to-face offering will be a 2-day workshop in either semesters 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide a student with an understanding of residential property valuation and help improve the quality and efficiency of market valuations conducted on immovable residential property.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Residential Valuations A | S3FI08A | Residential Valuations B | S3FI08B |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**RESIDENTIAL VALUATIONS: A/B (S3FI08A / S3FI08B)**

**Purpose:**
**The following topics will be covered:**
- supply and demand;
- market value;
- role of valuer; and
- application of an appropriate valuation approach.

**Outcome(s):**
**Students should be able to:**
- understanding of current market forces; and identify, interpret and analyse market data;
- successful application of market data; and
- to be able to select and utilise applicable methodology.

**ASSESSMENT**
- Methods of assessment and assessment tasks will be aligned to the UJ academic regulations.
- This SLP will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
    - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments) which will be given during the course of the workshop.
    - When combined these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- Learning Tasks form a coherent whole and are authentic in nature.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
**Please note:** This forms part of the portfolio that can be submitted to South African Council for Property Valuers Profession (SACPVP) and aids as preparation for the board exam.

**MODERATION**
Internal moderation will be in line with the UJ moderation policy.

| NAME OF PROGRAMME: RISK IN TREASURY MANAGEMENT | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S3RTMQ | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
3 hours x 1 day per week x 3 weeks per semester.

## CERTIFICATION
- A pass rate of 50% is required upon which a Certificate of Competency will be issued.
- If attendees do not complete and pass the assessment only a Certificate of Attendance will be issued.

## ADMISSION REQUIREMENTS
- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or
- Grade 12 (SC obtained prior to 2008); and
- All applicants will be subject to an internal selection process.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 9 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 84 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 143 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 3 hours x 1 day per week x 3 weeks per semester.
- Months to complete: 10 Months (February to November).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide students with the basic grounding required to focus on risks present in the treasury management environment as well as treasury-related risks from economic activity entered into by the entity.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Risk in Treasury Management A | S3RTMQ1 | Risk in Treasury Management B | S3RTMQ2 |

## MODULE AND OUTCOMES:

## RISK AND TREASURY MANAGEMENT: A/B (S3RTMQ1 / S3RTMQ2)

**Purpose:**
The purpose of this module is to provide students with the basic grounding required to focus on risks present in the treasury management environment as well as treasury-related risks from economic activity entered into by the entity.

**Outcome(s):**
**Students should be able to:**
- describe and interpret risk management techniques and processes; and
- calculate the effect of risk in treasury management.

**ASSESSMENT**
- Formative assessment opportunities consist of a combination of group and individual assignments.
- A summative assessment opportunity consists of a last assessment opportunity. The assessment paper will have a combination of objective test questions, and/or short questions and/or case study questions.
- Methods of assessment will be aligned with the UJ academic regulations

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

| NAME OF PROGRAMME: THE LAW OF TRUST AND PRACTICE | SHORT LEARNING PROGRAMME PART-TIME – APK | SLP CODE: S3LTPQ | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME**
- Non-credit bearing short learning programme.
- CPD points for members of the Financial Planning Institute (FPI).

**MODE OF OFFERING**
The SLP will be presented either as a block period offering, or once a week over 7 weeks depending on the need in the market.

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
- NQF level 7 qualification; or
- 5 years relevant financial planning experience in line with the RPL policy.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 15 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 5 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 30 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 15 hours.
- Months to complete: block period offering or once a week over 7 weeks.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP is to provide the students with an in-depth background regarding trust law in South Africa. It will also develop knowledge and skills to enable students to demonstrate their ability in applying tax law to be able to determine the income tax implications of different trust structures and to evaluate trust deeds, understand and apply the implications of international trusts in estate planning. Financial planning consists of 6 different cornerstones, namely tax planning, risk and insurance planning, estate planning, retirement planning, investment planning and employee benefits. There is a demand in the industry to explore each of these areas in more detail without enrolling for a holistic financial planning programme. This programme will provide students with a high-quality theoretical and practical introduction and knowledge of law of trust and practice. Both financial planning professionals and graduates will benefit from this programme.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| The Law of Trust and Practice A | S3LTPQA | The Law of Trust and Practice B | S3LTPQB |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**THE LAW OF TRUST AND PRACTICE: A/B (S3LTPQA / S3LTPQB)**

**Purpose:**
The purpose of this SLP is to provide students with an opportunity to study a programme focused on the law of trust and the application of trusts in practice. This will simultaneously provide them with the necessary recognition for continuous professional development at the applicable professional bodies.

**Outcome(s):**
**Students should be able to:**
- demonstrate an in-depth knowledge of the law of trust in South Africa;
- analyse and evaluate the transfer of wealth to an inter vivos or discretionary trust;
- distinguish between the different trust structures and apply the different trust structures in estate planning;
- analyse and evaluate the administration of a trust;
- critically evaluate the taxation of the different trust structures in a practical environment;
- evaluate existing trust deeds and advice accordingly; and
- demonstrate an understanding and apply the implications of international trusts in estate planning.

**ASSESSMENT**
- There will be no formative assessments.
- Summative assessment opportunity (exam) consisting of a last assessment opportunity.
- Methods of assessment will be aligned with the UJ academic regulations.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

# DEPARTMENT OF INDUSTRIAL PSYCHOLOGY AND PEOPLE MANAGEMENT

**Bridging Programmes: None**
**Whole Programme:**

| NAME OF PROGRAMME DIPLOMA IN HUMAN RESOURCE DEVELOPMENT | WHOLE PROGRAMME BLENDED LEARNING APB | WP CODE: D3HRDQ | NQF LEVEL:6 CREDITS: 360 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME
Three-year credit bearing whole programme (WP).

## MODE OF OFFERING
- Contact with a blend of distance learning.
- There will be a greater percentage of contact time in the first year of study to support the assimilation of foundational knowledge.
- It is critical for the human resource practitioner to be comfortable and proficient in the world of face-to-face contact and collaboration, as well as in the digital landscape.
- Industry expects human resource development practitioners to work comfortably with technology and to leverage human resource development technology in analysis and decision-making and in solution design, development and implementation. It is therefore critical for students to 'learn by doing:
  - to work in direct contact with those they service, and to work with the technology tools and platforms that will allow them access, increased efficiency and citizenship in the 21st century digital marketplace.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Students should have completed the National Senior Certificate (NQF level 4) with Diploma endorsement or an equivalent school leaving qualification; or
- Students who have successfully completed the UJ Higher Certificate in Human Resource Development (NQF level 5) or in a related field may also be eligible to apply.
- Students require an:
  - APS of 19 with Maths, or 21 with Maths Literacy; and
  - Fluency in English writing and speaking is required.

## LEARNING ACTIVITIES:

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 108 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | 72 | - |
| Independent reading/ interacting with learning material/distance activities; and | | - |
| Preparation for and completion of assignments and other assessment activities | 144 | - |
| Tutorials | - | - |
| Other - Syndicate groups | 36 | - |
| **Total hours** | 360 | - |
| **Total number of credits** | - | 360 |

## DURATION OF PROGRAMME
Minimum duration for completion – Full Time: 3 Years.
Minimum duration for completion – Part-Time: 3 Years.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
Students who have completed the Higher Certificate in Human Resource Development (HRD) (F34RDQ) at an NQF level 5 with UJ, will be given credit for the module, Human Resource Development 1A (HRD01A1) (15 credits) in the first year of study and for the module Personal and Professional for HRD Practitioners 2A (HRD04A2) (15 credits) in the second year of study in this programme.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**

The successful completion of the 360-credit Diploma in Human Resource Development (D3HRDQ) at NQF Level 6 meets the minimum entry requirement for admission to an Advanced Diploma in People Performance Management (A34PPQ) at NQF Level 7 vertically. Horizontally, the Diploma in Human Resource Development and certain modular credits can be carried into the Diploma in People Management (D34P2Q) within the Department of Industrial Psychology and People Management. Articulation possibilities also exist horizontally with other NQF Level 6 programmes, and credits obtained by completion of a module in this programme may be credited to other programmes at NQF Level 5 or 6.

**PURPOSE OF PROGRAMME**

The purpose of the Diploma in Human Resource Development (NQF level 5) (D3HRDQ) is to prepare students for a career in Human Resource Development in such roles as Human Resource Business Partner, Learning Consultant, eLearning Designers & Consultants, Performance Improvement Consultants, and Organisational development consultants within the full HR value chain.

This programme will develop theoretical knowledge and practical Competency and skills on NQF Level 6 in human resource development to enable students to apply the principles of contemporary people practices in their working environment. The student should be able to take decisions in the context of human resource development, interpret relevant information and produce innovative responses based on informed judgment to concrete but often unfamiliar problems. Aligned with the requirements of the NQF Level 6 outcomes, the qualification will provide the student with an appropriate range of fundamental knowledge, skills and competencies in fields such as human resource management, human resource development, leadership, business communication, learning technologies, learning delivery and support, digital communication, change management, performance consulting, business research and project management.

**PROGRAMME CONTENT**

| FIRST YEAR | | | | | | | |
|---|---|---|---|---|---|---|---|
| FIRST SEMESTER | | | | SECOND SEMESTER | | | |
| MODULE NAME | MODULE CODE | NQF LEVEL | CREDITS | MODULE NAME | MODULE CODE | NQF LEVEL | CREDITS |
| Human Resource Development 1A: An introduction to the field | HRD02A1 | 5 | 15 | Human Resource Development 1B: An introduction to HRD strategy, planning and HR systems | HRD06B1 | 5 | 15 |
| Human Resource Management 1A: An introduction to the field | HRD01A1 | 5 | 15 | Human Resource Management 1B: An introduction to people resourcing, orientation and retention strategies for HRD Practitioners | HRD05B1 | 5 | 15 |
| Business Communication for Human Resource Development Practitioners 1A | HRD03A1 | 5 | 15 | Business Skills for Human Resource Development Practitioners 1B | HRD07B1 | 5 | 15 |
| Introduction to Basic Information Technology 1A | HRD04A1 | 5 | 15 | Introduction to Information Technology 1B: Digital communication for HRD Practitioners | HRD08B1 | 5 | 15 |
| | | | | | | | **120 Credits** |

| SECOND YEAR | | | | | | | |
|---|---|---|---|---|---|---|---|
| FIRST SEMESTER | | | | SECOND SEMESTER | | | |
| MODULE NAME | MODULE CODE | NQF LEVEL | CREDITS | MODULE NAME | MODULE CODE | NQF LEVEL | CREDITS |
| Human Resource Development 2A: The Human Performance Improvement Process | HRD02A2 | 6 | 15 | Human Resource Management 2B: Employment Relations in South Africa | HRD05B2 | 6 | 15 |
| Human Resource Management 2A:  The | HRD01A2 | 5 | 15 | Human Resource Development 2B: | HRD06B2 | 6 | 15 |

| Performance Management Process | | | | Instructional Design and Development | | | |
|---|---|---|---|---|---|---|---|
| Digital Communication 2A: Applied digital communication for HRD practitioners | HRD03A2 | 5 | 15 | Human Resource Development 2B: Learning delivery and learner support | HRD07B2 | 5 | 15 |
| Personal and Professional Leadership Skills for HRD practitioners 2A | HRD04A2 | 5 | 15 | Digital Communication 2B: Applied instructional design and technologies for HRD practitioners | HRD08B2 | 5 | 15 |
| | | | | | | | **120 Credits** |

| THIRD YEAR | | | | | | | |
|---|---|---|---|---|---|---|---|
| FIRST SEMESTER | | | | SECOND SEMESTER | | | |
| MODULE NAME | MODULE CODE | NQF LEVEL | REDITS | MODULE NAME | MODULE CODE | NQF LEVEL | CREDITS |
| Human Resource Development 3A: Learning assessment and evaluation | HRD01A3 | 6 | 20 | Business Consulting for HRD practitioners 3B | HRD04B3 | 6 | 15 |
| Change Management for HRD practitioners 3A | HRD02A3 | 6 | 20 | Business Research for HRD practitioners 3B | HRD05B3 | 6 | 15 |
| Contemporary Issues in Human Resource Development 3A | HRD03A3 | 6 | 20 | Human Resource Development Practical Project 3B | HRD06B3 | 6 | 30 |
| | | | | | | | **120 Credits** |

**MODULES AND OUTCOMES:**

**DIPLOMA IN HUMAN RESOURCE DEVELOPMENT:**

**FIRST-YEAR**

**FIRST SEMESTER MODULES:**

**HUMAN RESOURCE DEVELOPMENT 1A: AN INTRODUCTION TO THE FIELD: (HRD02A1)**

**Purpose:**
The purpose of this module is to introduce students to the origins, key concepts and relevant legislation of human resource development. Students will be able to understand how people learn with the aim of contributing to an organisation's performance and growing a country's economy.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of the foundations of human resource development as a field of study;
- explain the role of human resource development and its major functions in the human resource value chain;
- compare the set of roles and competencies of a human resource development professional using national and global human resource development models;
- apply the basic theories of learning and approaches to design to improve individual and organisational effectiveness;
- examine the current skills development landscape in South Africa and its implications for the business and HRD; and
- reflect on the evolution of the South African skills development system in promoting skills development practices;
    .
**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## HUMAN RESOURCE MANAGEMENT 1A: AN INTRODUCTION TO THE FIELD: (HRD01A1)
**Purpose:**
The purpose of this module is to introduce students to the origins and key concepts of human resource management. The module will further equip students to understand the importance of the role of HR in managing an organisation's people for a competitive advantage.


**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of the foundations of human resource management as a field of study;
- explain the role of human resource management and it's major functions in relation to the business value chain;
- recognise the changing role and set of competencies required of a human resource professional using national and global human resource management models;
- describe the role of human resources and the partnership with the business in improving organisational performance and productivity; and
- examine the various developments for the field and practice of human resource management in South Africa and globally.


## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## BUSINESS COMMUNICATION FOR HUMAN RESOURCE DEVELOPMENT PRACTITIONERS 1A: (HRD03A1)

**Purpose:**
The purpose of this module requires students to follow a process in writing business texts and reports. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment.


**Outcome(s):**
**Students should be able to:**
- describe professional standards for written communication etiquette in today's business world;
- explain how to use textual features and conventions specific to business texts for effective writing (texts include reports, proposals, letters, plans etc);
- demonstrate the ability to select the appropriate text type, format and layout for the purpose and intended audience for the communication;
- draft a business text for the intended purpose; and
- evaluate the business text for quality assurance purposes.


## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:

- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## INTRODUCTION TO BASIC INFORMATION TECHNOLOGY 1A: (HRD04A1)

**Purpose:**
The purpose of this module is to introduce students to basic Information Technology (IT) terms and skills in order to stay connected. The students will be able to use the basics of the word processing, spreadsheets, presentation, e-mail applications to solve business problems and present information. Students will be able to use search engines in conducting basic research and e-mail in order to stay connected at the UJ.

**Outcome(s):**
**Students should be able to:**
- demonstrate basic use of programs in the MS Office Suite;
- demonstrate integration use of programmes in the MS Office Suite;
- apply basic use of the UJ learning management system to stay connected; and
- demonstrate how to communicate information to the business using information technology skills**.**

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## SECOND SEMESTER MODULES:

## HUMAN RESOURCE DEVELOPMENT 1B: AN INTRODUCTION TO HRD STRATEGY, PLANNING AND HR SYSTEMS: (HRD06B1)

**Purpose:**
The purpose of this module is to enable students to understand the formation of People Management strategies in a business. Students are introduced to the strategy making process from which the human resource management plan is derived and influences strategic learning and development plans.

**Outcome(s):**
**Students should be able to:**
- explain strategy within a business context;
- apply the strategic people management planning and analysis process in an organisation;
- plan the steps in conducting a strategic people management process using a given scenario;
- discuss the strategic human resource development process and initiatives that support the strategy; and
- examine the use of human resource management systems in helping human resource professionals to make informed business decisions.

## HUMAN RESOURCE MANAGEMENT 1B: AN INTRODUCTION TO PEOPLE RESOURCING, ORIENTATION AND RETENTION STRATEGIES FOR HRD PRACTITIONERS: (HRD05B1)

**Purpose:**

The purpose of this module is to introduce students to the basic principles of workforce planning, recruitment and selection and onboarding practices within an organisation. In addition, students will be able to determine the minimum legal conditions of employment and provide input to the formulation of a contract of employment. The student will be able to understand the legal framework in which these key foundational people management practices take place; in order to partner with line managers and the business.

**Outcome(s):**
**Students should be able to:**
- explain the rationale for human resource planning and associated activities within an organisation;
- discuss the South African legislative requirements that impact the process of recruitment and selection;
- apply a systematic approach to recruitment and selection using a given scenario;
- analyse the minimum legal requirements to draft an employment contract;
- develop a best practice onboarding programme for an organisation; and
- reflect on the importance of retaining talent for the business.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## BUSINESS SKILLS FOR HUMAN RESOURCE DEVELOPMENT PRACTITIONERS 1B: (HRD07B1)

**Purpose:**
The purpose of this module is for students to demonstrate an informed understanding of how a business operates, in order to service and support the business from a human resources perspective.

**Outcome(s):**
**Students should be able to:**
- describe basic business concepts for a business to be competitive;
- explain the business drivers and how companies create value in context of the business value chain;
- describe basic financial terminologies and concepts;
- compile a basic budget for the human resources function; and
- apply the principles of project management for an identified human resources project.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## INTRODUCTION TO INFORMATION TECHNOLOGY 1B: DIGITAL COMMUNICATION FOR HRD PRACTITIONERS: (HRD08B1)

**Purpose:**
The purpose of this module is to enable students to visually present a People Management strategy, process and strategic learning and development plan in a digital environment by integrating more than one software The process is developed collaboratively in a distance

environment using a learner management system. The distance legality should be clearly understood related to distance communication, distance dissemination, negotiation and digital archiving.

**Outcome(s):**
**Students should be able to:**
- demonstrate netiquette in all distance communication;
- collaborate in a distance group by giving recommendations and suggestions on the strategies and flow diagrams of peers in the group;
- create a simple distance data gathering checklist tool with e.g. Google Forms for checking legal aspects of all shared distance documentation and communication within a group;
- electronically submit a package for assessment (as an e-portfolio) containing:
    - examples of group communication(s);
    - the legality checklist data;
    - a People Management strategy and the associated checklist;
    - the related process-flow-diagram and the associated checklist; and
    - a recruitment contract which is collaboratively constructed distance as a member of a group and the associated checklist.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## SECOND YEAR

### FIRST SEMESTER MODULES:

### HUMAN RESOURCE DEVELOPMENT 2A: THE HUMAN PERFORMANCE IMPROVEMENT PROCESS: (HRD02A2)

**Purpose:**
The purpose of this module is to introduce students to the theoretical aspects of human performance improvement within an organisation. The module covers an understanding of the purpose and process of conducting a root cause analysis to identify and inform big-picture learning solutions at an individual, group and systems level to establish a learning organisation.

**Outcome(s):**
**Students should be able to:**
- explain the importance of performance improvement for human resource development and the business;
- examine the concept of a learning organisation;
- examine the purpose and process of conducting a needs analysis;
- evaluate the relationship between competency models and needs assessment; and
- evaluate the use of technology in a needs assessment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%

- **No sup** exams granted.


## HUMAN RESOURCE MANAGEMENT 2A:  THE PERFORMANCE MANAGEMENT PROCESS: (HRD01A2)

**Purpose:**
The purpose of this module is to expose students to the performance management process. Students will gain insight into performance measures, the appraisal interview and feedback processes used to facilitate and inform an employee's career plans, rewards and remuneration.

**Outcome(s):**
**Students should be able to:**
- explain the importance of performance and its relationship to organisational goals and objectives;
- outline performance standards and monitoring systems for an organisation;
- conduct a performance appraisal interview;
- discuss the basics of career, reward and pay-related systems related to performance; and
- discuss the effect of technology on performance management.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## DIGITAL COMMUNICATION 2A: APPLIED DIGITAL COMMUNICATION FOR HRD PRACTITIONERS: (HRD03A2)

**Purpose:**
The purpose of this module is to enhance digital communication in a business environment by using data gathering as a strategy in a distance/mobile environment to conduct a root cause analysis in a business environment. Various strategies for developing individuals, categorised groups, and systems level (by using distance 'tools') should be designed and proposed.

**Outcome(s):**
**Students should be able to:**
- design a distance questionnaire to gather data for the purpose of conducting a needs analysis (root cause analysis);
- design a performance management tool (e.g. a rubric) to conduct a performance review; and
- present the process as a video and/or distance presentation.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## PERSONAL AND PROFESSIONAL LEADERSHIP SKILLS FOR HRD PRACTITIONERS 2A: (HRD04A2)

**Purpose:**

The purpose of this module is to equip students within the field of workplace learning and development with the tools to let go of old habits and beliefs and create new patterns of behaviour, attitudes, and actions. Students will learn how their choices impact them from a personal and professional perspective providing them with the necessary skills to conduct themselves professionally in the workplace.

**Outcome(s):**
**Students should be able to:**
- discover your values and beliefs and connect them to your actions;
- create a vision and action plan for your work and personal life;
- learn how to observe your own behaviour, thoughts and beliefs in creating your reality;
- examine the choices and decisions you make and the consequence of such choices and actions;
- create new patterns of behaviour, attitudes and actions; and
- understand how to manage one's well-being and stress.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**SECOND SEMESTER MODULES:**

**HUMAN RESOURCE MANAGEMENT 2B: EMPLOYMENT RELATIONS IN SOUTH AFRICA: (HRD05B2)**

**Purpose:**
The purpose of this module is for students to be able to interpret the appropriate South African labour legislation and the application of statutory and other conditions of employment in the context of maintaining the union-management relationship, employee discipline and dismissal.

**Outcome(s):**
**Students should be able to:**
- examine the appropriate South African labour legislation related to employee and union-management relationships;
- study the importance in complying with statutory and other conditions of employment;
- investigate the role and importance in complying with codes of conduct;
- conduct a disciplinary hearing; and
- facilitate the resolution of employee grievances.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**HUMAN RESOURCE DEVELOPMENT 2B: INSTRUCTIONAL DESIGN AND DEVELOPMENT: (HRD06B2)**

**Purpose:**

The purpose of this module is to enable students to understand the principles of instructional design to be able to design and develop appropriate solutions for improved human resource development projects based on identified organisational learning needs.

**Outcome(s):**
**Students should be able to:**
- distinguish the learning theories and approaches that necessitate the instructional design process;
- examine the approach to analysing skills gaps and target audience profiles;
- determine and illustrate the instructional design process;
- determine and illustrate the instructional development process;
- analyse the impact of technology in designing and developing learning materials; and
- reflect on the evaluation process for the design and development of programme materials.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**HUMAN RESOURCE DEVELOPMENT 2B: LEARNING DELIVERY AND LEARNER SUPPORT: (HRD07B2)**

**Purpose:**
The purpose of this module is to provide students with the ability to facilitate learning using a variety of methodologies. Students will develop facilitation skills in order to engage participants in the learning process and create an environment conducive to the application of learning within the workplace.  A variety of learner support methodologies will be explored to provide guidance and advice to participants

**Outcome(s):**
**Students should be able to:**
- explain the concepts, principles and assumptions fundamental to the adult learner and the learning environment;
- plan and prepare for the delivery of learning;
- facilitate learning for a group using a variety of methodologies;
- explain the variety of learner support mechanisms and strategies used to guide and support learners in their learning; and
- discuss ways to evaluate the facilitation of learning, transfer and support services offered to participants to apply behaviours and competencies in the workplace.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**DIGITAL COMMUNICATION 2B: APPLIED INSTRUCTIONAL DESIGN AND TECHNOLOGIES FOR HRD PRACTITIONERS: (HRD08B2)**

**Purpose:**

The purpose of the module is to enable students to understand the principles of instructional design to design solutions for improved human resource development projects based on identified organisational learning needs supported by a distance environment wherein the development is managed.

(The module aims for students to develop a short programme of 3 weeks (60 notional hours) for an individual and/or group to be completed and reported on for their individual development according to the needs analysis done in Digital Communication 2A.)

**Outcome(s):**
**Students should be able to:**
Construct an e-portfolio in the form of a presentation with hyperlinks consisting of:
- stipulated reasons for choosing the distance environment to conduct a short learning programme;
- the aim and objectives for designing the distance development programme;
- a list of the learning outcomes of the programme;
- a list of activities to reach the outcomes;
- a short description of the model used for the instructional design;
- a short reflection, in the form of a diagram, on the decisions made during the design of the programme; and
- demonstrate the alignment of the need, outcomes, and activities to address the identified learning need.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**THIRD YEAR**

**FIRST SEMESTER MODULES:**

**HUMAN RESOURCE DEVELOPMENT 3A: LEARNING ASSESSMENT AND EVALUATION 3A: (HRD01A3)**

**Purpose:**
The purpose of this module is to create awareness for the importance of assessment and evaluation practices in human resource development; in proving the quality of and value added by the implemented solutions and interventions for the business; and to teach the fundamentals thereof.

**Outcome(s):**
**Students should be able to:**
- explore the relationship between the processes of assessment and evaluation;
- examine the various designs or frameworks used to evaluate a learning and development programme;
- implement an evaluation process for a selected learning and development programme; and
- reflect on the impact of technology in conducting an evaluation.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**CHANGE MANAGEMENT FOR HRD PRACTITIONERS 3A: (HRD02A3)**

**Purpose:**
The purpose of this module is to equip students to understand change within the organisational context and their role in supporting change effectively. This module will explore the application of a structured process for addressing and managing the people part of a change initiative to ensure the desired outcome is achieved.

**Outcome(s):**
**Students should be able to:**
- explain the purpose and context of change within an organisation;
- discuss change management principles, challenges and success criteria;
- identify the phases of the change management process and the human response to change;
- evaluate models and processes for managing change effectively;
- apply a change management model to a change initiative; and
- recommendations for effectively managing the people-related aspects of change initiatives is provided.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**CONTEMPORARY ISSUES IN HUMAN RESOURCE DEVELOPMENT 3A: (HRD03A3)**
**Purpose:**
The purpose of this module is to provide prospective students an appreciation of the current and future changes in the human resource development arena. Students will be able to build development strategies so that they can employ present-day career trends and tackle potential challenges in the world of work.

**Outcome(s):**
**Students should be able to:**
- develop an appreciation of the concept of career in the current and future world of work;
- examine the role of cross-disciplinary careers in the world of work;
- explore career development in the contemporary world of work;
- professional development strategies (formal, informal, distance, social, mentoring, coaching, etc.) to enhance careers; and
- identify modern trends and potential challenges in human resource development.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**SECOND SEMESTER MODULES:**

**BUSINESS CONSULTING FOR HRD PRACTITIONERS 3B: (HRD04B3)**

**Purpose:**

The purpose of this module is to provide students with an understanding of the business consulting process where professionals work closely with business leaders and line managers to achieve shared organisational objectives. This module focuses on equipping students with the consulting process, tools and techniques so that they can become efficient business partners in the workplace.

**Outcome(s):**
**Students should be able to:**

- describe the consulting process and the detailed phases of the practice;
- engage effectively with line and employees with regard to learning and development related matters in the business;
- apply appropriate consulting tools and techniques during the process;
- communicate effectively using language skills in oral and/or written modes throughout the consulting process;
- collect, analyse, organise and critically evaluate business information; and
- reflect on one's ethical behaviour throughout the execution of learning and business-related matters.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**BUSINESS RESEARCH FOR HRD PRACTITIONERS 3B: (HRD05B3)**

**Purpose:**

The purpose of this module is to introduce students to business research as a systematic inquiry with the aim to provide information to solve business problems. In addition, students will have basic Competency on how to do business research with an emphasis on applied problem-solving strategies and communication skills related to undertaking business problems.

**Outcome(s):**
**Students should be able to:**

- analyse business problems in order to identify appropriate and effective ways to answer those problems;
- apply major types of research designs;
- conduct business research;
- report on research findings; and
- reflect on the ethical issues associated with the conduct of research.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**FINAL MODULE:**

**HUMAN RESOURCE DEVELOPMENT PRACTICAL PROJECT:**

- The Work Integrated Learning Project will be used to access inter-modular outcomes in an integrated manner in the third year.

- It will comprise a research project related to the application of combined knowledge, skills and competencies in providing an appropriate people development solution for a particular context.
- This summative assessment opportunity will constitute 100% of the final period mark for this module. This summative assessment will be moderated in terms of the UJ's moderation policy.
- A final project based on a given simulated case study that encourages critical and systemic thinking in order to explore and presents an appropriate HRD solution using appropriate technology is provided.
- The aim of the project is to access all the module outcomes of the qualification in an integrated manner.

## HUMAN RESOURCE DEVELOPMENT PRACTICAL PROJECT 3B: (HRD06B3)

**Purpose:**
The purpose of this module is to give students an opportunity to apply the combined knowledge, skills and competencies proposed by the outcomes of the qualification, in an interrelated and integrated manner by means of a project. This module allows students to experience an end-to-end human resource development process, first-hand, in a simulated environment. They will have an opportunity to engage with and apply many of the key human resource development concepts, principles, methodologies and tools they have learned throughout the programme and to reflect on the efficacy and appropriate use of these.

**Outcome(s):**
**Using an appropriate business research process, students must be able to:**
- apply the relevant knowledge, skills and competencies acquired in the entire Diploma programme to objectively conduct research related to a people development challenge or opportunity;
- propose possible people development solutions through evaluating alternatives;
- present the findings using appropriate technologies to all stakeholders; and
- evaluate the strengths and weaknesses of the proposed solution.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## ASSESSMENT
**Formative and Summative Assessments:**
- The assessment strategy for the programme is one of continuous assessment.
- Outcomes within a module will be assessed in an integrated manner through the use of case studies and where possible, workplace application.
- Performance in the programme is determined by the students Competency in the assessment tasks during the course of a semester, which cumulatively counts towards a students final marks. In each of the modules, four appropriate summative assessment tasks are given that may be equally weighted.
- Assessment tasks form a coherent whole and are authentic in nature.
- In continuous assessment, a final period mark is achieved by completing at least four summative assessments, i.e. distance quizzes, participation in discussion forums, written assessments or even the achievement of a distance assessment within a semester module, in accordance with UJ's Academic Regulations.

## SUMMATIVE ASSESSMENT:
**Three** summative assessment tasks such as:
- Written assessment.
- Assignments.
- Class tests.
- Reflective essays.
- Moodle Learner Management System (LMS) quizzes.
- Group presentations, etc.
- Assessment one and two's weight = 50%

- Assessment three's weight = 50%

**MODERATION:**
- The different modes of delivery of the programme have appropriate policies and procedures for internal and external moderation.
- At least one assessment opportunity will be moderated in a semester module. The moderated assessment opportunity is determined by those assessments that may carry the greatest weight in calculation and determined by the assessor.
- Exit-level modules will be externally moderated.

| NAME OF PROGRAMME HIGHER CERTIFICATE IN HUMAN RESOURCE DEVELOPMENT | WHOLE PROGRAMME FULL-TIME APB | WP CODE: F34RDQ | NQF LEVEL: 5 CREDITS: 120 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (WP)**
Credit bearing:  One Year full-time whole programme.

**MODE OF OFFERING**
Classes will take place on Bunting Road with limited contact time.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Prospective students should be in possession of a Grade 12 certificate with access to Higher Certificate studies, or any SAQA further of Education Training College (FETC) certificate at NQF level 4;
- One year's work experience preferable within Training and Development or Human Resources; and
- A good working knowledge of English as well as computer literacy and Internet access is compulsory. Since only a limited number of students can be accommodated annually, applicants will be subjected to a selection process.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 600 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 360 | - |
| Preparation for and completion of assignments and other assessment activities | 120 | - |
| Tutorials | - | - |
| Other (group work) | 120 | - |
| **Total hours** | 1200 | - |
| **Total number of credits** | - | 120 |

**DURATION OF PROGRAMME**
One Year Full-time programme (with limited contact).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
Students who successfully complete the Higher Certificate (Human Resource Development) (F34RDQ) can apply for the Diploma (Human Resource Development) (D3HRDQ) (NQF level 6).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the Higher Certificate (Human Resource Development) is to develop qualifying students and practitioners wanting to enter the field of Human Resource Development as a potential career or those who have been practicing within the workplace, or in specialised learning and development roles, but without a Higher Education Qualification Sub Framework (HEQSF) qualification.
This qualification will provide practitioners and entrants with foundational Human Resource Development theory and practice blended with appropriate technology at an NQF level 5, across key learning and development support roles aligned to the processes of the training and development cycle and underpinned by current Human Resource Development legislation.
The qualifying students should be ready to enter the job market as an entry-level Human Resource Development administrator or coordinator. Additionally, the programme will develop a student to become a self-directed, lifelong student. Lastly, this programme will prepare students for further studies in the field of Human Resource Development and Human Resource Management aimed at professional Competency and career pathway;

**PROGRAMME CONTENT**

| FIRST YEAR MODULES |
|---|

| 1st SEMESTER MODULE NAME | 1st SEMESTER MODULE CODE |
|---|---|
| Human Resource Development A | FRD1A01 (30 credits) |
| People Practices in the workplace | FRD2A01 (15 credits) |
| Skills Development and Human Resource Development Reporting | FRD3A01 (15 credits) |
| 2nd SEMESTER MODULE NAME | 2nd SEMESTER MODULE CODE |
| Human Resource Development B | FDR1B02 (30 credits) |
| Human Resource Development administration | FDR2B02 (15 credits) |
| Personal Mastery in the workplace | FRD3B02 (15 credits) |

**MODULES AND OUTCOMES:**

**HIGHER CERTIFICATE IN HUMAN RESOURCE DEVELOPMENT:**

**HUMAN RESOURCE DEVELOPMENT A: (FRD1A01)**

**Purpose:**
The purpose of this module is to introduce the students to the field of Human Resource Development (HRD). The focus is on the history, origins, approaches and various HRD models used in learning and development.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of the foundations of human resource development as a field of study;
- distinguish between various HRD models used in learning and development;
- explain the basic theories and approaches of learning; and
- identify the stages of the learning and development cycle in relation to HRD support and administration.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**PEOPLE PRACTICES IN THE WORKPLACE: (FRD2A01)**

**Purpose:**
The purpose of this module is to equip students with the foundations of business, people management practices and the role that Human Resource Development plays in the workplace, society and the economy.

**Outcome(s):**
**Students should be able to:**
- explain the purpose and role of business in modern society;
- demonstrate an understanding of the HR value chain and its importance to the business;
- apply HR value chain models and competencies in defining HR roles and careers; and
- examine the integration of HRD in the HR and business value chains for performance improvement and sustainability.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:

- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## SKILLS DEVELOPMENT LEGISLATION AND HRD REPORTING: (FRD3A01)

**Purpose:**
The purpose of this module is for students to acquire knowledge of the skills development landscape and relevant legislation in order to provide the appropriate support, data and information related to skills development activities and reporting.

**Outcome(s):**
**Students should be able to:**
- explain the history of the skills development landscape in South Africa;
- examine the current skills development landscape in South Africa and its implications for the business and HRD;
- provide advice, support, information and data regarding skills development to relevant stakeholders; and
- use appropriate learner management systems and technology for the capturing, storage and the retrieval of HRD data for decision-making purposes.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## HUMAN RESOURCE DEVELOPMENT B: (FDR1B02)

**Purpose:**
The purpose of this module is to expose students to national and international Human Resource development best practices, trends and drivers within the context of people development and organisational imperatives**.**

**Outcome(s):**
**Students should be able to:**
- review the current national HRD drivers, plans and policies;
- examine the impact of HRD related strategies and platforms in creating a competent workforce;
- describe contemporary HRD trends and best practices and the necessity to function within a global HRD arena; and
- reflect on the alignment and implications of key HRD drivers for the sustainability of South African organisations and the growth of the economy.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**HUMAN RESOURCE DEVELOPMENT ADMINISTRATION: (FDR2B02)**

**Purpose:**
The purpose of this module is to provide students with the knowledge and skills to administer and coordinate training administration aligned to processes of the learning and development cycle.

**Outcome(s):**
**Students should be able to:**
- explain the purpose of quality management from an HRD administration and support perspective;
- coordinate HRD interventions from an administrative and support perspective;
- collate and store data related to HRD administration using given systems and technologies; and
- report on HRD interventions for future recommendations and improvements.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**PERSONAL MASTERY IN THE WORKPLACE: (FRD3B03)**

**Purpose:**
The purpose of this module is to provide students with insight into an awareness of leader as self to create and maintain healthy and productive relationships with others in an organisation.

**Outcome(s):**
**Students should be able to:**
- recognise him or herself as a leader at a personal level;
- describe the factors that may enhance or impede your personal mastery as a leader and the impact on personal relationships and well-being;
- reflect on his/her character and the implications of personal leadership for personality type, behaviour style and socio-cultural frame of reference;
- describe his/her own personal values, beliefs and purpose; and
- explain the impact of mindset on beliefs and values, how to adapt values to fit his/her reality and not living according to his/her potential.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**ASSESSMENT**
- The assessment approach for each module is one of continuous assessment.
- Three summative assessment tasks per module are given that may be equally weighted. These may include projects, assignments, tests, presentations etc.
- A final pass mark of 50% is required for each module.

**Short Learning Programmes:**

| NAME OF PROGRAMME:<br>CHANGE LEADERSHIP IN THE ERA<br>OF DIGITAL TRANSFORMATION | SHORT LEARNING<br>PROGRAMME<br>DISTANCE | SLP CODE:<br>S3I05O<br>(TBC) | NQF LEVEL: 6<br>CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Case studies focusing on problem-solving; group discussions and individual assessments.
- Contact sessions via distance learning on the LMS will be offered to enhance the exchanges and discussions among participants.
- The SLP will in this way provide leaders who have identified a knowledge gap and need a solution with relevant and relatable, easy-to-access content that will assist them in fast-tracking solutions.
- Moodle will be used as the LMS system to enhance communication and the learning experience.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Senior Certificate (2008 and earlier), or National Senior Certificate (NSC) (from 2009) NQF level 4; or equivalent, and a
- Minimum of one-year working experience in any field.
- A person may apply for Recognition of Prior Learning.
- This SLP will be most suitable for Individuals with an interest in change leadership in the era of digital leadership.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 18 | - |
| Workshops | - | - |
| Work-based learning | | - |
| Independent reading/ interacting with learning material/distance activities | 6 | - |
| Preparation for and completion of assignments and other assessment activities | 6 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 30 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
SLP will be completed shorter than a semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N.A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to equip leaders with the ability to lead change in the age of digital transformation. Students will be introduced to the concept of Digital Leadership and to known strategies, tools, and techniques available to navigate their organisations safely toward transforming into the digital era. Best practices in the safe and ethical management and use of technology to engage employees and assist with organisational objectives will also be taught.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Change Leadership in the Era of Digital Transformation A | S3I05OA (TBC) | Change Leadership in the Era of Digital Transformation B | S3I05OB (TBC) |

**CHANGE LEADERSHIP IN THE ERA OF DIGITAL TRANSFORMATION: A/B (S3I05OA / S3I05OB)**

**MODULE AND OUTCOME:**

**Purpose:**
**The following topics will be covered:**
- An introduction to digital leadership from an organisational perspective.
- Explore the various strategies available to lead transformation.
- Write a digital strategy.
- Write a digital policy.
- Safe and ethical management.
- Use of technology to engage stakeholders.

