



# **COLLEGE OF BUSINESS AND ECONOMICS**

## **RULES AND REGULATIONS UNDERGRADUATE QUALIFICATIONS**

**2024**

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## **SECTION B: SPECIFIC REGULATIONS FOR THE COLLEGE OF BUSINESS AND ECONOMICS**

### **CBE.1 ACADEMIC REGULATIONS**

The College regulations must be read together with the Academic Regulations of the University of Johannesburg. The UJ Academic Regulations are available online on the UJ website.

### **CBE.2 RULES OF ACCESS**

The offering of any programme at a particular campus is subject to viability and adequate student numbers.

The University reserves the right to limit student numbers per programme, according to the University's Enrolment Management Plan as approved by the DHET, Senate and College Board. It could happen that an applicant satisfies the minimum selection criteria, but that no space is available on the programme.

Prospective students, who wish to apply for exemption on the basis of post-school qualifications, must complete such applications before registration.

### **CBE.3 ADMISSION**

Prospective students must apply for admission to programmes not later than the determined programme specific closing dates as stipulated on the official UJ website. An annually determined application fee is payable for paper applications. Online applications are free.

Applicants may only apply for two applicable study choices for which they qualify. These study choices may not be amended once they have been submitted.

Admission is subject to selection in accordance with programme-specific admission requirements determined by the College Board, as well as minimum requirements set for transfer students, approved by Senate and contained in the relevant College Rules and Regulations.

The University has the right to revoke or amend the admission status of an applicant and cancel or refuse the registration of an applicant or student who provided incorrect information and/or documentation material to an application for

admission or re-admission, or who omitted to provide information or documentation material to an application for admission or re-admission.

No notice regarding an applicant's admission status is official and binding on the University, unless it has been sent by email to an applicant from the University's server or uploaded by the University to the online Student Portal application status page.

English has been regarded as the Language of Teaching and Learning. Applicants are required to meet the minimum APS as well as the minimum criteria for specific subjects. Applicants that meet the minimum criteria are not guaranteed automatic admission or registration.

### **3.1 GENERAL MINIMUM ADMISSION REQUIREMENT PRINCIPLES FOR AN UNDERGRADUATE PROGRAMME**

Admission requirements and compliance with the legal endorsement for undergraduate programmes for study at the University are as follows:

- a. A National Senior Certificate (NSC) with higher certificate endorsement is a legal requirement for admission to a higher certificate.
- b. A National Senior Certificate (NSC) with diploma endorsement is a legal requirement for admission to an undergraduate diploma.
- c. A National Senior Certificate (NSC) with bachelor's degree endorsement is a legal requirement for admission to an undergraduate bachelor's degree.
- d. A Senior Certificate (Amended) SC(a), with a pass of three subjects at 40%, one of which must be an official language at Home Language Level or pass subjects at 30%, one of which must be an official language at First Additional or Home Language Level or obtained a subminimum of 20% in the sixth subject.
- e. A National Senior Certificate for Adults (NASCA) is awarded at certification of 120 credits with at least four subjects passed, carrying 30 credits each.
- f. An applicant who has successfully completed a Higher Certificate at an accredited Higher Education Institution (HEI) may be admitted into an appropriate Advanced Certificate.
- g. An applicant who has successfully completed a Higher Certificate at an accredited HEI and has accumulated relevant credits may be admitted to a related undergraduate diploma programme, subject to the candidate being granted a NSC with diploma endorsement by Universities South Africa after the successful completion of the Higher Certificate (refer to AR 6 for credit requirements).
- h. An applicant who has successfully completed an undergraduate diploma, may be admitted into an undergraduate bachelor's degree programme, subject to the candidate being granted a NSC with bachelor's degree endorsement by Universities South Africa (USAf) (refer to AR 6 for credit requirements).

- i. Other progression and/or articulation requirements, as reflected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.
- j. Applicants who have completed their National Senior Certificate (NSC) or Senior Certificate (SC) must comply with the minimum Admission Points Score (APS).
- k. All applicants must comply with the language requirements, faculty/college and qualification or module requirements for admission into each programme as outlined by the relevant faculty/college.
- l. International applicants wishing to register for undergraduate or postgraduate qualifications will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by South African Qualification Authority (SAQA) or USAf where required.
- m. All applicants intending to study in the online mode of delivery must:
  - Have access to a computer with a reliable and stable, high-speed Internet connection;
  - Participate in teaching and learning activities through Logistics Management Systems (LMS);
  - Be able to use a webcam and/or microphone if required;
  - Review and comply with the complete list of technical requirements specific to the programme of study; and
  - Complete an online orientation course offered by the Centre for Academic Technologies (CAT), if required.
- n. Other additional admission requirements may be:
  - Admission and placement tests as approved by Senate;
  - Interviews in person or online;
  - portfolios of evidence;
  - Recognition of Prior Learning (RPL) process;
  - SAQA or USAf certification of equivalents; and
  - language proficiency tests.
- o. Compliance with the minimum requirements does not guarantee admission and registration because the University has a specific number of places available as approved by the DHET. Distance Education (Online) qualifications may also be subject to enrolment targets as determined on an annual basis by the University.
- p. Prospective students currently in Grade 12 will be considered for admission to study at the University based on their final Grade 11 results, which are calculated in the same way as the APS using the results of the final Grade 11 subjects. Any applicant who has been provisionally or conditionally admitted based on their final Grade 11 results will still be required to satisfy the minimum admission requirements with their final in Grade 12 results in order for them to be fully admitted for the relevant qualification as stipulated down by the

University. Final admission may also be dependent on applicants maintaining their Grade 12 performance at a similar or higher level to that of their final Grade 11 results used to determine their provisionally or conditionally admission status.

- q. Prospective students who comply with the minimum legal requirements for admission to a programme, but who do not meet the additional faculty-/college-specific minimum requirements (APS), may, upon good cause shown, be granted admission to such programme at the discretion of the relevant Executive Dean. If prospective students do not meet faculty-/college-specific admission requirements in respect of a module in such a programme that is taught in a Faculty/College other than the Faculty/College in which the programme is offered, the Executive Dean must consult with the Executive Dean of the Faculty/College within which the module resides before admission to the programme is granted.
- r. School-leaving certificates that do not appear in Table 2 are dealt with individually by the Student Enrolment Centre, faculties and departments.

### **3.2 ADMISSION REQUIREMENTS FOR INTERNATIONAL APPLICANTS AND APPLICANTS WHO COMPLETED THE SENIOR CERTIFICATE (SC)**

- Admission Point Scores (APS) are awarded for the six best subjects (taking Faculty/College- and programme-specific requirements into account) in the SC, HIGCSE, IGCSE, A-Levels, AS-Levels, O-Levels, IB, WAEC, KCSE, Diploma/Exam d'état, CHL/EM or the Baccalaureate according to the table above. A maximum of six subjects will be used to calculate the total APS.
- Applicants who obtained the SC and who comply with the minimum APS according to Table 2 will be considered for admission to study at the University. A maximum of six subjects will be used to calculate the total APS, these six subjects will include the programme-specific requirements.

### **3.3 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL SENIOR CERTIFICATE (NSC) IN 2008 OR LATER**

- Life Orientation is not counted in the calculation of the total APS, nor is it considered as an individual compulsory subject.
- For the purpose of selections, the APS requirement for Technical Maths will be the same as for Maths.
- In total, six subjects are used for the calculation of the total APS. The total APS of an applicant is the sum of the achievement ratings of the particular programme compulsory subjects and the remaining NSC subjects of that applicant.
- If applicants completed more than the minimum number of subjects (six) in their NSC, the compulsory subjects and the best of the three remaining subjects will be used to calculate the total APS.

- Refer to the UJ Prospectus/Website for the requirements per qualification, and Faculty/College

### **3.4 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL CERTIFICATE VOCATIONAL (NCV), SENIOR CERTIFICATE AMENDED SC(a) AND THE NATIONAL SENIOR CERTIFICATE FOR ADULTS (NASCA)**

- Admission requirements for applicants with an NCV, a SC(a) and a NASCA are in accordance with relevant legislation and the Faculty/College Rules and Regulations related to the various academic programmes.
- Refer to the UJ Prospectus/Website for the requirements per qualification and faculty/college.
- Refer to the Admission and Selection Policy.
- Refer to Section 3.8 of the Academic Regulations for alternative admission requirements.

#### **3.4.1 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL CERTIFICATE VOCATIONAL (NC(V))**

- For more information on admission requirements, please see:
  - CBE.5.2 for extended diplomas
  - CBE.6.2 for diplomas
  - CBE.8.2 for extended Bachelor of Commerce degrees

#### **3.4.2 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE SENIOR CERTIFICATE (AMENDED) SC(a)**

- Senate Discretionary Conditional Admission for candidates who have successfully completed the SC(a) and who have applied for admission to an extended diploma, diploma, extended degree, BA degree programmes and BCom Accountancy (online) in CBE provided that:
  - The applicant meets the minimum APS and the minimum subject requirements per qualification;
  - The applicant complete the NBT, obtaining at least the following results:
    - Academic Literacy 65%
    - Quantitative Literacy 52% or
    - Maths 50%; and
- The relevant Director of School recommend the admission.
- Selection is based on academic merit and the availability of places and hence specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training for new undergraduate first year students.

- Minimum APS and minimum subject requirements for SC(a) per qualification type:

	Minimum APS and subject requirements for qualifications offered in the CBE
<b>Extended diplomas</b>	
APS with Maths /Technical Maths	20
APS with Maths Lit	22
English	4
Maths / Technical Maths	3
Maths Lit	5
<b>Diplomas</b>	
APS with Maths / Technical Maths	23
APS with Maths Lit	25
English	4
Maths / Technical Maths	3
Maths Lit	6
<b>Extended degrees</b>	
APS with Maths / Technical Maths	25
APS with Maths Lit	28
English	4
Maths / Technical Maths	3
Maths Lit	6
<b>BA Degrees</b>	
APS with Maths / Technical Maths	28
APS with Maths Lit	30
English	4
Maths / Technical Maths	4
Maths Lit	6
<b>BCom Online Programmes</b>	
APS with Maths / Technical Maths	28



APS with Maths Lit*	28
English	4
Maths / Technical Maths	4
Maths Lit*	5

### **3.4.3 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL SENIOR CERTIFICATE FOR ADULTS (NASCA)**

- Senate Discretionary Conditional Admission will only be considered for applicants who have successfully completed the NASCA and who have applied for admission to an Extended Diploma or a Diploma in CBE provided that:
- The applicant meets the following minimum subject requirements:
  - English 60%                      APS 5
  - Maths 60%                        APS 5 or
  - Technical Maths 60% APS 5 or
  - Maths Lit 70%                  APS 6
- The applicant completes a PsyCaD assessment; obtaining an unconditional recommendation;
- The applicant completes the NBT; obtaining at least the following results:
  - Academic Literacy 65%; and
  - Quantitative Literacy 52%
  - or
  - Maths 50%; and
- The relevant Director of School recommend the admission.
- Applicants may also be required to write a placement/aptitude test to evaluate their learning potential for the relevant programme/s.
- Selection is based on academic merit and the availability of places and hence specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training for new undergraduate first year students.

### **3.5 ADMISSION REQUIREMENTS FOR APPLICANTS WHO COMPLETED THE GENERAL EDUCATION DIPLOMA (GED)**

- The GED results are converted to an APS and together with the NSC results the total APS is calculated.
- The applicant needs to meet the minimum APS and subject requirements.
- A letter from USAf indicating foreign conditional exemption is also required.
- Meeting the minimum requirements with the letter from USAf will suffice for application at the University of Johannesburg.

### 3.6 CALCULATION OF THE APS\*

APS Scale	7	6	5	4	3	2	1
(%)	80-100%	70-79%	60-69%	50-59%	40-49%	30-39%	0-29%

\*Life Orientation is not counted in the calculation of the total APS.

### 3.7 UJ ADMISSION POINT SCORE TABLE USED FOR CALCULATING THE ADMISSION POINT SCORE (APS)

APS	NATIONAL			INTERNATIONAL										
	NSC (IEB/SACAI)	SC HG (M-SCORE)	SC SG (M-SCORE)	HIGCSE/NSSC (HL)	IGCSE/NSSC (OL)	AS LEVELS	A LEVELS	IB (HL)	IB (SL)	WAEC	KCSE	Diplome/Exam D' état	CHL/EM	Baccalaureate
10							A	7						
9							B	6						
8							C	5						
7	7 (80-100%)	A		1		A	D	4	7		A			
6	6 (70-79%)	B	A	2		B	E	3	6		B			
5	5 (60-69%)	C	B	3	A	C		2	5	A	C	80-100%	16-20	16-20
4	4 (50-59%)	D	C	4	B	D		1	4	B	D	70-79%	14-15	14-15
3	3 (40-49%)	E	D		C	E			3	C	E	50-69%	10-13	10-13
2	2 (30-39%)	F	E		D/E				2	D/E	F	30-49%	8-9	8-9
1	1 (0-29%)	G	F		F/G				1	F/G	G	0-29%	0-7	0-7

#### ABBREVIATIONS

NSC:	National Senior Certificate (completed Grade 12 since 2008)
SC HG:	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG:	Senior Certificate Standard Grade (completed Grade 12 before 2008)

IEB:	Independent Examination Board
SACAI:	South African Comprehensive Assessment Institute
HIGCSE:	Higher International General Certificate of Secondary Education
IGCSE:	International General Certificate of Secondary Education
NSSC(HL):	Namibia Senior Secondary Certificate (Higher Level)
NSSC(OL):	Namibia Senior Secondary Certificate (Ordinary Level)
AS Levels:	Advanced Subsidiary Level
A Levels:	Advanced Level
IB (HL):	International Baccalaureate Schools (Higher Levels)
IB (SL):	International Baccalaureate Schools (Standard Levels)
WAEC:	West African Examination Council
KCSE:	Kenya Certificate of Secondary Education
Diplome/Exam D'Etat	Diplome-d'Etat or d'Etudes Secondaire du Cycle
CHL/EM:	Certificado de Habilitacoes Literarias (Mozambique) / Ensino Medio (Angola)
Baccalaureat:	Gabonese School Leaving
USAf:	Universities South Africa
DHET	Department of Higher Education and Training.
AHSD	American High School Diploma

### 3.8 ALTERNATIVE ADMISSIONS

#### Senate Discretionary Conditional Admission

- Senate Discretionary Conditional Admission for candidates who have successfully completed the NSC or NC or NCV (Vocational) or SC(A) or NASCA and who have applied for admission to an undergraduate programme at the University may be considered by Senate on recommendation of the relevant Executive Dean, subject to successfully completing a PsyCaD assessment and obtaining a Higher Intermediate Level within the NBT.

#### School of Tomorrow applicants

- The Executive Dean, together with the Registrar, may approve conditional admission of School of Tomorrow applicants via the Senate discretionary admission process subject to Faculty/College Rules and Regulations, a PsyCaD assessment and obtaining at least a Higher Intermediate Level NBT result.
- The request for Senate Discretionary Admission should serve at the first Senate meeting following the conditional admission for final approval by Senate.

#### Recognition of prior learning (RPL)

- The University may, on the grounds of RPL, and subject to Senate-approved special admission rules, admit students who do not comply with the minimum admission requirements.

#### Placement in bridging programmes

- Prospective students who do not meet the general minimum admission requirements for a specific programme may be placed in a Senate-approved bridging programme, having followed a Senate-approved placement procedure.

### **3.9 APPLICATION FOR ADMISSION TO STUDY AT THE UNIVERSITY**

- Prospective students must apply for admission to programmes not later than the determined programme specific closing dates as stipulated on the official UJ website. An annually determined application fee is payable for paper applications. Online applications are free.
- Applicants may only apply for two applicable study choices for which they qualify. These study choices may not be amended once they have been chosen.
- Admission is subject to selection in accordance with programme-specific admission requirements determined by the Faculty/College Board, as well as minimum requirements set for transfer students, approved by Senate and contained in the relevant Faculty/College Rules and Regulations.
- The University has the right to revoke or amend the admission status of an applicant and cancel or refuse and applicant of a student who provided incorrect information and/or documentation material to an application for admission or re-admission, or who omitted to provide information material or documentation material to an application for admission or re-admission.
- No notice regarding an applicant's admission status is official and binding on the University, unless it has been sent by email to an applicant from the University's server or uploaded by the University to the online Student Portal application status page.
- Admission is also subject to:
  - The University's Enrolment Management Plan approved by the Department of Higher Education and Training (DHET), the Senate and Faculty/College Boards;
  - caps for elective modules as approved;
  - professional regulatory requirements where programmes are regulated by external regulatory boards/councils;
  - requirements related to the student equity profile;
  - senate-approved selection, placement and admission tests (if applicable); and
  - caps on enrolment into fully online programmes as determined annually by faculties.

### **3.10 ADMISSION OF INTERNATIONAL APPLICANTS**

Admission of international applicants is subject to the conditions set out in the Immigration Act 13 of 2002.

- The success of an international application depends on both the confirmation of the academic acceptance and the obtaining of the necessary statutory documentation and state approval.