**Outcome(s):**
**Students should be able to:**
- discuss the rise of the digital area and the implications for organisations;
- identify various strategies available to lead digital transformation from a leader's perspective;
- develop a digital strategy for your area of responsibility as a leader to set the way for digital transformation; and
- develop a policy for your company to ensure good governance of technology from a people's perspective.

**ASSESSMENT**
One summative assessment is submitted one week after the three days at the end of the SLP.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation takes place in accordance with UJ policy.

| NAME OF PROGRAMME: EMERGING LEADER LEADERSHIP DEVELOPMENT | SHORT LEARNING PROGRAMME LIMITED CONTACT – APB | SLP CODE: PD4EML | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Six study schools are offered four to six weeks apart. There is a dedicated one-day per study school, covering six themes of eight hours each offered over a period of six months.

**CERTIFICATION**
Competencys Based

**ADMISSION REQUIREMENTS**
- A minimum of three years working experience; and
- Prospective students must be recommended for further leadership development by their head of department. Students enrolled for this programme are those who show a continued commitment to the organisation and are identified as possible future leaders within the organisation
.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops: Competency based: 6 Workshops - 8 hours | 48 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities: 4 hours per theme (6 themes) | 24 | - |
| Preparation for and completion of assignments and other assessment activities | 48 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Months to complete: 6 months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP programme is to provide students with leadership skills required at different levels of work, with the aim to shape character, caring, Competency and commitment towards the organisation.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME (THEMES) | MODULE CODE |
| Theme 1: Personal mastery and well-being | PD4X01 |
| Theme 2: Fulfilling one's functional role effectively | PD4X02 |
| Theme 3: Achieving with people | PD4X03 |
| Theme 4: Actualising a sustainable future | PD4X04 |
| Theme 5: Ethical behaviour and value-add alliances | PD4X05 |

| Theme 6: Engaging with the leadership landscape as an aspiring leader | PD4X06 |
|---|---|
| Theme 7: Integrated company specific leadership (optional) | PD4X07 |

**MODULES/THEMES AND OUTCOMES:**

**EMERGING LEADER LEADERSHIP DEVELOPMENT:**

**THEME 1: PERSONAL MASTERY AND WELL-BEING: (PD4X01)**

**Purpose:**
The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change and growth.

**Outcome(s):**
**Students should be able to:**
- demonstrate leadership through personal mastery and well-being; and
- explain how to live and lead with greater understanding in the knowledge of themselves and greater understanding of their behavioural impact.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 2: FULFILLING ONE'S FUNCTIONAL ROLE EFFECTIVELY: (PD4X02)**

**Purpose:**
The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work you are expected to do with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform it, has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.

**Outcome(s):**
**Students should be able to:**
- develop and fulfil his or her role functionally within the organisation; and
- explain how to perform effectively on a daily basis with skill, still leading and managing at the requisite level of work.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 3: ACHIEVING WITH PEOPLE: (PD4X03)**

**Purpose:**
The purpose of this theme is to enhance your interpersonal and coaching skills to achieve more with your people.

**Outcome(s):**
**Students should be able to:**
- engage and achieve with people within the organisational context; and
- explain how to display leadership through building a compelling employee value proposition in high-performance teams with high levels of interpersonal competency through constant coaching and mentoring.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 4: ACTUALISING A SUSTAINABLE FUTURE: (PD4X04)**

**Purpose:**

The purpose of this theme is for you to build insight into the four most critical processes needed to actualise a sustainable future for your organisation

**Outcome(s):**

**Students should be able to:**

- actualise and sustain a desirable future within the leadership context; and
- explain how to navigate change effectively in the leadership process and innovation in strategic leadership.

**CALCULATION CRITERIA**

- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 5: ETHICAL BEHAVIOUR AND VALUE-ADD ALLIANCES: (PD4X05)

**Purpose:**

The purpose of this theme is to assist students in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.

**Outcome(s):**

**Students should be able to:**

- display comprehension of the knowledge of ethical behaviour and value add alliances; and
- explain how to create a high-performance culture of leadership excellence through ethical behaviour and creating value-add alliances.

**CALCULATION CRITERIA**

- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 6: ENGAGING WITH THE LEADERSHIP LANDSCAPE AS AN ASPIRING LEADER: (PD4X06)

**Purpose:**

The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future

**Outcome(s):**

**Students should be able to:**

- engage constructively with the leadership landscape; and
- explore and explain the leadership landscape through adopting an appropriate worldview and understanding the relevant leadership competency framework for greater contextual engagement.

**CALCULATION CRITERIA**

- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 7: INTEGRATED COMPANY SPECIFIC LEADERSHIP (OPTIONAL): (PD4X07)

**Purpose:**

The purpose of this theme is to demonstrate an understanding of all the learned themes by applying them to a specific company leadership challenge

**Outcome(s):**

**Students should be able to:**

- integrate and apply the above themes to provide a company-specific project focused on senior leadership level challenges; and
- integrate and apply the above themes from an emerging leader perspective to a company-specific challenge to provide their peers
- with a suggested solution.

**ASSESSMENT**

- Each module (Theme 1 to 6) is individually assessed to determine Competency per theme;
  AND
- If students are registered for the integrated company specific leadership (Theme 7) theme an integrated summative assessment is in the form of a customised group written project focusing on a specific leadership challenge in the organisation.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
The panel consists of UJ appointed assessors and at least three company appointed representatives.

| NAME OF PROGRAMME: EMERGING LEADER LEADERSHIP DEVELOPMENT | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: PD5EMO | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Six distance learning study schools are offered four to six weeks apart.
- There is a dedicated one-day per study school, covering six themes of eight hours each offered over a period of six months.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A minimum of three years of working experience; and
- Prospective students must be recommended for further leadership development by their head of department. Students enrolled for this programme are those who show a continued commitment to the organisation and are identified as possible future leaders within the organisation.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning Workshops: Competency-Based Workshops – 6X8 hours | 48 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities: 4 hours per theme (6 themes) | 24 | - |
| Preparation for and completion of distance assignments and other assessment activities | 48 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 120 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Months to complete: 6 months via distance learning.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP programme is to provide students with leadership skills required at different levels of work, with the aim to shape character, caring, Competency and commitment towards the organisation.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME (THEMES) | MODULE CODE |
| Theme 1: Personal mastery and well-being | PD5X01O |
| Theme 2: Fulfilling one's functional role effectively | PD5X02O |
| Theme 3: Achieving with people | PD5X03O |
| Theme 4: Actualising a sustainable future | PD5X04O |
| Theme 5: Ethical behaviour and value-add alliances | PD5X05O |

| Theme 6:  Engaging with the leadership landscape as an aspiring leader | PD5X06O |
|---|---|

**MODULES/THEMES AND OUTCOMES:**

**EMERGING LEADER LEADERSHIP DEVELOPMENT:**

**THEME 1: PERSONAL MASTERY AND WELL-BEING: (PD5X01O)**

**Purpose:**
The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change and growth.

**Outcome(s):**
**Students should be able to:**
- demonstrate leadership through personal mastery and well-being; and
- explain how to live and lead with greater understanding in the knowledge of themselves and greater understanding of their behavioural impact.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 2: FULFILLING ONE'S FUNCTIONAL ROLE EFFECTIVELY: (PD5X02O)**

**Purpose:**
The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work you are expected to do with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform it, has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.

**Outcome(s):**
**Students should be able to:**
- develop and fulfil his or her role functionally within the organisation; and
- explain how to perform effectively on a daily basis with skill, still leading and managing at the requisite level of work.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 3: ACHIEVING WITH PEOPLE: (PD5X03O)**

**Purpose:**
The purpose of this theme is to enhance your interpersonal and coaching skills to achieve more with your people.

**Outcome(s):**
**Students should be able to:**
- engage and achieve with people within the organisational context; and
- explain how to display leadership through building a compelling employee value proposition in high-performance teams with high levels of interpersonal competency through constant coaching and mentoring.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 4: ACTUALISING A SUSTAINABLE FUTURE: (PD5X04O)**

**Purpose:**

The purpose of this theme is for you to build insight into the four most critical processes needed to actualise a sustainable future for your organisation

**Outcome(s):**
**Students should be able to:**
- actualise and sustain a desirable future within the leadership context; and
- explain how to navigate change effectively in the leadership process and innovation in strategic leadership.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


**THEME 5: ETHICAL BEHAVIOUR AND VALUE-ADD ALLIANCES: (PD5X05O)**

**Purpose:**
The purpose of this theme is to assist students in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.

**Outcome(s):**
**Students should be able to:**
- display comprehension of the knowledge of ethical behaviour and value add alliances; and
- explain how to create a high-performance culture of leadership excellence through ethical behaviour and creating value-add alliances.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


**THEME 6: ENGAGING WITH THE LEADERSHIP LANDSCAPE AS AN ASPIRING LEADER: (PD5X06O)**

**Purpose:**
The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future

**Outcome(s):**
**Students should be able to:**
- engage constructively with the leadership landscape; and
- explore and explain the leadership landscape through adopting an appropriate worldview and understanding the relevant leadership competency framework for greater contextual engagement.

**ASSESSMENT**
- Each module (Theme 1 to 6) is individually assessed online to determine Competency per theme.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
The panel consists of UJ-appointed assessors and at least three company-appointed representatives.

| NAME OF PROGRAMME: EXECUTIVE LEADERSHIP COACHING | SHORT LEARNING PROGRAMME CONTACT - APB | SLP CODE: S3I01Q | NQF LEVEL: 9 CREDITS: 80 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING**
- Formal Lecturing; Class Discussions;
- Self-study and Independent reading;
- Peer interaction (including group work);
- Individual assignments;
- Presentations and Independent research;
- Coaching practice: with the assistance of a trained business coach;
- Lectures, interactive discussions and presentations will take place during these sessions;
- In between the block sessions, students will be required to undertake independent readings, and complete assessments;
- Distance teaching and learning content will be made available to students through the distance Management System Moodle Learner Management System (LMS); and
- The student will be exposed to professional coaching as well as be required to source clients to be coached and they will also receive coaching supervision.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A relevant Honours degree (NQF level 8), in Psychology, Industrial/ Organisational Psychology, Human Resources Management, Leadership, Management, or any other degree (NQF level 8) where the focus was either on human behaviour or leadership/management; and
- the selection process which will consist of selection interviews and psychometric testing.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) Over a two-year period | 256 | - |
| Distance learning | - | - |
| Workshops: 1 x academic writing/literature surveys/basic research skills | 10 | - |
| Work-based learning (28 weeks X2 two days X2 hours) | 112 | - |
| Independent reading/ interacting with learning material/distance activities: 4 modules X24 hours = 96 2 modules X48 hours = 96 | 192 | - |
| Preparation for and completion of assignments and other assessment activities | 240 | - |
| Tutorials | - | - |
| Other (specify) Webinars | 10 | - |
| **Total hours** | **820** | - |
| **Total number of credits** | - | **80** |

**DURATION OF PROGRAMME**
- The SLP will be offered over two years.
- Students will be required to do the six modules.
- Four modules of 10 credits each are presented over 2 days across 2 study periods each.
- Two modules of 20 credits each are presented over 2 days x 4 study periods each.
- 20 Credits stemming from the workshop and webinar will not be credit bearing towards the MPhil (Leadership Coaching) (M1PLCQ).
- The blocks will be spread seven weeks apart throughout the two years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students who passed this SLP will be credited for the following modules in the MPhil (Leadership Coaching) (M1PLCQ):
- Theories of Leadership Coaching (LCO9X01) (10 credits).
- Leadership Development Theory and Practice (LCO9X02) (10 credits).
- Practical Coaching Competencies 1 (LCO9X04) (20 credits).
- Competency Assessment in Leadership Coaching (LCO9X07) (10 credits).
- Practical Coaching Competencies 2 (LCO9X05) (20 credits).
- Business Coaching (LCO9X09) (10 credits).

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to develop at an advanced level the applied Competency in professional executive leadership coaching.

**PROGRAMME CONTENT**

| FIRST-YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Practical Coaching Competencies 1 | ELCT1A0 (20 credits) |
| Theories of Leadership Coaching | ELCT1A1 (10 credits) |
| Leadership Development – Theory and Practice | ELCT1A2 (10 credits) |
| Business Coaching | ELCT2A1 (10 credits) |
| **SECOND YEAR MODULES (COMPULSORY)** | |
| **MODULE NAME** | **MODULE CODE** |
| Practical Coaching Competencies 2 | ELCT2A0 (20 credits) |
| Competency Assessment in Leadership Coaching | ELCT2A2 (10 credits) |

**MODULES AND OUTCOMES:**

**EXECUTIVE LEADERSHIP COACHING:**

**FIRST-YEAR MODULES:**

**THEORIES OF LEADERSHIP COACHING: (ELCT1A1)**

**Purpose:**
The purpose of this module is to demonstrate a workable knowledge of the different approaches, theories, models, methodologies, techniques and practices of executive coaching.

**Outcome(s):**
**Students should be able to:**
- critically analyse the different approaches of leadership, management and executive coaching;
- critically analyse and describe the fundamental assumptions and value of the different theories of coaching;
- correctly evaluate the appropriateness of different coaching models in different coaching contexts;
- appropriately demonstrate a workable knowledge of the different coaching methodologies, and
- critically study and practice the skills, techniques and practices of leadership coaching.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**LEADERSHIP DEVELOPMENT -THEORY AND PRACTICE: (ELCT1A2)**

**Purpose:**
The purpose of this module is to demonstrate a sound knowledge of the development of leadership relating to theories and models thereoff.

**Outcome(s):**
**Students should be able to:**

- argue and analyse the value of different leadership development theories and models, with a focus on Afro and Euro-centric leadership approaches;
- critically examining and discussing the leadership landscape and its building blocks;
- argue leadership competencies and leadership potential models; and
- applying logic when designing a theoretical leadership Competency framework, given the above.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**BUSINESS COACHING: (ELCT2A1)**

**Purpose**:
The purpose of this module is to display specialised skills in business coaching as an applied area of practice with a strong focus on achieving personal, professional, and business objectives.

**Outcome(s):**
**Students should be able to:**
- correctly define boundaries between coaching and counselling/therapy;
- argue and discuss referral processes in identifying and dealing with mental health issues;
- compile and analyse a system thinking perspective and managed change framework to effectively integrate and sustain coaching outcomes;
- successfully integrate leadership coaching with organisational talent management strategy;
- design and develop strategies and techniques to move people through the change cycle;
- argue and discuss professional practice issues relating to leadership and business coaching; and
- successfully demonstrate that appropriate ethical standards and guidelines have been developed and, develop a personal model of coaching practice.

**ASSESSMENT**
- Formative and summative assessments will be applied per module as per the accredited qualification the SLP articulates from.
- The number of assessments will be identical to the modules registered on the full-time Masters.
- Assessment methods that will be used include: portfolio, individual and group assignments and practical work.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:

- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## PRACTICAL COACHING COMPETENCIES 1: (ELCT1A0)
**Purpose:**
The purpose of the module is to develop the practical skills of leadership coaching in two phases:
- Practical skills development and self-coaching.
- Practical skills development and peer coaching.


**Outcome(s):**
**Students should be able to:**
- effectively demonstrate that they are competent to practice the following competencies in leadership coaching:
    - "Self-management and self-awareness"
    - "Building the coaching relationship"
    - "Listening"
    - "Questioning frameworks"
    - "Feedback"
    - "Building self-reflection"
    - "Conduct a contracting and re-contracting process"
- effectively conduct leadership competency/psychometric assessment and reassessment;
- create and implement a leadership coaching development plan;
- facilitate a public dialogue session;
- conduct a contracting and re-contracting process;
- successfully implement the leadership coaching development plan and conduct face-to-face coaching sessions; and
- evaluate the success of the coaching intervention.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## SECOND-YEAR MODULES:

## COMPETENCY ASSESSMENT IN LEADERSHIP COACHING: (ELCT2A2)

**Purpose**:
The purpose of this module is selecting, administering and interpreting the results of Competency assessments in leadership coaching.


**Outcome(s):**
**Students should be able to**:
- critically analyse the philosophy of different qualitative and quantitative assessment technologies;
- argue and analyse the advantages and disadvantages of the use of competency instruments in leadership coaching;
- contrast and evaluate different assessment centre technologies and competency instruments for use in leadership coaching assessment;
- conceptualise a relevant assessment matrix and assessment battery;

- plan and conduct a leadership coaching assessment; and
- critically evaluate and analyse the results of the assessments for coaching purposes, and the principles of assessment feedback are studied, and the skills developed.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## PRACTICAL COACHING COMPETENCIES 2: (ELCT2A0)

**Purpose:**
The purpose of this module is to develop the practical skills of leadership coaching in two phases:
- Phase one- practical skills development and peer coaching.
- Phase two – Formal coaching under the supervision of an experienced/ master coach.

**Outcome(s):**
**Students should be able to:**
- effectively demonstrate that they are competent to practice the following competencies in leadership coaching:
  - "Self-management and self-awareness"
  - "Building the coaching relationship"
  - "Listening"
  - "Questioning frameworks"
  - "Feedback"
  - "Building self-reflection"
  - "Conduct a contracting and re-contracting process"
- design a contracting and re-contracting process;
- successfully conduct leadership competency / psychometric assessment and reassessment;
- conceptualise and design a leadership coaching development plan;
- successfully facilitate a public dialogue session;
- successfully implement and execute the leadership coaching development plan and conduct the face-to-face coaching sessions; and
- evaluate the success of the coaching intervention.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## MODERATION
- Assessment and moderation takes place in line with UJ policy and in accordance with the UJ's assessment policy.
- One external assessor per module must be appointed

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Six study schools are offered four to six weeks apart. Two days are dedicated for each study school, which covers four modules of four hours each totalling 24 modules offered over a period of eight months.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The client or workplace nominates the candidates. The candidate must already be in an executive management leadership position;
- Further to this, it is accepted that if a candidate is provided by the organisation for further executive leadership development the candidate comes with certain knowledge, understanding of cognitive, professional and general skills required for this programme; and
- UJ reserves the right to accept nominees or not.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops: Competency based: 4 hours each | 96 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities: 1 hour per module | 24 | - |
| Preparation for and completion of assignments and other assessment activities | 45 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 165 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
Months to complete: 6 months.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide personal and professional leadership skills for executive leaders so that they are equipped to effectively and efficiently function at their required level of work within their organisational context.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME (THEMES) | MODULE CODE |
| Theme 1: Personal Mastery and Well-being | PD6X01-PD6X04 |
| Theme 2: Fulfilling one's functional role effectively | PD6X05-PD6X08 |
| Theme 3: Achieving with people | PD6X09-PD6X12 |
| Theme 4: Actualising a sustainable future | PD6X13-PD6X16 |

| Theme 5: Ethical behaviour and value-add alliances | PD6X17-PD6X20 |
|---|---|
| Theme 6: Engaging with the leadership landscape as an aspiring leader | PD6X21-PD6X23 |
| Theme 7: Integrated Company Specific Leadership (optional) | PD6X24 |

**MODULES/THEMES AND OUTCOMES:**

**EXECUTIVE LEADERSHIP DEVELOPMENT:**

**THEME 1: PERSONAL MASTERY AND WELL-BEING: (PD6X01-PD6X04)**

**Purpose:**
The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change and growth.

**Outcome(s):**
**Students should be able to:**
- demonstrate personal mastery and well-being as an executive leader;
- evaluate his/her givens;
- explain and accepting themselves;
- analyse the impact of one's behaviour within organisational context; and
- report regularly on the planning and managing of their career.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 2: FULFILLING ONE'S FUNCTIONAL ROLE EFFECTIVELY: (PD6X05-PD6X08)**

**Purpose:**
The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work you are expected to do with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform it has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.

**Outcome(s):**
**Students should be able to:**
- explain how to functionally fulfil an executive leadership role;
- explain their level of work;
- plan and execute their daily tasks effectively and efficiently;
- provide efficient project leadership; and
- explain their job and what is required of them.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 3: ACHIEVING WITH PEOPLE: (PD6X09-PD6X12)**

**Purpose:**
The purpose of this theme is to enhance your interpersonal and coaching skills to achieving more with your people.

**Outcome(s):**
**Students should be able to:**
- design strategies to achieve with people;
- evaluate the importance of healthy interpersonal relationships for organisational growth;
- explain how to build high-performance teams;
- coach and mentor his / her own staff effectively; and
- craft a compelling employee value proposition.

## THEME 4: ACTUALISING A SUSTAINABLE FUTURE: (PD6X13-PD6X16)

**Purpose:**
The purpose of this theme is for you to build insight into the four most critical processes needed to actualise a sustainable future for your organisation

**Outcome(s):**
**Students should be able to:**
- design a sustainable future for the company;
- lead an effective leadership process;
- explain company strategy to senior management;
- explain how to lead and navigate change; and
- explain the importance of innovation and continuous improvement.

## THEME 5: ETHICAL BEHAVIOUR AND VALUE-ADD ALLIANCES: (PD6X17-PD6X20)

**Purpose:**
The purpose of this theme is to assist delegates in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.

**Outcome(s):**
**Students should be able to:**
- apply methods to navigate the organisational landscape effectively;
- explain how to strive for leadership excellence;
- explain the importance of ethical leadership;
- plan a diversity friendly culture within the workplace; and
- plan how to build value adding alliances.

## THEME 6: ENGAGING WITH THE LEADERSHIP LANDSCAPE AS AN ASPIRING LEADER: (PD6X21-PD6X23)

**Purpose:**
The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future.

**Outcome(s):**
**Students should be able to:**
- analyse methods to engage with the context of a company;
- map their own contextual leadership landscape with its building blocks;
- understand the different world views and their own worldview and how it impacts on organisational sustainability; and
- explain and practically apply the leadership competency model for their specific company.

**THEME 7: INTEGRATED COMPANY SPECIFIC LEADERSHIP:  (OPTIONAL) (PD6X24)**

**Purpose:**
The purpose of this theme is to demonstrate an understanding of all the learned themes by applying them to a specific company leadership challenge.

**Outcome(s):**
**Students should be able to:**
- integrate and apply the above themes to provide a company specific project focused on junior leadership level challenges; and
- integrate and apply the above themes to a company specific challenge to provide their peers with a suggested solution.

**ASSESSMENT**
- Each module is individually assessed to determine Competency per theme; and
- If students are registered for the integrated company specific leadership theme an integrated summative assessment in the form of a customised group written project focusing on a specific leadership challenge in the organisation, are also required.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
The panel consists of UJ appointed assessor and at least three company appointed representatives.

| NAME OF PROGRAMME: INTERPERSONAL COMMUNICATION FOR LEADERS | SHORT LEARNING PROGRAMME CONTACT - APB | SLP CODE: S3I02Q | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Formal lectures, class discussions, self-study and independent reading, peer interaction (including group work), individual assignments and presentations.
- In between the block sessions, students will be required to undertake independent readings and complete assessments.
- Distance teaching and learning content will be made available to students through the distance Management System Moodle Learner Management System (LMS).

## CERTIFICATION
Competency based

## ADMISSION REQUIREMENTS
Prospective students should be in senior leadership positions within an organisation.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 40 | - |
| Preparation for and completion of assignments and other assessment activities | 51 | - |
| Tutorials | - | - |
| Other (Webinars) | 2 | - |
| **Total hours** | 125 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The duration of the SLP is 14 weeks from the start of the programme;
- Presented distance learning over 2 contact days x 2 study school periods from the start of the programme; and
- SLP will be presented in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to equip students with the required interpersonal leadership theories, knowledge, skills, values and attitudes, regarding their interpersonal leadership communication, to build trust with individuals and teams in the new world of work.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Interpersonal Communication for Leaders | S3102QA | Interpersonal Communication for Leaders | S3102QB |

**MODULE AND OUTCOMES:**

**INTERPERSONAL COMMUNICATION FOR LEADERS: (S3102QA / S3102QB)**

**Purpose:**
The purpose of the module is to argue interpersonal leadership theory within the wider body of leadership theory. Interpret various trust models; and, debate the realities of team relationship dynamics.

**Outcome(s):**
**Students should be able to:**
- critically explain and evaluate interpersonal leadership theory through understanding various workplace relationships and their own leader interpersonal communication style;
- understand their own level of trust and how it may impact on employee performance and team dynamics; and
- evaluate how the different characteristics of teams such as team size, diversity of team members, team roles and team norms affect the interpersonal dynamics of a team.

**ASSESSMENT**
Assessment methods that will be used include:
- Individual assignments;
- Group assignments; and
- Practical work.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation as per UJ rules.

| NAME OF PROGRAMME INTERPERSONAL COMMUNICATION FOR LEADERS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3I02O | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Distance teaching and learning content will be made available to students through the distance Management System Moodle Learner Management System (LMS).

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
Prospective students should be in senior leadership positions within an organisation.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance learning | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 40 | - |
| Preparation for and completion of assignments and other assessment activities | 51 | - |
| Tutorials | - | - |
| Other (Webinars) | 2 | - |
| **Total hours** | 125 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- The duration of the SLP is 14 weeks from the start of the programme;
- Presented distance learning over 2 contact days x 2 study school periods from the start of the programme.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to equip students with the required interpersonal leadership theories, knowledge, skills, values and attitudes, regarding their interpersonal leadership communication, to build trust with individuals and teams in the new world of work.

## PROGRAMME CONTENT

| YEAR MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Interpersonal Communication for Leaders | S3102OA |

**MODULE AND OUTCOMES:**

**INTERPERSONAL COMMUNICATION FOR LEADERS: (S3102OA)**

**Purpose:**

The purpose of the module is to argue interpersonal leadership theory within the wider body of leadership theory. Interpret various trust models; and debate the realities of team relationship dynamics.

**Outcome(s):**
**Students should be able to:**
- critically explain and evaluate interpersonal leadership theory through understanding various workplace relationships and their own leader interpersonal communication style;
- understand their own level of trust and how it may impact employee performance and team dynamics; and
- evaluate how the different characteristics of teams such as team size, diversity of team members, team roles and team norms effect the interpersonal dynamics of a team.

**ASSESSMENT**
Distance assessment methods that will be used include:
- Individual assignments;
- Group assignments; and
- Practical work.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation as per UJ rules.

*** Not offered until further notice

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme**.**

**MODE OF OFFERING**
Six study schools are offered four to six weeks apart. Two days are dedicated for each study school, which covers four modules of four hours each totalling 24 modules offered within one academic year.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- The client or workplace nominates the candidate.
- The candidate must be in a first-line leadership position.
- Further to this, it is implicit that if a candidate is nominated by the organisation for further leadership development that the candidate comes with certain knowledge, understanding cognitive, professional and general skills required for this SLP; and
- UJ reserves the right to accept nominees or not.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | | - |
| Workshops: Competency based: 24 Workshops - 4 hours each | 96 | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities: 1 hour per module = 24 hours | 24 | - |
| Preparation for and completion of assignments and other assessment activities | 45 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 165 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Months to complete: 6 months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP to provide personal and professional leadership skills for junior leaders so that they are equipped to effectively and efficiently function at their required level of work within their organisational context.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME (THEMES)** | **MODULE CODE** |
| Theme 1:  Personal mastery and well-being | PD8X01-PD8X04 |
| Theme 2:  Fulfilling one's functional role effectively | PD8X05-PD8X08 |
| Theme 3:  Achieving with people | PD8X09-PD8X12 |

| Theme 4: Actualising a sustainable future | PD8X13-PD8X16 |
|---|---|
| Theme 5: Ethical behaviour and value-add alliances | PD8X17-PD8X20 |
| Theme 6: Engaging with the leadership landscape as an aspiring leader | PD8X21-PD8X23 |
| Theme 7: Integrated company specific leadership (optional) | PD8X24 |

**MODULES/THEMES AND OUTCOMES:**

**JUNIOR LEADERSHIP DEVELOPMENT:**

**THEME 1: PERSONAL MASTERY AND WELL-BEING: (PD8X01-PD8X04)**

**Purpose**:
The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change and growth.

**Outcome(s):**
**Students should be able to:**
- demonstrate personal mastery and well-being as a junior leader;
- evaluate his/her givens;
- explain and accepting themselves;
- analyse the impact of one's behaviour within an organisational context; and
- report regularly on the planning and managing of their career.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 2: FULFILLING ONE'S FUNCTIONAL ROLE EFFECTIVELY: (PD8X05-PD8X08)**

**Purpose:**
The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work expected of you, with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.

**Outcome(s):**
**Students should be able to:**
- understand how to fulfil a first-line leadership role effectively;
- know what is meant by the term level of work;
- plan and execute their daily tasks effectively and efficiently;
- provide efficient project leadership; and
- understand their job and what is required of them.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 3: ACHIEVING WITH PEOPLE: (PD8X09-PD8X12)**

**Purpose:**
The purpose of this theme is to enhance your interpersonal and coaching skills to achieve more with your people.

**Outcome(s):**
**Students should be able to:**
- execute strategies on an operational level to achieve with people;
- evaluate the importance of healthy interpersonal relationships for organisational growth;
- build high-performance teams;
- coach and mentor his / her own staff effectively; and

- craft a compelling employee value proposition.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 4: ACTUALISING A SUSTAINABLE FUTURE: (PD8X13-PD8X16)

**Purpose:**
The purpose of this theme is for you to build insight into the four most critical processes needed to actualise a sustainable future for your organisation

**Outcome(s):**
**Students should be able to:**
- execute strategic objectives at an operational level to build a sustainable future for the company;
- lead an effective leadership process;
- plan the execution of company strategy;
- plan how to navigate the execution of change; and
- explain the importance of innovation and continuous improvement.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 5: ETHICAL BEHAVIOUR AND VALUE-ADD ALLIANCES: (PD8X17-PD8X20)

**Purpose:**
The purpose of this theme is to assist delegates in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.

**Outcome(s):**
**Students should be able to:**
- apply methods to navigate the organisational landscape effectively;
- understand what is meant by leadership excellence;
- understand the importance of ethical leadership;
- plan and implement a diversity-friendly culture within the workplace; and
- plan how to build value-adding alliances.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 6: ENGAGING WITH THE LEADERSHIP LANDSCAPE AS AN ASPIRING LEADER: (PD8X21-PD8X23)

**Purpose:**
The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future

**Outcome(s):**
**Students should be able to:**
- analyse methods to engage within the context of a company;
- map their own contextual leadership landscape with its building blocks;
- understand the different world views and their own worldview and how it impacts on organisational sustainability; and
- explain and practically apply the leadership Competency Model for their specific company.

**CALCULATION CRITERIA**
- No mark awarded

- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


## THEME 7: INTEGRATED COMPANY SPECIFIC LEADERSHIP (OPTIONAL): (PD8X24)

**Purpose**
The purpose of this theme is to demonstrate an understanding of all the learned themes by applying them to a specific company leadership challenge

**Outcome(s)**
**Students should be able to:**
- integrate and apply the above themes to provide a company specific project focused on first-line leadership challenges; and
- integrate and apply the above themes to a company specific challenge to provide their peers with a suggested solution.

**ASSESSMENT**
- Each module (Theme 1 to 6) is individually assessed to determine Competency per theme; and
- If students are registered for the integrated company specific leadership (Theme 7) an integrated summative assessment in the form of a customised group written project focusing on a specific leadership challenge in the organisation, is also required.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
The panel consists of UJ appointed assessors and at least three company appointed representatives.

| NAME OF PROGRAMME: JUST IN TIME SENIOR LEADERSHIP CAPACITY BUILDING | SHORT LEARNING PROGRAMME LIMITED CONTACT – APB | SLP CODE: PD3JIT | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
10 Half-hour sessions (15-minute presentation: 15-minute discussion), hosted during normal senior leadership team meetings.

**CERTIFICATION**
Attendance based.

**ADMISSION REQUIREMENTS**
- Students enrolled for this programme are leaders who are appointed in a formal senior management position, and are a member of an executive/ senior management team; and
- Students will therefore be expected to operate at senior manager level within their organisations.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (consulting): 0.5 hours x 10 sessions | 5 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | - | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 5 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Months to complete: 9 Months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS** N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to build just in time leadership capacity through an intervention for senior leaders to equip them with critical leadership elements that will improve their leadership excellence at a senior management level. Value add to the qualified senior manager is that he/she will be re-invigorated in a just in time fashion to fulfil current leadership roles effectively at their required level of work.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME (THEMES)** | **MODULE CODE** |
| Theme 1: Legacy | PD3X01 |
| Theme 2: Ethical | PD3X02 |
| Theme 3: Alignment | PD3X03 |
| Theme 4: Dream | PD3X04 |
| Theme 5: Engaged | PD3X05 |
| Theme 6: Responsible | PD3X06 |
| Theme 7: Serve | PD3X07 |

| Theme 8:  Heart | PD3X08 |
|---|---|
| Theme 9:  Integrity | PD3X09 |
| Theme 10: People | PD3X10 |

**MODULES/THEMES AND OUTCOMES:**

**JUST IN TIME SENIOR LEADERSHIP CAPACITY BUILDING:**

**Purpose:**
The purpose of this intervention, **that includes the ten themes below**, is to apply leadership excellence in accordance with the latest leadership thinking and practice in order to improve their leadership excellence at a senior management level.

**THEME 1: LEGACY: (PD3X01)**

**Outcome(s):**
**Students should be able to:**
- leave something of lasting value and worth behind for current and upcoming generations.

**THEME 2: ETHICAL: (PD3X02)**

**Outcome(s):**
**Students should be able to:**
- direct and guide sub-ordinates with a strong ethical sense – a sense of rightness.

**THEME 3: ALIGNMENT: (PD3X03**)

**Outcome(s):**
**Students should be able to:**
- mould and mobilise diverse stakeholders into a cohesive and vibrant community of trusted partners around a shared destiny.

**THEME 4: DREAM: (PD3X04)**

**Outcome(s):**
**Students should be able to:**
- craft an inspiring vision of what the desirable future will look like once the legacy has become a reality.

**THEME 5: ENGAGED: (PD3X05)**

**Outcome(s):**
**Students should be able to:**
- show the way by being the change they desire others to be.

**THEME 6: RESPONSIBLE: (PD3X06)**

**Outcome(s):**
**Students should be able to:**
- take full responsibility for their own decisions, actions and outcomes.

**THEME 7: SERVE: (PD3X07)**

**Outcome(s):**
**Students should be able to:**
- be humble in the service of others and a greater, common cause by giving the precious gift of themselves.

**THEME 8: HEART: (PD3X08)**

**Outcome(s):**
**Students should be able to:**
- be firmly grounded and rooted in passionate and genuine beliefs and values which inform all of their thinking and actions.

**THEME 9: INTEGRITY: (PD3X09)**
**Outcome(s):**
**Students should be able to:**
- consistently and honestly act with courage in terms of their convictions regardless of the persons, situations and circumstances involved.


**THEME 10: PEOPLE: (PD3X10)**

**Outcome(s):**
**Students should be able to:**
- get things done with people who they see as the only true value unlockers and wealth creators in bringing about the desired future as expressed in the shared, envisioned legacy with its commensurate dream.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**MODERATION**
N/A

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING
- Formal Lecturing;
- Class Discussions;
- Self-study and Independent reading;
- Peer interaction (including group work;
- Individual assignments;
- Presentations and Independent research;
- Lectures, interactive discussions and presentations will take place during these sessions;
- In between the block sessions, students will be required to undertake independent readings, and complete assessments; and
- Distance teaching and learning content will be made available to students through the distance Management System Moodle Learner Management System (LMS).

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- An appropriate Honours degree (NQF 8) or its equivalent (NQF 8) applicable for access to a Master's degree; and
- The selection process will consist of selection interviews and psychometric testing.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) Over a one-year period | 224 | - |
| Distance learning | - | - |
| Workshops: 1 x academic writing/literature surveys/basic research skills | 10 | - |
| Work-based learning: 1 module (practical hours) | 30 | - |
| Independent reading/ interacting with learning material/Distance activities: 5 (semester modules) * X40 hours = 200 1 (year module) * X77 hours = 77 | 277 | - |
| Preparation for and completion of assignments and other assessment activities | 425 | - |
| Tutorials | - | - |
| Other (specify) Webinars | 14 | - |
| **Total hours** | 980 | - |
| **Total number of credits** | - | 98 |

## DURATION OF PROGRAMME
- The SLP will be offered over a year.
- Students will be required to do six modules.
- Five modules (12 credits each) are presented over 2 days x 2 study periods each.
- One module (38 credits) is presented over 2 days x 4 study periods.
- The blocks will be spread seven weeks apart throughout the year.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

Students who passed this SLP will be credited for the following modules in the MPhil (Personal and Professional Leadership) (M1PPP1):

- Intrapersonal leadership (PPL9X09) (12 credits).
- Professional Leadership (PPL9X10) (12 credits).
- Interpersonal leadership (PPL9X02) (12 credits).
- Spiritual Leadership (PPL9X06) (12 credits).
- Individual and Organisational Wellness (PPL9X07) (12 credits).
- Individual and Group Leadership Facilitation and Coaching (PPL9X08) (38 credits).

## PURPOSE OF PROGRAMME

The purpose of this SLP is to develop applied competencies and practical skills in the acquisition, interpretation and understanding of the different dimensions of leadership on an individual and within an organisational context, enabling the incumbent to compile a personal and professional leadership development programme consisting of various interventions, amongst which are; the identification of a leadership pipeline; training and developing emerging leaders; coaching leaders on all levels to excel on a personal and professional level by improving their inter- and intrapersonal leadership skills.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| SEMESTER 1 | | SEMESTER 2 | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Intrapersonal Leadership | PPLMA01 (12 credits) | Spiritual Leadership | PPLMB01 (12 credits) |
| Professional Leadership | PPLMA02 (12 credits) | Individual and Organisational Wellness | PPLMB02 (12 credits) |
| Interpersonal Leadership | PPLMA03 (12 credits) | Individual Group Leader Facilitation & Coaching | PPLMB03 (38 credits) |

## MODULES AND OUTCOMES:

## PERSONAL AND PROFESSIONAL LEADERSHIP MASTERY:

## INTRAPERSONAL LEADERSHIP: (PPLMA01)

**Purpose**:

The purpose of this module is to have a greater understanding of the eight life dimensions (mental, emotional, social, spiritual, physical, work financial and ecological) on the self and those participating in the leadership landscape, on how this impacts on leadership style, roles and modes.

**Outcome(s):**

**Students should be able to:**

- argue the value of the eight life dimensions and how it may impact on self, others and the organization;
- map the organisational leadership landscape and critically evaluate the various building blocks making up the landscape;
- place emphasis on the various leadership styles, roles and modes and the impact it have on organisational effectiveness; and
- practically applied learned competencies on self and others in a defined organisation by means of action research and or case studies.

## CALCULATION CRITERIA

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted

**PROFESSIONAL LEADERSHIP: (PPLMA02)**

**Purpose**:
The purpose of this module is to have an in-depth and critical understanding of leadership theories, processes and dynamics in an individual, team and organisational contexts.

**Outcome(s):**
**Students should be able to:**

- conceptualise and compare the most prominent theories, models and constructs of professional leadership from a Euro and Afro - centric perspective and within an individual, team and organisational context;
- diagnose leadership problems and challenges in an individual, team and organisational context; and
- plan and execute leadership development interventions (Business Driven Action Learning).

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**INTERPERSONAL LEADERSHIP: (PPLMA03)**

**Purpose**:
The purpose of this module is to apply their newly acquired knowledge, skills, values and attitude regarding interpersonal leadership theory which will enable them to realise the importance of interpersonal leadership with the world of work.

**Outcome(s):**
**Students should be able to:**

- argue interpersonal leadership theory within the wider body of leadership theory; and
- debate the existential realities and phenomenology of relationships and team dynamics.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**SPIRITUAL LEADERSHIP: (PPLMB01)**

**Purpose**:
The purpose of this module is to understand and have insight of discovering their spiritual core through conceptualisation of the spiritual life dimension construct.

**Outcome(s):**
**Students should be able to:**

- conceptualisation of spirituality, including the nature and domain of spiritual leadership; and
- recognise the impact of existential realities and phenomenology of an unfulfilled spiritual life dimension on personal, interpersonal and leadership growth.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## INDIVIDUAL AND ORGANISATIONAL WELLNESS: (PPLMB02)

**Purpose**:
The purpose of this module is to understand the essence and importance of health and vitality for personal, interpersonal and professional leadership with the aim of advising clients

**Outcome(s):**
**Students should be able to:**
- conceptualise and argue the core elements of physical health and well-being; and
- debate the nature of the mind-body connection with relevance to personal, interpersonal and professional leadership development.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## INDIVIDUAL AND GROUP LEADERSHIP FACILITATION AND COACHING: (PPLMB03)

**Purpose**:
The purpose of this module is to develop and apply the principles, theories and skills of facilitation in individual, group and organisational context.

**Outcome(s):**
**Students should be able to:**
- develop a critical understanding of different facilitation and coaching theories and models;
- practically apply facilitation and coaching skills in conducting individual, group and organisational interventions;
- develop an understanding of the basic theories and models of career and executive coaching and use the associated competencies in planning a coaching intervention;
- develop a personal model for Individual Facilitation and coaching based on an accountable theoretical perspective; and
- develop a personal model of Group Facilitation and coaching based on an accountable theoretical perspective.

**ASSESSMENT**

- Assessment methods that will be used include:
  - Portfolio;
  - Individual assignments;
  - Group assignments; and
  - Practical work.

## CALCULATION CRITERIA
### Subject type: CE (Continuous Evaluation)
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## MODERATION
Assessment and moderation takes place in line with UJ policy and in accordance with the UJ's assessment policy. One external assessor per module will be appointed.

| NAME OF PROGRAMME: PRACTICAL PSYCHOMETRY | SHORT LEARNING PROGRAMME LIMITED CONTACT – APB | SLP CODE: KKS035 | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
- Non-Credit bearing practicum SLP accredited by the Health Professionals Council of South Africa (HPCSA).
- (Programme of equivalence for the BA (Hons) (Psych) degree in Practical Psychometry).

## MODE OF OFFERING
- The duration of this programme is 6 months full-time.
- Contact sessions are scheduled across the duration of the full programme.
- The 6 months also includes a full-time practicum programme at an accredited provider.
- Contact and supervision sessions will be conducted using a blended learning format.

## CERTIFICATION
Competency based.
The student obtains certification when deemed competent in both modules (KKSPRA1/KKSPRA2 and KKSTHE1/KKSTHE2).

## ADMISSION REQUIREMENTS
- Applicants need to be in possession of an Honours degree (NQF level 8) in the field of Psychology or Industrial Psychology with an overall average of 65% or more; with a module in assessment passed at honours degree, and knowledge and an understanding of basic psychometric principles and psychometry are required.
- Should applicants meet the above requirements, this will not automatically qualify the student for the programme. A further department selection process will be conducted. Supervision capacity and practicum placements necessitate a number of constraints.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 50 | - |
| Workshops | 100 | - |
| Work-based learning | 750 | - |
| Independent reading/ interacting with learning material/distance activities | 25 | - |
| Debriefing reflection, and self-development with UJ supervisors | 50 | - |
| Peer Interaction | 25 | - |
| Other (specify) | - | - |
| **Total hours** | 1000 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
Months to complete: 6 months.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of subsidised UJ programmes.

## PURPOSE OF PROGRAMME
The purpose of this SLP is to prepare psychometrists to function effectively in any appropriate setting, including independent practice, by providing training and experience within the relevant scope of practice. The programme will prepare and give students entrance to the National Examination of the Professional Board for Psychology of the Health Professionals Council of South Africa (HPCSA), after which they can register and practice as a psychometric. As such the programme has a strong focus on the theoretical aspect of psychometric testing and assessment.

## PROGRAMME CONTENT

| SEMESTER MODULES | |
|---|---|
| **SEMESTER 1** | **SEMESTER 2** |

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Practical Psychometry | KKSPRA1 | Practical Psychometry | KKSPRA2 |
| Practical Psychometry Theory | KKSTHE1 | Practical Psychometry Theory | KKSTHE2 |

**MODULES AND OUTCOMES:**

**SHORT COURSE IN PRACTICAL PSYCHOMETRY:**

**PRACTICAL PSYCHOMETRY THEORY: (KKSTHE1 / KKSTHE2)**

**Purpose:**
The purpose of the theoretical component is to introduce the students to the basics of psychometric theory and principles, basic interviewing and counselling skills, assessment in related contexts based on students foundational psychological knowledge, ethics, legislation and practice management.
The purpose is furthermore to prepare students for the National Exam of the Professional Board for Psychology.

**Outcome(s):**
**Students should be able to:**
- demonstrate adequate knowledge and understanding of psychometrics, testing and assessment, which informs and underpins the process of testing;
- describe psychometric principles relevant to psychometric tests;
- evaluate a test manual to decide on whether the test is based on sound psychometric principles;
- demonstrate an understanding of interviewing and counselling skills;
- understand assessments in different contexts and their applications;
- understand legislation and ethics and its implications for practice;
- demonstrate basic practice management and referral skills; and
- attempt the National Exam of the Professional Board for Psychology.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- NO Semester mark
- Students write an exam only;
- No exam admission required;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 0%
- Examination Mark weight: 100%
- Pass Mark: 50%
- **No sup** exams granted.

**PRACTICAL PSYCHOMETRY: (KKSPRA1 / KKSPRA2)**

**Purpose:**
The purpose of the practical component of the programme is to expose the students to psychometry in practice in various work settings and other contexts and provide the necessary opportunities for the students to practice under the guidance and supervision of registered psychologists, psychometrists and industrial psychologists.

**Outcome(s):**
**Students should be able to:**
- use tests in a professional and ethical manner by following good testing practices;
- demonstrate instrumental knowledge and skills that apply to all aspects of the process of testing in different contexts;
- demonstrate appropriate communication and interpersonal skills which underpin test administration, reporting and the provision of feedback; and
- demonstrate the appropriate ethical and legislative conduct necessary within the scope of practice.

**ASSESSMENT**
- Students will be formatively monitored in the Practical Psychometric modules, by a supervisor (senior psychologist or psychometrist) during monthly sessions. Cases will be presented during these sessions. Throughout the 6 months students will compile a logbook consisting of daily activities and assessment protocols from various contexts. The Professional Board for Psychology of the Health Professionals Council of South Africa (HPCSA), regards the supervision process as extremely important,

therefore both the feedback from the supervisors and the logbook from the students serves as a criterion towards Competency of the practicum.

- The Practical Psychometric theoretical modules are formally assessed using an individual assignment based on a case scenario.
- The final mark for the Practical Psychometric theoretical modules will be moderated by an external academic involved in presenting psychometry/psychometrics on an Honours level.

**CALCULATION CRITERIA FOR KKSPRA1 / KKSPRA2**
Requirements fully filled (or not).

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessments and assessment practices for the learning programme will be moderated.
- 25% of the Practical Psychometric theoretical assessment will be moderated by an internal academic from the Industrial Psychology Programme within the Department.

| NAME OF PROGRAMME: RESEARCH METHODOLOGY | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: IPME5O | NQF LEVEL: 8 CREDITS: 16 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING
- The SLP will be conducted via distance learning.
- Webinars on certain topic areas will also be provided (such as data analysis) to guide the students through the process.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Prospective Master's, PhD and students who need a refresher Research Methodology module are typical of the students who are expected to enrol for this programme.
- However, any student who is in possession of an NQF 7 qualification can apply.
- Access to the Internet are prerequisites for enrolment in the programme.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 64 | - |
| Preparation for and completion of assignments and other assessment activities | 96 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 160 | - |
| Total number of credits | - | 16 |

## DURATION OF PROGRAMME
12 weeks via distance learning.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
Students may apply for credits towards a Research Methodology module in an Advanced Diploma, BAHons or BComHons qualification. The Research Methodology distance learning SLP contains the same curriculum as the Research Methodology module offered to Advanced Diplomas and BA/BComHons Programmes offered within the College of Business and Economics.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students may apply for credits towards a Research Methodology module in an Advanced Diploma or BAHons or BComHons qualification.

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide research methodology knowledge and skills to students applying for an advanced diploma, postgraduate diploma (or) a postgraduate degree so that they are equipped with the necessary fundamental research methodology knowledge and skills to successfully embark on a postgraduate research project.

## PROGRAMME CONTENT

| DISTANCE SEMESTER MODULE – FOUR INTAKES PER YEAR | |
|---|---|
| MODULE NAME | MODULE CODE |
| Research Methodology | IPM502 (16 credits) |

## MODULE AND OUTCOMES:

**RESEARCH METHODOLOGY: (IPM502)**

**Purpose(s):**
The purpose of this module is to provide fundamental research methodology knowledge and skills to students to successfully complete a postgraduate research project.

**Outcome(s):**
**Students should be able to:**
- explain the research process used in research;
- identify and describe the appropriate research paradigm for a study;
- choose a research method that is appropriate for a research project;
- write a literature review for a research project;
- write a research proposal for a research project;
- collect and conduct basic analysis of qualitative data;
- collect and conduct basic descriptive statistics on quantitative data; and
- collect basic inferential statistics on quantitative data.

**OPTIONAL:** Integrate and apply the above themes to conduct a research project and write a structured report.

**ASSESSMENT**
Students will be assessed distance using a variety of formative assessment methods, such as Multiple-Choice Questions; individual written assessments and peer evaluations:
- The students will be expected to complete a research project with simulated data and to submit a research report.
- They may select either a quantitative (or) qualitative research project.
- The students will receive distance assistance with their simulated research projects from the facilitator to produce their final research report; and
- Students will submit their final research project and report as a summative assessment to be awarded the full credits

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
The UJ policies and procedures relating to examination and moderation apply for examination and external moderation of their final submitted research report.

| NAME OF PROGRAMME: SENIOR LEADERSHIP DEVELOPMENT | SHORT LEARNING PROGRAMME LIMITED CONTACT -APB | SLP CODE: PD10SL | NQF LEVEL: 8 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Six study schools are offered four to six weeks apart. Two days are dedicated for each study school.
- There are 24 competency-based workshops of 4 hours each offered within a period of one calendar year.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The client or workplace nominates the candidates.
- The candidate must already be in a senior management leadership position.
- Further to this, it is accepted that if a candidate is nominated by the organisation for further senior leadership development that the candidate comes with certain knowledge, understanding cognitive, professional and general skills required for this SLP.
- UJ reserves the right to accept nominees or not.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Study Schools: 24 Competency based workshops - 4 hours each | 96 | |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities: 1 hour per module = 24 hours | 24 | - |
| Preparation for and completion of assignments and other assessment activities | 45 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | **165** | - |
| **Total number of credits** | - | **0** |

## DURATION OF PROGRAMME
Months to complete: 6 months.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this Senior Leadership Development programme is to provide personal and professional leadership skills for senior leaders, so they are equipped to effectively and efficiently function at their required level of work within the organisational context.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME (THEMES) | MODULE CODE |
| Theme 1:  Personal Mastery and Well-being | PD10X1-PD10X4 |
| Theme 2:  Fulfilling one's functional role effectively | PD10X5-PD10X8 |
| Theme 3:  Achieving with people | PD10X9-PD1012 |

| Theme 4: Actualising a sustainable future | PD1013-PD1016 |
|---|---|
| Theme 5: Ethical behaviour and value-add alliances | PD1017-PD1020 |
| Theme 6: Engaging with the leadership landscape as an aspiring leader | PD1021-PD1023 |
| Theme 7: Integrated Company specific leadership (optional) | PD1024 |

**MODULES/THEMES AND OUTCOMES:**

**SENIOR LEADERSHIP DEVELOPMENT:**

**THEME 1: PERSONAL MASTERY AND WELL-BEING: (PD10X1-PD10X4)**

**Purpose:**
The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change and growth

**Outcome(s):**
**Students should be able to:**
- demonstrate personal mastery and well-being as a senior leader;
- evaluate his/her givens;
- explain and accept themselves;
- analyse the impact of one's behaviour within an organisational context; and
- report regularly on the planning and managing of their career.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 2: FULFILLING ONE'S FUNCTIONAL ROLE EFFECTIVELY: (PD10X5-PD10X8)**

**Purpose:**
The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work you are expected to do with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform it has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.

**Outcome(s):**
**Students should be able to:**
- explain how to fulfil a senior leadership role functionally;
- explain their level of work;
- plan and execute their daily tasks effectively and efficiently;
- provide efficient project leadership; and
- explain their job and what is required of them.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**THEME 3: ACHIEVING WITH PEOPLE: (PD10X9-PD1012)**

**Purpose:**
The purpose of this theme is to enhance your interpersonal and coaching skills to achieve more with your people.

**Outcome(s):**
**Students should be able to:**
- implement strategies to achieve with people;
- evaluate the importance of healthy interpersonal relationships for organisational growth;
- build high-performance teams;
- coach and mentor his / her own staff effectively; and

- Craft a compelling employee value proposition.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

## THEME 4: ACTUALISING A SUSTAINABLE FUTURE: (PD1013-PD1016)

**Purpose:**
The purpose of this theme is to assist delegates in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.

**Outcome(s):**
**Students should be able to:**
- actualise a sustainable future for the company;
- lead an effective leadership process;
- explain and implement company strategy;
- explain how to navigate change; and
- explain the importance of innovation and continuous improvement.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

## THEME 5: ETHICAL BEHAVIOUR AND VALUE-ADD ALLIANCES: (PD1017-PD1020)

**Purpose:**
The purpose of this theme is to assist delegates in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.

**Outcome(s):**
**Students should be able to:**
- apply methods to navigate the organisational landscape effectively;
- explain how to strive for leadership excellence;
- explain the importance of ethical leadership;
- plan and implement a diversity friendly culture within the workplace; and
- plan how to build value adding alliances.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

## THEME 6: ENGAGING WITH THE LEADERSHIP LANDSCAPE AS AN ASPIRING LEADER: (PD1021-PD1023)

**Purpose:**
The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future.

**Outcome(s):**
**Students should be able to:**
- analyse methods to engage with the context of a company;
- map their own contextual leadership landscape with its building blocks;
- understand the different world views and their own worldview and how it impacts on organisational sustainability; and
- explain and practically apply the leadership competency model for their specific company.

**CALCULATION CRITERIA**

- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.


**THEME 7: INTEGRATED COMPANY SPECIFIC LEADERSHIP (OPTIONAL) (PD1024)**

**Purpose:**
The purpose of this theme is to demonstrate an understanding of all the learned themes by applying them to a specific company leadership challenge.

**Outcome(s):**
**Students should be able to:**
- integrate and apply the above themes to provide a company-specific project focused on senior leadership level challenges; and
- integrate and apply the above themes to a company-specific challenge to provide their peers with a suggested solution.

**ASSESSMENT**
- Each module (Theme 1 to 6) is individually assessed to determine Competency per theme; and
- If students are registered for the integrated company specific leadership (Theme 7) an integrated summative assessment in the form of a customised group written project focusing on a specific leadership challenge in the organisation, is also required.

**CALCULATION CRITERIA**
- No mark awarded
- Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

**MODERATION**
The panel consists of UJ appointed assessors and at least three company appointed representa

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- The duration of this programme is 6 – 8 months.
- Classes are presented on a part-time basis, approximately every 4 to 6 weeks across the duration of the full programme.
- Each topic will comprise a full two-day study school, 8 hours a day as per the negotiated schedule with the client (the additional 4 hours to make up the total contact time will be spent on preparing the students for the final panel assessment).
- There are 6 topics which total 96 hours contact time plus 4 hours for the panel assessment preparation = 100 hours contact time. Students will be required to spend approximately 8 hours in preparation to attend each Topic.
- Students will be required to spend approximately 10 hours a week (2 hours per day) on work-based learning activities aligned to the relevant topic outcomes.
- Students will be required to spend 25 hours on assessment preparation activities and assignments for each topic.
- This will be spread across the 4 to 6-week gap between scheduled classes.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A minimum of five years of relevant experience in people management, people development or industrial psychology is compulsory;
- An NQF level 7 qualification in Human Resources Management, Industrial Psychology and/or related fields will be beneficial; and
- The successful completion of the Best Practice programme for HR Professionals (S1BPPQ) and/or the Human Resource Business Partner Programme (S1HRBQ) is beneficial but not necessary for admission into this programme.

An in-depth knowledge, understanding and practice of the entire HR value chain and associated processes are required in order to undertake the learning required in the SLP.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 100 | - |
| Workshops | - | - |
| Work-based learning | 275 | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 175 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 600 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Months to complete:  6 months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to introduce HR professionals to the latest theory, tools and techniques of talent management. It looks at the changing context of 'talent' and 'talent management' and the strong business case for addressing it and outlines the features of a talent management strategy, including corporate strategy alignment, inclusive versus exclusive approaches, involving the right people, and the talent management loop. It also touches on implementing an effective strategy and the talent strategies needed to meet future

challenges and opportunities so that organisations can build a high-performance workplace, encourage a learning organisation, add value to their employee value proposition, and contribute to diversity management.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Topic 1: The business context: Where the game is played | S1TMX1 |
| Topic 2: Introduction to the Talent Landscape | S1TMX2 |
| Topic 3: Creating Talent Intelligence | S1TMX3 |
| Topic 4: Talent attraction: The implications of the new economy | S1TMX4 |
| Topic 5: Talent retention: Retaining your key talent | S1TMX5 |
| Topic 6: Talent Development | S1TMX6 |
| Topic 7: Integration | S1TMX7 |

**MODULES AND OUTCOMES:**

**TALENT MANAGEMENT PROFESSIONAL DEVELOPMENT:**

**TOPIC 1: THE BUSINESS CONTEXT: WHERE THE GAME IS PLAYED: (S1TMX1)**

**Purpose:**
The purpose of this topic is to expose students to the relevant business context within which the modern Talent Manager operates. Learning areas such as the business value chain, strategy, basic financial principles and profit levers will be taught through a business simulation model.

**Outcome(s):**
**Students should be able to:**
- interpret the business context within which the HR Professional operates;
- apply basic business and financial principles;
- demonstrate a comprehensive understanding of business unit strategy and profit levers; and
- demonstrate an advanced understanding of the entire business value chain.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 2: INTRODUCTION TO THE TALENT LANDSCAPE: (S1TMX2)**

**Purpose:**
The purpose of this topic is to expose students to the building blocks of the talent landscape. This Topic explores the changing talent landscape, talent philosophy and science behind talent supply and demand.

**Outcome(s):**
**Students should be able to:**
- describe the building blocks of the talent landscape in order to ensure sufficient talent attraction and retention for the current scenario as well as in the future;
- discuss the organisation's talent philosophy and approach;
- differentiate between talent demand and supply as well as the forces impacting on demand and supply;
- define and implement the talent governance approach;
- segment talent according to organisational needs; and

- consider the implications of the HR value proposition on the talent approach and processes.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 3: CREATING TALENT INTELLIGENCE: (S1TMX3)

**Purpose:**
The purpose of this topic is to deal with the design and interpretation of talent scorecards. Having talent intelligence facilitates the process of building the talent pipeline as well as succession planning.

**Outcome(s):**
**Students should be able to:**
- interpret talent scorecards in such a way that talent intelligence is created;
- design a talent scorecard and related metrics;
- implement an integrated workplace planning process;
- forecast current and future talent requirement needs; and
- identify critical skills, conduct a gap analysis and develop plans to close the gaps.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 4: TALENT ATTRACTION: THE IMPLICATIONS OF A NEW ECONOMY: (S1TMX4)

**Purpose:**
The purpose of this topic is to define new ways of attracting talent as well as consider the implications of technology and labour legislation.

**Outcome(s):**
**Students should be able to:**
- demonstrate a clear understanding of the changing requirements of talent attraction and the implications on recruitment and selection;
- describe the changes in terms of the employer and employee psychosocial contract and the implications on the organisation;
- describe the different requirements of the different generations in terms of talent attraction and devise different attracting approaches to cater for these differences;
- develop an organisational strategy to fully include the range of diverse talent; and
- demonstrate the role of technology in terms of talent attraction while considering the limitations and implications of labour legislation in the South African context.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## TOPIC 5: TALENT RETENTION: RETAINING YOUR KEY TALENT: (S1TMX5)

**Purpose:**
The purpose of this topic is to expose students to identifying the different drivers of talent retention to enhance job security. The Topic deals with different tools and techniques to implement talent retention initiatives. It also includes the effective management of talent diversity for organisational success as well as building inclusive and ethical organisational cultures to fully engage employees.

**Outcome(s):**
**Students should be able to:**
- describe the different components of talent retention and implement a variety of initiatives to retain talent;
- discuss the drivers of talent retention and the Human Resources value proposition;
- design and maintain a comprehensive onboarding programme taking into account the changes in the talent landscape;
- build the talent pipeline through the development and implementation of succession plans;
- implement the various talent retention initiatives; and
- demonstrate an understanding of the building blocks for developing an ethical organisational culture to retain talented employees.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## TOPIC 6: TALENT DEVELOPMENT: (S1TMX6)

**Purpose:**
The purpose of this topic is to expose students to talent development as an integrated process of learning, organisational and career development to create high-performing, sustainable organisations that meet their strategic and operational goals and objectives. This topic will include a view of the talent development to attract, develop, motivate and retain engaged employees.

**Outcome(s):**
**Students should be able to:**
- interpret integrated organisational and career development processes that drive the organisation's culture, capability, capacity and engagement through acquisition and talent development;
- demonstrate an understanding of Global and National Human Resource Development (HRD) initiatives that will influence Talent Development within South African organisations;
- build a learning architecture that aligns to the organisation's strategic imperatives;
- drive the implementation of talent development initiatives in accordance with the organisation's strategic goals;
- interpret and adapt learning technologies to address the strategically imperative talent development needs within the organisation;
- capture and distribute intellectual capital to encourage knowledge sharing and collaboration; and

- use organisational intelligence and analytics to measure the impact of learning and performance solutions.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 7: INTEGRATION: (S1TMX7)**

**Purpose:**
The purpose of this topic is to consolidate the programme outcomes so that learners can demonstrate they can integrate the theory and practice through a final integrative assessment. This will take the format of a group presentation to a panel of experts

**Outcome(s):**
**Students should be able to:**
- integrate and apply the above themes to provide a company specific project focused on first-line leadership challenges; and
- integrate and apply the above themes to a company specific challenge to provide their peers with a suggested solution.

**ASSESSMENT**
- Formative assessments for each topic (1 to 6) are in the form of self-assessments using a variety of assessment tools as well as action learning and case studies in the form of group assessments.
- A final summative assessment in the form of an individual or group presentation (Topic 7) to a panel of experts will be completed at the end of the programme.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessments and assessment practice for the learning programme will be moderated.
- A sample of 25% of all assessments will be moderated internally for each topic (1 to 6) by subject specialists within the department.
- An external moderator will be present at the final assessment presentation for Topic 7.

| NAME OF PROGRAMME: THE BEST PRACTICE PROGRAMME FOR HUMAN RESOURCE PROFESSIONALS | SHORT LEARNING PROGRAMME LIMITED CONTACT APB | SLP CODE: S1BPPQ | NQF LEVEL: 6 CREDITS 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-Credit bearing short learning programme.

**MODE OF OFFERING**
- Classes are presented on a part-time basis, approximately every 4 to 6 weeks across the duration of the full programme.
- Each class will compromise a full two-day study school, 8 hours a day as per the negotiated schedule with the client.
- Classes are held at the premises of the client.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- The assumption that a Human Resources practitioner that is being assessed has at least 2 – 3 years experience in the field of human resources management;
- A further assumption is that the majority of Human Resource practitioners would at least have a qualification (occupational or foundational) but not necessarily in the field of Human Resource Management; and
- A formal qualification in the field of Human Resources is not compulsory however would be beneficial.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 120 | - |
| Workshops | - | - |
| Work-based learning | 250 | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 180 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 600 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Months to complete: 6 months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is for students to achieve a common understanding of the critical components of the Human Resource value chain and their application within the business context. Students will be exposed to their specific business contexts and 'go back to the basics' with regard to recruitment, selection, talent development, performance management, talent relations and HR consulting skills.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Topic 1:  The Business Context | S1BPPX1 |
| Topic 2:  Talent Attraction | S1BPPX2 |
| Topic 3:  Talent Development | S1BPPX3 |
| Topic 4:  Performance Management | S1BPPX4 |
| Topic 5:  Reward and Recognition | S1BPPX5 |

| Topic 6: Talent Relations | S1BPPX6 |
|---|---|
| Topic 7: Interpersonal and Consulting Skills | S1BPPX7 |

**MODULES AND OUTCOMES:**

**THE BEST PRACTICE PROGRAMME FOR HUMAN RESOURCE PROFESSIONALS:**

**TOPIC 1: THE BUSINESS CONTEXT: (S1BPPX1)**

**Purpose:**
The purpose of this module is to focus on understanding and interpreting the business context in terms of the strategic intent and the implications for the HR functions in the organisation.

**Outcome(s):**
**Students should be able to:**
- define and interpret the business context within which HR operates;
- know organisational strategy and profit levers and the need for an aligned HR strategy within the business; and
- describe the role, function and competencies of the HR professional, nationally and internationally.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**TOPIC 2: TALENT ATTRACTION: (S1BPPX2)**
**Purpose:**
The purpose of this module is to focus on the context and the environment within which companies attract talent which has changed significantly. This module deals with best practice regarding talent attraction, selection and placement.

**Outcome(s):**
**Students should be able to:**
- demonstrate a comprehensive understanding of best practices regarding talent attraction and selection practices at a national and international level;
- analyse talent attraction and selection processes within their own contexts; and
- recognise development opportunities in terms of talent attraction, selection and retention practices inside of one's own organisation

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**TOPIC 3: TALENT DEVELOPMENT: (S1BPPX3)**

457

**Purpose:**
The purpose of this module is to explore best practices in talent development, both from a formal and informal perspective. Research has proven that companies that invest in talent development outperform their counterparts.

**Outcome(s):**
**Students should be able to:**
- demonstrate a comprehensive understanding of best practices regarding talent development at a national and international level;
- review talent development processes within their own contexts; and
- implement best practices regarding talent development, e.g. facilitation and coaching.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 4: PERFORMANCE MANAGEMENT: (S1BPPX4)**

**Purpose:**
The purpose of this module is to not only deal with best practices regarding performance management but also with the levers of driving and creating exceptional performance.

**Outcome(s):**
**Students should be able to:**
- plan performance management initiatives inclusive of rewarding and recognising good performance;
- demonstrate a comprehensive understanding of best practices regarding performance management at a national and international level; and
- review performance improvement processes and practices within their own contexts.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 5: REWARD AND RECOGNITION: (S1BPPX5)**

**Purpose:**
The purpose of this module is to provide an overview of best practices regarding compensation but will also focus on elements to reward and recognise performance.

**Outcome(s):**
**Students should be able to:**

- demonstrate a comprehensive understanding of best practices regarding reward and recognition at a national and international level;
- reflect on current reward and recognition practices within own contexts; and
- plan reward and recognition initiatives in line with given policies and procedure.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 6: TALENT RELATIONS: (S1BPPX6)

**Purpose:**
The purpose of this module is to explore the different strategies to create exceptional employee relations. The psychosocial contract will be explored as well as some of the components that drive talent retention.

**Outcome(s):**
**Students should be able to:**
- demonstrate a comprehensive understanding of best practices regarding talent relations at a national and international level;
- reflect on current employee/talent relations processes within own contexts; and
- recognise improvement opportunities in terms of talent relations inside of one's own organisation.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 7: INTERPERSONAL AND CONSULTING SKILLS: (S1BPPX7)

**Purpose:**
The purpose of this module is to explore the building blocks of having good relationships within the workplace as a Human Resources professional. An effective Human Resources professional behaves ethically and has good interpersonal and consulting skills. Focus will be on self-assessment and building of a development plan.

**Outcome(s):**
**Students should be able to:**
- analyse and explore competencies, of the "self" in the role of a human resources professional and design a personal development plan;
- assess one's competencies, styles and values as a HR professional in relation to competency models at a local and global level;
- conduct a comparison of self-assessment results against the integrated competency framework, in this way identifying personal strengths and developmental areas;
- generate a personal development plan based on identified developmental areas;
- analyse and build relationships within the organisation through respectable interpersonal and consulting skills;

- recognise his or her own interpersonal skills and the role it plays in building relationships within the organisation; and
- develop consulting skills to improve these relationships for the benefit of achieving short- and long-term HR goals.

**ASSESSMENT**
- Formative assessments are individual and group activities completed in the class.
- Summative assessments are portfolio/project based.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessments and assessment practice for the learning programme will be moderated.
- A sample of 25% of all assessments will be moderated internally for each topic (1 to 6) by subject specialists within the department.
- An external moderator will be present at the final assessment presentation for Topic 7.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-Credit bearing short learning programme.

**MODE OF OFFERING**
- Classes are presented on a part-time basis, approximately every 4 to 6 weeks across the duration of the full programme.
- Each class will compromise a full two-day study school, 8 hours a day as per the negotiated schedule with the client.
- Classes are held at the premises of the client.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- The assumption is that a Human Resources practitioner being assessed has at least 2 – 3 years of experience in the field of human resources management programme;
- A further assumption is that the majority of Human Capital (HC) practitioners would at least have a qualification (occupational or foundational) but not necessarily in the field of Human Resources; and
- A formal qualification in the field of Human Resources is not compulsory however would be beneficial.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 100 | - |
| Workshops | - | - |
| Work-based learning | 300 | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 150 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | **600** | **-** |
| **Total number of credits** | **-** | **0** |

**DURATION OF PROGRAMME**
Months to complete: 6 months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to build and enhance the capacity of the Human Capital (HC) employees in business partner roles with the aim of driving and improving performance within the organisation. Students will be exposed to the Human Resources Business Partner (HRBP) role, understand their value proposition within their specific HC Operating Model, and drive change in a high-performance culture through sound project management principles and methodologies.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Topic 1: The business context: Where the game is played | S1HRBX1 |
| Topic 2: HR governance: how the game is played | S1HRBX2 |
| Topic 3: The role of the HRBP: The players | S1HRBX3 |
| Topic 4: HRBP and change | S1HRBX4 |
| Topic 5: High performance: improving the level of the game | S1HRBX5 |

**MODULES AND OUTCOMES:**

**THE HUMAN RESOURCE BUSINESS PARTNER:**

**TOPIC 1: THE BUSINESS CONTEXT: WHERE THE GAME IS PLAYED: (S1HRBX1)**

**Purpose:**
- The purpose of this module is to deal with understanding and interpreting the business context within which the Human Resources Business Partner (HRBP) operates.

**Outcome(s):**
**Students should be able to:**
- define and interpret the business context within which the HRBP operates;
- apply basic business and financial principles;
- demonstrate a comprehensive understanding of business unit strategy and profit levers; and
- demonstrate an advanced understanding of the entire business value chain.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 2: HR GOVERNANCE: HOW THE GAME IS PLAYED: (S1HRBX2)**

**Purpose:**
The purpose of this module is to explore the Human Resources (HR) operating model (centralised vs. decentralised) as well as designing and developing an HR governance structure. Elements of the HR value chain are explored in more detail.

**Outcome(s):**
**Students should be able to:**
- describe the elements of HR governance which includes processes and roles and creates a governance structure;
- demonstrate advanced knowledge of the entire HC value chain;
- apply different HR design models inclusive of a shared services model in the HR context; and
- apply good HR governance processes.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 3: THE ROLE OF THE HRBP: THE PLAYERS: (S1HRBX3)**

**Purpose:**
The purpose of this module is to use the work of Dave Ulrich to clearly define the role and responsibilities of the HRBP as well as the relationship to line managers. The following components are explored HR as strategic positioner, credible activist, capability builder, changes champion, and innovator and integrator

**Outcome(s):**
**Students should be able to:**
- analyse the role of the Human Resources Business Partner (HRBP);
- define and implement the HR value proposition;
- provide a critical analysis of the HR business partner model;
- define the role of HRBP according to the Dave Ulrich model as well as the relationship to the role of the employee and the line manager;
- build effective working relationships with peers, line manager and employees; and
- describe and clarify the expectations of clients while probing for underlying concerns and considering the complexity and implications of the issue/problem.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 4: HRBP AND CHANGE: (S1HRBX4)

**Purpose:**
The purpose of this module is to explore how the HR Business Partner can drive the implementation of change initiatives.

**Outcome(s):**
**Students should be able to:**
- demonstrate a clear understanding of the role of HR as an agent of change and build a resilient organisation able to deal with the demands of change;
- define the concepts of change and transformation management;
- implement change management programmes in accordance with functional requirements;
- create change readiness within the organisation; and
- successfully deal with resistance to change.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 5: HIGH PERFORMANCE: IMPROVING THE LEVEL OF THE GAME: (S1HRBX5)

**Purpose:**
The purpose of this module is to focus on creating an understanding and driving a culture around high performance through the generation of improvement initiatives.

**Outcome(s):**
**Students should be able to:**

- create a culture based on the principles of high performance;
- demonstrating an understanding of the elements of high performance;
- conducting an organisational diagnosis process to identify areas of improvement; and
- designing and implementing a performance improvement initiative.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 6: PROJECT MANAGEMENT FOR THE HR PROFESSIONAL: (S1HRBX6)

**Purpose:**
The purpose of this module is to deal with the execution of human capital related projects within the scientific framework of project management. The module therefore includes project management features such as a project charter, implementation, risk and the tracking of implementation.

**Outcome(s):**
**Students should be able to:**

- develop, implement and control functional project plans in line with the overall changes in HC processes, practices and methodologies;
- define the project management lifecycle as well as describing the role and function of the different role players;
- develop a project charter and work breakdown structure;
- follow a systematic approach by carefully considering risks and the impact of decisions on unit/function; and
- report on the progress of the implementation of a functional project.

**ASSESSMENT**

- Formative assessments are individual and group activities completed in the class.
- Summative assessments are portfolio/project based.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**

- Assessments and assessment practices for the learning programme will be moderated.
- A sample of 25% of all assessments will be moderated internally for each topic (1 to 6) by subject specialists within the department.
- An external moderator will be present at the final assessment presentation for Topic 7.

| NAME OF PROGRAMME: THE ORGANISATIONAL EFFECTIVENESS PROFESSIONAL DEVELOPMENT PROGRAMME | SHORT LEARNING PROGRAMME LIMITED CONTACT APB | SLP CODE: S34OEQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- The duration of this programme is 6 – 8 months.
- Classes are presented on a part-time basis, approximately every 4 to 6 weeks across the duration of the full programme.
- Each Topic will comprise a full two-day study school, 8 hours a day as per the negotiated schedule with the client (the additional 4 hours to make up the total contact time will be spent on preparing the students for the final panel assessment).
- There are 6 Topics which total 96 hours contact time plus 4 hours for the panel assessment preparation = 100 hours contact time.
- Students will be required to spend approximately 8 hours in preparation to attend each Topic.
- Students will be required to spend approximately 10 hours a week (2 hours per day) on work-based learning activities aligned to the relevant Topic outcomes.
- Students will be required to spend 25 hours on assessment preparation activities and assignments for each Topic, this will be spread across the 4 to 6-week gap between scheduled classes

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
The following entry requirements apply:
- A minimum of five years relevant experience in people management, people development or industrial psychology is compulsory.
- An NQF level 5 qualification in Human Resources Management, Industrial Psychology and/or related fields will be beneficial; and
- The successful completion of the SLP Best Practice programme for HR Professionals (S1BPPQ) and/or the SLP Human Resource Business Partner Programme (S1HRPQ) and/or the SLP Talent Management Professional Development Programme (S34TMQ) would be beneficial.
- An in-depth knowledge, understanding and practice of the entire HR value chain and associated processes are required in order to undertake the learning required in the SLP.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 100 | - |
| Workshops | - | - |
| Work-based learning | 275 | - |
| Independent reading/ interacting with learning material/distance activities | 50 | - |
| Preparation for and completion of assignments and other assessment activities | 175 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 600 | - |
| Total number of credits | - | 0 |

## DURATION OF PROGRAMME
Months to complete: 6 months.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to build capacity and enhance the capabilities of HR professionals in leadership roles with the aim of driving agility and enabling improved organisational performance and sustainable profits in dynamic environments. Students will be introduced

to topics such as employee engagement, organizational design, business analytics and research, benefits metrics and measurement, the organizational landscape and business context so that they not only impact in the short term but position their companies, employees and stakeholders for future success.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Topic 1: The business context: Where the game is played | S1OEX1 |
| Topic 2: Introduction to the 0rganisational effectiveness landscape | S1OEX2 |
| Topic 3: Demystifying business analysis and research | S1OEX3 |
| Topic 4: Benefit realisation: scorecards and metrics | S1OEX4 |
| Topic 5: Engaging employees | S1OEX5 |
| Topic 6: Sustainable organisational and work design | S1OEX6 |
| Topic 7: Integration | S1OEX7 |

**MODULES AND OUTCOMES:**

**THE ORGANISATIONAL EFFECTIVENESS PROFESSIONAL DEVELOPMENT PROGRAMME:**

**TOPIC 1: THE BUSINESS CONTEXT: WHERE THE GAME IS PLAYED: (S1OEX1)**

**Purpose:**
The purpose of this topic is to expose students to the relevant business context within which the modern organisational effectiveness professional operates. Learning areas such as the business value chain, strategy, basic financial principles and profit levers will be taught through a business simulation model.

**Outcome(s):**
**Students should be able to:**
- interpret the business context within which the Organisational Effectiveness specialist operates;
- apply basic business and financial principles;
- demonstrate a comprehensive understanding of business unit strategy and profit levers; and
- demonstrate an advanced understanding of the entire business value chain.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TOPIC 2: INTRODUCTION TO THE ORGANISATIONAL EFFECTIVENESS LANDSCAPE: (S1OEX2)**

**Purpose:**
The purpose of this topic is to expose students to the building blocks of the organisational effectiveness landscape. This Topic explores the diagnostic process as well as the tools and techniques to support them with implementing a wide range of organisational improvement initiatives.

**Outcome(s):**
**Students should be able to:**
- describe the building blocks of the organisational effectiveness landscape and conduct an assessment to identify improvement interventions;
- demonstrate an advanced understanding of the elements driving organisational effectiveness;
- analyse the organisation to determine areas of improvement to increase organisational effectiveness;

- effect or modify current human resources practices and processes to achieve maximum organizational impact;
- build effective working relationship with peers, line and employees; and
- describe and clarify expectations of clients. Probes for underlying concerns and considers the complexity implications of the issue/problem.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**TOPIC 3: DEMYSTIFYING BUSINESS ANALYSIS AND RESEARCH: (S1OEX3)**

**Purpose:**
The purpose of this topic is to deal with the processes of conducting business research as organisational effectiveness is about conducting business research and to make recommendations based on the findings.