- All prospective international students are required to submit proof of English language proficiency, which may consist of:
  - the results of the internationally recognised International English Language Testing System (IELTS) test (with a score determined by the relevant Faculty/College);
    - OR
  - English passed at school-leaving level (at a level determined by the relevant Faculty/College);
    - OR
  - the results of the UJ English Language Programme (UJELP) test (at a level determined by the relevant Faculty/College).

### 3.11 RIGHT OF ADMISSION

The Vice-Chancellor and the Council of the University determine the admission of an applicant to the University. An applicant who has applied for admission to a particular programme **and** satisfies the minimum rules and requirements of access and admission, but who has been refused admission, may request written reasons for such refusal from the relevant Executive Dean concerned by his/her delegated authority.

***The University of Johannesburg, its faculties and the college have the right to change the admission requirements of a specific field of study.***

## CBE.4 DURATION OF PROGRAMMES

These are the guiding principles regarding duration of programmes unless specified differently in the Faculty Rules and Regulations.

- The minimum duration of a programme is in accordance with the HEQSF and HEMIS requirements.
- The maximum duration of a **full-time** contact programme is as indicated in Table 3.
- For any contact programme offered **part-time**, one additional year may be added to the maximum duration of that contact programme, i.e. one year may be added to the duration as in column C.
- The maximum duration of the online programmes offered by UJ is as stipulated in column D (the maximum duration of an online programme allows for one additional year to the maximum period of the contact programme).
- Duration of contact programmes is inclusive of any interruption of studies unless approval is granted prior to the interruption by the faculty/college.
  - For all qualifications up to NQF level 8 the maximum period is inclusive of interruption of studies.

- For master's and doctoral programmes, the maximum period excludes an interruption of studies. A request for an interruption of study will only be granted in exceptional circumstances and must be approved prior to interruption of studies as stipulated in the Higher Degrees Policy.
- Students who fail to complete the programme within the maximum period will be allowed to continue with the programme only if granted special permission by the Executive Dean on recommendation of the relevant HOD or the faculty's/college's Examination or Assessment Committee.
- Maximum duration of study for online programmes (carousel model and non-carousel):

While the carousel model is designed to allow students to interrupt their studies for one or more modules, thus providing the student with flexibility, it is important to bear in mind that each programme has a maximum duration of study, as stipulated in Table 3.

Duration of Undergraduate Programmes:

**Table 3. Duration of programmes**

Qualification	Minimum Credits	Minimum Duration	Maximum Duration	Maximum Duration for Online Programmes
	A	B	C	D
Higher Certificate	120	1 year	2 years	
Advanced Certificate	120	1 year	2 years	
Diploma	240	2 years	3 years	4 years
UG Diploma	360	3 years	5 years	6 years
UG Extended Diploma	360	4 years	6 years	
Advanced Diploma	120	1 year	2 years	3 years
UG Degree	360	3 years	5 years	6 years
UG Extended Degree	360	4 years	6 years	

## CBE.5 CREDITS, DURATION, SELECTION CRITERIA AND MINIMUM ADMISSION REQUIREMENTS OF EXTENDED DIPLOMAS

### CREDITS AND DURATION

- Extended Diplomas should have a minimum of 480 credits.

- The **minimum** duration for an extended diploma is **four years** of full-time study.
- The **maximum** duration is **six years** of full-time study.

## **SELECTION CRITERIA**

- Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements. Note that student numbers for each Extended Diploma programme are limited, in accordance with the Institutional enrolment plan.
- Meeting the minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the DHET for new undergraduate first year students.
- Student numbers for each Extended Diploma programme are limited.
- Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

### **5.1 National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008**

The minimum admission requirements for an extended diploma are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:

- NSC endorsed with diploma admission; or
- SC-based complete/conditional exemption; and
- language requirements; and
- admission/placement tests as approved by Senate; and
- College- and programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant Rules and Regulations.

### **The following are specific minimum admission requirements in respect of extended diploma studies in the College of Business and Economics:**

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

<b>Extended Diplomas</b>	<b>Minimum APS</b>	<b>English</b>	<b>Mathematics</b>	<b>Mathematical literacy</b>	<b>Technical Mathematics</b>	<b>Offered by:</b>
<b>Logistics</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management
<b>People Management</b>	19 with Mathematics OR 21 with Mathematical Literacy	4 (50%)	3 (40%)	4 (50%)	3 (40%)	School of Management
<b>Small Business Management*</b>	19 with Mathematics OR 21 with Mathematical Literacy	4 (50%)	3 (40%)	4 (50%)	3 (40%)	School of Management
<b>Transportation Management</b>	22 with Mathematics OR 24 Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management

\* It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

## **5.2 National Certificate (Vocational) (NC(V)) – From 2007**

In the College of Business and Economics, (NC(V)) candidates are considered only for extended diplomas, diplomas, extended degrees, certain BCom, BA degrees and certain Bachelor degrees.

- The following are specific minimum admission requirements for candidates who completed the National Certificate (Vocational):



- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

Programme	Fundamental Component			Vocational Component
	English	Mathematics OR Mathematical Literacy		
		Mathematics	Mathematical Literacy	
Extended Diplomas				
Diplomas ( 4 years)				
Logistics	5 (60%)	5 (60%)	6 (70%)	60% In 3 compulsory vocational subjects
People Management	5 (60%)	5 (60%)	6 (70%)	60% In 3 compulsory vocational subjects
Small Business Management	5 (60%)	5 (60%)	6 (70%)	60% In 3 compulsory vocational subjects
Transportation Management	5 (60%)	5 (60%)	6 (70%)	60% In 3 compulsory vocational subjects

## **CBE.6 CREDITS, DURATION, SELECTION CRITERIA AND MINIMUM ADMISSION REQUIREMENTS OF DIPLOMAS**

### **CREDITS AND DURATION**

- Diplomas should have a minimum of 360 credits.
- The **minimum** duration for Diploma studies is **three years** of full-time study.
- The **maximum** duration is **five years** of full-time study.

### **SELECTION CRITERIA**

- Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.
- Meeting the Faculty/College's minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the university has a specific number of places available as approved by the DHET for new undergraduate first year students.
- Student numbers for each Diploma programme are limited.
- Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

## **6.1 National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008**

The minimum admission requirements for a diploma are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:

- NSC endorsed with diploma admission; or
- SC-based complete/conditional exemption; and
- language requirements; and
- admission/placement tests as approved by Senate; and
- College- and programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant Rules and Regulations.

**The following are specific minimum admission requirements in respect of diploma studies in the College of Business and Economics:**

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

<b>Diplomas</b>	<b>Minimum APS</b>	<b>English</b>	<b>Mathematics</b>	<b>Mathematical literacy</b>	<b>Technical Mathematics</b>	<b>Offered by:</b>

<b>Accountancy *</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Accounting
<b>Business Information Technology</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	6 (70%)	3 (40%)	School for Consumer Intelligence and Information Systems
<b>Financial Services Operations *</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management
<b>Food and Beverage Operations</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Tourism and Hospitality
<b>Logistics</b>	24 with Mathematics OR 26 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management
<b>Marketing**</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School for Consumer Intelligence and Information Systems
<b>People Management</b>	22 with Mathematics OR	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management

	24 with Mathematical Literacy					
<b>Retail Business Management**</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School for Consumer Intelligence and Information Systems
<b>Small Business Management***</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management
<b>Tourism Management</b>	22 with Mathematics OR 24 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Tourism and Hospitality
<b>Transportation Management</b>	24 with Mathematics OR 26 with Mathematical Literacy	4 (50%)	3 (40%)	5 (60%)	3 (40%)	School of Management

Please note that Life Orientation (LO) is not used when calculating the APS.

\* A student in the College of Business and Economics who has diploma endorsement but does not meet the specific diploma entry requirements may obtain access to diploma studies in Accountancy or Financial Services Operations through the Programme in Commercial Accounting and must complete all prescribed modules of the latter programme within the first year of registration.

\*\* A student in the College of Business and Economics who has a Higher Certificate endorsement and has completed the Higher Certificate in Marketing and Sales with UJ's Department of Marketing Management may gain access to the diploma in Retail Business Management provided they have completed the Higher Certificate in Marketing and Sales 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 Marketers 1A and Mathematics for Marketers 1B. Additional departmental selection criteria will apply. Alternatively, a student who has completed the Short Learning

Programmes (SLPs) Retail Management (S3M01Q) or Introduction to Retail Management (MKT010) may also gain access to the Diploma in Retail Business Management.

\*\*\* It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

## 6.2 National Certificate (Vocational) (NC(V)) – From 2007

In the College of Business and Economics, (NC(V)) candidates are considered only for extended diplomas, diplomas, extended degrees, certain BCom, BA degrees and certain Bachelor degrees.