**Outcome(s):**
**Students should be able to:**
- conduct an integrated organisational research project;
- display a comprehensive understanding of conducting an organisational business research assignment;
- plan and conduct a business research project;
- analyse data and write a business report with findings and recommendations; and
- design and implement an organisational improvement initiative based on research findings.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**TOPIC 4: BENEFIT REALISATION: SCORECARDS AND METRICS: (S1OEX4)**

**Purpose:**
The purpose of this topic is to measure the benefit realisation of organisational improvement initiatives. This Topic deals with concepts like scorecards, metrics and measurements.

**Outcome(s):**
**Students should be able to:**
- demonstrate a clear understanding of how to measure the benefit realisation of various organisational improvement initiatives;
- develop a scorecard to measure the benefit realisation of an improvement initiative;
- design metrics and measures from both a qualitative and quantitative perspective; and
- align metrics with HR/ business goals and priorities.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 5: ENGAGING EMPLOYEES: (S1OEX5)

**Purpose:**
The purpose of this topic is to deal with how to engage employees to improve organisational performance. The constructs of engagement are explored as well as the tools and techniques to implement employee engagement initiatives. It also includes how to establish ethical organisational cultures that promote business success as well as how to leverage the organisational diversity for organisational success

**Outcome(s):**
**Students should be able to:**
- implement a variety of initiatives to increase employee engagement;
- demonstrate an understanding of the drivers of employee engagement and the Human Resources value proposition;
- design and maintain a comprehensive diversity management programme;
- develop an ethical workplace culture;
- develop and implement employee wellness initiatives; and
- use a range of tools and techniques to facilitate individual/ team conversations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 6: SUSTAINABLE ORGANISATIONAL AND WORK DESIGN: (S1OEX6)

**Purpose:**
The purpose of this topic is to explore the difference between organisational design, and work design as well as the implications of job grading.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of organisational design theory, systems and processes;
- develop or redesign a structure for the organisation aligned to business objectives;
- profile jobs inclusive of competency definitions and related performance standards; and
- consider the implications of job grading on organisational structure, job profiles and costs.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;

- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## TOPIC 7: INTEGRATION: (S1OEX7)

**Purpose:**
The purpose of this topic will consolidate the programme outcomes so that students can demonstrate they can integrate the theory and practice through a final integrative assessment. This will take the format of a group presentation to a panel of experts

**Outcome(s):**
**Students should be able to:**
- integrate and apply the above themes to provide a company-specific project focused on first-line leadership challenges; and
- integrate and apply the above themes to a company-specific challenge to provide their peers with a suggested solution.

**ASSESSMENT**
- Formative assessments for each topic (1 to 6) are in the form of self-assessments using a variety of assessment tools as well as action learning and case studies in the form of group assessments.
- A final summative assessment (Topic 7) in the form of a panel presentation to a panel of experts will be completed at the end of the programme.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessments and assessment practice for the learning programme will be moderated.
- A sample of 25% of all assessments will be moderated internally for each topic (1 to 6) by subject specialists within the department.
- An external moderator will be present at the final assessment presentation for Topic 7.

| NAME OF PROGRAMME: TRADE UNION LEARNING PRACTITIONER | SHORT LEARNING PROGRAMME LIMITED CONTACT - APB | SLP CODE: PD12TU | NQF LEVEL: 4 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- The duration of this programme is 6 - 8 months.
- Contact sessions will be scheduled every 4 to 6 weeks across the duration of the full programme.
- Each module will comprise a full two-day study school, 8 hours a day.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The Trade Union Learning Practitioner programme (TULP) is intended for a union official, shop steward or any trade union or federation member involved in training or education activities in the workplace; and
- Given the historical disadvantage of formal education for most of these practitioners, it is intended that the entry-level practitioner meets the minimum numeracy and literacy requirements of at least a Grade 9 or equivalent.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 64 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 24 | - |
| Preparation for and completion of assignments and other assessment activities | 312 | - |
| Tutorials | - | - |
| Other (specify) Action learning and informal learning | 200 | - |
| **Total hours** | 600 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
Months to complete: 8 months

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
**N/A**

## PURPOSE OF PROGRAMME
The purpose of this SLP is to provide information, as well as advice on and promote skills development and related issues to its representatives in the workplace. This is in particular relation to skills development planning and facilitation processes and related legislative frameworks.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| On boarding The Learning Revolution | PD12X1 |
| Igniting the Fires of Change | PD12X2 |
| The Skills Planning Journey | PD12X3 |
| Championing the Learning Revolution | PD12X4 |

## MODULES AND OUTCOMES:

**TRADE UNION LEARNING PRACTITIONER:**

**ON BOARDING THE LEARNING REVOLUTION: (PD12X1)**

**Purpose:**
The purpose of this module is to focus on the macro- and micro contexts of education, training and development in South Africa and the workplace. Related national strategies, policies, governance and frameworks will be described along with the historical overview of the National Qualifications Framework, Workplace Learning, the Education Training and Development (ETD) function, the Training and Development Cycle and Adult Learning.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of education, training and development within the context of the national qualifications framework, related skills development and human resource development legislation and policies in South Africa;
- explain the Training and Development Cycle and its impact on the ETD function, workplace learning and adult learning;
- explain key concepts such as the Training and Development Cycle, workplace learning, the ETD function and adult learning and be able to identify the key elements related to skills development in the workplace;
- provide information and advice regarding key ETD and learning concepts in the workplace; and
- identify the role of the work environment and particularly line management and trade union representatives – in ensuring training for impact.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**IGNITING THE FIRES OF CHANGE: (PD12X2)**

**Purpose:**
The purpose of this module is to deal with the first stage of the Training and Development Cycle and will explore the extent to which the workplace complies with the legislative requirements in terms of training and development and the promotion of a positive and healthy learning culture. The development of a workable strategy to rectify the areas of weakness will also be explored.

**Outcome(s):**
**Students should be able to:**
- promote a learning culture in the organisation;
- develop and implement strategies for the promotion of a learning culture within the workplace and its impact on the skills development planning and implementation process;
- investigate and analyse the current status of the learning culture in the workplace and identify the status of learning and learning culture in terms of quantitative and qualitative indicators;
- define the extent to which learning is needed within the workplace and its potential contribution to ETD and the skills development facilitation process;
- contribute to the nurturing of a learning culture in the organisation by offering relevant, workable strategies for improved communication, participation, and results;
- identify strategies that are sustainable in terms of key actions, methods, required resources and costs, target audience and learning needs, timing of actions and potential constraints; and
- promote training and development opportunities according to planned and approved strategies and emphasise the benefits to individuals and the workplace.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## THE SKILLS PLANNING JOURNEY: (PD12X3)

**Purpose:**
The purpose of this module is to explore the Proposed Skills Development Framework and the specific steps involved in identifying, prioritising and recording skills development needs in the organisation. It will also focus strongly on the role of the trade union representatives in partnering with the Skills Development Facilitator (SDF) for best workplace skills planning results.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of the skills development planning process within the skills planning framework for the workplace;
- understand the skills development planning process to identify and define skills requirements in the workplace, analyse and develop current and future skills profiles, and define training and development needs and priorities;
- conceptualise the skills planning framework in the workplace, understand the importance of project planning and the role of the skills development committee, and develop a sound communication and awareness strategy and campaign throughout the skills planning process; and
- demonstrate a clear understanding of the dual roles of the SDF/HRD team on the one hand, and the work environment/trade union representatives on the other. this is with reference to each stage in the skills planning framework.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## CHAMPIONING THE LEARNING REVOLUTION: (PD12X4)

**Purpose:**
The purpose of this module is to deal with technical aspects related to skills development. The Workplace Skills plan, the role for the Skills Development Facilitator, Annual Training reports, Pivotal Plans, the Levy Grant system will be discussed in detail.

**Outcome(s):**
**Students should be able to:**
- demonstrate the technical aspects and detailed processes related to skills development;
- explain the significance of the workplace skills plan, the pivotal plan, the levy grant system, the role of the skills development facilitator and the annual training report in relation to the skills development planning process; and
- demonstrate how to capitalise on opportunities within the skills development environment in order to champion learning projects, e.g. learnerships, internships, and pivotal programmes.

**ASSESSMENT**
- Formative assessments are in the form of individual and group activities completed in the class.

- Summative assessments are portfolio/project based per module.
- A final integrated assessment is in the form of an exam after all assessments are successfully completed.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessments and assessment practices for the learning programme will be moderated.
- A sample of 25% of all assessments will be moderated internally for each topic by subject specialists within the department.
- An external moderator will be present at the final assessment presentation.

| NAME OF PROGRAMME: VALUE-DRIVEN LEADERSHIP IN ACTION | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3I04O (TBC) | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- In all formats of this SLP participants are guided to develop a value-driven solution for a situation they are faced with in practice which must be established before the programme starts, in preparation for the programme.
- Participants will be guided to complete this process through a distance workshop, before the programme starts.
- Students will present their cases, in scheduled break away rooms, and proposed solutions to their work teams and in the process also learn from one another.
- Moodle will be used as the LMS system to enhance communication and the learning experience.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Senior Certificate (2008 and earlier), or National Senior Certificate (NSC) (from 2009) NQF level 4; or equivalent, and a
- Minimum of one-year working experience in any field.
- A person may apply for Recognition of Prior Learning.
- This SLP will be most suitable for Individuals with an interest in change leadership in the era of digital leadership.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 8 | - |
| Workshops | - | - |
| Work-based learning | | - |
| Independent reading/ interacting with learning material/distance activities | 4 | - |
| Preparation for and completion of assignments and other assessment activities | 4 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 16 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
SLP will be completed shorter than a semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to create awareness and build value-driven leadership capacity which enhances the integration of values throughout the organisation. Students will also be exposed to contemporary theories in the field to develop a fresh understanding of the relevance of stakeholders as essential partners for creating ethical organisations and societies.

## PROGRAMME CONTENT
| SEMESTER MODULES |
|---|

| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
|---|---|---|---|
| Value-Driven Leadership in Action A | S3I04OA (TBC) | Value-Driven Leadership in Action | S3I04OB (TBC) |

**VALUE-DRIVEN LEADERSHIP IN ACTION: A/B (S3I04OA / S3I04OB)**

**MODULE AND OUTCOME:**

**Purpose:**
**The following topics will be covered:**
- Giving voice to values.
- Dealing with value conflicts.
- Rescripting for positive outcomes.
- Values integration in leadership, teamwork, and organisational culture.

**Outcome(s):**
**Students should be able to:**
- to discuss the importance of values and how they contribute to corporate strategy;
- to demonstrate an ability to apply values-driven skills to solve complex conflicts in an organisation;
- analyse the alignment of value-driven approaches with ethics in an organisational setting; and
- integrate values in leadership, to enhance teamwork, and organisation culture.

**ASSESSMENT**
Prepare a short case or case study before class, as provided. Make a brief presentation on the solution at the end of the workshop.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation takes place in accordance with UJ policy.

| NAME OF PROGRAMME: WELLNESS FOR SUSTAINABLE LEADERSHIP | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: **S3I03O (TBC)** | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

**\*\*\* Not offered until further notice**

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- In all formats of this SLP students are guided to assess their current organisational employee wellness programme.
- Moodle will be used as the LMS system to enhance communication and the learning experience.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Senior Certificate (2008 and earlier), or National Senior Certificate (NSC) (from 2009) NQF level 4; or equivalent, and a
- Minimum of one-year working experience in any field.
- A person may apply for Recognition of Prior Learning.
- This SLP is most suitable for Individuals with an interest in change leadership in the era of digital leadership.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 18 | - |
| Workshops | - | - |
| Work-based learning | | - |
| Independent reading/ interacting with learning material/distance activities | 6 | - |
| Preparation for and completion of assignments and other assessment activities | 6 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 32 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
SLP will be completed shorter than a semester.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop students' knowledge and insights in the importance of health towards personal and professional leadership. The SLP will also enable students to assess wellness programmes in their organisations with the aim to constructively contribute to making these programmes more effective, leading to healthy organisations.

## PROGRAMME CONTENT

| SEMESTER MODULES | | | |
|---|---|---|---|
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Wellness for Sustainable Leadership A | S3I03OA (TBC) | Wellness for Sustainable Leadership B | S3I03OB (TBC) |

**MODULE AND OUTCOME:**

**WELLNESS FOR SUSTAINABLE LEADERSHIP: A/B (S3I03OA / S3I03OA)**

**Purpose:**
**The following topics will be covered:**
- An introduction into Wellness for sustainable leadership.
- Core elements of physical health and wellbeing and its relation to personal and professional leadership management.
- Assessment of a current Wellness Programme.
- The role of sustainable leadership in workplace wellness.

**Outcome(s):**
**Students should be able to:**
- conceptualise and argue core elements of physical health and wellbeing; and
- debate the nature of the body-mind connection with relevance to personal and professional wellbeing and how leadership can be used to sustain employee wellbeing, through a wellness culture.

**ASSESSMENT**
One summative assessment is submitted one week after the three days at the end of the SLP.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation takes place in accordance with UJ policy.

## DEPARTMENT OF TRANSPORT AND SUPPLY CHAIN MANAGEMENT

**Bridging Programmes:**

| NAME OF PROGRAMME:<br>BRIDGING PROGRAMME FOR ENTERING<br>ADVANCED DIPLOMA LOGISTICS | SHORT LEARNING<br>PROGRAMME<br>LIMITED CONTACT – APB | SLP CODE:<br>S1BALQ | NQF LEVEL: 6<br>CREDITS: 0 |
|---|---|---|---|

### TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme

### MODE OF OFFERING
- Limited contact programme.
- Students attend lectures scheduled on specified days of the month on the Bunting Road Campus.
- Submission of assignments and writing scheduled assessments.

### CERTIFICATION
Competency based.

### ADMISSION REQUIREMENTS
- Relevant 3-year undergraduate diploma on NQF level 6.
- Selection based on academic performance in undergraduate studies and space availability.

### LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 90 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 360 | - |
| Preparation for and completion of assignments and other assessment activities | 360 | - |
| Tutorials | - | - |
| Other: Forums and group work | 150 | - |
| **Total hours** | 960 | - |
| **Total number of credits** | - | 0 |

### DURATION OF PROGRAMME
- Contact time: 3-4 times a month.
- Months to complete: February to October.
- Minimum period to obtain: 9 months.
- Maximum period to obtain: 9 months.

### RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
After successful completion of the programme, students, who meet the minimum entry requirements and obtain a minimum average of 65% in each of the modules, will be considered for the UJ Advanced Diploma in Logistics (A34LGQ – Contact) or (A34LOP – Distance).

### ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of subsidised UJ programmes.

### PURPOSE
The purpose of the SLP is to provide students with knowledge and skills of the core concepts and principles in contemporary transport management and supply chain management to enable them to further their studies in the UJ Advanced Diploma in Logistics on NQF level 7.

### PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Purchasing | PURBRY1 |
| Logistics | LOGBRY1 |

| End-User Computing | EUCBRY1 |
| Applied Accounting Skills (Logistics) | AALBRY1 |

**MODULES AND OUTCOMES:**

**BRIDGING PROGRAMME FOR ENTERING ADVANCED DIPLOMA LOGISTICS:**

**PURCHASING: (PURBRY1)**

**Purpose:**
The purpose of this module is to provide knowledge of the development, evaluation and implementation of purchasing principles in the supply chain environment. This will enable the student to make a range of decisions implicit in planning and implementing purchasing. Upon the successful completion of this module, a student would have obtained fundamental knowledge on how purchasing contributes to value creation in supply chain.

**Outcome(s):**
**Students should be able to:**
- describe the role purchasing plays in the supply chain;
- identify and describe the importance of information systems and technology;
- apply the principle of inventory and the quantity factor concerning inventory holding;
- describe the importance and the role of transportation in the supply chain;
- undertake research to provide solutions for the best investment recovery methods;
- analyse various aspects of global sourcing; and
- analyse and discuss price determination and purchasing in transportation services

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**LOGISTICS: (LOGBRY1)**

**Purpose:**
The purpose of this module is to develop intellectual competencies and practical skills in planning, developing and implementing logistics decisions.

**Outcome(s):**
**Students should be able to:**
- apply the principles of the strategic supply chain network planning and decision-making, as well as the impact on the focal company;
- analyse the nature of product characteristics and the impact on supply chain purchasing and pricing strategies;
- describe the importance of supply chain customer service and how to measure and improve service standards;
- describe the critical role that information plays in integrating logistics business processes within a supply chain;
- analyse product- and market-related factors that impact on transport costing and estimating within a supply chain;
- explain techniques used to forecast supply chain demands to minimise inventory investment;
- describe the nature of supply scheduling and the impact of logistics organisation on a firm's efficiency and effectiveness; and
- analyse the warehousing and materials handling functions, as well as storage facility location decisions.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**END-USER COMPUTING: (EUCBRY1)**

**Purpose:**
The purpose of this module is to enable students to use Microsoft Word, Microsoft PowerPoint and Microsoft Excel to enhance professionality in the business environment.

**Outcome(s):**
**Students should be able to:**
- use MS Word to create, edit and enhance standard business documents
- implement MS PowerPoint to improve the quality of presentations
- create spreadsheets using MS Excel for different purposes
- apply formulas and functions in calculations

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**APPLIED ACCOUNTING SKILLS (LOGISTICS): (AALBRY1)**

**Purpose:**
The purpose of this module is to provide students with the basic principles of accounting, the accounting cycle and recording of accounting transactions. This module will help students to compile financial statements, do basic calculations and the recording of value-added tax (VAT) transactions.

**Outcome(s):**
**Students should be able to:**
- explain basic accounting principles and concepts;
- identify the different stages of the accounting cycle processes;
- classify financial transactions according to the key elements of financial statements;
- explain how to record basic financial transactions from source documents to the relevant journals;
- identify transactions relating to the purchase, depreciation and disposal of property, plant and equipment;
- prepare basic financial statements for a sole trader, for both a service entity and a trading entity; and
- analyse the requirements for forming a company as a legal entity.

**ASSESSMENT**
Assessments are in the form of assignments, two tests and a written summative assessment.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.
- All modules must be passed in the same academic year.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's moderation policy.

| NAME OF PROGRAMME: BRIDGING PROGRAMME FOR ENTERING ADVANCED DIPLOMA TRANSPORTATION MANAGEMENT | SHORT LEARNING PROGRAMME LIMITED CONTACT APB | SLP CODE: S1BATQ | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
Limited contact programme.
Students attend lectures scheduled on specified days of the month on the Bunting Road Campus.
Submission of assignments and writing scheduled assessments.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- Relevant 3-year undergraduate diploma on NQF level 6.
- Selection based on academic performance in undergraduate studies and space availability.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 90 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 360 | - |
| Preparation for and completion of assignments and other assessment activities | 360 | - |
| Tutorials | - | - |
| Other: Forums and group work | 150 | - |
| **Total hours** | 960 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 3-4 times a month.
- Months to complete: February to October.
- Minimum period to obtain: 9 months.
- Maximum period to obtain: 9 months.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
After successful completion of the programme students, who meet the minimum entry requirements and obtain a minimum average of 65% in each of the modules, will be considered for the UJ Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP - Distance).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of any subsidised UJ programmes.

## PURPOSE
The purpose of the SLP is to provide students with knowledge and skills of the core concepts and principles in contemporary transport management and supply chain management to enable them to further their studies in the UJ Advanced Diploma in Transportation Management on NQF level 7.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Transport | TPTBRY1 |
| Logistics | LOGBRY1 |
| End-User Computing | EUCBRY1 |

**MODULES AND OUTCOMES:**

**TRANSPORT: (TPTBRY1)**

**Purpose:**
The purpose of this module is to examine current domestic and global transportation trends. The role and importance of different modes of transport in South Africa, impact on the economy, legislative background and the policy issues that affect the cost and efficiency of transportation will be discussed to get a better understanding of current and future policy trends.

**Outcome(s):**
**Students should be able to:**
- compare various types of market structures found in the transportation industry;
- examine the development of motor carriers and their contributions to the South African economy;
- analyse the contributions of the railroad industry to the development of the South African economy;
- discuss the importance of air transportation in the South African economy;
- distinguish between various types of water carriers and their roles in the overall water carrier system;
- explain the nature of transportation risk and disruptions; and
- discuss the relationship between international trade and global transportation.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**LOGISTICS: (LOGBRY1)**

**Purpose:**
The focus of this module is on the development and implementation of logistics principles in the supply chain environment. Students should be able to apply their knowledge, competencies and practical skills in planning and implementing logistics decisions.

**Outcome(s):**
**Students should be able to:**
- discuss the principles of the strategic supply chain network planning and decision-making, as well as its impact on the focal company;
- describe the importance of customer service and information in the supply chain;
- explain techniques used to forecast supply chain demands to minimise inventory investment;
- examine the nature and impact of inventory and order processing throughout the supply chain, as well as the control;
- describe the nature of supply scheduling and the impact of logistics organisation on a firm's efficiency and effectiveness; and
- analyse the warehousing and materials handling functions, as well as storage facility location decisions.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**END-USER COMPUTING: (EUCBRY1)**

**Purpose:**
The purpose of this module is to enable students to use Microsoft Word, Microsoft PowerPoint and Microsoft Excel to enhance professionality in the business environment.

**Outcome(s):**
**Students should be able to:**
- use MS Word to create, edit and enhance standard business documents;
- implement MS PowerPoint to improve the quality of presentations;
- create spreadsheets using MS Excel for different purposes; and
- apply formulas and functions in calculations

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**APPLIED ACCOUNTING SKILLS (TRANSPORT): (AATBRY1)**

**Purpose:**
The purpose of this module is to provide students with the basic principles of accounting, the accounting cycle and recording of accounting transactions. This module will help students to compile financial statements, do basic calculations and the recording of value-added tax (VAT) transactions.

**Outcome(s):**
**Students should be able to:**
- explain basic accounting principles and concepts;
- identify the different stages of the accounting cycle processes;
- classify financial transactions according to the key elements of financial statements;
- explain how to record basic financial transactions from source documents to the relevant journals;
- identify transactions relating to the purchase, depreciation and disposal of property, plant and equipment;
- prepare basic financial statements for a sole trader, for both a service entity and a trading entity; and
- analyse the requirements for forming a company as a legal entity.

**ASSESSMENT**
Assessments are in the form of assignments, two tests and a written summative assessment.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.
- All modules must be passed in the same academic year.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's moderation policy.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Limited contact programme.
Four-day study schools presented in Johannesburg (Kingsway Campus), Durban and Cape Town.
Submission of assignments and writing scheduled assessments.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Grade 12 Certificate with Higher Certificate endorsement (NQF level 4).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 300 | - |
| Preparation for and completion of assignments and other assessment activities | 300 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 632 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 4-day study school.
- Months to complete: 9 months.
- Minimum period to obtain: 9 months.
- Maximum period to obtain:  9 months.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- After successful completion of the programme, students who meet the minimum entry requirements will only be able to apply for one of the following UJ Continuing Education Programmes:
  - Diploma in Transportation Management.
  - Diploma in Road Transport Management (Freight/Passenger).
  - Diploma in Logistics Management.

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of any subsidised UJ programmes.

**PURPOSE**
The purpose of the bridging programme is to enable prospective students who possess a Grade 12 certificate without diploma endorsement to proceed to specific CEP Diploma studies in Transport and Logistics at UJ.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Basic Mathematics & Quantitative Techniques for Logisticians | TSCB1Y1 |
| Industrial Relations | TSCB2Y1 |
| Managing a Road Transport Operation | TSCB3Y1 |

**MODULES AND OUTCOMES:**

**TRANSPORT AND SUPPLY CHAIN MANAGEMENT BRIDGING:**

**BASIC MATHS & QUANTITATIVE TECHNIQUES FOR LOGISTICIANS: (TSCB1Y1)**

**Purpose:**
The purpose of this module is to enable the student to apply arithmetic concepts in the operation of logistics and basic concepts of measurements in a transport environment. They will be able to collect, organise and analyse basic statistical data for use in a logistics operation and apply mathematical concepts in logistics management.

**Outcome(s):**
**Students should be able to:**
- explain the basic arithmetic concepts in the logistics field;
- use correct measurements in the transport environment;
- apply statistical data in the logistics field; and
- compare mathematical concepts in the logistics field of work.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**INDUSTRIAL RELATIONS: (TSCB2Y1)**

**Purpose:**
The purpose of this module is to introduce students to industrial relations concepts with respect to the transport industry and to apply knowledge and skills of industrial relations, including the ability to determine and demonstrate correct solutions.


**Outcome(s):**
**Students should be able to:**
- define relevant industrial relations concepts in relation to the transport industry;
- reflect on different industrial relation situations in the workplace; and
- apply industrial relations principles to make correct solutions in the workplace.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**MANAGING A ROAD TRANSPORT OPERATION: (TSCB3Y1)**

**Purpose:**
The purpose of this module is to develop competencies of students who are required to apply basic business knowledge and skills in road transport operations. It is also intended to ensure that supervisors can make informed decisions in sometimes open-ended and unfamiliar situations requiring some self-initiated planning and creativity.

**Outcome(s):**
**Students should be able to:**
- apply decisions at supervisory managerial level in the road transport industry;
- apply policy and procedures to meet the vision, mission and objectives of the organisation;

- apply and operationalise strategy and to make suggestions and recommendations in the organisation;
- discuss the role of the supervisor;
- plan, work and organise resources within an organisation;
- apply different strategies to control employees;
- provide leadership to work in teams and with individual team members;
- establish individual and team performance expectations and standards; and
- create a healthy and fair working environment;
- discuss the role and importance of people in an organisation;
- explain the role and responsibilities of supervisors in an organisation; and
- compare the role of individuals and teams in work performances in an organisation.

**ASSESSMENT**
Assessments are in the form of two assignments and a written summative assessment.

**CALCULATION CRITERIA**
**Subject type: JH**
- A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need 40% for exam admission;
- Semester mark and Exam mark contribute 50:50 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to UJ's moderation policy.

**Whole Programmes:**

| NAME OF PROGRAMME:<br>DIPLOMA IN LOGISTICS<br>MANAGEMENT | WHOLE PROGRAMME<br>LIMITED CONTACT<br>APK | SLP CODE:<br>D1DLMQ | NQF LEVEL: 6<br>CREDITS: 360 |
|---|---|---|---|

**TYPE OF WHOLE PROGRAMME (WP)**
Three-year credit bearing programme.

**MODE OF OFFERING**
Limited contact programme offered via distance with study schools presented twice a year in Johannesburg on the Kingsway Campus. Submission of self-assessments after every unit and writing scheduled assessments online.

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
Grade 12 Certificate with at least diploma endorsement exemption.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 220 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 1 690 | - |
| Preparation for and completion of assignments and other assessment activities | 1 690 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 3 600 | - |
| **Total number of credits** | - | 360 |

**DURATION OF PROGRAMME**
• Contact time:  one-week study schools twice a year.
• Months to complete: February to November.
• Minimum period to obtain: 3 years.
• Maximum period to obtain:  5 years

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
• After successful completion of this diploma, students can apply for entry into the Advanced Diploma in Logistics (A34LGQ - Contact) or (A34LOP – Distance).
• Students who do not meet the minimum requirements for the Advanced Diploma in Logistics can apply for entry into the Bridging Programme for entering into the Advanced Diploma Logistics (S1BALQ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE**
The purpose of the Diploma in Logistic Management is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge and practical skills. This will enable students to explain and apply logistics and supply chain management principles, processes and procedures and to make decisions in the context of a logistics and/or supply chain organisation, interpret relevant information and produce innovative responses based on informed judgment to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems and project management. Furthermore, it will also provide the student with detailed knowledge about general management principles and specific logistics and supply chain management principles.

**PROGRAMME CONTENT**

| FIRST YEAR |
|---|

487

| FIRST SEMESTER | | | SECOND SEMESTER | | |
|---|---|---|---|---|---|
| MODULE NAME | CREDITS | MODULE CODE | MODULE NAME | CREDITS | MODULE CODE |
| Introduction to Business Management | 15 | IBMLMA1 | Basic End-User Computing for Logisticians | 15 | BECLMB1 |
| Introduction to Logistics Management | 15 | ILMLMA1 | Basic Principles of Logistics Performance Measures | 15 | BPLLMB1 |
| Introduction to Transportation and Warehousing | 15 | ITWLMA1 | Overview and objectives of the Government and Municipal Logistics Systems | 15 | OGMLMB1 |
| Basic Mathematics and Quantitative Techniques for Logisticians | 15 | MQTLMA1 | Procurement and Order Processing Systems | 15 | POPLMB1 |
| | 60 | | | 60 | |
| | | | | | TOTAL CREDITS 120 |

| SECOND YEAR | | | | | |
|---|---|---|---|---|---|
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | CREDITS | MODULE CODE | MODULE NAME | CREDITS | MODULE CODE |
| Tactical Logistics Management | 24 | TLMLMA2 | Logistics and Supply Chain Strategy Formulation | 24 | LSCLMB2 |
| Inventory Management | 24 | INMLMA2 | Transportation Operation Management | 24 | TOMLMB2 |
| | | | Warehousing and Material Handling | 24 | WMHLMB2 |
| | 48 | | | 72 | |
| | | | | | TOTAL CREDITS 120 |

| THIRD YEAR | | |
|---|---|---|
| YEAR MODULE (COMPULSORY) | | |
| MODULE NAME | CREDITS | MODULE CODE |
| Logistics Audit Report | 42 | LARLMY3 |
| YEAR MODULES (ELECTIVES) SELECT THREE MODULES | | |
| MODULE NAME | CREDITS | MODULE CODE |
| Logistics Project Management | 26 | LPLMLY3 |
| International Logistics Management | 26 | ILMLMY3 |
| Demand Planning | 26 | DDPLMY3 |
| Temperature Controlled Supply Chain Management | 26 | TSCLMY3 |
| | Max 78 | |
| | | TOTAL CREDITS 120 |

**MODULES AND OUTCOMES:**

**INTRODUCTION TO LOGISTICS MANAGEMENT: (ILMLMA1)**

**Purpose:**
This module introduces the student to fundamental logistics concepts and focus on the important role of Logistics in management decision-making.

**Outcome(s):**
**Students should be able to:**

- discuss the important role of logistics and its management, on a macro and a micro level in the economy;
- explain the value-adding functions of logistics and the competitive advantage created by these functions; and
- communicate effectively, in writing and/or orally, with respect to aspects of logistics profession.

**INTRODUCTION TO BUSINESS MANAGEMENT: (IBMLMA1)**

**Purpose:**
This module provides a basic introduction to the functioning of the business enterprise and the role and importance of management. Students are exposed to the managerial tasks of logistics managers and various methods of planning and controlling logistics performance.

**Outcome(s):**
**Students should be able to:**
- discuss the tasks, functions, skills and roles of managers as key role players, ensuring effective and efficient business practice; and
- analyse planning, organising, leading and control as primary management functions of the logistics business enterprise.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**INTRODUCTION TO TRANSPORTATION AND WAREHOUSING: (ITWLMA1)**

**Purpose:**
The purpose of this module is to create Competency in the transportation system related to operational structure, services and cost characteristics of the various modes of transport, focusing on the goods carried in the transport system and various freight service providers. The module also focus on the role of packaging and containerisation, warehouse equipment and warehouse location in facilitating the efficiency of the supply chain.

**Outcome(s):**
**Students should be able to:**
- compare the operational characteristics of the various modes of transport;
- examine the service, cost characteristics and structure of the various modes of transport and investigate the cost trade-offs in transport as well as profit planning;
- select the right distribution channels for international shipments according to the role of the modes and intermediaries in facilitating international trade;
- reflect on the risks involved in purchasing warehouse equipment;
- analyse the role and types of storage and movement systems within the warehouse;
- discuss the function of packaging and containerisation; and
- explain the importance of selecting the location for warehouses in the supply chain.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**BASIC MATHEMATICS AND QUANTITATIVE TECHNIQUES FOR LOGISTICIANS: (MQTLMA1)**

**Purpose:**
The purpose of this module is to introduce students to basic statistical methods, quantitative techniques, percentages and measurements. Students will be able to apply these concepts to demand forecasting and solve logistical and storage problems.

**Outcome(s):**
**Students should be able to:**
- explain the three types of measurement (length, mass and capacity) and their relevant units;
- calculate the perimeter and area of geometric objects: rectangle, square and triangle;
- find the mean, mode and median of a data set, draw up a frequency table and draw a bar graph;

- calculate the graph of the demand function and that of a supply function, equilibrium point; and
- calculate the total logistics profit and the total cost of inventory.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## OVERVIEW AND OBJECTIVES OF THE GOVERNMENT AND MUNICIPAL LOGISTICS SYSTEMS: (OGMLMB1)

**Purpose:**
The purpose of this module is to introduce students to the basic structure of the supply chain management process in government and its strategic planning and budgeting processes within supply chain management principles. This will enable students to interpret the legal environment within which the supply chain must be managed and addresses the procurement regime of government as well as the preferred procurement methodologies.

**Outcome(s):**
**Students should be able to:**
- explain how the basic structure of government generates income;
- discuss the strategic planning and budgeting processes of government and how it give structure to supply chain management in the public sector;
- analyse the components of government supply chain management and how it connects to government management;
- examine the regulatory framework or structure within which the government undertakes supply chain management;
- discuss the principles of the current procurement regime of government and its application; and
- compare the different procurement methodologies that must be chosen for the procurement of goods, services and construction works.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## PROCUREMENT AND ORDER PROCESSING SYSTEMS: (POPLMB1)

**Purpose:**
The purpose of this module is to provide the student with knowledge and skills of the activities associated with buying, purchasing and the developments in a company and the understanding and competencies in applying specific purchasing management practices in the supply chain industry. This module will also provide students with skills and competencies of logistics information systems, with specific reference to interfaces between systems.

**Outcome(s):**
**Students should be able to:**
- explain the basic activities associated with purchasing;
- analyse concepts concerning quality control and purchasing;
- examine the importance of finding the right supplier;
- discuss the various roles in the decision-making process;
- explain the background and principles of JIT management and JIT purchasing;
- discuss the primary tasks and responsibilities of purchasing management;
- examine the critical role that information plays in integrating logistics within the organisation; and
- analyse the key function of the distribution system.

**CALCULATION CRITERIA**
**Subject type: SH**

- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## BASIC PRINCIPLES OF LOGISTICS PERFORMANCE MEASURES: (BPLLMB1)

**Purpose:**
The purpose of this module is to equip students with vocational and industry-specific intellectual competencies, knowledge and practical skills in performance measures to enable the student to make decisions in the context of a logistics and supply chain organisation.

**Outcome(s):**
**Students should be able to:**
- explain the origin and most important theories of performance management and modern approaches currently at hand;
- analyse the skills, roles and characteristics of performance as important aspects in establishing effective and efficient business practices;
- examine the categories of performance management;
- discuss the concept of benchmarking;
- explain how to apply performance metrics and performance measures evaluation;
- apply the various models (EPM, Gartner Business Value, SCOR) in performance measurement; and
- apply the Balanced Scorecard Framework.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## BASIC END-USER COMPUTING FOR LOGISTICIANS: (BECLMB1)

**Purpose:**
The purpose of this module is to create Competency in basic operating skills that are required to use any modern computer and specifically the operating system (OS) called Microsoft Windows. Some tools in the Microsoft Office suite will also be taught. This module will equip students with basic skills that opens the door to advanced learning in computers.

**Outcome(s):**
**Students should be able to:**
- use the Windows Operating System confidently;
- Explain the different components of a computer system and explain what their purposes are;
- apply web browsing and searching skills;
- use word processing as a productivity tool in the workplace; and
- apply MS Excel functionalities in the workplace.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## INVENTORY MANAGEMENT: (INMLMA2)

**Purpose:**

The purpose of this module is to develop competencies in the management and application of inventory management processes and systems in the workplace to maximise customer service levels, reduce the investment in inventory and the associated costs.

**Outcome(s):**
**Students should be able to:**
- discuss the role and importance of inventory management in supply chain management;
- apply the basic principles of inventory management;
- explain what total inventory costs entails; and
- examine inventory planning and control to optimise inventory levels in the supply chain.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**TACTICAL LOGISTICS MANAGEMENT: (TLMLMA2)**

**Purpose:**
The purpose of this module is to introduce tactical logistics management on various tiers or levels of management. This module will assist the student with key financial aspects of logistics and supply chain management and customer service as an important output of the logistics system.

**Outcome(s):**
**Students should be able to:**
- explain the concept of tactical logistics management;
- analyse the goods flow processes as well as the different product supply chain processes in a supply chain;
- discuss the importance of time management in a supply chain as well as the cause of long production cycles and lead times;
- examine the key financial management aspects of logistics and supply chain management;
-  discuss the basic aspects of cost accounting;
- apply the basic principles of order management and logistics customer service; and
- compare the various elements of customer service and how they impact both buyers and sellers.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**TRANSPORTATION OPERATIONS MANAGEMENT: (TOMLMB2)**

**Purpose:**
The purpose of this module is to develop competencies in the management and application of transport management principles and processes in the workplace through the correct application of and adherence to management principles and transport legislation in the workplace.

**Outcome(s):**
**Students should be able to:**
- discuss the role and importance of transport in supply chain management;
- explain the basic functions and principles of transport management;
- explain the concept of cost trade-offs in transport management;
- distinguish between strategic, tactical and operational transport management;
- examine the various acts that govern the transport industry;
- analyse the role of the Administrative Adjudication of Road Traffic Offences Act (AARTO) in the compliance of road traffic legislation; and

- discuss the role and impact of road transport legislation for road transport management.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## WAREHOUSING AND MATERIALS HANDLING: (WMHLMB2)

**Purpose:**
The purpose of this module is to provide the student with warehouse management principles and processes. This will give the student competencies in warehouse management to following a total systems approach and the correct application of and adherence to principles and processes.

**Outcome(s):**
**Students should be able to:**
- explain the concept of the design of storage and handling facilities;
- compare the different processes and principles that are required for effective and efficient operations of a warehouse
- discuss the role of information technology in warehouse management;
- examine the continuous challenge to continually improve warehouse operations; and
- discuss the role and importance of the warehousing activity in supply chain management.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## LOGISTICS AND SUPPLY CHAIN STRATEGY FORMULATION: (LSCLMB2)

**Purpose:**
The purpose of this module is to develop an understanding of the role, importance and nature of logistics planning and strategy formulation from an integrated supply chain management perspective. This module will provide the student with the competency to formulate a mission statement for a company and take part in the planning and strategy formulation of a company.

**Outcome(s):**
**Students should be able to:**
- distinguish between a corporate vision and mission statement;
- compare the relationship between a company strategy and its business model;
- explain the strategy-making and strategy-executing processes;
- examine the benefits derived from the establishment of a formal written logistics statement;
- apply the key components of a logistics mission statement in a company;
- explain how to draft a logistics mission statement for your company; and
- analyse the ten megatrends that will drive change and transformation necessary to enable organisations to achieve superior performance.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**DEMAND PLANNING: (DDPLMY3)**

**Purpose:**
The purpose of this module is to highlight the importance of demand planning at strategic, tactical and operational level in logistics and to develop competencies in the management and application of demand planning processes and mechanisms.