- For the **Diploma in Accountancy and the Diploma in Financial Services Operations**, the following are specific minimum admission requirements for candidates who completed the National Certificate (Vocational):
  - Please note that Life Orientation (LO) is not used when calculating the APS.
  - For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

Programme	Fundamental Component			Vocational Component
	English	Mathematics OR Mathematical Literacy		
		Mathematics	Mathematical Literacy	
Diploma Programmes (3 years)	5 (60%)	5 (60%)	6 (70%)	60% in 3 compulsory vocational subjects

- For the **Diploma in Food and Beverage Operations, Logistics, Marketing, People Management, Retail Business Management, Small Business Management, Tourism Management and Transportation Management**, the following are specific minimum admission requirements for candidates who completed the National Certificate (Vocational):
  - Please note that Life Orientation (LO) is not used when calculating the APS.
  - For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

Programme	Fundamental Component		Vocational Component
	English	Mathematics OR Mathematical Literacy	

		Mathematics	Mathematical Literacy	
Diploma Programmes (3 years)	(5) 60%	(5) 60%	(6) 70%	60% in 5 of the 7 subjects (Fundamental and vocational categories)

- For the **Diploma in Business Information Technology**: an achievement of at least 70% in Mathematics or 80% in Mathematic Literacy taken as a fundamental subject is required, for candidates who completed the National Certificate (Vocational):
  - Please note that Life Orientation (LO) is not used when calculating the APS.
  - For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

## CBE.7 CREDITS, DURATION, SELECTION CRITERIA AND MINIMUM ADMISSION REQUIREMENTS OF ADVANCED DIPLOMAS

### CREDITS AND DURATION

- Advanced Diplomas should have a minimum of 120 credits.
- The **minimum** duration for Advanced Diploma studies is **one year** of full-time study.
- The **maximum** duration is **two years** of full-time study.

### SELECTION CRITERIA

- Selection is based on academic merit and the availability of places and therefore may entail the use of additional criteria/requirements.
- Preparatory study and an entrance examination may be required by the relevant department.
- Information regarding admission requirements is obtainable from the relevant School in the College of Business and Economics.
- Meeting the minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the DHET for new undergraduate first year students.
- Student numbers for each Advanced Diploma programme are limited.

#### **7.1 The following are Advanced Diplomas offered by the different Schools in the College of Business and Economics.**

Advanced Diploma	Offered by
Accountancy	School of Accounting
Business Management	School of Management
Business Information Technology	School of Consumer Intelligence and Information Systems
Financial Management	School of Accounting
Financial Markets	School of Management
Financial Markets (Fully online)	School of Management
Hospitality Management	School of Tourism and Hospitality
Logistics	School of Management
Logistics (Fully online)	School of Management
Management	School of Management
Marketing Management	School of Consumer Intelligence and Information Systems
People Performance Management	School of Management
People Performance Management (Fully online)	School of Management
Property Valuation and Management	School of Management
Real Estate (Fully online)	School of Management
Retailing	School of Consumer Intelligence and Information Systems
Tourism Management	School of Tourism and Hospitality
Transportation Management	School of Management

## CBE.8 CREDITS, DURATION, SELECTION CRITERIA AND MINIMUM ADMISSION REQUIREMENTS OF EXTENDED DEGREE PROGRAMMES

### CREDITS AND DURATION

Extended degrees should have a minimum of 480 credits.

- The **minimum** duration for an extended degree is **four years** of full-time study.
- The **maximum** duration is **six years** of full-time study.
- The first year of study comprises foundational modules. The second, third and fourth years are the same as the first, second and third years of study of the corresponding regular degree.

## SELECTION CRITERIA

- **Only new first-time entering candidates are considered for admission into BCom extended degree programmes.** This means that those who previously enrolled at a Higher Education Institution do not qualify for entry into the BCom extended degrees.
- Selection is based on academic merit and the availability of places and may therefore entail the use of additional criteria/requirements.
- Meeting the College's minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the university has a specific number of places available as approved by the DHET for new undergraduate first year students.
- Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.
- Applicants may also be required to write a placement/apptitude test to evaluate their learning potential for the relevant extended curriculum programme/s.
- The extended degrees are largely aimed at candidates from educationally and socially disadvantaged backgrounds.

## ADDITIONAL INFORMATION

- The 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years of study in the extended degree will be the same as the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years of study in the relevant regular degree.
- The Bachelor of Commerce in Accounting extended degree, BCom (Accounting) Extended, programme does not provide direct access to the Postgraduate Diploma in Accounting Science (the Chartered Accountancy (CA) stream). However, students who complete the BCom (Accounting) extended degree, may enroll for a bridging programme (subject to space, admission requirements and the continued future offering of this programme). Upon completion of this bridging programme and compliance with specific performance requirements, candidates may then apply for the Postgraduate Diploma in Accounting Science.
- A student in the College of Business and Economics who has obtained access to degree studies through the extended programme must complete all foundation modules within the first two years of study.

### 8.1 National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008

The minimum admission requirements for an extended degree are in accordance with the requirements as defined in the Government Gazette July 2008.



**The following are specific minimum admission requirements in respect of Extended Bachelor of Commerce Degree studies in the College of Business and Economics for NSC or SC:**

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

Extended Degrees	EXTENDED DEGREES					
	Minimum APS	English	Mathematics	Mathematical literacy	Technical Mathematics	Offered by:
Accountancy	25 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	3 (40%)	6 (70%)	Not accepted	School of Accounting
Business Management	25 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	3 (40%)	6 (70%)	3 (40%)	School of Management
Economics and Econometrics	25 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	3 (40%)	6 (70%)	Not accepted	School of Economics
Finance	25 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	3 (40%)	6 (70%)	Not accepted	School of Management

A student in the College of Business and Economics who has obtained access to degree studies through the extended programme must complete all foundation modules within the first two years of study.

## 8.2 National Certificate (Vocational) (NC(V)) – From 2007

In the College of Business and Economics, (NC(V)) candidates are considered only for extended diplomas, diplomas, extended degrees, certain BCom, BA degrees and certain Bachelor degrees.

**Minimum admission requirements in respect of extended Bachelor of Commerce degree studies in the College of Business and Economics for candidates who completed the (NC(V)):**

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection the APS requirement for Technical Maths will be the same as for Maths.

Candidates with an NC(V) are considered for the BCom extended degrees and must have achieved the following minimum admission requirements for the National Certificate (Vocational):

Programme	Fundamental Component			Vocational Component
	English	Mathematics OR Mathematical Literacy		
		Mathematics	Mathematical Literacy	
All BCom extended degree Programmes (4 years)	70%	70%	80%	70% in 4 compulsory vocational subjects

Students in the College of Business and Economic who have obtained access to degree studies through the extended programme, must complete all foundational module with the first two years of study.

## **CBE.9 CREDITS, DURATION, SELECTION CRITERIA AND MINIMUM ADMISSION REQUIREMENTS OF BACHELOR OF COMMERCE (BCOM) (REGULAR DEGREES), BACHELOR DEGREES AND BACHELOR OF ART (BA) REGULAR DEGREES**

### **CREDITS AND DURATION**

- Bachelor of Commerce (Regular Degrees) and Bachelor of Art (Regular Degrees) should have a minimum of 360 credits.
- The **minimum** duration for a Bachelor Degree is **three years** of full-time study.
- The **maximum** duration is **five years** full-time study.

### **SELECTION CRITERIA**

- Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.
- Meeting the College's minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.
- Applicants may also be required to write a placement/aptitude test to evaluate their learning potential for the relevant extended curriculum programme/s.
- Life Orientation (LO) is not used when calculating the APS;
- For the purpose of selections, the APS requirement for Technical Maths will be the same as for Maths.

#### **9.1. National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) before 2008**

The minimum admission requirements for a degree are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:

- a. NSC endorsed with degree admission; or
- b. SC-based complete/conditional exemption; and
- c. language requirements; and
- d. admission/placement tests as approved by Senate; and
- e. Programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant College Rules and Regulations.