**Outcome(s):**
**Students should be able to:**
- explain demand planning and the purpose it serves in a company;
- discuss the fundamentals of demand forecasting and supply planning;
- compare various forecasting techniques and forecasting processes;
- explain the sales and operations planning (S&OP) process;
- discuss collaboration in the demand planning process; and
- analyse the importance of coordination in the supply chain and explain how to achieve collaboration in practice.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**INTERNATIONAL LOGISTICS MANAGEMENT: (ILMLMY3)**

**Purpose:**
The purpose of this module is to introduce the student to the important role that logistics management fulfils in the international trade.  It will enable students to apply the knowledge of the mechanism of international trade and to provide rational explanations of the underlying concepts.

**Outcome(s):**
**Students should be able to:**
- distinguish between the different roles channel intermediaries fulfil in international trade;
- analyse the role foreign trade terms fulfil in international transactions;
- discuss the protection and packing of break-bulk cargo, containerised cargo and the handling and shipment of dangerous goods;
- compile a set of documents required to affect an export transaction; and
- compile a set of documents required to affect an import transaction.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


**LOGISTICS AUDIT REPORT: (LARLMY3)**

**Purpose:**
The purpose of this module is to enable the student to compile a well-structured research project in logistics and to provide an opportunity to apply the knowledge gained through experience-based learning.

**Outcome(s):**
**Students should be able to:**
- compare the logistics strategy of the company against the overall company strategy and the organisation's status regarding strategic alliances and partnerships in the supply chain;
- explain logistics channel and supply chain relative to its design parameters;
- discuss commercial status of the organisation's logistics service providers relative to the supply chain;
- analyse information systems and technology as deployed and utilised throughout the organisation's supply chain;

- examine deployment of the organisation's materials and inventories;
- discuss the nature of the logistics function in the organisation and its logistics personnel; and
- analyse performance of the supply chain and the extent to which performance measures have been implemented.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## LOGISTICS PROJECT MANAGEMENT: (LPMLMY3)

**Purpose:**
The purpose of this module is to develop competencies in the management and application of project management processes and mechanisms in the workplace through the correct application of project management techniques and applicable knowledge management in the logistics workplace.

**Outcome(s):**
**Students should be able to:**
- discuss the different steps/phases of project management;
- explain how to select a project;
- demonstrate the ability to implement a basic project;
- discuss the resources needed for project evaluation and audit; and
- explain the basic calculations required for optimum project management.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**
- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.


## TEMPERATURE CONTROLLED SUPPLY CHAIN MANAGEMENT: (TCSLMY3)

**Purpose:**
The purpose of this module is to provide the student with knowledge and competencies to manage a temperature-controlled supply chain.

**Outcome(s):**
**Students should be able to:**
- explain the concept of temperature-controlled supply chains;
- analyse the role of sustainability in the temperature-controlled supply chain in food safety;
- explain temperature-controlled supply chain management in air transportation;
- explain the monitoring of temperature-controlled supply chains;
- analyse some of the challenges in temperature-controlled supply chains; and
- examine the future of temperature-controlled supply chain management vehicles.

**ASSESSMENT**
**Semester assessment:**
- Assessments are in the form of class tests, assignments and a written summative assessment.
**Final assessment:**
- Written summative assessment

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **0%**

- Semester mark and Exam mark contribute **40:60** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
- Internal moderation: subject to subject matter experts according to UJ policy for all modules.
- External moderation for the third-year modules: according to UJ policy.
- Appeals procedure according to UJ's moderation policy.

| NAME OF PROGRAMME: DIPLOMA IN LOGISTICS MANAGEMENT | WHOLE PROGRAMME DISTANCE | SLP CODE: D34LMO | NQF LEVEL: 6 CREDITS: 360 |
|---|---|---|---|

**TYPE OF DISTANCE LEARNING WHOLE PROGRAMME (WP)**
Three-year credit bearing programme.

**MODE OF OFFERING**
- Distance learning programme.
- Submission of assignments and writing scheduled assessments online.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Grade 12 Certificate with at least diploma endorsement exemption.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact (Lectures) | - | - |
| Distance learning | 220 | - |
| Workshops | | |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 1 690 | - |
| Preparation for and completion of assignments and other assessment activities (Distance) | 1 690 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 3 600 | - |
| **Total number of credits** | - | 360 |

**DURATION OF PROGRAMME**
- Distance learning.
- Months to complete: February to November.
- Minimum period to obtain: 3 years.
- Maximum period to obtain: 5 years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- After successful completion of this diploma, students can apply for entry into the Advanced Diploma in Logistics (A34LGQ - Contact) or (A34LOP – Distance).
- Students who do not meet the minimum requirements for the Advanced Diploma in Logistics can apply for entry into the Bridging Programme for entering into the Advanced Diploma Logistics (S1BALQ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE**
The purpose of the Diploma in Logistic Management is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge and practical skills. This will enable students to explain and apply logistics and supply chain management principles, processes and procedures and to make decisions in the context of a logistics and/or supply chain organisation, interpret relevant information and produce innovative responses based on informed judgment to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems and project management. Furthermore, it will also provide the student with detailed knowledge about general management principles and specific logistics and supply chain management principles.

**PROGRAMME CONTENT**

| YEAR ONE |
|---|

| BLOCK | MONTHS | MODULE CODE | MODULE NAME | CREDITS |
|---|---|---|---|---|
| Block 1 | February - April | DCOMCE1 | Basic End-User Computing for Logisticians | 15 |
| | | DMATCE1 | Basic Mathematics and Quantitative Techniques for Logisticians | 15 |
| Block 2 | April - June | DILOCE1 | Introduction to Logistics Management | 15 |
| | | DBUSCE1 | Introduction to Business Management | 15 |
| Block 3 | July - September | DTPTCE1 | Introduction to Transportation and Warehousing | 15 |
| | | DGOVCE1 | Overview and Objectives of the Government and Municipal Logistics Systems | 15 |
| Block 4 | September - November | DPERCE1 | Basic Principles of Logistics Performance Measures | 15 |
| | | DORDCE1 | Procurement and Order Processing Systems | 15 |
| | | | TOTAL CREDITS | 120 |

| YEAR TWO | | | | |
|---|---|---|---|---|
| BLOCK | MONTHS | MODULE CODE | MODULE NAME | CREDITS |
| Block 1 | February - April | DWARCE2 | Warehousing and Materials Handling | 24 |
| | | DTOPCE2 | Transportation Operations Management | 24 |
| Block 2 | April - June | DSUPCE2 | Logistics and Supply Chain Management | 24 |
| Block 3 | July - September | DTACCE2 | Tactical Logistics Management | 24 |
| Block 4 | September - November | DVINCE2 | Inventory Management | 24 |
| | | | TOTAL CREDITS | 120 |

| YEAR THREE | | | | |
|---|---|---|---|---|
| BLOCK | MONTHS | MODULE CODE | MODULE NAME | CREDITS |
| Block 1 - 3 | February - September | DAUDCE3 | Logistics Audit Report | 42 |
| CHOOSE ANY THREE OF THE FOLLOWING 4 MODULES | | | | |
| Block 1 | February - April | DTEMCE3 | Temperature Controlled Supply Chain Management | 26 |
| Block 2 | April - June | DMANCE3 | Demand Planning | 26 |
| Block 3 | July - September | DINTRCE3 | International Logistics Management | 26 |
| Block 4 | September - November | DPROCE3 | Logistics Project Management | 26 |

**MODULES AND OUTCOMES:**

**DIPLOMA IN LOGISTICS MANAGEMENT:**

**INTRODUCTION TO LOGISTICS MANAGEMENT: (DILOCE1)**

**Purpose:**
This module introduces the student to fundamental logistics concepts and focus on the important role of Logistics in management decision-making.

**Outcome(s):**
**Students should be able to:**

- discuss the important role of logistics and its management, on a macro and a micro level in the economy;
- explain the value-adding functions of logistics and the competitive advantage created by these functions; and
- communicate effectively, in writing and/or orally, with respect to aspects of the logistics profession.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:

- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## INTRODUCTION TO BUSINESS MANAGEMENT: (DBUSCE1)

**Purpose:**
This module provides a basic introduction to the functioning of the business enterprise and the role and importance of management. Students are exposed to the managerial tasks of logistics managers and various methods of planning and controlling logistics performance.

**Outcome(s):**
**Students should be able to:**
- discuss the tasks, functions, skills and roles of managers as key role players, ensuring effective and efficient business practice; and
- analyse planning, organising, leading and control as primary management functions of the logistics business enterprise.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## INTRODUCTION TO TRANSPORTATION AND WAREHOUSING: (DTPTCE1)

**Purpose:**
The purpose of this module is to create Competency in the transportation system related to operational structure, services and cost characteristics of the various modes of transport, focusing on the goods carried in the transport system and various freight service providers. The module also focus on the role of packaging and containerisation, warehouse equipment and warehouse location in facilitating the efficiency of the supply chain.

**Outcome(s):**
**Students should be able to:**
- compare the operational characteristics of the various modes of transport;
- examine the service, costs characteristics and structure of the various modes of transport and investigate the cost trade-offs in transport as well as profit planning;
- select the right distribution channels for international shipments according to the role of the modes and intermediaries in facilitating international trade;
- reflect on the risks involved in purchasing warehouse equipment;
- analyse the role and types of storage and movement systems within the warehouse;
- discuss the function of packaging and containerisation; and
- explain the importance of selecting the location for warehouses in the supply chain.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%

- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## BASIC MATHEMATICS AND QUANTITATIVE TECHNIQUES FOR LOGISTICIANS: (DMATCE1)

**Purpose:**

The purpose of this module is to introduce students to basic statistical methods, quantitative techniques, percentages and measurements. Students will be able to apply these concepts to demand forecasting and solve logistical and storage problems.

**Outcome(s):**
**Students should be able to:**
- explain the three types of measurement (length, mass and capacity) and their relevant units;
- calculate the perimeter and area of geometric objects: rectangle, square and triangle;
- find the mean, mode and median of a data set, draw up a frequency table and draw a bar graph;
- calculate the graph of demand function and that of a supply function, equilibrium point; and
- calculate the total logistics profit and the total cost of inventory.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## OVERVIEW AND OBJECTIVES OF THE GOVERNMENT AND MUNICIPAL LOGISTICS SYSTEMS: (DGOVCE1)

**Purpose:**

The purpose of this module is to introduce students to the basic structure of the supply chain management process in government and its strategic planning and budgeting processes within supply chain management principles. This will enable students to interpret the legal environment within which the supply chain must be managed and addresses the procurement regime of government as well as the preferred procurement methodologies.

**Outcome(s):**
**Students should be able to:**
- explain how the basic structure of government generates income;
- discuss the strategic planning and budgeting processes of government and how it give structure to supply chain management in the public sector;
- analyse the components of government supply chain management and how it connects to government management;
- examine the regulatory framework or structure within which the government undertakes supply chain management;
- discuss the principles of the current procurement regime of government and its application; and
- compare the different procurement methodologies that must be chosen for the procurement of goods, services and construction works.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%

- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## PROCUREMENT AND ORDER PROCESSING SYSTEMS: (DORDCE1)

**Purpose:**
The purpose of this module is to provide the student with knowledge and skills of the activities associated with buying, purchasing and the developments in a company and the understanding and competencies in applying specific purchasing management practices in the supply chain industry. This module will also provide students with skills and competencies of logistics information systems, with specific reference to interfaces between systems.

**Outcome(s):**
**Students should be able to:**
- explain the basic activities associated with purchasing;
- analyse concepts concerning quality control and purchasing;
- examine the importance of finding the right supplier;
- discuss the various roles in the decision-making process;
- explain the background and principles of JIT management and JIT purchasing;
- discuss the primary tasks and responsibilities of purchasing management;
- examine the critical role that information plays in integrating logistics within the organisation; and
- analyse the key function of the distribution system.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## BASIC PRINCIPLES OF LOGISTICS PERFORMANCE MEASURES: (DPERCE1)

**Purpose:**
The purpose of this module is to equip students with vocational and industry-specific intellectual competencies, knowledge and practical skills in performance measures to enable the student to make decisions in the context of a logistics and supply chain organisation.

**Outcome(s):**
**Students should be able to:**
- explain the origin and most important theories of performance management and modern approaches currently at hand;
- analyse the skills, roles and characteristics of performance as important aspects in establishing effective and efficient business practices;
- examine the categories of performance management;
- discuss the concept of benchmarking;
- explain how to apply performance metrics and performance measures evaluation;
- apply the various models (EPM, Gartner Business Value, SCOR) in performance measurement; and
- apply the Balanced Scorecard Framework.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;

- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## BASIC END-USER COMPUTING FOR LOGISTICIANS: (DCOMCE1)

**Purpose:**
The purpose of this module is to create Competency in basic operating skills that are required to use any modern computer and specifically the operating system (OS) called Microsoft Windows. Some tools in the Microsoft Office suite will also be taught. This module will equip students with basic skills that opens the door to advanced learning in computers.

**Outcome(s):**
**Students should be able to:**
- use the Windows Operating System confidently;
- Explain the different components of a computer system and explain what their purposes are;
- apply web browsing and searching skills;
- use word processing as a productivity tool in the workplace; and
- apply MS Excel functionalities in the workplace.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## INVENTORY MANAGEMENT: (DVINCE2)

**Purpose:**
The purpose of this module is to develop competencies in the management and application of inventory management processes and systems in the workplace to maximise customer service levels, reduce the investment in inventory and the associated costs.

**Outcome(s):**
**Students should be able to:**
- discuss the role and importance of inventory management in supply chain management;
- apply the basic principles of inventory management;
- explain what total inventory costs entails; and
- examine inventory planning and control to optimise inventory levels in the supply chain.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%

- Pass Mark: 50%
- **No sup** exams granted.


## TACTICAL LOGISTICS MANAGEMENT: (DTACCE2)

**Purpose:**
The purpose of this module is to introduce tactical logistics management on various tiers or levels of management. This module will assist the student with key financial aspects of logistics and supply chain management and customer service as an important output of the logistics system.

**Outcome(s):**
**Students should be able to:**
- explain the concept of tactical logistics management;
- analyse the goods flow processes as well as the different product supply chain processes in a supply chain;
- discuss the importance of time management in a supply chain as well as the cause of long production cycles and lead times;
- examine the key financial management aspects of logistics and supply chain management;
-  discuss the basic aspects of cost accounting;
- apply the basic principles of order management and logistics customer service; and
- compare the various elements of customer service and how they impact both buyers and sellers.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## TRANSPORTATION OPERATIONS MANAGEMENT: (DTOPCE2)

**Purpose:**
The purpose of this module is to develop competencies in the management and application of transport management principles and processes in the workplace through the correct application of and adherence to management principles and transport legislation in the workplace.

**Outcome(s):**
**Students should be able to:**
- discuss the role and importance of transport in supply chain management;
- explain the basic functions and principles of transport management;
- explain the concept of cost trade-offs in transport management;
- distinguish between strategic, tactical and operational transport management;
- examine the various acts that govern the transport industry;
- analyse the role of the Administrative Adjudication of Road Traffic Offences Act (AARTO) in the compliance of road traffic legislation; and
- discuss the role and impact of road transport legislation for road transport management.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%

- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## WAREHOUSING AND MATERIALS HANDLING: (DWARCE2)

**Purpose:**
The purpose of this module is to provide the student with warehouse management principles and processes. This will give the student competencies in warehouse management to following a total systems approach and the correct application of and adherence to principles and processes.

**Outcome(s):**
**Students should be able to:**
- explain the concept of the design of storage and handling facilities;
- compare the different processes and principles that are required for effective and efficient operations of a warehouse
- discuss the role of information technology in warehouse management;
- examine the continuous challenge to continually improve warehouse operations; and
- discuss the role and importance of the warehousing activity in supply chain management.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## LOGISTICS AND SUPPLY CHAIN STRATEGY FORMULATION: (DSUPCE2)
**Purpose:**
The purpose of this module is to develop an understanding of the role, importance and nature of logistics planning and strategy formulation from an integrated supply chain management perspective. This module will provide the student with the competency to formulate a mission statement for a company and take part in the planning and strategy formulation of a company.

**Outcome(s):**
**Students should be able to:**
- distinguish between a corporate vision and mission statement;
- compare the relationship between a company strategy and its business model;
- explain the strategy-making and strategy-executing processes;
- examine the benefits derived from the establishment of a formal written logistics statement;
- apply the key components of a logistics mission statement in a company;
- explain how to draft a logistics mission statement for your company; and
- analyse the ten megatrends that will drive change and transformation necessary to enable organisations to achieve superior performance.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%

- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## DEMAND PLANNING: (DMANCE3)

**Purpose:**
The purpose of this module is to highlight the importance of demand planning at strategic, tactical and operational level in logistics and to develop competencies in the management and application of demand planning processes and mechanisms.

**Outcome(s):**
**Students should be able to:**
- explain demand planning and the purpose it serves in a company;
- discuss the fundamentals of demand forecasting and supply planning;
- compare various forecasting techniques and forecasting processes;
- explain the sales and operations planning (S&OP) process;
- discuss collaboration in the demand planning process; and
- analyse the importance of coordination in the supply chain and explain how to achieve collaboration in practice.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## INTERNATIONAL LOGISTICS MANAGEMENT: (DINTCE3)

**Purpose:**
The purpose of this module is to introduce the student to the important role that logistics management fulfils in the international trade. It will enable students to apply the knowledge of the mechanism of international trade and to provide rational explanations of the underlying concepts.

**Outcome(s):**
**Students should be able to:**
- distinguish between the different roles channel intermediaries fulfil in international trade;
- analyse the role foreign trade terms fulfil in international transactions;
- discuss the protection and packing of break-bulk cargo, containerised cargo and the handling and shipment of dangerous goods;
- compile a set of documents required to affect an export transaction; and
- compile a set of documents required to affect an import transaction.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**LOGISTICS AUDIT REPORT: (DAUDCE3)**

**Purpose:**
The purpose of this module is to enable the student to compile a well-structured research project in logistics and to provide an opportunity to apply the knowledge gained through experience-based learning.

**Outcome(s):**
**Students should be able to:**
- compare the logistics strategy of the company against the overall company strategy and the organisation's status regarding strategic alliances and partnerships in the supply chain;
- explain logistics channel and supply chain relative to its design parameters;
- discuss commercial status of the organisation's logistics service providers relative to the supply chain;
- analyse information systems and technology as deployed and utilised throughout the organisation's supply chain;
- examine deployment of the organisation's materials and inventories;
- discuss the nature of the logistics function in the organisation and its logistics personnel; and
- analyse performance of the supply chain and the extent to which performance measures have been implemented.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**LOGISTICS PROJECT MANAGEMENT: (DPROCE3)**

**Purpose:**
The purpose of this module is to develop competencies in the management and application of project management processes and mechanisms in the workplace through the correct application of project management techniques and applicable knowledge management in the logistics workplace.

**Outcome(s):**
**Students should be able to:**
- discuss the different steps/phases of project management;
- explain how to select a project;
- demonstrate the ability to implement a basic project;
- discuss the resources needed for project evaluation and audit; and
- explain the basic calculations required for optimum project management.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**TEMPERATURE CONTROLLED SUPPLY CHAIN MANAGEMENT: (DTEMCE3)**

**Purpose:**
The purpose of this module is to provide the student with knowledge and competencies to manage a temperature-controlled supply chain.

**Outcome(s):**
**Students should be able to:**
- explain the concept of temperature-controlled supply chains;
- analyse the role of sustainability in temperature-controlled supply chain in food safety;
- explain temperature-controlled supply chain management in air transportation;
- explain the monitoring of temperature-controlled supply chains;
- analyse some of the challenges in temperature-controlled supply chains; and
- examine the future of temperature-controlled supply chain management vehicles.

**ASSESSMENT**
N/A

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Internal moderation: subject to subject matter experts according to UJ policy for all modules.
- External moderation for the third-year modules: according to UJ policy.
- Appeals procedure according to UJ's moderation policy.

| NAME OF PROGRAMME: DIPLOMA IN TRANSPORTATION MANAGEMENT | WHOLE PROGRAMME LIMITED CONTACT APK | SLP CODE: D1DTMQ | NQF LEVEL: 6 CREDITS: 360 |
|---|---|---|---|

**TYPE OF WHOLE PROGRAMME (WP)**
Three-year credit bearing programme.

**MODE OF OFFERING**
- Limited contact programme offered via distance learning with study school presented once a year in Johannesburg (Kingsway Campus), Durban and Cape Town.
- Submission of assignments and writing scheduled assessments.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Grade 12 Certificate with at least diploma endorsement/ exemption.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 100 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 1 750 | - |
| Preparation for and completion of assignments and other assessment activities | 1 750 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 3 600 | - |
| **Total number of credits** | - | 360 |

**DURATION OF PROGRAMME**
- Contact time: One-week study school.
- Months to complete: February to November.
- Minimum period to obtain: 3 years.
- Maximum period to obtain: 5 years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- After successful completion of this diploma, students can apply for entry into the Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP – Distance).
- Students who do not meet the minimum requirements for the Advanced Diploma in Transportation Management can apply for entry into the Bridging Programme for entering into the Advanced Diploma Transportation Management (S1BATQ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE**
The purpose of the Diploma in Transportation Management is to develop students with a wide range of vocational and industry-specific competencies, knowledge and practical skills. This will enable students to critically explain and apply multimodal transportation management principles, processes and procedures.

**PROGRAMME CONTENT**

| FIRST YEAR | | |
|---|---|---|
| YEAR MODULES (COMPULSORY) | | |
| MODULE NAME | CREDITS | MODULE CODE |
| Industrial Relations | 24 | IDRTMY1 |
| Marketing Management | 24 | MKMTMY1 |

| Strategic Management | 24 | STMTMY1 |
|---|---|---|
| Contract Management | 24 | CTMTMY1 |
| Road Transport Legislation | 24 | RTLTMY1 |
| | | **TOTAL CREDITS 120** |

| SECOND YEAR | | |
|---|---|---|
| **YEAR MODULES (COMPULSORY)** | | |
| **MODULE NAME** | **CREDITS** | **MODULE CODE** |
| Project Management | 30 | PJMTMY2 |
| Transportation Management Project | 42 | RESTMY2 |
| Transport Economics | 24 | TPETMY2 |
| Transport Operations Planning | 24 | TOPTMY2 |
| | | **TOTAL CREDITS 120** |

| THIRD YEAR | | |
|---|---|---|
| **YEAR MODULES (COMPULSORY)** | | |
| **MODULE NAME** | **CREDITS** | **MODULE CODE** |
| Logistics Management | 30 | LGMTMY3 |
| Transportation and Warehousing | 30 | TWHTMY3 |
| **YEAR MODULES (ELECTIVES)**<br>**SELECT TWO MODULES** | | |
| **MODULE NAME** | **CREDITS** | **MODULE CODE** |
| Air Transport | 30 | ARTTMY3 |
| Transport Planning | 30 | TPPTMY3 |
| Import and Export | 30 | IXPTMY3 |
| Urban Transport | 30 | UBTTMY3 |
| Road Freight Transport | 30 | RFTTMY3 |
| Rail Transport | 30 | RATTMY3 |
| Maritime Transport | 30 | MTTMY3 |
| | | **TOTAL CREDITS 120** |

**MODULES AND OUTCOMES:**

**DIPLOMA IN TRANSPORTATION MANAGEMENT:**

**INDUSTRIAL RELATIONS: (IDRTMY1)**

**Purpose:**
The purpose of this module is to develop competencies in the management and application of industrial relations processes and mechanisms in the workplace through the correct application of labour legislation in the workplace.

**Outcome(s):**
**Students should be able to:**
- discuss the concept of industrial relations regarding the factors that affect the employment relationship;
- analyse the Labour Relations Act (LRA) in respect of the stipulations regarding trade unions, workplace democracy, conflict resolution mechanisms, dealing with performance and conduct issues and appointment of employees;
- examine the stipulations of the Basic Conditions of Employment Act regarding the terms and conditions of employment; and
- explain employer obligations in respect of skills development and employment equity legislation.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**MARKETING MANAGEMENT: (MKMTMY1)**

**Purpose:**

The purpose of this module is to create Competency in the marketing concept, principles and activities associated with the marketing mix. This will enable students to develop skills to ensure continuous profitability for the organisation, the nature and components of the communication process and the integrated marketing communication mix and how they contribute to the success of the marketing efforts of the organisation.

**Outcome(s):**
**Students should be able to:**
- define marketing concepts as well as the marketing processes;
- explain the principles of the marketing concepts and discuss relationship marketing;
- explain the role of marketing managers;
- differentiate between consumer and business markets and explain the various types of business clients (industrial buyers);
- explain the importance of the buying decision process in marketing;
- differentiate between the various factors influencing consumer buying decisions;
- explain the various factors influencing business buying decisions;
- provide an overview of the process buyer driven marketing strategy;
- analyse the purpose, concept and principles of market segmentation;
- discuss the concept and principles of target marketing;
- explain the concept positioning and explain the different positioning strategies that marketers can pursue in practice;
- discuss the possible differentiation strategies available to marketers and explain how to ensure choosing the right competitive advantage;
- explain the meaning of a product from a marketing perspective;
- discuss the term branding and the different meanings and types of brands;
- analyse the nature of pricing and discuss price decisions, as far as the transport industry is concerned;
- explain the term distribution and its importance within the marketing mix;
- examine the role of distribution within the supply chain;
- explain the factors that impact on the distribution channel decision and the importance of managing the distribution channel;
- analyse the nature and components of the communication process and the integrated marketing communication mix and how they contribute to the success of the marketing efforts of the organisation;
- discuss the concept of services marketing; and
- explain the concept of relationship marketing and discuss how marketers can apply the principles of relationship marketing

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**STRATEGIC MANAGEMENT: (STMTMY1)**

**Purpose:**
The purpose of this module is to develop competencies in the management and application of strategic management processes in the workplace through the correct application of and adherence to strategic management principles and procedures.

**Outcome(s):**
**Students should be able to:**
- analyse the concepts of strategic management and strategic thought, strategic planning and strategy;
- explain the steps in the strategic management process;
- distinguish between the concepts vision and mission;
- analyse an existing mission for strategy orientation;
- describe profile analysis of the enterprise as a process;
- examine the important components of a SWOT analysis;
- analyse the concept of environmental scanning;
- analyse the different forecasting techniques;
- examine the procedures in respect of the setting of objectives for the enterprise;
- compare the different generic strategies;
- compare different approaches of strategy analysis;
- discuss the guidelines for strategy choice;

- explain the implementation of the selected strategy in terms of the 'who', the 'what' and the 'how' within the functional units of the enterprise;
- discuss the application of leadership-by-visible-management in strategy implementation;
- discuss the management of the strategy/culture matrix;
- analyse the various types of strategic control; and
- examine the management of change in South African organisations.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**CONTRACT MANAGEMENT: (CTMTMY1)**

**Purpose:**
The purpose of this module is to introduce students to the concept of legal contracts and the 'foundation' of all contracts, namely offer and acceptance. Factors and events that undermine proper communication of offers and acceptance and prevent them from producing agreement will be addressed.

**Outcome(s):**
**Students should be able to:**
- determine what constitutes a contract;
- examine the effects of misrepresentation, fraud and duress;
- examine the different kinds of mistakes and the remedies for the mistakes;
- determine the difference between contracts that are null and void (no contract comes into being) or voidable (a contract comes into being but one or both parties have remedies to set it aside);
- explain the requirements for entering into contracts;
- discuss conditions and their effect on contracts;
- explain who may be parties to a contract and their different relationships;
- differentiate and discuss the different terms of a contract;
- explain the concept of 'performance';
- discuss the principle of partial performance;
- analyse what constitutes breach and what the remedies are for breach;
- compare the concept of subcontracts and the role privacy plays in contractual relationships;
- discuss the formation, requirements and consequences of the contract of carriage; and
- examine exemption clauses in contracts of carriage and different types of insurance.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**ROAD TRANSPORT LEGISLATION: (RTLTMY1)**

**Purpose:**
The purpose of this module is to develop competencies in the practical implications of law and the role and importance of legislation, regulation and policy formulation in the transport sector as well as the general economy of the country. The module further provides students with the Road Transport Legislation applicable in South Africa to give a holistic overview of the Transport Law environment.

**Outcome(s):**
**Students should be able to:**
- analyse the concept 'law';
- discuss the various sources of law generally and of South African law specifically;
- discuss the administration and regulation of transport in South Africa;

- determine the chief transport policy goals;
- comment on the mission statement of the Department of Transport;
- examine the applicable components of road transport and the laws promulgated under each of these components on all spheres of government;
- explain what the purpose is of the:
  - South African National Roads Agency Limited and National Roads Act, 7 of 1998
  - Road Traffic Management Corporation Act, 20 of 1999
  - Administrative Adjudication of Road Traffic Offences Act, 46 of 1998
- discuss the various sections and regulations governing road use; and
- distinguish between the different types of transport plans.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**PROJECT MANAGEMENT: (PJMTMY2)**

**Purpose:**
The purpose of this module is to develop competency in the management and application of project management processes and mechanisms in the workplace through the correct application of project management techniques and legislation in the workplace.

**Outcome(s):**
**Students should be able to:**
- discuss what project management entails, looking at the project itself and the management of projects;
- explain how to select a project;
- explain how to implement a project;
- explain how to evaluate and audit a project; and
- do the basic calculations required for this module.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**TRANSPORTATION MANAGEMENT PROJECT: (RESTMY2)**

**Purpose:**
The purpose of this module is to develop competencies in the application of communication skills in the related field of transportation management. Students should be able to write academic research essays through the development of students reading, writing and research skills and knowledge base. On completion of the required performance tasks, students will be able to do research and write academic essays.

**Outcome(s):**
**Students should be able to:**
- summarise the basic elements of the communication process;
- discuss the key academic writing skills;
- differentiate between the three dimensions of communication occurring in organisations;
- apply the learned communication and writing skills in practice;
- apply the best methods to create a CV and prepare for job interviews by using the best communication practices for interviews;
- demonstrate practical knowledge of different formal business reports;
- examine the role of public relations and advertising in the transport management environment;
- structure the writing of a research project for academic purposes;
- analyse the consequences of a question relating to a topic for academic research prior to commencing with the research;
- identify and develop an idea into a topic for academic research;

- manage the search for literature resources;
- distinguish between the material to determine relevance and to prepare the notes necessary to eventually draft an academic paper;
- use proper academic language at sentence level;
- draft paragraphs and other organising units of text, conveying insight and meaning;
- structure an academic paper using the knowledge gained through research to prepare a logical argument and convey that argument in an academic paper for academic purposes; and
- revise and edit academic writing to ensure that it conforms to academic standards.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**TRANSPORT ECONOMICS: (TPETMY2)**

**Purpose:**
The purpose of this module is to develop an understanding of the principles of transportation economics and environment within which transportation functions.

**Outcome(s):**
**Students should be able to:**
- analyse the transportation environment as well as the role and importance of transport in the economy;
- discuss the nature of the transportation function and the transportation system;
- explain the principles of supply and demand in transportation;
- examine the function of transport policy as well as the current transport policy environment;
- apply the basic costing principles in transportation management; and
- describe future trends in transportation.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**TRANSPORT OPERATIONS PLANNING: (TOPTMY2)**

**Purpose:**
The purpose of this module is to provide students with knowledge and competencies concerning transportation operations planning. These skills are required to supervise and/or manage transportation operations within a small, medium or large organisation efficiently and effectively.

**Outcome(s):**
**Students should be able to:**
- analyse the economic principle of scarcity of resources and relate it to the demand for goods and services;
- describe the areas in the competitive environment and fully explain each of the areas;
- discuss the macro-economic influences that entrepreneurs need to be aware of when they evaluate business opportunities;
- compare the interrelationship between the demand for transport and the well-being of the national economy;
- describe the similarities and differences between the organisational and management structures of the various modes
- outline the basic principles of transport management;
- discuss the scope of transport management, with regard to carrier management and industrial or traffic management;
- examine how to position a transport service operation in a market with the aid of a market planning model;
- discuss market segmentation from a transport service perspective;
- analyse the concept of value chain and what role a value chain of suppliers, distributors, associates and collaborators fulfil to enable it to be of service to its end-users;
- discuss scheduling in the context of detailing the tasks to be performed and the resources needed to perform the tasks;
- comment on the importance of relationship management in a service industry; and

- discuss the value of reliable partners in the process of providing an inclusive transport solution for customers.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


## LOGISTICS MANAGEMENT: (LGMTMY3)

**Purpose:**
The purpose of this module is to develop competencies in the management and application of integrated business logistics as well as the role and application of logistics principles within supply and value chain management.

**Outcome(s):**
**Students should be able to:**
- discuss the concept of logistics and supply chain regarding micro and macro perspective of logistics;
- explain the logistics activities that constitute a supply chain network and the principles that are important to supply chain management;
- analyse a supply chain network integration logistics management concept;
- distinguish between the primary and secondary activities of the value chain;
- examine the strategic importance of supply chain management in an organisation; and
- analyse between risk factors that threaten the proper functioning of a supply chain network.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


## TRANSPORTATION AND WAREHOUSING: (TWHTMY3)

**Purpose:**
The purpose of the module is to provide students with the knowledge and competencies concerning transportation and warehousing. These skills are required to supervise and/or manage transportation and warehousing processes and procedures within a small, medium or large organisation efficiently and effectively.

**Outcome(s):**
**Students should be able to:**
- discuss the historical development of transportation management;
- compare the role transportation fulfils on both a macro and a micro level;
- examine the role of transportation and its importance in Southern Africa;
- discuss the role of air transport in freight service;
- discuss the service characteristics of the different modes of transportation;
- describe the strategic and operational role that a warehouse plays in a supply chain;
- discuss how a warehouse is an asset for a company and that it must operate in a cost-efficient, productive and technological efficient manner; and
- distinguish between a variety of materials management philosophies and techniques.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**AIR TRANSPORT: (ARTTMY3)**

**Purpose:**
The purpose of this module is to introduce the students to the history of commercial aviation as well as the role and importance of the air transport industry in the economy of a country. The students will also be introduced to the concepts of supply and demand in the passenger transport industry and aircraft selection, air cargo and airport operations.

**Outcome(s):**
**Students should be able to:**
- discuss the role and importance of the air transport industry;
- analyse the supply of and the demand for air passenger transport;
- analyse the airline industry in South Africa;
- explain the characteristics that air cargo should comply with;
- explain the process of airport planning and operations; and
- analyse the regulatory environment related to the air transport industry.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**TRANSPORT PLANNING: (TPPTMY3)**

**Purpose:**
The purpose of this module is to develop an understanding of the theory of transportation planning and the provisions for transportation planning in the South African environment.

**Outcome(s):**
**Students should be able to:**
- discuss the theory of transport demand as well as the specific factors that impact the South African environment;
- explain how to evaluate an urban transport planning process;
- comment on some of the criticisms of urban transport planning processes;
- analyse the regulatory environment for transport planning in South Africa;
- discuss the integrated transport planning process in South Africa; and
- distinguish between some of the unique problems in the urban transportation planning process in South Africa as well as being able to describe the public participation process in planning.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**IMPORT AND EXPORT: (IXPTMY3)**

**Purpose:**
The purpose of this module is to develop competencies in the management and application of the requirements for the import and export of goods in South Africa.

**Outcome(s):**
**Students should be able to:**
- analyse the importance of imports and exports to a country's economy and the role that transport plays in international trade;
- explain the concept of INCOTERMS regarding how these affect the buyer-seller relationship;
- discuss the importance and the functioning of the bill of lading;
- compare the methods of payment in import and export transactions;
- examine the importance and components of marine insurance and the role of Lloyd's agents in the marine insurance process;

- discuss the customs and excise procedure; and
- discuss the documentation required for exporting goods from South Africa.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


## URBAN TRANSPORT: (UBTTMY3)

**Purpose:**
The purpose of this module is to develop an understanding and competencies to analyse urban transport challenges in the contemporary urban environment in South Africa. Students should be able to reflect on these challenges and provide solutions to alleviate the challenges.

**Outcome(s):**
**Students should be able to:**
- analyse the concept of urbanisation and how urban problems have evolved in South Africa;
- explain the role of transport in the economic development and growth of urban and national economies;
- examine urban transport problems and ways of mitigating such problems;
- analyse the role and significance of urban public transport, its organisational structure, planning and management; and
- discuss the implications of accessibility and social equity in urban transport.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


## ROAD FREIGHT TRANSPORT: (RFTTMY3)

**Purpose:**
The purpose of this module is to provide the student with an overview of the functions of transport management. The module deals with the objective of management, organisation and management structures, functions of management, job descriptions and management approaches in private and public transport operations. Furthermore, the module deals with the procurement, costing, depreciation as well as the legislative aspects of transport management.

**Outcome(s):**
**Students should be able to:**
- give an overview of the management functions involved in managing the transport functions;
- analyse these factors that will influence road freight as well as the elasticity of demand for road freight;
- explain the approach towards vehicle selection in a company including freight vehicle selection criteria – operational and technical criteria, the evaluation process and the actual selection process;
- discuss the approach to identifying capital investment in projects and their funding, traditional and time value investment analysis, techniques and different financing alternatives;
- discuss the span of activities normally included in operational control;
- distinguish between the factors affecting vehicle costs, the importance of cost control and how to plan a costing system;
- discuss the importance of the maintenance policy of a transport business, the maintenance philosophy, types of maintenance and maintenance procedures;
- discuss the Critical Success Factors (CSFs) and Key Performance Indicators (KPIs) specific to road freight;
- compare the different approaches followed in vehicle replacement policies, the refurbishment versus replacement decision and different approaches toward vehicle depreciation;
- analyse the broad overview of strategic planning in a transport organisation or department;
- examine the criteria for customer service as well as the collection of data for service level determination; and
- explain how the decisions taken in running the business are reviewed on a regular basis to establish relevance and whether circumstances have changed to warrant different decisions.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## MARITIME TRANSPORT: (MTTTMY3)

**Purpose:**
The purpose of this module is to acquaint the student with the historical development of ocean shipping as well as local and international trade. The student will also be familiarised with ship design, cargo operations and maritime trades. The legal principles and maritime insurance concepts will also be highlighted.

**Outcome(s):**
**Students should be able to:**
- discuss the developments of ocean shipping, local and international trade as well as shipping trends and maritime policy;
- examine maritime trades and important shipping organisations;
- analyse the shipping environment;
- explain the economics of shipping operations as well as the importance of fleet planning; and
- explain what port operations entail.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## RAIL TRANSPORT: (RATTMY3)

**Purpose:**
The purpose of this module is to develop the capability to analyse the role and importance of rail transport in South Africa and the national economy and to develop students competency in analysing, transforming and critically evaluating various aspects of the competitive position of rail transport.

**Outcome(s):**
**Students should be able to:**
- discuss the history and evolution of rail transport in South Africa;
- analyse the factors influencing the competitive position of rail transport;
- analyse the role and significance of passenger rail in urban transport, economic development and growth of urban and national economies;
- examine the concept of externalities regarding the seven externalities associated with rail transport; and
- discuss the prospects of rail transport with respect to international trends/developments and South Africa's policies on rail.