**The following are specific minimum admission requirements in respect of Bachelor of Arts degree studies in the College of Business and Economics.**

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

<b>Bachelor of Arts Degree Programmes</b>	<b>Minimum APS</b>	<b>English</b>	<b>Mathematics</b>	<b>Mathematical Literacy</b>	<b>Technical Mathematics</b>	<b>Offered by:</b>
<b>Public Management and Governance</b>	26 with Mathematics OR 28 with Mathematical Literacy	5 (60%)	3 (40%)	5 (60%)	3 (40%)	School of Public Management, Governance & Public Policy

**The following are specific minimum admission requirements in respect of Bachelor of Commerce and Bachelor degree studies in the College of Business and Economics:**

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

<b>Bachelor of Commerce and Bachelor Degree Programmes</b>	<b>Minimum APS*</b>	<b>English</b>	<b>Mathematics</b>	<b>Mathematical literacy</b>	<b>Technical Mathematics</b>	<b>Offered by:</b>
<b>Accounting</b>	28 with Mathematics	4 (50%)	4 (50%)	Not accepted	Not accepted	School of Accounting
<b>Accounting (CA)</b>	33 with Mathematics	4 (50%)	5 (60%)	Not accepted	Not accepted	School of Accounting

<b>Accountancy* (Fully online)</b>	28 with Mathematics	4 (50%)	4 (50%)	Not accepted	Not accepted	School of Accounting
<b>Business Management</b>	26 with Mathematics	4 (50%)	4 (50%)	Not accepted	4 (50%)	School of Management
<b>Economics and Econometrics</b>	28 with Mathematics	4 (50%)	4 (50%)	Not accepted	Not accepted	School of Economics
<b>Entrepreneurial Management</b>	26 with Mathematics	4 (50%)	4 (50%)	Not accepted	4 (50%)	School of Management
<b>Finance</b>	28 with Mathematics	4 (50%)	4 (50%)	Not accepted	Not accepted	School of Management
<b>Hospitality Management</b>	26 with Mathematics OR 28 with Mathematical Literacy	5 (60%)	4 (50%)	5 (60%)	4 (50%)	School of Tourism and Hospitality
<b>Human Resource Management</b>	28 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	4 (50%)	5 (60%)	4 (50%)	School of Management
<b>Human Resource Management (Fully Online)</b>	28 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	4 (50%)	5 (60%)	4 (50%)	School of Management
<b>Industrial Psychology</b>	26 with Mathematics	4 (50%)	4 (50%)	Not accepted	4 (50%)	School of Management
<b>Information Management</b>	26 with Mathematics OR 28 with Mathematical Literacy	4 (50%)	4 (50%)	6 (70%)	4 (50%)	School of Consumer Intelligence and Information Systems
<b>Information Systems</b>	26 with Mathematics	4 (50%)	4 (50%)	Not accepted	4 (50%)	School of Consumer Intelligence and Information Systems

<b>Marketing Management</b>	26 with Mathematics	4 (50%)	4 (50%)	Not accepted	4 (50%)	School of Consumer Intelligence and Information Systems
<b>Transport and Logistics Management</b>	27 with Mathematics	5 (60%)	4 (50%)	Not accepted	4 (50%)	School of Management
<b>Tourism Development and Management</b>	26 with Mathematics OR 28 with Mathematical Literacy	5 (60%)	3 (40%)	4 (50%)	3 (40%)	School of Tourism and Hospitality

\* Alongside these admission requirements for the **Bachelor of Commerce in Accountancy (Fully online)** are also alternative entry requirements under CBE.71.

## **9.2 National Certificate (Vocational) (NC(V)) – From 2007 Admission requirements for candidates who completed the National Certificate (Vocational):**

In the College of Business and Economics, (NC(V)) candidates are considered only for extended diplomas, diplomas, extended degrees, certain BCom, BA degrees and certain Bachelor's degrees.

Candidates with an NC(V) are considered for the following BCom or Bachelor degrees: **Business Management, Entrepreneurial Management, Hospitality Management, Human Resource Management (contact and online), Industrial Psychology, Information Management, Information Systems, Marketing Management, Transport and Logistics Management, as well as Bachelor of Hospitality Management, Bachelor in Tourism Development and Management** and must have achieved the following minimum admission requirements for the National Certificate (Vocational):

- Please note that Life Orientation (LO) is not used when calculating the APS.
- For the purpose of selection, the APS requirement for Technical Maths will be the same as for Maths.

<b>Programme</b>	<b>Fundamental Component</b>		<b>Vocational Component</b>
	<b>English</b>	<b>Mathematics OR Mathematical Literacy</b>	

		<b>Mathematics</b>	<b>Mathematical Literacy</b>	
<b>Bachelor of Commerce and Bachelor Degree Programmes</b>	70%	70%	80%	70% in 5 of the 7 subjects (Fundamental and vocational categories)

## **CBE.10 REGISTRATION**

**Students may not attend lectures or any contact sessions in a module, receive study material or supervision, have access to any electronic study material or sources or be assessed in a module if they are not registered students at the University for the relevant module or programme for the relevant academic year.**

### **10.1 GENERAL PRINCIPLES**

Students may not participate in any academic activities unless they are registered. Participation includes attending classes or any contact sessions in a module, receiving study material or supervision, having access to any electronic study material or sources or be assessed in a module if they are not registered students at the University for the relevant module or programme for the relevant academic year.

- Students register for an academic programme of the University as contained in the Academic Rules and Regulations of the University and the relevant Faculty/College Rules and Regulations.
- Once a student is admitted to a fully online programme, he/she registers at no fee for that programme. The next step is to register for one or more modules according to one of the registration dates specified on the UJ website. All module registrations must be accompanied by full payment for the module. Students register only for modules offered during the specific study period selected. Students are required to renew their registration for a fully online programme in accordance with the Academic Calendar for online programmes.
- For subsequent study periods, students will register for further modules, in terms of the requirements of the programme being followed and the registration dates specified on the UJ website. Programme requirements may specify compulsory, elective and prerequisite modules that must be passed prior to proceeding to higher level modules. The UJ website is the official communication for all UJ-related student matters.
- Students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided that:

- if the regulations are amended, students who commenced their studies under the previous regulations and who have not interrupted their studies and are compliant with all the other rules that were applicable at the time of their first registration, may complete their studies according to the previous regulations;
  - if the new regulations are beneficial to them, students may complete their studies under these new regulations subject to the conditions in (a);
  - the Faculty/College Board may set special transitional arrangements, approved by Senate, in respect of programmes where a change has been approved, and determine a date on which new regulations will be phased in and previous regulations phased out.
- The onus is on the student to ensure that he/she has registered for any failed or outstanding modules as well as service learning (if applicable) to comply with requirements of the relevant qualification.
  - Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant HFA/HCA to continue with their studies. Continuation of studies may be subject to certain conditions.
  - The student has to register for any outstanding modules including Service Learning to fulfil the requirements of the relevant programme.
  - The HFA/HCA in consultation and with the permission of the relevant HOD may in exceptional circumstances allow students to continue their studies according to conditions that may be determined.
  - When regulations are amended, Senate may formulate transitional regulations for students to complete a specific programme according to the new regulations.
  - Applicants who are admitted for a particular academic year must register for that year according to the registration dates as determined by the University.
  - The MEC may, by notice to the applicants and students, bring the closing date for registration for a programme forward to remain within the enrolment target for the programme.
  - An applicant or student who does not register for a programme before the enrolment target is reached forfeits the right to register for the programme for the particular academic year.
  - Fees are determined by the University and are payable annually upon registration. Refer to the UJ Fee Booklet.
  - After registration, students are obliged to pay the outstanding fees due on or before the dates stipulated by the University. The deadlines for fee payment are included in the UJ Fee Booklet, which is displayed on the UJ website.
  - Students who have cancelled their studies or who have registered and not taken up their studies remain liable for their fees in accordance with the UJ Fee Booklet.
  - Students are not allowed to register outside the prescribed and approved registration periods unless the Management Executive Committee formally extends the registration period. Students who register late may be liable for the payment of a



late registration fee in accordance with the Student Fees Policy and decisions made by the Management Executive Committee in this regard.

- Tuition fees are payable in accordance with the UJ Fee Booklet.
- Students sign a formal agreement with the University in electronic format when they register online. Students who do not register online must complete, sign and submit a hard copy of the agreement. In the case of all minors, their parents or guardians must also sign and submit a hard copy of the agreement. The student agreement incorporates a personal information statement and contains an exemption from liability and indemnity.
- Students must adhere to the policies, rules, regulations and procedures of the University and undertake to pay the prescribed fees by signing the official registration form and the formal agreement with the University.
- The registration of students is valid for the applicable registration period only and lapses on expiry of this period.
- Students may not register simultaneously for two programmes at the University, or for a programme or module at another university, concurrently with their registration at the University without prior written consent of the Executive Dean of the relevant faculty/college, in consultation with the Registrar and the relevant authority of the other university.
- At least 50% of all the required modules (including all exit level modules) that a student must successfully complete for an undergraduate qualification to be awarded or conferred must be completed at the University to obtain the qualification certification.
- Only in exceptional cases may the Executive Dean or his/her delegated authority in consultation with the Registrar grant permission to complete an exit level module at another higher education institution.
- Senate may determine the minimum number of students who should register for a programme or a module for it to be offered on a particular campus and/or in a particular year.
- A student may not register for more than the prescribed number of modules per academic year/semester as:
  - approved by Faculty/College Board and Senate;
  - reflected in the Faculty/College Rules and Regulations and curriculum;
  - specified per year level.
- The Executive Dean or his/her delegated authority of the faculty/college may approve the equivalent of two additional semester modules or one-year module per academic year.
- Faculty/College Boards may determine the maximum number of students who may register for a programme or module in accordance with the University's Enrolment Management Plan or in order to ensure quality teaching.

- Registration takes place in accordance with the Programme Qualification Mix as approved by DHET and related Higher Education Management Information System (HEMIS) business rules.
- The University does not guarantee that students (including those with a disability/impairment) who register for a qualification and successfully complete that qualification will be registered with a professional board/council or be successful in obtaining employment.
- Students who are admitted for a fully online programme and who failed to register for that fully online programme within the calendar year applied for will forfeit the right to register for the following calendar year. However, if the student was admitted for the fully online programme within the last four months of a calendar year, the admittance will be carried over to the following calendar year.
- Registration and re-registration or renewal of registration for any programme is subject to satisfactory academic performance and other rules of the University. A student may be deregistered and refused permission to re-register on the ground of unsatisfactory academic performance and behaviour disqualifying the student to be issued with a Statement of Good Conduct by the University. The standards of academic performance required from students to permit them to re-register appear in the Academic Regulations and Faculty/College Rules and Regulations. The University is not required to issue warnings to students to improve their academic performance before deregistering them or refusing them permission to re-register on the ground of poor unsatisfactory academic performance, but if such warnings are issued, students can thereafter be deregistered or refused permission to re-register if they fail to meet the conditions attached to the warning. Persons, who are prevented from re-registering on the ground of unsatisfactory academic performance and may appeal their academic exclusion in terms of the Academic Regulations, may only exercise that right once.

Conditional registration grants an applicant certain rights and privileges on a temporary basis. Should an applicant fully meet the admission requirements within the time limits as set out in the conditions (refer to guidelines [updated](#) link to be inserted) the registration is upheld. Should the conditions not be met, the conditional registration will terminate.

## **10.2 REGISTRATION FOR FULLY ONLINE PROGRAMMES**

Once a student is admitted to a fully online programme, he/she registers at no fee for that programme. The next step is to register for one or more modules according to one of the registration dates specified on the online website. All module registrations must be accompanied by full payment for the module. Students register only for modules offered during the specific study period selected.

For subsequent study periods, students will register for further modules, in terms of the requirements of the programme being followed and the registration dates specified in the Online Website. Programme requirements may specify compulsory, elective and prerequisite modules, that must be passed prior to proceeding to higher level modules.

Guidance as to the registration process and programme requirements will be available from the Call Centre.

Students are required to renew their registration for a fully online programme in accordance with the Academic Calendar for online programmes.

Online students agree to the terms and conditions of the online digital access and policy at registration.

Students who are admitted, for a fully online programme and who failed to register for that fully online programme within the calendar year applied for will forfeit the right to register for the following calendar year. However, if the admittance of the student was for the fully online programme within the last four months of a calendar year, the admittance is to be carried over to the following calendar year.

Fully online students are required to comply with the University's Academic Regulations in terms of attendance as applicable. Attendance in fully online programmes is measured in the following ways:

- a. the frequency and duration that the student spends online;
- b. the extent of participation in fully online discussions;
- c. the timeous submission of tasks and assignments; and
- d. data-gathering allowing for advanced data analytics to foster improved teaching and learning

Students are required to complete tasks as specified for the module/s for which they are registered.

### **10.3 REQUIRED DOCUMENTS FOR REGISTRATION**

Upon registration, prospective students who register for the first time at the University may be required to submit certified copies of all outstanding required documentation via email to Perceptive Content ([ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za)) before the registration process can take place.

Senior students are required to submit documents to their relevant Faculty/College as specified below if:

- personal information has changed since the previous registration;
- if they still have outstanding documents listed; and/or
- the student is a transfer student from another higher education institution(s).

Certified copies of certain documentation may be required upon registration as determined by the University.

Documents that may be requested include the following (depending on the particular and mode of delivery):

### **10.3.1 SOUTH AFRICAN APPLICANTS**

#### **First year students**

- Only if requested: Identity Document or permanent residence permit;
- Only if requested: Grade 12 certificate or equivalent qualification and/or statement of symbols.

#### **Transfer undergraduate students from other higher education institutions**

- Identity Document or permanent residence permit;
- Senior Certificate or National Senior Certificate or equivalent qualification only when specifically requested by the college;
- Academic record from the previous higher education institution(s);
- Certificate of conduct, if not included on the academic record; and
- Any additional Faculty/College programme requirements as determined by the Board of College.

#### **First registration for advanced diploma, postgraduate diploma, honours, masters and doctoral applicants who completed their previous qualification at another higher education institution**

Certified copies of:

Identity Document or permanent residence permit;

- Diploma, degree, advance diploma, postgraduate diploma, honours or master's certificate;
- Academic record;
- Certificate of conduct, if not included on the academic record; and
- Additional Faculty/College or programme requirements as determined by the Board of College.

### **10.3.2 INTERNATIONAL APPLICANTS**

#### **Undergraduate studies**

Certified copies of:

- a. Passport;
- b. Study permit;
- c. USAF evaluation of the school-leaving certificate;
- d. English proficiency test certificate or proof of English passed at school-leaving level;  
and
- e. Proof of SA medical insurance cover.

### **10.3.3 UNAVAILABILITY OF DOCUMENTS**

In exceptional cases (excluding International students), where the documentation is not available upon registration, conditional registration will be allowed only with the permission of the Executive Dean of the Faculty/College. In these instances, a final submission date will be set. Failure to submit the documentation may lead to cancellation of registration.

### **10.3.4 OMISSION OF MATERIAL INFORMATION AND SUBMISSION OF INCORRECT DOCUMENTATION**

The University has the right to cancel or refuse the registration of a student who provided incorrect information and documentation material to an application for admission or who omitted to provide material information or documentation.

### **10.4 CHANGE OF PERSONAL INFORMATION**

1. It is the students responsibility to update their contact details and other personal details on the Student Portal.
2. Correspondence to students will be addressed to the students email addresses and cell phone numbers supplied during registration or as changed according to the previous regulation.

### **10.5 STUDENT ACCESS CARDS**

- a. Students registering for the first time will be issued with student access cards after their registration process has been successfully completed and the cards will be activated for that registration period only. Thereafter, these student cards will be re-activated each time after reregistration.
- b. Students must always carry their student access cards with them when they are on University premises.
- c. A valid student access card must be presented to gain admission to campuses, lecture, tutorial, computer, assessment venues and the library.

## **10.6 REGISTRATION FOR THE HIGHER LEVEL OF A MODULE OR QUALIFICATION**

1. Students will be permitted to register for the higher level of a module or qualification only if they have passed the prerequisite modules or qualifications.

## **10.7 PROGRAMME AND MODULE CHANGES**

1. After the official registration period and within the appointed time, students may change their registration only with the permission of the Executive Dean of the Faculty/College.
2. Application for programme changes must be made on the prescribed form. These changes are subject to adherence to closing dates.

## **10.8 CLASS ATTENDANCE FOR CONTACT PROGRAMMES**

1. Students have the responsibility to attend all classes unless they have a legitimate reason, and where appropriate, the necessary evidence thereof, for being absent.
2. Students may be required at any time to account for their irregular attendance, either by personal explanation to their lecturer or by a written statement from a guardian or another authority.
3. In borderline academic result cases, information on class attendance is taken into account by faculties.
4. Students are expected to attend a minimum of 80% of tutorials.
5. Faculties might have rules regarding the compulsory attendance of practical, laboratory and clinical classes as contained in the Faculty/College Rules and Regulations.

## **CBE.11 CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES**

Students cancel their studies in a particular programme or module by official notification on a prescribed form and in accordance with the prescribed procedure thereof before the date determined by the university. This form is submitted to the relevant Faculty/College officer for processing.

Students who fail to notify the university officially before the prescribed dates will forfeit any claim to the reimbursement of money paid to the university

Cancellation of studies in a semester module(s) or a year module(s) within the 21-calendar day period before the beginning of the assessment opportunity will be regarded

as absent from the assessment opportunity. cancellation of studies in a continuous assessment year module within the 42-calendar day period before the beginning of the assessment opportunities will be regarded as absent from the assessment opportunity.

1. Upon total cancellation of studies, the rebate on residence fees is calculated according to a sliding scale based on the actual days in residence.
2. Upon total cancellation of studies or cancellation of certain modules, the rebate on fees is calculated according to the UJ cancellation rules.
3. Students wishing to cancel must do so in writing at the Faculty/College concerned. (Please consult the UJ Fees booklet for the exact date of cancellation).