**ASSESSMENT**
- Assessments are in the form of assignments and a written summative assessment.
- Summative assessments are written at various examination centres in South Africa.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**MODERATION**
- Internal moderation: subject matter experts will be used according to UJ policy for all modules.
- External moderation for the third-year modules according to UJ policy.
- Appeals procedure according to UJ's moderation policy

**TYPE OF WHOLE PROGRAMME (WP)**
Three-year credit bearing programme.

**MODE OF OFFERING**
- Limited contact programme offered via distance learning with a study school presented once a year in Johannesburg (Kingsway Campus), Durban and Cape Town.
- Submission of assignments and writing scheduled assessments.

**CERTIFICATION**
Assessment based.

**ADMISSION REQUIREMENTS**
Grade 12 Certificate with at least diploma endorsement/degree endorsement.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 1 740 | - |
| Preparation for and completion of assignments and other assessment activities | 1 740 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 3 600 | - |
| **Total number of credits** | - | 360 |

**DURATION OF PROGRAMME**
- Contact time: One-week study school.
- Months to complete: February to November.
- Minimum period to obtain: 3 years.
- Maximum period to obtain: 6 years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the programme, students who also meet the applicable minimum entry requirements may be considered for entrance to the Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP – Distance).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE**
The purpose of the Diploma in Road Transport Management Freight is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge and practical skills. This will enable students to critically explain and apply road transport management principles, processes and procedures. The student should be able to make decisions in the context of a road transport (freight) organisation, interpret relevant information and produce innovative responses based on informed judgement to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, logistics management, marketing management and financial management. Furthermore, it will also provide the student with detailed knowledge about road transport legislation and the application of general management principles and specific road freight management principles on a junior management level.

**PROGRAMME CONTENT**

| FIRST YEAR |
|---|
| YEAR MODULES (COMPULSORY) |

| MODULE NAME | CREDITS | MODULE CODE |
|---|---|---|
| Managing a Road Transport Operation | 24 | MRO1RY1 |
| Legislation in Road Transport | 24 | LEG2RY1 |
| Vehicle and Fleet Costing | 24 | VFC3RY1 |
| Maintenance and Technical Management | 24 | MTM4RY1 |
| Freight Transport Management | 24 | FRT5RY1 |
| | | **TOTAL CREDITS 120** |

| SECOND YEAR | | |
|---|---|---|
| YEAR MODULES (COMPULSORY) | | |
| **MODULE NAME** | **CREDITS** | **MODULE CODE** |
| Labour Relations | 24 | LAR1RY2 |
| Operations Management | 24 | OMA2RY2 |
| Fleet Management | 24 | FMA3RY2 |
| Fleet Financial Reporting | 24 | FFR4RY2 |
| Freight Transport: Specialised Operations | 24 | FSO5RY2 |
| | | **TOTAL CREDITS 120** |

| THIRD YEAR | | |
|---|---|---|
| YEAR MODULES (COMPULSORY) | | |
| **MODULE NAME** | **CREDITS** | **MODULE CODE** |
| General Management | 24 | GMA1RY3 |
| Road Transport Project Management | 24 | RTP2RY3 |
| Logistics Management | 24 | LMA3RY3 |
| Marketing in Road Transport Services | 24 | MRS4RY3 |
| Freight Transport: Contracting and Tendering | 24 | FCT5RY3 |
| | | **TOTAL CREDITS 120** |

**MODULES AND OUTCOMES:**

**MANAGING A ROAD TRANSPORT OPERATION: (MRO1RY1)**

**Purpose:**
The purpose of this module is to introduce students to basic road transport management knowledge and skills to enable them to make informed operational decisions in road transport context in South Africa.

**Outcome(s):**
**Students should be able to:**
- describe the road transport industry in South Africa;
- explain standard road transport operational procedures and activities;
- apply general management principles in a road transport operation;
- discuss the role of the supervisor in planning and organising resources within an organisation;
- apply decisions at supervisory level in the road transport industry; and
- apply decisions at managerial level in the road transport industry.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**LEGISLATION IN ROAD TRANSPORT: (LEG2RY1)**

**Purpose:**

The purpose of this module is to introduce students to the National Road Traffic Act and supporting legislation to apply the requirements of road transport legislation in South Africa.

**Outcome(s):**
**Students should be able to:**
- summarise the legal compliance requirements of road transport in South Africa;
- describe the operational implications of the National Road Traffic Act and Regulations, Administrative Adjudication of Road Traffic Offences (AARTO), Road Traffic Infringement Agency (RTIA), Road Traffic Management Corporation (RTMC) and supporting legislation; and
- discuss occupational hazards, health and safety requirements with reference to road transport undertakings.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**VEHICLE AND FLEET COSTING: (VFC3RY1)**

**Purpose:**
The purpose of this module is to introduce students to costing principles and terminology to enable them to do vehicle and fleet costing and budgeting.

**Outcome(s):**
**Students should be able to:**
- describe the importance of costing with reference to demand and supply for transport services in the market;
- describe costing principles and characteristics and the tariff calculation process;
- discuss different types of costs and cost centres;
- explain the major cost drivers in compiling a costing for a fleet of vehicles;
- conduct fleet costing activities for road transport undertakings;
- calculate vehicle and fleet costs for a transport company; and
- describe the different types of budgets used by a transport company.


**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**MAINTENANCE AND TECHNICAL MANAGEMENT: (MTM4RY1)**

**Purpose:**
The purpose of this module is to introduce students to maintenance and technical management principles to oversee vehicle and fleet management in the transport industry.

**Outcome(s):**
**Students should be able to:**
- outline the vehicle selection, vehicle technical management and vehicle replacement procedures in vehicle and fleet management;
- explain the aspects of the management of technical employees;
- explain the maintenance practices, standard procedures and systems in the maintenance facility; and
- describe the management of spares, fuel and tyres in the transport industry; and
- explain the role of security, safety and technology, including telematics, in maintenance and technical management.

**CALCULATION CRITERIA**
**Subject type: JH**

- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## FREIGHT TRANSPORT MANAGEMENT: (FRT5RY1)

**Purpose:**
The purpose of this module is to provide students with general information about the role of road freight transport logistics in the South African economy to apply applicable policies and solutions to the road freight transport industry.

**Outcome(s):**
**Students should be able to:**
- explain the role and function of the road freight transport industry in South Africa in support of logistics activities;
- indicate standard road transport operational procedures and activities to efficiently manage a road freight transport company in South Africa;
- give examples of the operational complexities of road freight transport in South Africa;
- discuss the role of information technology in the management of road freight transport in South Africa;
- discuss routing and scheduling requirements for road freight transportation in urban and long-distance learning operations; and
- discuss the importance of driver management in the freight transport industry.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## LABOUR RELATIONS: (LAR1RY2)

**Purpose:**
The purpose of this module is to introduce students to basic labour relations knowledge and provide skills to enable them to make informed labour-related decisions in road transport in the South African context.

**Outcome(s):**
**Students should be able to:**
- outline the legal compliance requirements of the management of labour in road transport in South Africa;
- summarise the rights of labour and employers in the management of staff;
- describe the principles relevant to recruitment, selection, onboarding and management of staff;
- explain the principles of effective conflict management and handling grievances in the workplace;
- explain effective dispute resolution;
- describe the principles and procedures for instituting fair disciplinary action;
- explain the application of discipline; and
- explain how to deal with difficult areas in discipline.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## OPERATIONS MANAGEMENT: (OMA2RY2)

**Purpose:**
The purpose of this module is to provide operational management knowledge and skills to manage a road transport business successfully.

**Outcome(s):**
**Students should be able to:**

- discuss the difference between operations management principles and objectives in managing road passenger and road freight transport operations;
- explain the difference between the vehicle operations management principles and objectives in a depot in freight and passenger transport operations;
- apply standard road transport operational procedures and activities;
- implement effective security measures and requirements in the depot and end route;
- explain the role of operational information management and telematics in the road transport industry;
- communicate and complete basic forms and reports;
- do basic research in order to generate and manage information for operations management; and
- identify ethical issues and develop appropriate responses.

## CALCULATION CRITERIA
**Subject type: JH**

- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## FLEET MANAGEMENT: (FMA3RY2)

**Purpose:**
The purpose of this module is to familiarise the student with the principles to enable them to effectively manage a fleet of vehicles.

**Outcome(s):**
**Students should be able to:**

- describe the principles of fleet management;
- explain how to manage the life cycle of a vehicle in a fleet;
- communicate and complete basic forms and reports and do basic research in order to manage a fleet;
- give examples of unique operational circumstances in fleet specifications; and
- describe an integrated road transport management system (RTMS) for the management of a fleet of vehicles.

## CALCULATION CRITERIA
**Subject type: JH**

- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## FLEET FINANCIAL REPORTING: (FFR4RY2)

**Purpose:**
The purpose of this module is to provide the student with basic accounting principles and processes, financial statements and reporting for a transport company.

**Outcome(s):**
**Students should be able to:**

- identify and process source documents and adhere to the minimum requirements;
- discuss different transactions and populate the general ledger accounts;
- prepare a trial balance and determine the profit or loss in a company; and
- prepare and present basic financial statements for a company.

## CALCULATION CRITERIA
**Subject type: JH**

- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;

- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## FREIGHT TRANSPORT: SPECIALISED OPERATIONS: (FSO5RY2)

**Purpose:**
The purpose of this module is to develop the necessary competencies required to effectively manage specialised road freight operations.

**Outcome(s):**
**Students should be able to:**
- discuss the main regulations, national norms and standards that regulate the waste classification and management disposal, transportation and storage of waste materials in South Africa;
- describe the main legislation and national standards that regulate the transportation and storage of dangerous goods in South Africa; and
- explain the dimensional and mass limitations and other requirements for abnormal loads.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## GENERAL MANAGEMENT: (GMA1RY3)

**Purpose:**
The purpose of this module is to provide students with an understanding of general management, with a focus on their role as managers facing challenges in the context of the road transport industry.

**Outcome(s):**
**Students should be able to:**
- explain problem-solving in the organisation using effective decision-making practices;
- consider ethical conduct, developing appropriate responses when making decisions;
- investigate the use of innovative solutions for decision-making in the work environment through creative decision-making processes, tools, and techniques;
- discuss an organisational system and the analyses of its interactive impact on problem-solving and decision-making, by considering the impact of risk and its management;
- distinguish between effective communication, communication elements, processes, and practices, to enable effective workplace communication;
- analyse professional business communication used by considering communication tools, and channels;
- explain the importance and use of information management for effective communication and decision-making.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## ROAD TRANSPORT PROJECT MANAGEMENT: (RTP2RY3)

**Purpose:**
The purpose of this module is to provide students with competencies for basic Project Management, with a focus on their roles and tasks as project team members and project managers in their relevant road transport business environment context.

**Outcome(s):**
**Students should be able to:**

- demonstrate an understanding of what a project entails and provide an overview of the unique attributes and elements of projects and project management;
- display knowledge of the initiation and planning of the project within the project management environment, to ensure project success in the project life cycle;
- display knowledge of the implementation, monitoring and controlling of the project within the project management environment, to ensure project success in the project life cycle;
- display knowledge and understanding of evaluating, auditing, terminating, and closing a project, during and at the end of its project life cycle.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## LOGISTICS MANAGEMENT: (LMA3RY3)

**Purpose:**
The purpose of this module is to introduce students to the concept of supply chain management with an emphasis on logistics management as an important component in the road transport industry.

**Outcome(s):**
**Students should be able to:**
- discuss the role and importance of logistics and supply chain management in the road transport industry;
- analyse the role and importance of inventory management in an organisation;
- distinguish between key aspects of efficiency in the supply of the transport function within business logistics practice, the cost structure of each mode of transport and cost trade-offs in transport; and
- explain the role and importance of warehousing in the logistics system;

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## MARKETING IN ROAD TRANSPORT SERVICES: (MRS4RY3)

**Purpose:**
The purpose of this module is to provide students with marketing management principles and skills to apply within the road freight and road passenger transport environment.

**Outcome(s):**
**Students should be able to:**
- distinguish between the differences in the approach to marketing in the road freight and road passenger industry;
- explain the concept of marketing management with specific reference to the tasks, decisions and strategies needed to satisfy freight and passenger customers;
- discuss marketing management and specific tools to analyse and scan the marketing environment in the road freight and road passenger transport industry;
- analyse the concept of customer services, its components and its management; and
- compare the concepts of Customer Relationship Management (CRM) and Customer Loyalty and their management; and discuss the concepts of retention marketing, service recovery.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;

- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


## FREIGHT TRANSPORT: CONTRACTING AND TENDERING: (FCT5RY3)

**Purpose:**
The purpose of this module is to develop competencies required to enable the student to effectively quote and/or tender for road freight transport services based on customer requirements.

**Outcome(s):**
**Students should be able to:**
- discuss the basic contractual requirements for quotations and tenders in the road freight industry;
- explain and describe the philosophy and framework of ethical corporate codes of conduct when compiling quotations and/or tenders;
- apply the knowledge acquired in the programme to quote and tender for services based on customer requirements;
- apply the principles to generate a short-term quote based on a road freight case study; and
- apply the principles to generate a fixed-term tender based on a road freight case study.

## METHODS OF ASSESSMENT
- Formative assessment is in the form of assignments and an exam for summative assessment.
- The summative assessments are written at various examination centres in South Africa.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## MODERATION
- Summative assessments are moderated.
  - Moderation is internal for first and second-year modules, making use of subject specialists within the department.
  - Moderation is external for the third-year exit-level modules, making use of subject matter experts.

| NAME OF PROGRAMME: DIPLOMA IN ROAD TRANSPORT MANAGEMENT (PASSENGERS) | WHOLE PROGRAMME LIMITED CONTACT APK | SLP CODE: D34PAQ | NQF LEVEL: 6 CREDITS: 360 |
|---|---|---|---|

**TYPE OF WHOLE PROGRAMME (WP)**
Three-year credit bearing programme.

**MODE OF OFFERING**
- Limited contact programme offered via distance learning with study school presented once a year in Johannesburg (Kingsway Campus), Durban and Cape Town.
- Submission of assignments and writing scheduled assessments.

**CERTIFICATION**
Assessment based.

**ADMISSION REQUIREMENTS**
Grade 12 Certificate with at least diploma endorsement/university degree endorsement.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 1 740 | - |
| Preparation for and completion of assignments and other assessment activities | 1 740 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 3 600 | - |
| **Total number of credits** | - | 360 |

**DURATION OF PROGRAMME**
- Contact time:  One-week study school.
- Months to complete: February to November.
- Minimum period to obtain: 3 years.
- Maximum period to obtain:  6 years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the programme, students who also meet the applicable minimum entry requirements may be considered for entrance to the Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP – Distance).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE**
The purpose of the Diploma in Road Transport Management Passengers is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge and practical skills. This will enable students to critically explain and apply road transport management principles, processes and procedures. The student should be able to make decisions in the context of a road transport (passenger) organisation, interpret relevant information and produce innovative responses based on informed judgement to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, logistics management, marketing management and financial management. Furthermore, it will also provide the student with detailed knowledge about road transport legislation and the application of general management principles and specific road passenger management principles on a junior management level.

**PROGRAMME CONTENT**

| FIRST YEAR |
|---|
| YEAR MODULES (COMPULSORY) |

| MODULE NAME | CREDITS | MODULE CODE |
|---|---|---|
| Managing a Road Transport Operation | 24 | MRO1RY1 |
| Legislation in Road Transport | 24 | LEG2RY1 |
| Vehicle and Fleet Costing | 24 | VFC3RY1 |
| Maintenance and Technical Management | 24 | MTM4RY1 |
| Passenger Transport Management | 24 | PAS5RY1 |
| | | TOTAL CREDITS 120 |

| SECOND YEAR | | |
|---|---|---|
| YEAR MODULES (COMPULSORY) | | |
| MODULE NAME | CREDITS | MODULE CODE |
| Labour Relations | 24 | LAR1RY2 |
| Operations Management | 24 | OMA2RY2 |
| Fleet Management | 24 | FMA3RY2 |
| Fleet Financial Reporting | 24 | FFR4RY2 |
| Passenger Transport Operations Planning | 24 | POP5RY2 |
| | | TOTAL CREDITS 120 |

| THIRD YEAR | | |
|---|---|---|
| YEAR MODULES (COMPULSORY) | | |
| MODULE NAME | CREDITS | MODULE CODE |
| General Management | 24 | GMA1RY3 |
| Road Transport Project Management | 24 | RTP2RY3 |
| Logistics Management | 24 | LMA3RY3 |
| Marketing in Transport Services | 24 | MRS4RY3 |
| Passenger Transport: Contracting and Tendering | 24 | PCT5RY3 |
| | | TOTAL CREDITS 120 |

## MODULES AND OUTCOMES:

## MANAGING A ROAD TRANSPORT OPERATION: (MRO1RY1)

**Purpose:**
The purpose of this module is to introduce students to basic road transport management knowledge and skills to enable them to make informed operational decisions in road transport context in South Africa.

**Outcome(s):**
**Students should be able to:**
- describe the road transport industry in South Africa;
- explain standard road transport operational procedures and activities;
- apply general management principles in a road transport operation;
- discuss the role of the supervisor in planning and organising resources within an organisation;
- apply decisions at supervisory level in the road transport industry; and
- apply decisions at managerial level in the road transport industry.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## LEGISLATION IN ROAD TRANSPORT: (LEG2RY1)

**Purpose:**
The purpose of this module is to introduce students to the National Road Traffic Act and supporting legislation to apply the requirements of road transport legislation in South Africa.

**Outcome(s):**
**Students should be able to:**
- summarise the legal compliance requirements of road transport in South Africa;

- describe the operational implications of the National Road Traffic Act and Regulations, *Administrative Adjudication of Road Traffic Offences* (AARTO), *Road Traffic Infringement Agency (*RTIA), *Road Traffic Management Corporation (*RTMC) and supporting legislation; and
- discuss occupational hazards, health and safety requirements with reference to road transport undertakings.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## VEHICLE AND FLEET COSTING: (VFC3RY1)

**Purpose:**
The purpose of this module is to introduce students to costing principles and terminology to enable them to do vehicle and fleet costing and budgeting.

**Outcome(s):**
**Students should be able to:**
- describe the importance of costing with reference to demand and supply for transport services in the market;
- describe costing principles and characteristics and the tariff calculation process;
- discuss different types of costs and cost centres;
- explain the major cost drivers in compiling a costing for a fleet of vehicles;
- conduct fleet costing activities for road transport undertakings;
- calculate vehicle and fleet costs for a transport company; and
- describe the different types of budgets used by a transport company.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## MAINTENANCE AND TECHNICAL MANAGEMENT: (MTM4RY1)

**Purpose:**
The purpose of this module is to introduce students to maintenance and technical management principles to oversee vehicle and fleet management in the transport industry.

**Outcome(s):**
**Students should be able to:**
- outline the vehicle selection, vehicle technical management and vehicle replacement procedures in vehicle and fleet management;
- explain the aspects of the management of technical employees;
- explain the maintenance practices, standard procedures and systems in the maintenance facility;
- describe the management of spares, fuel and tyres in the transport industry; and
- explain the role of security, safety and technology, including telematics, in maintenance and technical management.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## PASSENGER TRANSPORT MANAGEMENT: (PAS5RY1)

**Purpose:**

The purpose of this module is to provide students with general information around the role of passenger transport in the South African economy and urban development and transportation issues. To apply relevant policies and solutions to the road passenger transport industry.

**Outcome(s):**

**Students should be able to:**

- describe the role of passenger transport in a city in the economic development of the country;
- describe the underlying theory of urban passenger transport modes with reference to informal and formal transport;
- discuss the government policy and legislation around passenger transport in South Africa;
- explain the role of public transport planning for a city;
- discuss the operational aspects of formal passenger transport management;
- discuss the role of information technology in the management of road passenger transport in South Africa; and
- discuss the importance of driver management in the passenger transport industry; and
- discuss the development of BRT systems.

**CALCULATION CRITERIA**

**Subject type: JH**

- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**LABOUR RELATIONS: (LAR1RY2)**

**Purpose:**

The purpose of this module is to introduce students to basic labour relations knowledge and provide skills to enable them to make informed labour-related decisions in road transport in the South African context.

**Outcome(s):**

**Students should be able to:**

- outline the legal compliance requirements of the management of labour in road transport in South Africa;
- summarise the rights of labour and employers in the management of staff;
- describe the principles relevant to recruitment, selection, onboarding and management of staff;
- explain the principles of effective conflict management and handling grievances in the workplace;
- explain effective dispute resolution;
- describe the principles and procedures for instituting fair disciplinary action;
- explain the application of discipline;
- explain how to deal with difficult areas in discipline.

**CALCULATION CRITERIA**

**Subject type: JH**

- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**OPERATIONS MANAGEMENT: (OMA2RY2)**

**Purpose:**

The purpose of this module is to provide operational management knowledge and skills to manage a road transport business successfully.

**Outcome(s):**

**Students should be able to:**

- discuss the difference between operations management principles and objectives in managing road passenger and road freight transport operations;

- explain the difference between the vehicle operations management principles and objectives in a depot in freight and passenger transport operations;
- apply standard road transport operational procedures and activities;
- implement effective security measures and requirements in the depot and end route;
- explain the role of operational information management and telematics in the road transport industry;
- communicate and complete basic forms and reports;
- do basic research in order to generate and manage information for operations management; and
- identify ethical issues and develop appropriate responses.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**FLEET MANAGEMENT: (FMA3RY2)**

**Purpose:**
The purpose of this module is to familiarise the students with the principles to enable them to effectively manage a fleet of vehicles.

**Outcome(s):**
**Students should be able to:**
- describe the principles of fleet management;
- explain how to manage the life cycle of a vehicle in a fleet;
- communicate and complete basic forms and reports and do basic research in order to manage a fleet;
- give examples of unique operational circumstances in fleet specifications; and
- describe an integrated Road Transport Management System (RTMS) for the management of a fleet of vehicles.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.


**FLEET FINANCIAL REPORTING: (FFR4RY2)**

**Purpose:**
The purpose of this module is to provide the student with basic accounting principles and processes, financial statements and reporting for a transport company.

**Outcome(s):**
**Students should be able to:**
- identify and process source documents and adhere to the minimum requirements;
- discuss different transactions and populate the general ledger accounts;
- prepare a trial balance and determine the profit or loss in a company; and
- prepare and present basic financial statements for a company.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50

**PASSENGER TRANSPORT: OPERATIONS PLANNING: (POP5RY2)**

**Purpose:**

The purpose of this module is to provide students with knowledge and skills of routing and scheduling in formal road passenger transport operations and planning.

**Outcome(s):**
**Students should be able to:**
- describe the importance of routing and scheduling in a passenger transport operation;
- reflect on the linkage between routing and scheduling and the cost of a bus operation;
- show how to use route data in designing a timetable for a bus service; and
- schedule drivers into a timetable for a bus service and consider the impact on the costs of a bus company.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## GENERAL MANAGEMENT: (GMA1RY3)

**Purpose:**
The purpose of this module is to provide students with an understanding of general management, with a focus on their role as managers facing challenges in the context of the road transport industry.

**Outcome(s):**
**Students should be able to:**
- explain problem-solving in the organisation using effective decision-making practices;
- consider ethical conduct, developing appropriate responses when making decisions;
- investigate the use of innovative solutions for decision-making in the work environment through creative decision-making processes, tools, and techniques;
- discuss an organisational system and the analyses of its interactive impact on problem-solving and decision-making, by considering the impact of risk and its management;
- distinguish between effective communication, communication elements, processes, and practices, to enable effective workplace communication;
- analyse professional business communication used by considering communication tools, and channels;
- explain the importance and use of information management for effective communication and decision-making.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## ROAD TRANSPORT PROJECT MANAGEMENT: (RTP2RY3)

**Purpose:**
The purpose of this module is to provide students with competencies for basic Project Management, with a focus on their role and tasks as project team members and project managers in their relevant road transport business environment context.

**Outcome(s):**
**Students should be able to:**
- demonstrate an understanding of what a project entails and provide an overview of the unique attributes and elements of projects and project management;
- display knowledge of the initiation and planning of the project within the project management environment, to ensure project success in the project life cycle;
- display knowledge of the implementation, monitoring and controlling of the project within the project management environment, to ensure project success in the project life cycle;
- display knowledge and understanding of evaluating, auditing, terminating, and closing a project, during and at the end of its project life cycle.

## CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## LOGISTICS MANAGEMENT: (LMA3RY3)

### Purpose:
The purpose of this module is to introduce students to the concept of supply chain management with an emphasis on logistics management as an important component in the road transport industry.

### Outcome(s):
**Students should be able to:**
- discuss the role and importance of logistics and supply chain management in the road transport industry;
- analyse the role and importance of inventory management in an organisation;
- distinguish between key aspects of efficiency in the supply of the transport function within business logistics practice, the cost structure of each mode of transport and cost trade-offs in transport; and
- explain the role and importance of warehousing in the logistics system.

### CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## MARKETING IN ROAD TRANSPORT SERVICES: (MRS4RY3)

### Purpose:
The purpose of this module is to provide students with marketing management principles and skills to apply within the road freight and road passenger transport environment.

### Outcome(s):
**Students should be able to:**
- distinguish between the differences in the approach to marketing in the road freight and road passenger industry;
- explain the concept of marketing management with specific reference to the tasks, decisions and strategies needed to satisfy freight and passenger customers;
- discuss marketing management and specific tools to analyse and scan the marketing environment in the road freight and road passenger transport industry;
- analyse the concept of customer services, its components and its management;
- compare the concepts of Customer Relationship Management (CRM) and Customer Loyalty and their management; and
- discuss the concepts of retention marketing, and service recovery.

### CALCULATION CRITERIA
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

## PASSENGER TRANSPORT: CONTRACTING AND TENDERING: (PCT5RY3)

### Purpose:
The purpose of this module is to develop competencies required to enable the student to effectively quote and/or tender for road passenger transport services based on customer requirements.

### Outcome(s):

**Students should be able to:**
- discuss the basic contractual requirements for quotations and tenders in the road passenger industry;
- apply the knowledge acquired in the programme to quote and tender for services based on customer requirements;
- apply the principles to generate a short-term quote based on a road passenger case study; and
- apply the principles to generate a fixed-term tender based on a road passenger case study.

**METHODS OF ASSESSMENT**
- Formative assessment is in the form of assignments and an exam for summative assessment.
- The summative assessments are written at various examination centres in South Africa.

**CALCULATION CRITERIA**
**Subject type: JH**
- Students do not need 40% for exam admission;
- Semester mark and Exam mark contribute 25:75 towards Final mark;
- Students with a final mark between 40 – 49 will be awarded a sup exam;
- Supplementary marks are capped on 50.

**MODERATION**
- Summative assessments are moderated:
  - Moderation is internal for first and second-year modules, making use of subject specialists within the department.
  - Moderation is external for the third-year exit-level modules, making use of subject matter experts.

**Short Learning Programmes:**

| NAME OF PROGRAMME: INTRODUCTION TO QUANTITATIVE TECHNIQUES IN LOGISTICS | SHORT LEARNING PROGRAMME LIMITED CONTACT – APK | SLP CODE: S1QTLQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This five-day programme is offered at the Johannesburg Kingsway Campus annually in the first week of February.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
BCom, with the intent to register for the BComHons (Logistics Management's) (H1CL2Q) modules Quantitative Management Techniques in Logistics (LMA8X06) or for Demand Planning (LMA8X11).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 32 | - |
| Preparation for and completion of assignments and other assessment activities | 32 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 96 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 5 days (4 days of lecturing and 1 day of assessment).
- Weeks to complete: First week in February.
- Minimum period to obtain: One week.
- Maximum period to obtain: One week.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of this enrichment programme students, who meet the minimum honours entry requirements, will be considered for the UJ BComHons (Logistics Management) modules:
- Quantitative Management Techniques in Logistics (LMA8X06); and
- Demand Planning (LMA8X11).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of any subsidised UJ programmes.

**PURPOSE**
The purpose of this SLP is an enrichment programme for all students who have been accepted for the BComHons (Logistics Management) but do not have a sufficient understudy in the field of quantitative techniques, especially students from other institutions.

**PROGRAMME CONTENT**

| SEMESTER MODULES ||
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Introduction to Quantitative Management Techniques: Logistics | QTL011 |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO QUANTITATIVE MANAGEMENT TECHNIQUES IN LOGISTICS: (QTL011)**

**Purpose:**
The purpose of this SLP is to provide the student with insight into the importance of quantitative analysis as a decision-making tool on a strategic, tactical and operational level in logistics. This will enable the student to apply quantitative analysis in logistics decisions and reflect upon the application made. It will prepare the student for a career in logistics management and provide a basis for further learning in the field of Logistics Management.

**Outcome(s):**
**Students should be able to:**
- solve problems using critical and creative thinking in the quantitative management context;
- collect and evaluate logistics information;
- communicate effectively using language skills in oral and/or written modes;
- use technology to enhance/assist logistics decision-making and related practices; and
- act ethically throughout the execution of quantitative management and related activities

**ASSESSMENT**
Students write an assessment on the last day of the SLP.

**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Internal moderation by subject matter experts according to UJ's moderation policy.

| NAME OF PROGRAMME: PRINCIPLES OF PURCHASING | SHORT LEARNING PROGRAMME LIMITED CONTACT – APB | SLP CODE: S1PURQ | NQF LEVEL: 7 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
This five-day programme is offered at the Johannesburg Bunting Road Campus annually in the last week of January.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
Applicants admitted to the Advanced Diploma in Logistics, without Purchasing as a major module on NQF level 6.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 32 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/interacting with learning material/distance activities | 4 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify): case studies | | - |
| **Total hours** | 46 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 5 days (4 days of lecturing and 1 day of assessment).
- Weeks to complete: Last week of January.
- Minimum period to obtain: One week.
- Maximum period to obtain: One week.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
This is an enrichment programme intended to assist students who meet the Advanced Diploma entrance requirements with progression in the Advanced Diploma in Logistics.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of any subsidised UJ programmes.

## PURPOSE
The purpose of this SLP is an enrichment programme for all students who have been accepted for the Advanced Diploma in Logistics but do not have sufficient understudy in the field of purchasing.

## PROGRAMME CONTENT

| SEMESTER MODULES | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Principles of Purchasing | PUR7XA7 |

## MODULE AND OUTCOMES:

## PRINCIPLES OF PURCHASING: (PUR7XA7)

**Purpose:**
The purpose of this module is to provide the student with insight into the important role purchasing fulfils in the supply chain environment, as well as with the development, evaluation and implementation of purchasing principles in the supply chain environment. The SLP in

Purchasing will provide knowledge in Purchasing as well as equip the student to apply purchasing principles when making decisions during their studies in the Advanced Diploma in Logistics.

**Outcome(s):**
**Students should be able to:**
- reflect on the role of purchasing in the supply chain environment;
- analyse the essential functions purchasing fulfils in an organisation;
- reflect on the importance of make-or-buy insourcing and outsourcing; and
- analyse the importance of purchasing and the critical contribution it fulfils in the supply of an organisation.

**ASSESSMENT**
Students write an assessment on the last day of the SLP reflecting on the case studies.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Internal moderation by subject matter experts according to UJ's moderation policy.

## SCHOOL OF PUBLIC MANAGEMENT, GOVERNANCE AND PUBLIC POLICY

## CENTRE FOR PUBLIC MANAGEMENT AND GOVERNANCE

**Bridging Programmes: None**

**Whole Programmes:**

| NAME OF PROGRAMME: ADVANCED CERTIFICATE IN LOCAL GOVERNANCE & MANAGEMENT | WHOLE PROGRAMME PART-TIME / DISTANCE | WP CODE: C3401O | NQF LEVEL: 6 CREDITS 120 |
|---|---|---|---|

### TYPE OF WHOLE PROGRAMME (WP)
Credit bearing programme in terms of the HEQSF.

### MODE OF OFFERING:
- Lectures and assessments are presented via distance learning.
- Contact with students on request.

### CERTIFICATION
Competency based

### ADMISSION REQUIREMENTS
- A student who has completed the Grade 12 Senior Certificate (SC) or National Senior Certificate (NSC) (Matric) with certificate endorsement; and
- Who has successfully completed ALL the modules of the Higher Certificate in Municipal Governance at NQF level 5 or the Higher Certificate in Municipal Governance NQF level 5 or the Higher Certificate in Local Governance and Management (F3401O) NQF level 5 will be given admission to this programme.

### LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact / Distance learning (Lecturers) | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent self-study of texts and references (Study guides, books and journal articles) | 480 | - |
| Independent self-study of texts and references (Case studies and multi-media) | 300 | - |
| Tutorials | 120 | - |
| Other (specify) | 180 | - |
| **Total hours** | 1200 | - |
| **Total number of credits** | - | 120 |

### DURATION OF PROGRAMME
- Months to complete: April to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 1 Year.

### RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
The Advanced Certificate in Local Governance and Management (NQF level 6) provides a structured programme for those students who:
- Wish to progress from the basic Higher Certificate in Municipal Governance NQF level 5 or the Higher Certificate in Local Governance and Management NQF level 5 to advance their learning and career pathways.
- On successful completion of all the modules of the Higher Certificate in Local Governance and Management NQF level 5 and all the modules of this programme, together with meeting the applicable minimum entry requirements for a Bachelor's degree and with an average of 65 % for this Advanced Certificate programme, students may gain entry to the second year full time contact BA (Public Management and Governance: Leadership and Local Governance Focus) (B34PSQ) only offered on the Soweto Campus, if they are in good financial standing. (This has to be added, as students want to move across programmes with historical debt that CEPs cannot afford).

### ARTICULATION WITH SUBSIDISED UJ PROGRAMMES

- Students will receive credits towards the completion of subsidised UJ programmes.
- Learning material content focuses on municipal project and performance management, local government ethics and good governance, local government in organisational design and development, environmental and sustainable development for local governance, local government service delivery, strategic local government leadership and management and strategic local government, leadership and management in a local government context. It covers part of the current Public Management and Governance curriculum at undergraduate and postgraduate levels in the school, culminating in a full qualification.
- This programme also provides entry, after the successful completion of the programme, for students who also meet the applicable minimum entry requirements of an average of 65% for the whole programme and financial clearance, to the **second**-year **full-time contact** BA (Public Management and Governance: Leadership and Local Governance Focus) (B34PSQ) on the Soweto Campus.

## PURPOSE OF PROGRAMME

The purpose of the Advance Certificate (Local Governance and Management) is to enhance, improve, refine or reshape existing basic capabilities of middle managers, local government councillors, officials or other employees or persons involved in local government affairs who are in or aspire for a middle managerial capacity. This is achieved by enabling qualifying students to acquire knowledge and insights in this area of study on NQF level 6 to acquire the necessary knowledge, normative basis and language ability through independent research to develop cognitive and intellectual skills to write high-level texts to support decision-makers to solve problems which need scientific solutions through reasoning, data mining and processing, interpretation, evaluation, to demonstrate leadership, self-reflexivity, adaptability, to develop Competency and integrity, to synthesise information autonomously in these fields in order to develop analytical relevant Competency's required to fulfil the roles and responsibilities.

## Outcome(s):
### Students should be able to:
- describe the principles of municipal project and performance management within a local government context;
- identify and interpret ethics and good governance into an overall management and leadership culture within local government;
- explain organisational design and development processes in order to enhance overall service delivery within a local government context;
- classify the global regulatory framework and complexities associated with environmental management and sustainable development within a local government context;
- classify stakeholders, mechanisms and approaches to implement democratised service delivery objectives within a local government context;
- interpret and explain the principles of strategic budgeting and financial corporate governance within a local government context; and
- describe the principles of strategic leadership and management within a local government context.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | | |
|---|---|---|
| MODULE NAME | MODULE CODE | NQF CREDITS |
| Module 1:  Municipal Project and Performance Management | LGMAYE1 | 16 |
| Module 2:  Local Government Ethics and Good Governance | LGMBYE1 | 16 |
| Module 3:  Local Government Organisational Design and Development | LGMCYE1 | 24 |
| Module 4:  Environmental and Sustainable Development for Local Governance | LGMDYE1 | 16 |
| Module 5:  Local Government Service Delivery | LGMEYE1 | 16 |
| Module 6:  Strategic Budgeting and Financial Corporate Governance for Local Government | LGMFYE1 | 16 |
| Module 7:  Strategic Local Government Leadership and Management | LGMGYE1 | 16 |

## MODULES AND OUTCOMES:

## MUNICIPAL PROJECT AND PERFORMANCE MANAGEMENT: (LGMAYE1)

### Purpose:
The purpose of this module is to provide knowledge and insight regarding performance monitoring and oversight in municipalities and the utilisation of project management for the successful implementation of Integrated Development Planning (IDP) imperatives through the application of performance management instruments and project management practices.

### Outcome(s):
### Students should be able to:
- explain the concepts of project management and performance management in the context of local government programmes.
- explain project components, methodologies, the Project Management Body of Knowledge (PMBOK), the Government's Programme of Action (POA), Integrated Development Planning (IDP) and overall project governance as they apply to local government programmes;

- explain the process and methodologies for establishing local government service partnerships, outsourcing, contracting and service level agreements in relation to local government programmes;
- outline the statutory and regulatory framework for performance management with examples including the performance dimensions, cycle and systems in relation to local government programmes and service delivery objectives; and
- describe the process for auditing and reporting on performance and the procedures discussed in the context of municipal service delivery and codes of conduct.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## LOCAL GOVERNMENT ETHICS AND GOOD GOVERNANCE: (LGMBYE1)

**Purpose:**
The purpose of this module is to orientate students in the significance of good governance through the promotion of ethical conduct and effective leadership. It includes the normative principles of local government management and good governance, the different forms of unethical conduct among political office-bearers and local government officials. It provides the typical measures and remedial action which may be undertaken to prevent such forms of unethical conduct; official mechanisms to curb unethical conduct in local governance.

**Outcome(s):**
**Students should be able to:**
- explain the concept of ethics and good governance in the context of compliance with regulatory policies and integrating these into overall local government ethics and good governance practices;
- identify the official mechanisms to curb unethical conduct in local government as well as the managerial measures and remedies to prevent unethical conduct in municipalities;
- conduct a case study of unethical conduct in a municipality;
- explain the process for establishing codes of conduct and good governance to ensure sound ethical and good governance practices;
- explain practices for enhancing accountability and transparency within the rule of law and for promoting excellence and public responsibility;
- identify processes for improving civic participation and ensuring political stability within local government programmes; and
- identify processes and practices to ensure good governance and sound ethical practices for taking responsibility for decisions taken within various committees and working forums.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## LOCAL GOVERNMENT ORGANISATIONAL DESIGN AND DEVELOPMENT: (LGMCYE1)

**Purpose:**

The purpose of this module is to provide a broad overview of the principles and application of organisational design and development in local government in order to enhance organisational excellence and overall service delivery within local government.