#### **First semester modules:**

- Cancellation on or before 25 February 2024: No fees payable.
- Cancellation on or before 8 April 2024: 50% credit is granted.
- Cancellation after 8 April 2024: No credit is granted.

#### **Second semester modules:**

- Cancellation on or before 29 July 2024: No fees payable.
- Cancellation on or before 2 September 2024: 50% credit is granted.
- Cancellation after: 2 September 2024: No credit is granted.

#### **Year modules:**

- Cancellation on or before 25 February 2024: No fees payable.
  - Cancellation on or before 8 April 2024: 75% credit is granted.
  - Cancellation on or before 29 July 2024: 50% credit is granted.
  - Cancellation after 29 July 2024: No credit is granted.
- **Online students** who cancel their registration before the end of the first week of the module (by midnight of the Sunday South African time), are entitled to a refund of 90% of the module fee; or to a credit of 90% of the module fee. Students who cancel their registration before the end of the second week of the module are entitled to a 50% credit or 50% refund of the module fee. Credit into the students account will be given automatically; a refund will be paid on submission of a written application on the appropriate form. Students who fail to notify the University officially of cancellation of a module after the end of the second week are not entitled to any reimbursement or credit of the module fee.

#### **Procedure pertaining to deceased students**

A policy exists on the management of deceased students and employees. The policy provides direction in terms of process and procedures to be followed including the roles

and responsibilities of faculties, divisions and departments in the event of a death of a student. Refer to the Policy on the Management of Deceased Students and Employees for more information.

## **CBE.12 CREDIT AND PROMOTION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES**

1. Students may receive a credit once only for an interchangeable module with the same number of credits in any one programme at the equivalent NQF level.
2. A module passed at a particular NQF level may not serve as an equivalent for a module at a higher NQF level.
3. Students retain credit for exemption and/or renewal of registration purposes for a module passed for a period not exceeding seven years, provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory body regulating the relevant qualification. This retention is also subject to the programme-specific requirements contained in the College Rules and Regulations. Exceptions may be allowed by the Executive Dean in consultation with the Head of Department.
4. Faculty/College-specific promotion requirements and deregistration rules are contained in the Faculty/College Rules and Regulations and are applied in addition to the other regulations in this section.
5. Students who have temporarily discontinued their studies and who have passed a module whose content has in the meantime undergone substantial changes may be refused admission to a module for which this module is a prerequisite.

If a student has two semester modules or one, year module outstanding for the completion of an undergraduate degree or diploma in the College of Business and Economics, in exceptional circumstances the Executive Dean may grant permission for the student to complete those modules at another Higher Education Institution. Provided that, the relevant department at the University of Johannesburg recognise the corresponding modules at the other university.

If permission is granted, it would be effective for one year, and the student would be required to register at both the University of Johannesburg and the other Higher Education Institution. This permission is at the discretion of the Executive Dean and other conditions/requirements may also apply.

6. Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive



Dean on recommendation of the relevant Head of Department after consultation with the lecturer, or on recommendation of the examination or assessment committee.

7. To be admitted to the second, third or fourth academic year of study, and progress to the following year of study, students must have passed at least 60% of the modules (year modules count as two semester modules) in the previous year of study for contact programmes. The responsibility rest upon the student to ensure that he/she register for any outstanding modules before registering for new modules in a particular programme.
8. Students who have not been promoted to the following year of study for any two years of study will not be permitted to continue with that programme and will academically be excluded except with the special permission of the Executive Dean. The Executive Dean may stipulate conditions for students to continue with their studies.
9. A student who is registered for a three- or four- year programme and fails to complete the programme within a further period of two years will only be allowed to continue with the programme if granted special permission by the Executive Dean on recommendation of the relevant Head of Department or the Assessment Committee.
10. If students have been granted special permission to continue with studies as determined in the regulations 6, 8 and 9, the Executive Dean may refuse continuation of studies if their work in the first semester is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year and will be academically excluded.
11. The formal time during which students were registered for a particular programme at another Higher Education Institution (HEI), as well as their results at such institution, may be considered in applying regulations as discussed in this section.
12. Unsatisfactory attendance of lectures or (where applicable) participation in an electronic learning environment, tutorials and practical's is taken into consideration when decisions are made regarding the academic exclusion of students.

### **CBE.13 EXEMPTION AND RECOGNITION REQUIREMENTS**

1. A Head of Department may, in consultation with the Executive Dean or in accordance with a list of exemptions approved by the Executive Dean, grant exemption from and award a credit for a module, of which the content of the module was at least 80% the same, to students on the grounds that they have passed a

relevant module at the University or at another accredited higher education institution, provided that the NQF level and number of credits are the same or higher.

- 2 Exemption from and awarding of credit for modules, as stipulated in paragraph 1 above, may not be granted for more than half the number of modules required in an undergraduate programme in which exemption and recognition are requested. A Faculty/College may determine rules and regulations in this regard in agreement with the existing Faculty/College Rules and Regulations, and subject to approval by Senate. At least half the number of semester modules, including the exit level modules where appropriate, should be passed at the university for the university to award the diploma or confer the degree. The Executive Dean concerned, in consultation with the Registrar, may give permission to the student (for legitimate reasons) to complete such exit level module(s) at another HEI in South Africa, or abroad in accordance with the academic record concerned. For the purposes of this sub-regulation, a year module counts as two semester modules.
- 3 Only in exceptional circumstances may the Executive Dean grant exemption from an exit level or semester core module that has been passed at another institution or in another programme.
- 4 Exemption from or credit for a module may only be granted for one further programme in addition to the programme in which the module was originally completed.

## **CBE.14 ASSESSMENT**

### **14.1 REQUIREMENTS FOR ALL MODULES**

Any form of dishonesty, including plagiarism, in relation to any assessment event in any programme, will be dealt with in accordance with the University's disciplinary code and/or criminal law.

1. When a traditional examination is used as a last assessment opportunity (exam), a minimum final period/semester or year mark of 40%, submission of a minimum of 80% of all assignments (where applicable and indicated in the learning guide) and attendance of a minimum of 80% of tutorial classes (where applicable and indicated in the learning guide) is required for undergraduate students to gain access to the last assessment opportunity (exam). Each assessment opportunity carries a predetermined weight in accordance with the OUTCOMES. The uniqueness of the subject is taken into account in determining the weighting. This predetermined weighting will be communicated to students.
2. The final period/semester/year/module/module mark and the mark of the last assessment opportunity (exam) constitute 50% each towards the calculation of the

final mark. Any deviation from this must be approved by the Board of College and will be communicated to the students in the relevant study guides. It is also included with each module in this yearbook.

3. Any assessment requirements higher than those indicated above are determined by the Board of College, approved by Senate and contained in the College Rules and Regulations.
4. When a traditional examination (non-continuous assessment) is used as a last assessment, a sub-minimum of 40% for the last assessment opportunity examination (EM) and a final mark (FM) of 50% is required to pass the module.
5. A student passes a module with distinction if the final mark (FM) is 75% or more.
6. The scheduling of the last assessment opportunities (exam) occurs according to the fixed timetable for last assessment opportunities (exam). The onus is on the student to complete the last assessment (exam) on the date, at the time and in the venue specified.
7. The judgement of the Departmental and/or Faculty/College Assessment Committee is final.

#### **14.2 CONTINUOUS ASSESSMENT MODULES**

1. When a final assessment opportunity is used for continuous assessment, programme-specific requirements, as approved by the Board of College and contained in the College, Rules and Regulations will be adhered to. The number, type, weight and date of assessments, replacement and/or supplementary assessments are pre-set and agreed upon by the assessor and moderator before the beginning of the unit/module or programme. Summative assessments are not limited to written assessments.
2. Students pass a continuous assessment module if they obtain a weighted final mark of at least 50% (or more if stipulated by a professional/regulating body).

#### **14.3 SEMESTER MODULE(S)**

1. A semester module is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar of a particular year as approved by Senate.