**Outcome(s):**
**Students should be able to:**
- explain the facilitation of the participation of stakeholders in decisions that affect municipal functions;
- explain the importance of political, administrative and managerial roles in coordinating, communicating, and implementing local government development programmes;
- describe the processes for ensuring political representation in organisational design and development;
- describe the process for designing programmes that improve local government service delivery;
- describe the procedures for effectively chairing relevant councils, committees, sub-committees and working groups to achieve objectives of local government programmes;
- explain how to contextualise the macro organisation and the system of government in the South African constitutional system of cooperative governance;
- describe the respective theories and approaches to organisational design and development;
- identify the key characteristics and best practices associated with various types of organisational designs;
- identify selected organisational dynamics in local government organisations;
- identify the organisational development and transformation in a dynamic governance context;
- Identify processes for evaluating the respective approaches, tools and techniques to facilitate organisational effectiveness and performance; and
- explain the significance of transformational leadership in organisations to guide it towards its desired future by utilising planning techniques which incorporate local government programmes and project management.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**ENVIRONMENTAL AND SUSTAINABLE DEVELOPMENT FOR LOCAL GOVERNMENT: (LGMDYE1)**

**Purpose:**
The purpose of this module is to orientate students in the complexities associated with environmental management and sustainable development and to introduce students to sustainable development management as an integral part of good, developmental governance. This includes identifying and distinguishing various government interventions, strategies, policies, programmes, institutional roles and activities promoting environmental protection, economic growth and development.

**Outcome(s):**
**Students should be able to:**
- explain the complexities that the government face in terms of striking a delicate balance between environmental protection, sustainable development and economic growth;
- highlight the demographical and socio-economical realities of the South African and African governance landscape;
- explain various African and South African governmental interventions, strategies, policies, programmes, institutional roles and activities promoting environmental protection, economic growth and development; and
- identify African and South African governmental policies, strategies and programmes to facilitate development within a developmental state.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## LOCAL GOVERNMENT SERVICE DELIVERY: (LGMEYE1)

**Purpose:**
The purpose of this module is to orientate students about service delivery objectives, approaches, stakeholders and mechanisms to achieve effective service delivery in a local government sector environment. The module will also enable the student to identify and implement innovative ways for democratising service delivery and implementing practices to ensure continual service delivery improvement.

**Outcome(s):**
**Students should be able to:**
- explain the environment of local government service delivery including the statutory framework for improved service delivery;
- describe the role of the government in service delivery in relation to stakeholders including the community and market;
- alternative service delivery approaches and mechanisms;
- identify Primary versus secondary state functions, pure state functions, mixed functions and purely private functions; concepts that should be explicated (e.g. economy, effectiveness, efficiency, and productivity);
- explain the key managerial aspects of service delivery improvement; performance improvement; and performance management systems; and
- describe concepts of citizen vs. client/ consumer; quality public service delivery; democratic principles for service delivery; Batho Pele principles of service delivery; public participation Issues in democratising service delivery, e.g. accountability, representation, empowerment, participation and transparency.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## STRATEGIC BUDGETING AND FINANCIAL CORPORATE GOVERNANCE FOR LOCAL GOVERNMENT: (LGMFYE1)

**Purpose:**
The purpose of this module is to provide the foundations of the primary characteristics of good financial governance and its relevance to financial corporate governance. It includes a broad overview of the important requirements of strategic budgeting and financial management in the context of financial corporate governance and the application thereof in practice.

**Outcome(s):**
**Students should be able to:**
- identify the principles of sound financial corporate governance in the financial administration of a municipality;
- identify the principles of strategic budgeting for local government;
- identify the legislative requirements relating to the roles and responsibilities of key stakeholders in the financial administration in municipalities;
- explain the principles of developing and implementing sound financial policies in accordance with best practices;
- explain the Key financial governance structure;
- identify Budgeting reporting procedures and contingency plans and solutions to problems relating to budget constraints;
- describe methods of allocation in relation to budget parameters according to overall local government budgetary allocation procedures; and
- monitor budgetary processes and procedures.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## STRATEGIC LOCAL GOVERNMENT LEADERSHIP AND MANAGEMENT: LGMGYE1

**Purpose:**
The purpose of this module is to provide the foundations of the principles of strategic leadership and management in a local government context by exposing students to the critical interface between leadership and socio-economic development.

**Outcome(s):**
**Students should be able to:**
- identify the principles and theories of strategic leadership;
- identify the challenges and critical issues in applying the principles and theories of strategic leadership in a local government context;
- explain the process for giving political direction to middle management in their allocated areas of responsibility;
- explain processes for working with 'council leadership' to ensure the effective governance of the authority;
- explain leading within the broader community;
- explain practices for effectively articulating the diverse views of stakeholders in the context of particular decisions;
- explain building consensus and managing conflict by reconciling varying points of view within the broader agenda for a municipality; and
- explain African leadership in a global governance context.

**ASSESSMENT**
- Summative assessments divided into theory and applications exercises are in the form of assignments for **all** modules and is divided into theory and applications exercises.
- Formative – Continuous self-assessment exercises and short assignments for all the modules.
- Pass mark: 50% is the pass mark for all summative assessments.
- All modules must be passed to obtain the qualification.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assessments will be moderated according to the CBE Moderation Policy.

| NAME OF PROGRAMME: HIGHER CERTIFICATE IN LOCAL GOVERNANCE AND MANAGEMENT | WHOLE PROGRAMME PART-TIME / DISTANCE | WP CODE: F3401O | NQF LEVEL: 5 CREDITS: 120 |
|---|---|---|---|

**TYPE OF WHOLE PROGRAMME (WP)**
Credit bearing programme in terms of the HEQSF

**MODE OF OFFERING**:
- Lectures and assessments are presented via distance learning.
- Contact with students on request.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Grade 12 Senior Certificate (SC) or National Senior Certificate (NSC) with certificate endorsement (Matric); and
- Students need to be employed and wish to gain a qualification related to their jobs.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Distance Learning | 120 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent self-study of texts and references (Study guides, books and journal articles) | 480 | - |
| Independent self-study of texts and references (Case studies and multi-media) | 300 | - |
| Tutorials | 120 | - |
| Other (specify) | 180 | - |
| **Total hours** | 1200 | - |
| **Total number of credits** | - | 120 |

**DURATION OF PROGRAMME**
- Months to complete: April to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 1 Year.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the programme:
- Students, who also meet the applicable minimum entry requirements, will be considered for the former Advanced Certificate in Municipal Governance (NQF level 6) for Advanced Certificate in Local Governance and Management (NQF level 6) (C3401O).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE OF PROGRAMME**
The purpose of this programme is to enable students to apply the relevant Competency's required to fulfil the roles and responsibilities of local government councillors, officials or other employees or persons involved in municipal affairs who aspire to a managerial position.

**Outcome(s):**
**Students should be able to:**
- outline the nature of local government as it applies to the core statutory, regulatory, policy and institutional frameworks that impact on local government functions in contrast to other levels of government and describe the broad institutional, managerial and administrative framework of local governance;
- describe theories and techniques to participate in local government policy-making and analysis;
- implement local government leadership and good governance;
- explain theories, principles and processes to facilitate integrated development planning (IDP);
- explain theories, principles and processes to facilitate Local Economic Development (LED) in local governance;
- identify financial management and budgeting principles and budgeting support processes in a local government setting; and

- explain basic Human Resources (HR) management principles in a local government setting.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | | |
|---|---|---|
| MODULE NAME | MODULE CODE | NQF CREDITS |
| Module 1: Statutory, Regulatory, Policy and Institutional Framework for Local Government | LGM1YE1 | 24 |
| Module 2: Local Government Policy-making and Analysis | LGM2YE1 | 16 |
| Module 3: Leadership and Local Governance | LGM3YE1 | 16 |
| Module 4: Integrated Development Planning (IDP) | LGM4YE1 | 16 |
| Module 5: Local Economic Development (LED) for Local Government | LGM5YE1 | 16 |
| Module 6: Municipal Financial Management and Budgeting | LGM6YE1 | 16 |
| Module 7: Local Government Human Resources Management | LGM7YE1 | 16 |

**MODULES AND OUTCOMES:**

**STATUTORY, REGULATORY, POLICY AND INSTITUTIONAL FRAMEWORK FOR LOCAL GOVERNMENT: (LGM1YE1)**

**Purpose:**
To orientate students in continental, national, regional and local governance institutions and functions within the context of the statutory, regulatory and policy frameworks within which local government must operate. This includes identifying and distinguishing various local government processes, and an exploration of the institutional roles and activities to operationalise. Service delivery objectives. It furthermore includes all the core constitutional and legislative stipulations and obligations of local governments as well as key regulatory guidelines, regulations and directives for specific local government functions.

**Outcome(s):**
**Students should be able to:**
- describe the nature and context of local governance according to the varying categories of municipalities, the statutory, regulatory and policy framework that informs local government in South Africa and the characteristics of developmental local government;
- explain the structural framework of local government in relation to the spheres of local government and the interaction between national, provincial and local government in general and cooperative governance in particular;
- interpret the functional framework of local government in relation to the municipalities' function of executing their statutory responsibilities as contained in the constitution and the overall goal of democracy;
- explain the policy framework of municipalities in relation to the nature of democracy within the framework and the structures, functions and roles within local government; and
- interpret the process and functions for achieving citizen participation and the various roles, powers and functions associated with this.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**LOCAL GOVERNMENT POLICY-MAKING AND ANALYSIS: (LGM2YE1)**

**Purpose:**
The purpose is to orientate students in local government policy-making including the impact of policy processes, problem identification, policy analysis and proposals for policy formulation and enhancement and integrating policy into overall service delivery and monitoring and evaluating the efficacy thereof.

**Outcome(s):**

**Students should be able to:**

- explain the nature of local government policy-making in relation to why policy analysis is undertaken, the different types and levels of policy, who makes municipal policy and why and how policy is developed;
- describe local government policy agenda setting in relation to the policy-making process, the driving forces that influence agendas, approaches to agenda setting, the role of participation and the ability to critically assess a government or interest group's methods of agenda setting;
- explain local government policy analysis, design and decision-making in own work context via a process of objective and goal setting, scenario forecasting, examining alternative policy options and taking cognisance of the complex operating environment in which municipalities operate;
- interpret local government policy implementation utilising a variety of implementation strategies and in relation to the key issues and lessons of experience regarding policy implementation in the local government environment; and
- describe the process of local government policy evaluation and review via the design and utilisation of assessment tools and impact determinations.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## LEADERSHIP AND LOCAL GOVERNANCE: (LGM3YE1)

**Purpose:**

The purpose is to orientate students regarding selected local governance leadership issues and specific reference to managerial, national, provincial and local governance leadership; leadership and local service delivery; leading a learning organisation and visionary leadership, transformational leadership; leading change and innovation and the leadership role of the South African government in Southern Africa and the African continent as well as in the BRICS. Within the context of African and Ubuntu leadership, the module further seeks to impart knowledge regarding traditional leadership and the role of tribal authorities in local governance.

**Outcome(s):**
**Students should be able to:**

- explain local governance leadership with specific reference to managerial, national, provincial, municipal and political leadership;
- determine leadership fundamentals, styles, traits, skills and attributes in local governance;
- describe the significance of leadership to create an innovative, learning organisation for local service delivery;
- apply team leadership and leadership communication; and
- outline selected leadership issues with specific reference to strategic and visionary leadership, transformational leadership, and leading change.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## INTEGRATED DEVELOPMENT PLANNING (IDP): (LGM4YE1)

**Purpose:**

The purpose is to provide a broad overview of the essential nature and successful implementation of Integrated Development Planning (IDP) processes, strategies and interventions. The module further seeks to impart knowledge and insight regarding IDP performance monitoring and oversight in municipalities to operationalise effective and efficient IDP programmes.

**Outcome(s):**

**Students should be able to:**

- describe the concept of IDP in relation to the inter-jurisdictional, inter-disciplinary and sustainability dimensions impacting on local government.; determine the statutory requirements for IDP in relation to the key role players involved, the roles and responsibilities of all role players including districts and provinces in the IDP process and the concept of popular participation as a requirement in the IDP;
- explain the context of IDP in relation to the national planning framework, the intergovernmental relations in IDP and organisational capacity building for IDP; and
- identify the processes associated with IDP.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**LOCAL ECONOMIC DEVELOPMENT (LED) FOR LOCAL GOVERNMENT: (LGM5YE1)**

**Purpose:**

To provide a broad overview of the essential nature and successful implementation of Local Economic Development (LED) initiatives, strategies and interventions as an objective of developmental local government by highlighting the evolving role of local government in focusing resources into local communities to facilitate development and economic growth.

**Outcome(s):**

**Students should be able to:**

- describe the concept of LED in the context of South African local government and according to the rationale for LED and the economic requirements for LED for sustainable growth and development;
- outline the statutory basis for LED in South Africa in relation to the specific role of local government, the emerging good practice and policy in LED and capacity implications for LED engagement;
- explain the essence of LED according to economic problems, plans and performance, the concept of supply and demand and the interventions in the local economy required in relation thereto, competition and the components of the local economic system as it relates to LED;
- describe the components of LED strategy development; and
- describe the varying types of LED interventions and projects.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MUNICIPAL FINANCIAL MANAGEMENT AND BUDGETING: (LGM6YE1)**

**Purpose:**
The purpose is to enable students to participate in budgeting processes including preparing a budget within the policy framework of local government and the Municipal Finance Management Act (MFMA). It explores the roles and responsibilities and timeframes required for effective budgeting planning, implementation and evaluation. It also analyses local government budgeting techniques and how to translate a strategic overview into an operating budget.

**Outcome(s):**
**Students should be able to:**
- determine the role and purpose of a municipal budget in relation to the Municipal Finance and Management (MFMA) act and overall financial regulations and the need for credibility in budgeting within local government;
- apply the methodology, procedures and frameworks for preparing a municipal budget in the context of local government objectives;
- analyse policies that impact budgeting in relation to local government objectives;
- ensure the fulfilment of procurement activities and supervision of procurement administration; and
- apply general budgeting techniques in the context of local government budgeting regulations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**LOCAL GOVERNMENT HUMAN RESOURCES MANAGEMENT: (LGM7YE1)**

**Purpose:**
To orientate students in the theories of public human resources management so that the human resources base can be effectively utilised to optimise service delivery objectives in local government.

**Outcome(s):**
**Students should be able to:**
- describe the principles of job analysis and design in accordance with local government human resources requirements;
- describe the principles of recruitment and selection in relation to the overall roles and responsibilities required in local government functions and within the legislative framework governing recruitment and selection;
- explain training and development plans in relation to the benefits and advantages of training and the various methodologies are contrasted and discussed in accordance with how the plan can best be addressed;
- apply performance management in relation to how it addresses overall municipal operational needs and the varying methodologies for managing performance are contrasted to determine the best approaches in a local government context; and
- explain labour relations with examples relating to methodologies for implementing disciplinary processes identified in relation to the overall labour relations legislative framework.

**ASSESSMENT**
- Summative assessments divided into theory and applications exercises are in the form of assignments for **all** modules.
- Formative – Continuous self-assessment exercises and short assignments for all the modules.
- Pass mark:50% is the pass mark for all summative assessments.
- All modules must be passed to obtain the qualification.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
Assessments will be moderated according to the CBE Moderation Policy.

**Short Learning Programmes:**

| NAME OF PROGRAMME POLICY GOVERNANCE OF 4IR IN AFRICA | SHORT LEARNING PROGRAMME DISTANCE - SWC | SLP CODE: S3P01O | NQF LEVEL: 6 CREDITS 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
- Distance sessions: Lectures, visual aids and participant discussions.
- This SLP links theoretical issues with case study evidence, drawing on national level and comparative experiences.
- The SLP also refers to a variety of distance resources and journals.
- During the two distance sessions, students will be provided with training on essay writing and reading scholarly articles.
- All classes, practical, tutorials, and assessments will be done distance using Moodle Learner Management System (LMS), Teams, and other appropriate distance teaching tools and methods.

**CERTIFICATION**
Attendance Based.

**ADMISSION REQUIREMENTS**
A matric certificate and a minimum of 3 years practical experience in a public service-related field or profession. Including, junior, middle and senior managers in the public service and qualifying members of the public who show an interest in public policy, programmes and projects monitoring and evaluation.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance leaning | 12 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 6 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | 12 | - |
| Other (specify) | - | - |
| Total hours | 70 | - |
| Total number of credits | - | 0 |

**DURATION OF PROGRAMME**
- The SLP will be offered in the first and second semester.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of the SLP Policy Governance of the 4th Industrial Revolution in Africa is to provide leading parliamentarians, provincial and municipal legislators, policymakers, policy advocates and policy researchers in Africa with the theoretical foundations as well as the practical skills to identify, plan, implement, manage, review and improve optimal policy strategies to promote and achieve the main goals of the 4IR in Africa. It aims to link theoretical issues with empirical case study evidence, drawing on national and supranational experiences.

**PROGRAMME CONTENT**

| SEMESTER MODULES |
|---|

| FIRST SEMESTER | | SECOND SEMESTER | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Policy Governance of 4IR in Africa | S3P01O1 | Policy Governance of 4IR in Africa | S3P01O2 |

## MODULE AND OUTCOMES:

### POLICY GOVERNANCE OF 4IR IN AFRICA: (S3P01O1 / S3P01O2)

**Purpose:**
**The following topics will be covered:**
- Nature of the 4th Industrial Revolution (4IR) and its implications for Africa (day 1).
- Policy and governance implications of a successful transition to the 4IR in Africa (day 2).
- Management of the transition to the tools and the implementation of the 4IR in Africa (day 3).

**Outcome(s):**
**Students should be able to:**
- explain the nature of the 4th Industrial Revolution (4IR) and its implications for Africa;
- critically discuss the policy and governance implications for a successful transition to the 4IR in Africa; and
- use, the tools to implement the 4IR in Africa.

### ASSESSMENT
- Formative assessments entail two assessments (group practical exercises or individual tests) managed through BB (50%).
- An individual summative assessment will be conducted at the end of the SLP in the form of one individual integrative capstone assignment (50%).

### CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

### MODERATION
Internal moderation by subject matter experts in accordance with UJ's moderation policy.

## SCHOOL OF TOURISM & HOSPITALITY

**Bridging Programmes: None**

**Whole Programmes: None**

**Short Learning Programmes:**

| NAME OF PROGRAMME: AMADEUS GLOBAL DISTRIBUTION SYSTEM | SHORT LEARNING PROGRAMME CONTACT | SLP CODE: S34H8Q | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

### TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

### MODE OF OFFERING
- Contact class with blended learning.
- This SLP will make use of the following:
  - Amadeus Global Distribution System (GDS) Software.
  - Reading and reviewing materials to resolve class discussions practically via the software within the tourism and hospitality industry.
  - Complete distance practical quizzes.
  - Participation in discussion forums practically.

### CERTIFICATION
Competency based.

### ADMISSION REQUIREMENTS
- A potential student should be in possession of an SC, NSC, NC(V) or NASCA with English at Level 4 or equivalent; and
- should have basic computer literacy skills.

### LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 60 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 10 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| Total hours | 80 | - |
| Total number of credits | - | 0 |

### DURATION OF PROGRAMME
- This SLP will be offered in both semesters.
- SLP will be completed shorter than a semester.

### RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

### ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

### PURPOSE OF PROGRAMME
The purpose of the SLP Amadeus Global Distribution System (GDS) is to equip qualifying students interested in the tourism sector and existing travel agents with the latest practical knowledge on how to make and manage bookings for flights, hotels and car rentals using the Amadeus GDS system. By using a unique GDS simulation program students will be equipped with the skills and knowledge to

become not only entrepreneurs affording them the opportunity to start a business of their own, but it will also improve their employability in the job market to apply the GDS in the tourism and hospitality industry such as bookings for flights, accommodation, car and hire and e-tickets.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Amadeus Global Distribution System | S34H8Q1 | Amadeus Global Distribution System | S34H8Q2 |

**MODULE AND OUTCOMES:**

**AMADEUS GLOBAL DISTRIBUTION SYSTEM: (S34H8Q1 / S34H8Q2)**

**Purpose:**
**The following topics will be covered:**
- acquire knowledge about the practical application of a Central Reservation System (CRS) within a Global distribution system (GDS);
- booking of various travel products and services; and
- issuing various e-tickets.

**Outcome(s):**
**Students should be able to:**
- demonstrate knowledge and understanding of the function of the Central Reservation System (CRS) with a Global Distribution System (GDS), which operates within the tourism and hospitality industry; and
- demonstrated ability to make decisions about practical applications within the CRS/GDS systems in the tourism and hospitality industry.

**ASSESSMENT**
- This SLP will assess the students progress during the delivery of the SLP.
- Formative assessment methods that will be used will be tests and daily class activities.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Moderation takes place in line with the UJ assessment policy.

| NAME OF PROGRAMME: BASIC BARISTA SKILLS | SHORT LEARNING PROGRAMME CONTACT | SLP CODE: S34H9Q | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
- Presentations (pre-recorded and Collaborate discussions), which the industry specialists and the lecturer will prepare, with facilitation of Moodle learning Management system (LMS).
- Material which will be supplied or suggested for students to work with, for instance suggested additional reading academic articles for each learning unit. There will be notes provided and a textbook suggested (but this is optional).
- Practical activities/tasks designed for students to work on together and independently.
- Technology-assisted learning for practical activities/tasks, tests and group discussions.
- Moodle will be used.
- Distance learning tools outside the LMS e.g. researching types of coffee, presentation techniques
- Complete distance quizzes, creation of Wikis
- Distance learning communities or websites that are constantly identifying new methods or posting subject-related trends.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- The entry requirement for this short learning programme is that a potential student should be in possession of a SC, NSC, NC(V) or NASCA with English at Level 4 or equivalent.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 40 | - |
| Distance learning | - | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 5 | - |
| Preparation for and completion of assignments and other assessment activities | - | - |
| Tutorials | - | - |
| Other (specify) | | - |
| **Total hours** | 45 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- This SLP will be completed in a semester over 5 days.
- This will be presented in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of the Basic Barista Skills SLP is to introduce core barista skills to untrained Baristas with no or limited previous barista experience. Successful students should be able to calibrate coffee grinders and prepare and serve espresso-based coffee drinks to recognised standards. The SLP afford students the opportunity to develop as entrepreneurs who can establish their own food and beverage businesses and assist students to utilise their knowledge and skill to earn a living otherwise.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Basic Barista Skills | S34H9Q1 | Basic Barista Skills | S34H9Q2 |

**MODULE AND OUTCOMES:**

**BASIC BARISTA SKILLS: (S34H9Q1 / S34H9Q2)**

**Purpose:**
**The following topics will be covered:**
- Identification of coffee beans.
- Workspace management and espresso machine operations.
- Grinding, dosing and tamping techniques in espresso preparation.
- Extraction and brewing of coffee.
- Milk frothing techniques.
- Barista menu.

**Outcome(s):**
**Students should be able to:**
- recognise the differences between key flavours, varieties of coffee beans, storage and utilisation principles;
- apply grinding, tamping and dosing techniques to provide a good consistent end product;
- identify and name the main parts of an espresso machine in order to demonstrate a good technique for preparing an espresso;
- demonstrate an understanding of the importance of freshness of milk, using milk hygienically, to produce a correct milk texture (micro-foam), at the correct temperature; and
- demonstrate the ability to apply appropriate techniques to preparing and serving an espresso, while maintaining safe and hygienically clean coffee machines.

**ASSESSMENT**
- This SLP will assess the students progress during the delivery of the SLP.
- Continuous Assessment (CA) methods will be used, with distance tests, practical demonstrations and daily class activities.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**MODERATION**
Moderation takes place in line with the UJ assessment policy.

| NAME OF PROGRAMME: HEALTHY COOKING OPERATIONS | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3H02O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme.

## MODE OF OFFERING
Distance learning workshops, pre-recorded lectures, pre-readings, videos, immersions, distance simulations, and distance lectures.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- A NQF level 4 qualification (Grade 12 or equivalent school leaving certificate); and
- A minimum of one year of working experience in the Hospitality Industry (Food Preparation).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 25 | - |
| Workshops | - | - |
| Work-based learning | - | |
| Independent reading/ interacting with learning material/distance activities | 5 | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
Contact time to complete the SLP: 40 hours.
SLP will be presented in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
N/A

## PURPOSE OF PROGRAMME
The purpose of this SLP is to develop the students ability to be upskilled in healthy cooking options such as vegetarianism, sustainable cooking, and hygiene as well as safety aspects in the kitchen in order to become employable in the Hospitality Sector.

## PROGRAMME CONTENT

| DISTANCE MODULE | |
|---|---|
| MODULE NAME | MODULE CODE |
| Healthy Cooking Operations | S3H02OA |

## MODULE AND OUTCOMES:

## HEALTHY COOKING OPERATIONS: (S3H02OA)

**Purpose:**
**The following topics will be covered:**

- Menu planning and merchandising.
- Nutrition made easy.
- Special dietary needs (Allergies, vegetarianism and cooking for different cultures and religions).
- Hygiene and safety (Food, personal and kitchen).
- Why food waste in South Africa is a problem (Recycle, reuse and reduce).
- Pantry solutions and basic food costing.

**Outcome(s):**
**Students should be able to:**
- understand the basic needs of menu planning for Catering and Deli Operations and incorporate healthy cooking options;
- demonstrate different healthy cooking methods for Catering and Deli operations;
- demonstrate the importance of hygiene and safety in the kitchen;
- understand the concepts of food waste in the kitchen; and
- apply the concepts of food costing for basic pricing.

**ASSESSMENT**
- This SLP will use continuous assessments to test students progress during the delivery of the SLP.
- Continuous assessment methods that will be used will be distance tests, recorded presentations, assignments, individual reflections and group discussions by students.
- Deliver a chosen recipe, reflect on information on it and deliver evidence by means of a photo.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessment and moderation takes place in line with UJ policy and in accordance with UJ assessment policy.
- No external moderation will be necessary.

| NAME OF PROGRAMME: HOSPITALITY MANAGEMENT I | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: 590-1 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*This SLP is not active**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme

**MODE OF OFFERING:**
Lectures are presented in a 6-week Block (5 weeks of theory classes and 1 exam week) at the School of Tourism and Hospitality (STH) on Bunting Road Campus. (Only one 6-week block can be completed per year).

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
- Grade 12 Senior Certificate or National Senior Certificate with diploma endorsement or equivalent SAQA accredited qualification.
- Students must be employed for no less than 2 years (24 months) by a hotel or restaurant or a suitable hospitality organisation either as a full-time employee or in the capacity as a management trainee.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) (5 weeks x 5 days x 6 hours) | 150 | - |
| Workshops | - | - |
| Work-based learning (Employed in an industry already) | - | - |
| Independent reading/interacting with learning material/distance activities (5 weeks x 5 days x 1 hour) | 25 | - |
| Preparation for and completion of assignments and other assessment activities (5 weeks x 5 days x 2 hours) | 50 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 225 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 150 hours in the 5-week block.
- Months to complete: 6 weeks in May/June, during the first year.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 3 years (Modules need to be passed in order to progress).

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
- After successful completion of this programme, students who meet the applicable minimum entry requirements will be considered for Hospitality Management II (Block Release Programme (591-1)).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will receive no credits towards the completion of subsidised UJ programmes.

**PURPOSE**
The purpose of this SLP is to provide students with the theoretical background to enable them to manage organisational resources effectively. This programme will enable students, practitioners, managers and supervisors to obtain current knowledge by learning more about the key managerial concepts in Hospitality Management.

**PROGRAMME CONTENT**

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Hospitality Management I | BDZ011 |
| Culinary Studies & Nutrition I (Theory) | BDZ012 |
| Hospitality Operations I | BDZ013 |
| Food and Beverage I (Theory) | BDZ014 |

| Hospitality Health and Safety I | BDZ015 |
|---|---|
| Hospitality Financial Management I | BDZ016 |

**Outcome(s):**
**Students should be able to:**

- use a range of hospitality management skills to contribute to both effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community;
- identify the safe and hygienic operational practices and structures of food preparation required to meet and exceed the expectations of the target market;
- apply and supervise principles relevant to Front Office and Housekeeping systems;
- identify the operational practices and structures of Food and Beverage required for meeting and exceeding the expectations of the target market; and
- use a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise.

**MODULES AND OUTCOMES:**

**HOSPITALITY MANAGEMENT 1: (BDZ011)**

**Purpose:**
The purpose of this module is to be able to use a range of hospitality business skills to contribute to both effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community.

**Outcome(s):**
**Students should be able to:**

- demonstrate a basic knowledge of broad supervisory and management principles and concepts as well as ethics applicable to the hospitality industry;
- demonstrate a basic knowledge of the interrelationship between the different components of the Hospitality and Tourism Industry;
- discuss the integrated nature of the operational areas in Hospitality enterprises;
- comprehend the service expectations of the various markets that the Hospitality Industry serves; and
- integrate interpersonal skills and the service ethic that permeates all aspects of customer care within the Hospitality Industry.

**CULINARY STUDIES AND NUTRITION I: (BDZ012)**

**Purpose:**
The purpose of this module is for the student to be familiar with the operational practices and structures of food preparation required to meet and exceed the expectations of the target market.

**Outcome(s):**
**Students should be able to:**

- identify food preparation equipment with the purpose of using them safely and hygienically according to standard professional practice;
- explain the layout and workflow of kitchens and brigade;
- demonstrate an application of the preparation of conventional and convenience foods using various preparation methods and skills;
- read and interpret basic recipes; and
- identify the sources of nutrients for the human body and state their functions.

**HOSPITALITY OPERATIONS I: (BDZ013)**

**Purpose:**
The purpose of this module is so the student will be able to apply and supervise principles relevant to Front Office and Housekeeping systems.

**Outcome(s):**
**Students should be able to:**

- apply basic reservation and guest check-in/out procedures in a variety of lodging establishments under supervision; and
- execute housekeeping activities in a variety of hospitality establishments under supervision.

**FOOD AND BEVERAGE (THEORY) I: (BDZ014)**

**Purpose:**

The purpose of this module is so the student will be familiar with the operational practices and structures of the Food and Beverage requirements to meet and exceed the expectations of the target market.

**Outcome(s):**

Students should be able to:

- identify basic restaurant infrastructure and procedures to carry out basic food and beverage service to operate as a waitron;
- demonstrate basic theoretical and practical knowledge of the origin, production methods and service skills related to alcoholic and non-alcoholic beverages;
- assist with the execution and maintenance of housekeeping activities in a variety of lodging establishments in the Hospitality industry; and
- understand basic reception infrastructure and procedures to carry out basic reservation and guest check-in/out procedures to operate in the variety of lodging and restaurant establishments found in the Hospitality industry.


## HOSPITALITY HEALTH AND SAFETY: (BDZ015)

**Purpose:**

The purpose of this module is to familiarise the student with the operational practices and structures of food preparation according to the health and safety practices required to meet and exceed the expectations of the target market.

**Outcome(s):**

Students should be able to:

- demonstrate the application of basic occupational safety measures according to local and national legislation;
- demonstrate personal-, operational-, food- and environmental hygiene; and
- control security situations that may arise in daily hospitality operations.


## HOSPITALITY FINANCIAL MANAGEMENT I: (BDZ016)

**Purpose:**

The purpose of this module is for the student to be able to use a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise.

**Outcome(s):**

Students should be able to:

- demonstrate basic hospitality accounting principles to provide financial information that will be useful in making economic decisions related to food & beverage management and profit, clubs and casinos, banqueting and events;
- demonstrate the basic principles of cost accounting within the Hospitality Industry applicable to food & beverage management and profit, clubs and casinos, banqueting and events; and
- read, format and cost basic recipes.


## ASSESSMENT

Formative assessments in the form of tests, and for a final summative assessment.

- Formative assessments in the form of tests (35%).
- Summative assessment divided into theory and applications (65%).
- Pass Mark: 50% is the pass mark for all summative assessments.


## CALCULATION CRITERIA

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Moderation is internal, making use of module specialists within the department.
- Formative and summative assessments are moderated.

| NAME OF PROGRAMME: HOSPITALITY MANAGEMENT II | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: 591-1 | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme

## MODE OF OFFERING:
Lectures are presented in a 6-week Block (5 weeks of theory classes and 1 exam week) at the School of Tourism and Hospitality (STH) on Bunting Road Campus. (Only one 6-week block can be completed per year).

## CERTIFICATION
Attendance based and assessment based.

## ADMISSION REQUIREMENTS
- Students must have completed and passed Hospitality Management I (Block Release Programme) (590-1).
- A hotel or restaurant or a suitable hospitality organisation either as a full-time employee or in the capacity as a management trainee must employ students for no less than 2 years (24 months).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) (5 weeks x 5 days x 6 hours) | 150 | - |
| Workshops | - | - |
| Work-based learning (Are employed in an industry already) | - | - |
| Independent reading/ interacting with learning material/distance activities (5 weeks x 5 days x 1 hour) | 25 | - |
| Preparation for and completion of assignments and other assessment activities (5 weeks x 5 days x 2 hours) | 50 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 225 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 150 hours in the 5-week block.
- Months to complete: 6 weeks in February/March during the 2nd year.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 3 years (Modules need to be completed to progress).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
After successful completion of the programme, students who meet the applicable minimum entry requirements will be considered for Hospitality Management III (Block Release Programme (592-3)

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of subsidised UJ programmes.

## PURPOSE
The purpose of this SLP is to assist students to effectively manage organisational resources. This programme will enable students, practitioners, managers and supervisors to obtain current knowledge by learning about the key managerial concepts in Hospitality Management.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Hospitality Management II | BDZ211 |
| Culinary Studies & Nutrition II (Theory) | BDZ212 |
| Hospitality Operations II | BDZ213 |
| Food and Beverage II (Theory) | BDZ214 |
| Hospitality Industry Law I | BDZ215 |

| Hospitality Financial Management II | BDZ216 |
|---|---|

**Outcome(s):**
**Students should be able to:**
- use a range of advanced hospitality business skills to contribute to effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community;
- identify the operational practices of more complex structures of food preparation required to meet and exceed the expectations of the target market;
- apply and supervise principles relevant to the front office, housekeeping and facility management systems;
- identify operational practices of more complex structures of food and beverage required to meet and exceed the expectations of the target market;
- identify legal requirements and their implications to the hospitality industry; and
- use a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise.

**MODULES AND OUTCOMES:**

**HOSPITALITY MANAGEMENT II: (BDZ211)**

**Purpose:**
The purpose of this SLP is to enable the student to use a range of marketing and human resource skills related to the hospitality industry to contribute to both effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community.

**Outcome(s):**
**Students should be able to:**
- explain the basic components of marketing. Develop and implement a marketing promotion;
- describe the components included in the planning and organisation of human resources in the context of the hospitality industry (human resources planning, analysis of the workplace, the employment process, selecting, hiring, placement and retention); and
- describe the components included in the development and evaluation of human resources in the context of the hospitality industry (orientation, training, career development, performance appraisals, staff retention, reward systems, employee assistance programmes and discipline.)

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**CULINARY STUDIES AND NUTRITION II: (BDZ212)**

**Purpose:**
The purpose of this SLP is to familiarise the student with the planning of menus and nutritional requirements for a variety of customer needs within a safe and hygienic environment.

**Outcome(s):**
**Students should be able to:**
- explain and plan a range of menu items requiring intermediate skills;
- apply basic menu planning to a variety of food service establishments;
- maintain a safe and hygienic working environment in food preparation areas; and
- describe and apply sound nutritional principles for customer dietary, ethnic and special requirements.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## HOSPITALITY OPERATIONS II: (BDZ213)

**Purpose:**
The purpose of this SLP is to apply and supervise advanced principles relevant to the front office, facilities management and housekeeping systems

**Outcome(s):**
**Students should be able to:**
- render all housekeeping activities and explain its interrelationship with other departments within a lodging unit.;
- supervise Front Office operations within a lodging unit;
- supervise the maintenance functions of a lodging facility; and
- plan, apply and supervise waste and energy control systems.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## FOOD AND BEVERAGE II: (BDZ214)

**Purpose:**
The purpose of this SLP is to supervise and maintain advanced food and drink service in terms of legislation, operations, costing and control measures applicable to a variety of restaurants and food service outlets.

**Outcome(s):**
**Students should be able to:**
- describe the differences and similarities between South African and international wines; and
- demonstrate knowledge and the application of advanced methods and control systems applicable to food and beverage service.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%

- Pass Mark: 50%
- **No sup** exams granted.


## HOSPITALITY LAW I: (BDZ215)

**Purpose:**
The purpose of this SLP is for the student to know the South Africa labour laws and their application with respect to the hospitality environment.

**Outcome(s):**
**Students should be able to:**
- apply the principles of labour law applicable to the employers and employees of the Hospitality Industry;
- discuss and apply the most important liquor laws of South Africa; and
- explain the most important principles of South African labour laws.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## HOSPITALITY FINANCIAL MANAGEMENT II: (BDZ216)

**Purpose:**
The purpose of this SLP is to apply accounting principles in various types of Hospitality units with reference to food & beverage management, and profit in clubs and casinos, banqueting and events.

**Outcome(s):**
**Students should be able to:**
- explain and apply the principles for responsible accounting to segment operating statements into separate departmental statements and schedules;
- differentiate between and apply the different accounting principles applicable to the statement of comprehensive income, statement of changes in equity and statement of financial position of a sole proprietorship;
- explain and carry out the basic steps involved in the year-end accounting process of a sole proprietorship; and
- explain the purpose, use and preparation of the statement of comprehensive income, cited by examples.

### ASSESSMENT
Formative assessments are in the form of tests and an exam for summative assessment.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**

- Moderation is internal, making use of subject specialists within the department.
- Formative and summative assessments are moderated.

| NAME OF PROGRAMME: HOSPITALITY MANAGEMENT III | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: 592-3 | NQF LEVEL: 6 CREDITS: 0 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Non-credit bearing short learning programme

## MODE OF OFFERING:
Lectures are presented in a 6-week Block (5 weeks of theory classes and 1 exam week) at the School of Tourism and Hospitality (STH) on Bunting Road Campus. (Only one 6-week block can be completed per year).

## CERTIFICATION
Attendance and assessment based.

## ADMISSION REQUIREMENTS
- Students must have passed Hospitality Management I and II (Block Release Programme) (590-1 and 591-1).
- A hotel or restaurant or a suitable hospitality organisation either as a full-time employee or in the capacity as a management trainee must employ students for no less than 2 years (24 months).

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) (5 weeks x 5 days x 5 hours) | 125 | - |
| Workshops | - | - |
| Work-based learning (Are employed in an industry already) | - | - |
| Independent reading/ interacting with learning material/distance activities (5 weeks x 5 days x 2 hours) | 50 | - |
| Preparation for and completion of assignments and other assessment activities (5 weeks x 5 days x 3 hours) | 75 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 250 | - |
| **Total number of credits** | - | 0 |

## DURATION OF PROGRAMME
- Contact time: 125 hours in the 5-week block.
- Months to complete: 6 weeks in August/September during the final year.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 3 years (Modules need to be completed in order to progress).

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
Once all three Block Release Hospitality Management SLPs, have been passed: SLP Block Release Hospitality Management I (590-1), SLP Block Release Hospitality Management II (591-1), and SLP Block Release Hospitality Management III (592-3), a student can apply for status through the RPL process. If the RPL process is successful, then students may apply for access into the Advanced Diploma in Hospitality Management (A34HMQ). *
* Refer to UJ Rules and Regulations.

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of subsidised UJ programmes.

## PURPOSE
The purpose of this SLP is, after completion of this programme, students will be able to manage organisational resources more effectively. This programme will enable students, practitioners, managers and supervisors to obtain current knowledge of key managerial concepts in Hospitality Management.

## PROGRAMME CONTENT

| YEAR MODULES (COMPULSORY) | |
|---|---|
| MODULE NAME | MODULE CODE |
| Hospitality Management III | BDZ311 |

| Food and Beverage Management III | BDZ312 |
|---|---|
| Hospitality Operations III | BDZ313 |
| Hospitality Industry Law II | BDZ315 |
| Hospitality Financial Management III | BDZ316 |

**OUTCOMES**

The aim of the qualification is to equip the student for the complex world of hospitality management within South African context. This will enable the student to be competent in a variety of operational, interpersonal and basic analytical skills used at the operational level in the Hospitality Industry. In addition, the student will be able to accept supervisory responsibility in the execution of hospitality operations in the domains of rooms division, food and beverage (including culinary) and event management.

**Outcome(s)**

**Students should be able to:**

- use a range of hospitality business skills to contribute to both effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community;
- use a range of financial management principles to contribute to effective decision-making and sustainability of the hospitality enterprise;
- manage and maintain the principles related to the provision of accommodation and the presentation of events in such a manner that the expectations of the target markets are exceeded;
- utilise the operational practices and structures of Food and Beverage, meeting and exceeding the expectations of the target market; and
- utilise the operational practices and structures of food preparation required to meet and exceed the expectations of the target market.

**MODULES AND OUTCOMES:**

**HOSPITALITY MANAGEMENT III: (BDZ311)**

**Purpose:**

The purpose of this SLP is to enable students to use a range of hospitality business skills to contribute to both effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community.

**Outcome(s):**

**Students should be able to:**

- explain the role that South Africa's national tourism strategy plays in enhancing global competitiveness; in growing the industry's contribution to the national economy and in overcoming obstacles;
- argue the need for a national skills development strategy, the legislation governing the strategy and its associated processes, explaining how it affects the South African tourism industry; and
- discuss how a quality programme would benefit a hospitality enterprise by analysing a hospitality system to improve quality using international companies as benchmarks.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**FOOD AND BEVERAGE MANAGEMENT III: (BDZ312)**

**Purpose:**

The purpose of this SLP is for students to be familiar with the operational practices and structures required of the food and beverage facility and the presentation of events in such a manner that the expectations of the target markets are exceeded.

**Outcome(s):**

**Students should be able to:**
- analyse operational facilities and procedures for a food and beverage facility associated with volume production to design, plan and/or improve these;
- interpret contracts and concepts of administration and production procedures for corporate providers of food and beverage;
- describe retailing concepts related to the food and beverage industry; and
- plan, co-coordinate and present functions or events according to sound business principles.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## HOSPITALITY OPERATIONS III: (BDZ313)

**Purpose:**
The purpose of this SLP is to manage and maintain the principles related to the provision of accommodation and the presentation of events in such a manner that the expectations of the target markets are exceeded.

**Outcome(s):**
**Students should be able to:**
- organise, analyse and present information and data using a computerised system;
- apply yield management in hospitality operations; and
- plan, forecast, budget and evaluate operations within the rooms division within a lodging unit.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## HOSPITALITY INDUSTRY LAW II: (BDZ315)

**Purpose:**
The purpose of this SLP is to analyse the importance of human resources and skills development for the Tourism and Hospitality Industry and manage relations between management and employees.

**Outcome(s):**
**Students should be able to:**
- explain the legislation and mechanisms governing training and education;
- identify and apply appropriate training methods;
- describe the interaction, cooperation and relationship between management and staff;
- describe and manage the conflict arising in the workplace; and
- conduct disciplinary and grievance procedures.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


## HOSPITALITY FINANCIAL MANAGEMENT III: (BDZ316)

**Purpose:**
The purpose of this SLP is to enable students to use a range of financial management principles to contribute to effective decision-making.

**Outcome(s):**
**Students should be able to:**
- assess and analyse the financial performance, profits and status of a hospitality enterprise as a whole and the individual departments;
- analyse and interpret financial statements of hospitality enterprises;
- determine the revenue required at a predetermined level of profit for food & beverage management, clubs, casinos, banqueting and events;
- prepare, implement, manage and control budgets for hospitality activities; and
- access and operate modern accounting information systems.

**ASSESSMENT**
Formative assessments are in the form of tests and an exam for summative assessment.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Moderation is internal, making use of subject specialists within the department.
- Formative and summative assessments are moderated

| NAME OF PROGRAMME: INTRODUCTION TO ORGANISATIONAL MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT | SHORT LEARNING PROGRAMME PART-TIME APB | SLP CODE: S34H1Q (TBC) | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**This SLP is not active**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This is a part-time and contact programme offered twice a year in Johannesburg on the Bunting Road Campus.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Applicants with a minimum of a NSC or equivalent qualification on NQF level 4.

**LEARNING ACTIVITIES:**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 25 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | 5 | - |
| Other (specify) | - | - |
| **Total hours** | 40 | **-** |
| **Total number of credits** | **-** | 0 |

**DURATION OF PROGRAMME**
- Contact time: 5 days over 1 week.
- Months to complete: The SLP will take place, either in February-June or in July-November, depending on demand.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to prepare the student to become a strategic leader with an inspiring and outcomes-orientated vision, and to design goals and values based on a strategic plan within their operational environment. Students will learn how to provide context for effective operational processes and manage change and transition. Students will learn how to build an organisation, while ensuring constant growth and also manage the performance of employees.
The programme will form part of a series of SLPs on Mastery programmes in a Tourism and Hospitality environment by the School of Tourism and Hospitality (STH). The Mastery Series are aimed at capacitating individuals including business professionals who are not experts in Mastery and/or in specific areas of Organisational, Performance, Personal and Team Mastery with knowledge and skills needed to become innovators and effective players in their respective areas within the Tourism and Hospitality environment.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to Organisational Mastery in a Tourism and Hospitality Environment A | S34H1Q1 (TBC) | Introduction to Organisational Mastery in a Tourism and Hospitality Environment B | S34H1Q2 (TBC) |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO ORGANISATIONAL MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT: A/B (S34H1Q1 / S34H1Q2)**

**Purpose:**
The purpose of this SLP is to introduce students to be able to apply and critically evaluate between different concepts of Organisational Mastery in the tourism and hospitality context, and to be able to apply strategic thinking to become a change agent and leader within the tourism and hospitality environment.

**Outcome(s):**
**Students should be able to:**
- understand the principles, measurements and models of intervention pertaining to organisation health within the tourism and hospitality industry;
- combine a tourism or hospitality company's history, mission statement and essential trends into an inspiring vision;
- find and explain core competencies as an organisation and how to build on them;
- develop the skill of designing multiple future scenarios within the tourism and hospitality environment; and
- design the structures that serves strategy, which will empower tourism or hospitality personnel to deliver excellence within their operational environment.

**ASSESSMENT**
- Formative assessments are in the form of tests and an exam for summative assessment.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam
- The module must be passed in the same academic year.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to the UJ's assessment policy.

| NAME OF PROGRAMME: INTRODUCTION TO PERFORMANCE MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT | SHORT LEARNING PROGRAMME PART-TIME / CONTACT APB | SLP CODE: S34H2Q (TBC) | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*This SLP is not active**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This is a part-time and contact programme offered twice a year in Johannesburg on the Bunting Road Campus.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Applicants with a minimum of a NSC or equivalent qualification on NQF level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 25 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | 5 | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 5 days over 1 week.
- Months to complete: The SLP will take place either in February-June or in July-November, depending on demand.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to identify the right team members to be able to get each person in the right seat. This empowerment programme will also equip leaders with the necessary skills and tools to effectively coach and mentor employees, leading them to greater levels of Competency and performance.

The programme will form part of a series of SLPs on Mastery programmes in a Tourism and Hospitality environment by the School of Tourism and Hospitality (STH). The Mastery Series are aimed at capacitating individuals including business professionals who are not experts in Mastery and/or in specific areas of Mastery (Organisational, Performance, Personal and Team Mastery) with knowledge and skills needed to become innovators and effective players in their respective areas within the Tourism and Hospitality environment.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| **FIRST SEMESTER** | | **SECOND SEMESTER** | |
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |

| Introduction to Performance Mastery in a Tourism and Hospitality Environment A | S34H2Q1 (TBC) | Introduction to Performance Mastery in a Tourism and Hospitality Environment B | S34H2Q2 (TBC) |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**INTRODUCTION TO PERFORMANCE MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT: A/B (S34H2Q1 / S34H2Q2)**

**Purpose:**
The purpose of this SLP is to be able to apply and critically evaluate between different concepts of performance mastery management in a tourism and hospitality environment. It will also enable students to apply strategy to develop new staff and lead staff to take responsibility for their own development.

**Outcome(s):**
**Students should be able to:**
- design a strategy on how to select and integrate the talents they need to grow as an organisation and team within the tourism and hospitality environment;
- apply the strategy in order to develop new staff into highly motivated people within the tourism and hospitality environment;
- lead staff to greater levels of self-efficacy in order to take responsibility for their own continuous development;
- effectively coach and mentor their teams for optimal performance; and
- establish an engaging culture of passion and performance within the tourism and hospitality environment.

**ASSESSMENT**
Formative assessments are in the form of tests and an exam for summative assessment.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- The module must be passed in the same academic year.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to the UJ's assessment policy.

| NAME OF PROGRAMME: INTRODUCTION TO PERSONAL MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT | SHORT  LEARNING PROGRAMME PART-TIME CONTACT – APB | SLP CODE: S34H3Q (TBC) | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*This SLP is not active**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.P

**MODE OF OFFERING**
This is a part-time and contact programme offered twice a year in Johannesburg on the Bunting Road Campus.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
Applicants with a minimum of a NSC or equivalent qualification on NQF level 4.

**LEARNING ACTIVIT**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 28 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | 2 | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 5 days over 1 week.
- Months to complete: The SLP will take place, either in February-June or in July-November, depending on demand.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide participants with an identify based self-discovery of character and competencies, and future management in the tourism and hospitality environment.
The programme will form part of a series of SLPs on Mastery programmes in a Tourism and Hospitality environment by the School of Tourism and Hospitality (STH). The Mastery Series are aimed at capacitating individuals including business professionals who are not experts in Mastery and/or in specific areas of Organisational, Performance, Personal and Team Mastery with knowledge and skills needed to become innovators and effective players in their respective areas within the Tourism and Hospitality environment.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |
| Introduction to Personal Mastery in a Tourism and Hospitality Environment A | S34H3Q1 (TBC) | Introduction to Personal Mastery in a Tourism and Hospitality Environment B | S34H3Q2 (TBC) |

**MODULE AND OUTCOMES:**

**INTRODUCTION TO PERSONAL MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT: A/B (S34H3Q1 / S34H3Q2)**

**Purpose:**
The purpose of this SLP is to equip students be able to apply and differentiate between different concepts of personal mastery (Authentic Leadership, Creative Life Planning, Work-life-Integration, Personal Resilience and Emotional Agility) in a tourism and hospitality environment.

**Outcome(s):**
**Students should be able to:**
- discover their leadership style and Competency level within the tourism and hospitality environment;
- identify their leadership strengths pitfalls and behavioural style within the tourism and hospitality environment;
- discover a clear picture of their perspective as a managing leader;
- compile an individual management development programme;
- demonstrate how to handle stress and how to prevent burnout;
- develop effective time and life management;
- develop discipline for a healthy lifestyle; and
- build effective relationships amongst colleagues.

**ASSESSMENT**
Formative assessments are in the form of tests and an exam for summative assessment.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

- The module must be passed in the same academic year.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to the UJ's assessment policy.

| NAME OF PROGRAMME: INTRODUCTION TO TEAM MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT | SHORT LEARNING PROGRAMME CONTACT (PART -TIME) APB | SLP CODE: S34H4Q (TBC) | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**\*This SLP is not active**

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
This is a part-time and contact programme offered twice a year in Johannesburg on the Bunting Road Campus.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- Applicants with a minimum of an NSC or equivalent qualification on NQF level 4.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 25 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | - | - |
| Preparation for and completion of assignments and other assessment activities | 10 | - |
| Tutorials | 5 | - |
| Other (specify) | - | - |
| **Total hours** | 40 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
- Contact time: 5 days over 1 week.
- Months to complete: The SLP will take place, either in February-June or in July-November, depending on demand.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to prepare students to develop team leadership skills needed to lead a team in such a way that different skills are utilised and celebrated for the contribution they can make to the team. Students will learn about diverse teams and how to recognise and utilise different personalities and skills sets in such a way that the team and organisation benefits.
The programme will form part of a series of SLPs on Mastery programmes in a Tourism and Hospitality environment by the School of Tourism and Hospitality (STH). The Mastery Series are aimed at capacitating individuals including business professionals who are not experts in Mastery and/or in specific areas of mastery (Organisational, Performance, Personal and Team Mastery) with knowledge and skills needed to become innovators and effective players in their respective areas within the Tourism and Hospitality environment.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Introduction to Team Mastery in a Tourism and Hospitality Environment A | S34H4Q1 (TBC) | Introduction to Team Mastery in a Tourism and Hospitality Environment B | S34H4Q2 (TBC) |
|---|---|---|---|

**MODULE AND OUTCOMES:**

**INTRODUCTION TO TEAM MASTERY IN A TOURISM AND HOSPITALITY ENVIRONMENT: A/B (S34H4Q1 / S34H4Q2)**

**Purpose:**
The purpose of this SLP is to equip the student to be able to apply and identify the concepts and skills of Team Mastery, and to learn how to lead teams with different personalities and skill sets.

**Outcome(s):**
**Students should be able to:**
- Identify and articulate organisational culture and values within a tourism and hospitality environment appropriately;
- build a feedback culture within a tourism or hospitality team;
- train respective team members to build up a trustworthy and respectfully communication style;
- display an understanding of the anatomy of conflict, and hot to act quickly, openly and fairly to ensure a win-win solution for the tourism and hospitality establishment
- prepare communication in such a way that it will inspire and resonate with the audience within the tourism and hospitality team; and
- Interpret and optimise on behavioural aspects of both the team and individual members.

**ASSESSMENT**
Formative assessments are in the form of tests and an exam for summative assessment.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.
- All modules must be passed in the same academic year.

**MODERATION**
- Internal moderation by subject matter experts according to UJ's moderation policy.
- Appeals procedure according to the UJ's assessment policy.

| NAME OF PROGRAMME: INTRODUCTION TO TOURISM | SHORT LEARNING PROGRAMME PART-TIME – APB | SLP CODE: S34H5Q | NQF LEVEL: 5 CREDITS: 68 |
|---|---|---|---|

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme

## MODE OF OFFERING:
Lectures are presented on a part-time basis over 5 hours per module per week, Monday through Friday over a 14-week cycle in Semester 1 and a 14-week cycle in Semester 2 on the Bunting Road Campus.

## CERTIFICATION
Attendance and assessment based.

## ADMISSION REQUIREMENTS
- The entry requirement for this short learning programme is that a potential student should be in the possession of a National Senior Certificate (NSC) with the relevant diploma endorsement (NQF level 4) or Grade 12 Senior Certificate (SC) (matric).
- The prospective student must be able to express themselves clearly and correctly both verbally and in written English.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 300 | - |
| Workshops | - | - |
| Work-based learning (Employed in the industry already) | - | - |
| Independent reading/ interacting with learning material/distance activities | 210 | - |
| Preparation for and completion of assignments and other assessment activities | 170 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 680 | - |
| **Total number of credits** | - | 68 |

## DURATION OF PROGRAMME
- Contact time: 300 hours of lecturing hours in 28 weeks.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
After successful completion of the Introduction to Tourism (S34H5Q) (68 credits) as well as the SLP Introduction to Tourism Management Functions (S34H6Q) (56 credits) within one year, and meeting the applicable minimum diploma entry requirements, students are considered for articulation into the second year of the Diploma (Tourism Management) (D34TMQ).

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will get credits for the following modules in the Diploma (Tourism Management) (D34TMQ).
Tourism System 1A (S34H5Q1) (12 credits), Events Management 1A (S34H5Q2) (12 credits), Events Management 1B (S34H5Q5) (12 credits), Applied Business Literature 1A (S34H5Q3) (8 credits) and Computer Application for Tourism and Hospitality (S34H5Q6) (12 credits).

## PURPOSE
The purpose of this SLP is to provide students with a basis for further learning in the field of tourism management, and to guide them with travel management and destination perspective skills.

## PROGRAMME CONTENT

| SEMESTER 1 (COMPULSORY) ||
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Tourism System 1A | S34H5Q1 |
| Events Management 1A | S34H5Q2 |

| Applied Business Literacy 1A | S34H5Q3 |
|---|---|
| **SEMESTER 2 (COMPULSORY)** | |
| Impact of Tourism 1B | S34H5Q4 |
| Events Management 1B | S34H5Q5 |
| Computer Application for Tourism and Hospitality | S34H5Q6 |

**MODULES AND OUTCOMES:**

**TOURISM SYSTEM 1A: (S34H5Q1)**

**Purpose:**
The purpose of this model is for students to possess intellectual knowledge and applied Competency in the understanding the tourism industry sectors and role-players.

**Outcome(s):**
**The student should be able to**
- analyse the pre-conditions for emergence of tourism as a mass phenomenon;
- identify the tourism industry sectors and role players;
- explain the demand and supply factors in tourism;
- describe the role of tourist attractions;
- analyse transportation, accommodation, and the role of intermediaries as part of the tourism system;
- analyse the role of tourism destinations as part of the tourism system; and
- access the role of tourism as a socio-economic tool in poverty alleviation and job creation, and how it supports the Sustainable Development Goal's (SDG's).

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**EVENTS MANAGEMENT 1A: (S34H5Q2)**

**Purpose:**
The purpose of this module is to provide students with an understanding and insight into the events industry, as an introduction to the field of events management theory, as well as expose them to food and beverage service practices often used in the events industry

**Outcome(s):**
**Students should be able to:**
- define the different types of events;
- compare and contrast between special events and MICE events;
- describe the nature of the events industry (digitalization in events);
- outline the various role players in the events industry;
- analyse the impact of events using the triple bottom line; and
- carry out basic catering services, including restaurant infrastructure and procedures according to professional standards, that are used in events

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%

- **No sup** exams granted.


**APPLIED BUSINESS LITERACY 1A: (S34H5Q3)**

**Purpose:**
The purpose of this module is to acquire a variety of communication related to different contexts, and to apply these skills appropriately in different contexts (academic and industry-related).

**Outcome(s):**
**Students should be able to:**
- use the appropriate form of English when communicating;
- engage in Academic research and writing skills,
- demonstrate knowledge of communication theory and apply this to every day and work contexts;
- identify typical problems that could arise in the communication process specifically, the use of language and meaning and demonstrate skills to overcome them;
- build and maintain healthy and effective interpersonal relationships;
- Utilise strategies for improving your nonverbal communication and explain some of the reasons why people can perceive things differently;
- discuss reasons why listening is important in our lives, especially in the Hospitality industry;
- explain the importance of interpersonal relationships;
- use Persuasive Writing and Advertising skills for business success; and
- manage specific contexts for communication, including giving presentations.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.


**IMPACTS OF TOURISM 1B: (S34H5Q4)**

**Purpose:**
The purpose of this module is to provide students with insight and intellectual knowledge of the tourism industry and the different types of tourism impacts. Students will be able to appreciate the economic, social and environmental impacts of the development of different types of tourism attractions and products.

**Outcome(s):**
**Students should be able to:**
- describe third-world trends in tourism product development;
- describe the main types of tourism products;
- identify positive and negative economic, social and environmental impacts of developing tourism attractions; and
- identify and describe the main characteristics of sustainable and responsible tourism development in South Africa.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

**EVENT MANAGEMENT 1B: (S34H5Q5)**

**Purpose:**
The purpose of this module is to provide students with an understanding of event management principles. Topics that will be covered in this module will include event sustainability, event bidding, project management, venue management and sponsorships in events. This module will also expose them to food and beverage service practices often used in the events industry.

**Outcome(s):**
**Students should be able to:**
- assess and apply the sustainability principles to events;
- explain the processes of bidding for events;
- describe the venue and facility management principles in events;
- describe the use of various technologies in events;
- explain the process of project management in events; and
- carry out and carry out basic catering services, including restaurant infrastructure and procedures according to professional standards, that are used in events.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**COMPUTER APPLICATION FOR TOURISM AND HOSPITALITY: (S34H5Q6)**

**Purpose:**
The purpose of this module is to introduce students to general computer applications commonly used in financial services Tourism and Hospitality Industries. Students will be equipped with the necessary skills for end-user computing as well as academic applications.

**Outcome(s):**
**Students should be able to:**
- Demonstrate both theoretical and practical use of the following computer-based tasks:
  - save, retrieve files and navigate basic operating systems for end-user computing;
  - use basic functions for successful end-user computing;
  - use a word processing application, such as Microsoft Word;
  - use a presentation application, such as Microsoft PowerPoint;
  - use a data analysis application, such as Microsoft Excel;
- Demonstrate use of industry-related computer applications through practical case studies such as:
  - editing research articles; and
  - presentation skills.

**ASSESSMENT**
Formative assessments are in the form of tests and an exam for summative assessment.

**CALCULATION CRITERIA**
**Subject type: JH**
A progress mark of at least 40% is required in the middle of the year to be able to continue with the second semester, unless otherwise approved.
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute **50:50** towards the Final mark;
- To pass a module: 50% final mark and a subminimum of 40% in the summative assessment or exam.
- Students with a final mark between **40 – 49** will be awarded a sup exam;

- Sup results capped.
- All modules must be passed in the same academic year.

**MODERATION**
- Moderation is internal, making use of subject specialists within the department.
- Formative and summative assessments are moderated.

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING:**
Lectures are presented on a part-time basis over 10 hours Mondays through to Fridays in semester 1 over a 14-week cycle on the Bunting Road campus.

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
- The entry requirement for this SLP is that a potential student should be in possession of a National Senior Certificate (NSC) with the relevant diploma endorsement (NQF level 4) or Grade 12 Senior Certificate (SC) (matric); and
- The prospective student must be able to express themselves clearly and correctly both verbally and in written English.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 140 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 100 | - |
| Preparation for and completion of assignments and other assessment activities | 40 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 280 | - |
| **Total number of credits** | - | 28 |

**DURATION OF PROGRAMME**
- Contact time: 140 hours of lecturing hours in 14 weeks.
- Months to complete: February to June.
- Minimum period to obtain: 1 Semester.
- Maximum period to obtain: 1 Year.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the SLP Introduction to Tourism Management and Development (S34H7Q) (28 credits), students who meet the minimum requirements are considered to apply for the SLP Introduction to Tourism (S34H5Q) (68 credits) and the SLP Introduction to Tourism Management Functions (S34H6Q) (56 credits) and meeting the applicable minimum entry requirements for diploma students are considered for articulation into the second ear of the Diploma (Tourism Management) (D34TMQ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will get credits for the following modules in the Diploma Tourism Management (S34TMQ), Travel and Tourism Management 1A (S34H6Q1) (12 credits), and Tourism Development 1A (TOD00A1) (16 credits).

**PURPOSE**
The purpose of this programme is to provide the student with a basis for further learning in the field of tourism management and in marketing for tourism.

**PROGRAMME CONTENT**

| SEMESTER MODULES | |
|---|---|
| FIRST SEMESTER | |
| MODULE NAME | MODULE CODE |
| Travel and Tourism Management 1A | S34H6Q1 |
| Tourism Development 1A | TOD00A1 |

## MODULES AND OUTCOMES:

### TRAVEL AND TOURISM MANAGEMENT 1A: (S34H6Q1)

**Purpose:**
The purpose of this module is for students to acquire basic management theory in a tourism context. They will understand the concepts of planning, organising, managing and leading a tourist enterprise within a local and global environment.

**Outcome(s):**
**Students should be able to:**
- explain broad supervisory and basic management concepts and ethics are explained and applied according to professional standards in the tourism industry;
- identify and describe the key internal and external environmental variable in managerial planning;
- explain the meaning of organisation structure;
- describe the nature and content of managerial work;
- describe the planning process;
- list and describe the roles of a tourist manager, at different levels of management;
- discuss the functions and tasks of a manager in a tourist establishment;
- discuss motivation and communication in terms of leadership; and
- identify important leadership qualities of the tourism and food and beverage managers.

### CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

### TOURISM DEVELOPMENT 1A: (TOD00A1)

**Purpose:**
On successful completion of the module students should possess intellectual knowledge and applied Competency in understanding the tourism industry sectors and role players to develop tourism products and assess the various impacts as consequences of production and consumption of tourism products within a destination as a system.

**Outcome(s):**
**The student should be able to:**
- analyse the pre-conditions for emergence of tourism as a mass phenomenon;
- identify the tourism industry sectors and role players;
- explain the demand and supply factors in tourism;
- appreciate the role of tourist attractions;
- analyse transportation, accommodation, and the role of intermediaries as part of the tourism system;
- analyse the role of tourism destinations as part of the tourism system; and
- access the role of tourism as a socio-economic tool in poverty alleviation and job creation, and how it supports the Sustainable
- Development Goal's (SDG's).

### ASSESSMENT
Formative assessments are in the form of tests and an exam for summative assessment.

### CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam

- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.
- All modules must be passed in the same academic year.

**MODERATION**
- Moderation is internal, making use of subject specialists within the department.
- Formative and summative assessments are moderated

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Credit bearing short learning programme.

**MODE OF OFFERING:**
Lectures are presented on a part-time basis over 5 hours per module per week, Mondays through Fridays over a 14-week cycle in semester 1 and a 14-week cycle in Semester 2 on the Bunting Road campus.

**CERTIFICATION**
Attendance and assessment based.

**ADMISSION REQUIREMENTS**
- The entry requirement for this short learning programme is that a potential student should be in possession of a National Senior Certificate (NSC) with the relevant diploma endorsement (NQF level 4) or Grade 12 Senior Certificate (SC) (matric), and
- The prospective student must be able to express themselves clearly and correctly both verbally spoken and in written English.

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | 280 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 170 | - |
| Preparation for and completion of assignments and other assessment activities | 110 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 560 | - |
| **Total number of credits** | - | 56 |

**DURATION OF PROGRAMME**
- Contact time: 280 hours of lecturing hours in 28 weeks.
- Months to complete: February to November.
- Minimum period to obtain: 1 Year.
- Maximum period to obtain: 2 Years.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
After successful completion of the SLP Introduction to Tourism (S34H5Q) (56 credits) as well as the SLP Introduction to Tourism Management Functions (S34H6Q) (68 credits) programmes within one year and meeting the applicable minimum entry requirements, students are considered for articulation into the second year of the Diploma (Tourism Management) (D34TMQ).

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
Students will get credits for the following modules in the Diploma (Tourism Development 1A) (TOD00A1):
Travel and Tourism Management 1A (S34H6Q1) (12 credits), Travel and Tourism Management 1B (S34H6Q4) (12 credits), Marketing for Tourism 1A, (S34H6Q3) (12 credits), Marketing for Tourism 1B (S34H6Q4) (12 credits), Applied Business Literacy 1B (S34H6Q5) (8 credits).

**PURPOSE**
The purpose of this SLP is to provide students with a basis for subsequent learning in the field of tourism management and marketing. It will also guide them with knowledge and skills in the tourism management field of planning, organising, leading and control with an entrepreneurial orientation including familiarising participants with basic tourism marketing concepts.

**PROGRAMME CONTENT**

| SEMESTER MODULES | | | |
|---|---|---|---|
| FIRST SEMESTER | | SECOND SEMESTER | |
| MODULE NAME | MODULE CODE | MODULE NAME | MODULE CODE |

| Travel and Tourism Management 1A | S34H6Q1 | Travel and Tourism Management 1B | S34H6Q4 |
|---|---|---|---|
| Marketing for Tourism 1A | S34H6Q3 | Marketing for Tourism 1B | S34H6Q4 |
| | | Applied Business Literacy 1B | S34H6Q5 |

**MODULES AND OUTCOMES:**

**TRAVEL AND TOURISM MANAGEMENT 1A: (S34H6Q1)**

**Purpose:**
The purpose of this module is for students to acquire basic management theory in a tourism context. They will understand the concepts of planning, organising, managing and leading a tourist enterprise within a local and global environment.

**Outcome(s):**
**Students should be able to:**
- describe broad supervisory and basic management concepts and ethics are explained and applied according to professional standards in the tourism industry.
- identify and describe the key internal and external environmental variable in managerial planning;
- explain the meaning of organisation structure;
- describe the nature and content of managerial work;
- describe the planning process;
- list and describe the roles of a tourist manager, at different levels of management;
- discuss the functions and tasks of a manager in a tourist establishment;
- discuss motivation and communication in terms of leadership; and
- identify important leadership qualities of the tourism and food and beverage managers.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MARKETING FOR TOURISM 1A: (S34H6Q3)**

**Purpose**:
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends, understand basic consumer behaviour and market segmentation.

**Outcome(s):**
**Students should be able to:**
- elaborate on the fundamentals of tourism marketing concepts and philosophy;
- explain the interface between marketing management and the environment;
- demonstrate the role of marketing in the tourism industry;
- identify customer needs and wants and determine which target markets the organisation can serve best;
- understand the decision-making process that consumers go through as they make a purchase;
- demonstrate a clear understanding of the role of segmentation, targeting and positioning processes in marketing; and
- recognise the importance of information to an organisation.

**CALCULATION CRITERIA**
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**

- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## TRAVEL AND TOURISM MANAGEMENT 1B: (S34H6Q2)

**Purpose:**
The purpose of this module is to equip students with the industry specific knowledge in planning and organising activities in a tourism-related industry.

**Outcome(s):**
**Students should be able to:**
- describe the importance of the holistic tourism environment;
- explain the importance of tourism entrepreneurship; and
- apply the fundamental principles of financial management, purchasing and supply function and strategic management.

## CALCULATION CRITERIA
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

## MARKETING FOR TOURISM 1B: (S34H6Q4)
**Purpose:**
The purpose of this module is to introduce the student to the basic principles of consumer product context.  On a practical level, the student will be familiar to the product, pricing, distribution and promotion elements of the marketing mix.

**Outcome(s):**
**Students should be able to:**
- define and classify products;
- describe the nature and benefits of branding;
- describe the functional and psychological roles of packaging;
- describe the role of product in the tourism marketing mix;
- describe the concept of pricing in tourism marketing;
- explain the role and types of distribution channels;
- elaborate on the importance and role of a planned, integrated communication strategy in a tourism marketing context;
- discuss the role of advertising in tourism;
- comprehend the importance of personal selling in the tourism industry, and
- recognise the role of technology in tourism marketing.

## CALCULATION CRITERIA
**Subject type: SH**
- Minimum Full Period Mark for exam admission: **40%**
- Semester mark and Exam mark contribute **50:50** towards Final mark
- Students with a final mark between **40 – 49** will be awarded a sup exam
- Sup results capped.
- To pass a module: 50% Final mark and a subminimum of 40% in the summative assessment or exam.

## APPLIED BUSINESS LITERACY 1B: (S34H6Q5)

**Purpose:**

The purpose of this module is to use various modes of accessing and communicating information, including information technology, effectively in order to promote the tourism and hospitality industry in a changing business environment.

**Outcome(s):**

**Students should be able to:**

- describe the structures of workplace communication as created within diverse types of organisations,
- engage in academic research and writing skills;
- manage specific contexts for communication, including giving presentations and producing work-related documents;
- identify the major digital media formats available for business messages, and apply the guidelines for effective messaging in the workplace;
- demonstrate critical and innovative thinking/ entrepreneurial skills by understanding Corporate culture and organisational communication channels;
- practice some strategies for improving intercultural communication;
- utilise skills necessary for effective and ethical group communication;
- tool themselves for the evolving workplace by identifying and using social media communication channels and/or Fourth Industrial Revolution (4IR) technologies and skills; and
- reflect on the importance of sensitivity in multicultural contexts and gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

**ASSESSMENT**

Formative assessments are in the form of tests and an exam for summative assessment.

- All modules must be passed in the same academic year.

**CALCULATION CRITERIA**

**Subject type: CE (Continuous Evaluation)**

- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**

- Moderation is internal, making use of subject specialists within the department.
- Formative and summative assessments are moderated.

| NAME OF PROGRAMME: PRESERVING FOOD IN THE HOSPITALITY INDUSTRY | SHORT LEARNING PROGRAMME DISTANCE | SLP CODE: S3H01O | NQF LEVEL: 5 CREDITS: 0 |
|---|---|---|---|

**TYPE OF SHORT LEARNING PROGRAMME (SLP)**
Non-credit bearing short learning programme.

**MODE OF OFFERING**
Distance learning workshops, pre-recorded lectures, pre-readings, videos, immersions, distance simulations, and distance lectures.

**CERTIFICATION**
Competency based.

**ADMISSION REQUIREMENTS**
- A NQF level 4 qualification (Grade 12 or equivalent school leaving certificate); and
- A minimum of one-year of working experience in the Hospitality Industry (Preserving Food in the Hospitality Industry).

**LEARNING ACTIVITIES**

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 23 | - |
| Workshops | - | - |
| Work-based learning | | - |
| Independent reading/ interacting with learning material/distance activities | 5 | - |
| Preparation for and completion of assignments and other assessment activities | 4 | - |
| Tutorials | - | - |
| Other (specify) | - | - |
| **Total hours** | 32 | - |
| **Total number of credits** | - | 0 |

**DURATION OF PROGRAMME**
Contact time to complete the SLP is 32 hours.
SLP will be presented in both semesters.

**RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS**
N/A

**ARTICULATION WITH SUBSIDISED UJ PROGRAMMES**
N/A

**PURPOSE OF PROGRAMME**
The purpose of this SLP is to provide new information and skills to students to be able to master the art of preservation and to introduce a wide range of products which will be exhibited through practical exercises so that new skills can be acquired.

**PROGRAMME CONTENT**

| DISTANCE MODULE | |
|---|---|
| **MODULE NAME** | **MODULE CODE** |
| Preserving Food in the Hospitality Industry | S3H010A |

**MODULE AND OUTCOMES:**

**PRESERVING FOOD IN THE HOSPITALITY INDUSTRY: (S3H010A)**

**Purpose:**
**The following topics will be covered:**

- Food Preservation products/aids: Enzymes, Yeasts, Moulds, Bacteria and Oxidation.
- Preservation methods: in the microwave oven, water preservation (mostly for beginners) and pressure presentation (mostly for more advanced students/chefs/entrepreneurs).
- Hygiene and safety in the kitchen.
- Techniques of preservation being bottling (Products produced in bottles, preparation of bottles) and canning.
- Basic pricing of products.

**Outcome(s):**
**Students should be able to:**
- identify and recognise new concepts to be implemented into food preservation;
- demonstrate an understanding of the techniques, methods and principles of food preservation;
- apply and implement high standards of hygiene and safety in the workplace when preserving food; and
- apply the concepts of food costing for basic pricing.

**ASSESSMENT**
- This SLP will use formative assessments to test students progress during the delivery of the SLP.
- Formative assessment methods that will be used will be distance tests, recorded presentations by students, assignments, individual reflections and group discussions.

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.

**MODERATION**
- Assessment and moderation takes place in line with UJ policy and in accordance with UJ assessment policy.
- No external moderation will be necessary.

## TYPE OF SHORT LEARNING PROGRAMME (SLP)
Credit bearing short learning programme.

## MODE OF OFFERING
- The Moodle Learner Management System (LMS)® will be used.
- Participate in discussion forums like Moodle Learning Management System (LMS) Collaborate.
- Distance learning tools outside the LMS e.g. Academic articles.
- Read and review materials to resolve case studies for class discussions.
- Complete distance quizzes, and creation of Wikis.
- Distance learning communities or LMS that are constantly identifying new methods or posting subject-related trends.

## CERTIFICATION
Competency based.

## ADMISSION REQUIREMENTS
- A NQF level 6 hospitality or management-related qualification and three years of hospitality management experience preferably in junior management; or
- Five years' experience in a hospitality operation as well as three years' experience in a middle management position – RPL process will be applicable
- If a student wishes to articulate into the Advanced Diploma in Hospitality Management (A34HMQ), the entry requirements for that programme are applicable.

## LEARNING ACTIVITIES

| ACTIVITY | HOURS | CREDITS |
|---|---|---|
| Contact time (Lectures) | - | - |
| Distance learning | 40 | - |
| Workshops | - | - |
| Work-based learning | - | - |
| Independent reading/ interacting with learning material/distance activities | 70 | - |
| Preparation for and completion of assignments and other assessment activities | 55 | - |
| Tutorials | - | - |
| Other (specify) | 35 | - |
| **Total hours** | 200 | - |
| **Total number of credits** | - | 20 |

## DURATION OF PROGRAMME
- Distance learning time to complete the SLP: 200 Hours
- This programme can be presented in both semesters.

## RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
N/A

## ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
- This SLP articulates into the Advanced Diploma in Hospitality Management (A34HMQ).
- Students will be given credit for the module Revenue Management in Hospitality (RMH7XA1) (20 credits) if they pass this SLP.

## PURPOSE OF PROGRAMME
The purpose of the Revenue Management in Hospitality SLP is to provide the middle management qualifying students with the necessary skills to be able to implement revenue management principles as a sustainable business practice.

## PROGRAMME CONTENT

| SEMESTER MODULES |
|---|

| FIRST SEMESTER | | SECOND SEMESTER | |
|---|---|---|---|
| **MODULE NAME** | **MODULE CODE** | **MODULE NAME** | **MODULE CODE** |
| Revenue Management in Hospitality A | S3H03OA | Revenue Management in Hospitality B | S3H03OB |

**MODULE AND OUTCOMES:**

**REVENUE MANAGEMENT IN HOSPITALITY: A/B (S3H03OA / S3H03OB)**

**Purpose:**
**The following topics will be covered:**
- Accepted concepts and practices in revenue management.
- Utilising and maximising the efficiency of property management systems (PMS) to maximise revenue management.
- Application of the tools of revenue management to facilitate revenue optimisation.

**Outcome(s):**
**Students should be able to:**
- engage with the main concepts and practices behind revenue management and critically evaluate how it can be used to improve performance in the hospitality industry;
- evaluate the importance of revenue management as a strategic management technique and its potential benefits to the hospitality industry;
- utilise an industry property management system to manage rate availability and groups strategically, financial management and risk management of events; and
- calculate, interpret and apply key financial ratios and performance indicators.

**ASSESSMENT**
- This SLP will assess the students progress during the delivery of the SLP.  Formative assessment methods that will be used will be distance tests, assignments, individual reflections and group discussions.
- Calculation criteria (weighting of assessment and compilation of final mark) is applicable as this SLP is credit bearing and will be the same as for the related module in the AdvDip (Revenue Management in Hospitality) (RMH7XA1).

**CALCULATION CRITERIA**
**Subject type: CE (Continuous Evaluation)**
- Semester mark is calculated from a **series of continuous assessments;**
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
  THEREFORE:
- Minimum Full Period Mark for Examination Admission: 0%
- Full Period Mark weight: 100%
- Examination Mark weight: 0%
- Pass Mark: 50%
- **No sup** exams granted.
- All modules must be passed in the same academic year.

**MODERATION**
Moderation takes place in line with the UJ assessment policy.