#### **14.4 COUPLET MODULE(S)**

1. A **“Couplet module”** is a first-semester module followed by the second-semester module where the content of the second-semester module builds on the content of the first-semester module. A final period/semester mark and a final mark of at least 40% each in the first semester are required for admission to the second semester module. To pass the couplet, a combined final mark of at least 50% and a final period/semester mark of at least 40% (where applicable) must be obtained in the same year.
2. The passing mark of each module is 50%, but a student who did not obtain the required 50% in the first semester module but obtained for this module a minimum semester mark of 40% and a minimum of 40% in the last assessment opportunity (exam) and a final module mark of at least 40%, will be granted entry to the second semester module. To obtain credit for both modules, the second semester module must be passed and an average of 50% for both modules has to be obtained.
3. If a couplet is not passed on the combined marks, the module or modules in which a final mark of at least 50% and final period/semester/module mark of at least 40% have not been obtained must be repeated. If the couplet is not passed as stipulated, credit is retained for the module (if any) in which a final mark of at least 50% and a final period/semester mark of at least 40% have been obtained and only the other module must be repeated.
4. A student who qualifies for a supplementary assessment on a couplet module (FM = 40%) and obtained a last assessment opportunity mark (EM) of at least 40% can choose if he/she wants to write the supplementary assessment or retain credit on the original final module mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit. A student who qualifies for a supplementary assessment (FM = 40%) but does not have a subminimum EM of at least 40%, does not have a choice but has to write the supplementary assessment.

#### **14.5 SEMESTER MODULE SPREAD OVER A YEAR**

1. A **“semester module spread over a year”** is equivalent to half the credits of a year module but is presented over a year. For a semester module spread over a year a minimum half year mark also referred to as progress mark of 40% is required (in June) in order to continue with the module in the second semester. If a student does not meet the minimum requirements, then his/her registration for that module will automatically be cancelled for the second semester.

2. In order to gain access to the last assessment opportunity (exam) the following requirements must be met: a final period/semester/year/module mark of 40%, submission of a minimum of 80% of all assignments (where applicable and indicated in the learning guide) and attendance of a minimum of 80% of tutorial classes (where applicable and indicated in the learning guide).

#### **14.6 YEAR MODULE(S)**

1. A **“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. For a year module a minimum half year mark (also referred to as a progress mark) of 40% might be required (in June/July) in order to continue with the module in the second semester. If a student does not meet this minimum requirement then his/her registration for that module will automatically be cancelled for the second semester.
2. In order to gain access to the last assessment opportunity (exam) in November, the following requirements must be met: a final period/semester/year/module mark of 40%, submission of a minimum of 80% of all assignments (where applicable and indicated in the learning guide) and attendance of a minimum of 80% of tutorial classes (where applicable and indicated in the learning guide).

#### **14.7 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. Please note the offering of subject types CD and SK requires special approval up to Board of College as well as the registrar's approval.

##### **Semester Modules**

###### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

##### **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;
- **No sup** exams awarded.

## Year Modules

### SUBJECT TYPE: JH

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

## Approved Exceptions

### Semester Module

### SUBJECT TYPE: SK

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## Semester or Year module

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## Year Modules

### SUBJECT TYPE: JR

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

### **Couplet Modules:**

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she wants to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

Couplet module rules will still be applied for modules identified to be couplet modules where the second semester module can pull the first semester module through. The rules applicable to the couplet will be according to the subject type that is loaded for that module.

### **SUBJECT TYPE: KK**

- Minimum Full Period Mark for Examination Admission – 40%
- Full Period Mark Weight – 50%
- Examination Mark Weight – 50%

## **14.1 SUPPLEMENTARY SUMMATIVE ASSESSMENT OPPORTUNITIES**

1. Supplementary summative assessment opportunities are automatically granted to a student for those modules where:
  - a. the student failed a module but obtained a final mark of at least 40%; or
  - b. the student failed the module but obtained a final period/semester/year/module mark of at least 60%.
2. Supplementary summative assessment opportunities for advanced diploma modules are granted by the programme manager, in consultation with the Head of Department, and the assessors.

3. The scheduling of supplementary summative assessment opportunities occurs according to the fixed timetable for supplementary summative assessment opportunities. The onus is on the student to complete the supplementary summative assessment on the date, at the time and in the venue specified.
4. The supplementary summative assessment opportunity is based on all the outcomes of the specific module and the duration must be the same as that of the last assessment opportunity except in the case of an oral assessment.
5. When a supplementary summative assessment is written the final period/semester/year/module mark is taken into account when calculating the final mark for the module. Any deviation from this must be approved by the Board of College.
6. When a supplementary summative assessment is written, the final mark is capped at 50%. This rule does not apply to continuous assessment modules.
7. Students are personally responsible for ascertaining whether they qualify for a supplementary summative assessment opportunity and for acquainting themselves with the details of the timetable and venue.
8. Students entitlement to a supplementary summative assessment opportunity lapses if they fail to use the opportunity in the relevant semester.
9. Students may not be granted another supplementary summative assessment opportunity if they have used and failed a previous one. Except, if the Executive Dean of the Faculty/College in which the qualification resides and in consultation with the Executive Dean of the Faculty/College in which the particular modules reside, waive one or more of the conditions (a) or (b) under point 1 of 14.10.

#### **14.2 SUPPLEMENTARY SUMMATIVE ASSESSMENT OPPORTUNITIES FOR CONTINUOUS ASSESSMENT MODULE**

Supplementary summative assessment opportunities for continuous assessment modules are scheduled as part of the assessment plan for a particular module. The following applies:

- a. A minimum of 40% final mark (FM) in the predetermined assessment is required to gain access to a supplementary assessment.
- b. Supplementary assessments are limited to a minimum of one scheduled assessment per semester module, or two scheduled assessments per year module, or according to each Faculty/College's internal assessment policy; and



- c. A maximum of no more than a final pass mark of 50% is awarded for the supplementary assessment.

#### **14.10 SPECIAL SUMMATIVE ASSESSMENT OPPORTUNITIES**

1. Special summative assessment opportunities are considered by the Faculty/College in which the programme/qualification resides, for students who, in the event of illness, for compassionate reasons, on religious grounds or for similar legitimate reasons, were prevented from attending an assessment opportunity. Students may be granted a special assessment opportunity if they apply for it within seven calendar days after the original date of the relevant assessment opportunity. The Executive Dean or the Vice Dean, in consultation with the relevant Head of Department, considers all applications and decides whether to grant the special assessment opportunity.

Valid reasons include the following:

- a. acceptable medical certificates; or
  - b. prior application (with confirmation from the Sports Bureau or Cultural Office) for participating in provincial, national or international sports or cultural events; or
  - c. compassionate reasons such as the death or serious illness of a close family member or friend (documentary evidence is required and must be submitted); or
  - d. prior application in respect of assessments conducted on dates and times that clash with religious obligations as certified by the responsible authorities of the religion indicated on the particular students registration form for that particular year; or
  - e. other excuses deemed acceptable by the Executive Dean in consultation with the Head of Department.
2. The special supplementary summative assessment opportunity is based on all the outcomes of the specific module and the duration must be the same as that of the last assessment opportunity except in the case of an oral assessment.
  3. The Board of College determines the procedure for and manner of such application in accordance with University procedure. The application procedure must be contained in a relevant programme-specific information or learning guide.
  4. The scheduling of special summative assessment opportunities occurs according to the fixed timetable for supplementary summative assessment opportunities. The onus is on the student to ascertain whether they qualify for a special summative assessment opportunity and to complete the special summative assessment on the date, at the time and in the venue specified.
  5. Students entitlement to a special summative assessment opportunity lapses if they fail to use the opportunity in the relevant semester.

6. No capping of a final mark is applicable in the case of a special summative assessment opportunity.

#### **14.11 SPECIAL SUPPLEMENTARY SUMMATIVE ASSESSMENT OPPORTUNITIES**

1. The Assessment Committee or a senior administrative officer in which the qualification resides may grant a student a special supplementary assessment opportunity (exam) if the student requires not more than the equivalent of two semester modules or one, year module for the completion of the relevant qualification, provided that the student:
  - a. was registered for the relevant module in the current academic year; and
  - b. was admitted to, and participated in the last assessment opportunity (exam) in the relevant module; and
  - c. has complied with all the experiential or practical requirements prescribed for the qualification (where applicable); and
  - d. was not granted a supplementary last assessment opportunity (exam) in the relevant module during the current academic year.

The Executive Dean where the qualification resides may, in exceptional circumstances and in consultation with the Executive Dean where the particular modules reside, waive one or more of the conditions specified in (c) or (d).

2. The scheduling of a special supplementary summative assessment opportunity occurs according to the fixed timetable for special supplementary summative assessment opportunities. The onus is on the student to ascertain whether they qualify for a special supplementary summative assessment opportunity and to complete the supplementary summative assessment on the date, at the time and in the venue specified.
3. The special supplementary summative assessment opportunity is based on all the outcomes of the specific module and the duration must be the same as that of the last assessment opportunity except in the case of an oral assessment.
4. When a special supplementary summative assessment is written the final period/semester/year/module mark is taken into account when calculating the final mark for the module. Any deviation from this must be approved by the Board of College.
5. When a special supplementary summative assessment is written, the final mark is capped at 50%.
6. Students entitlement to a special supplementary summative assessment opportunity lapses if they fail to use the opportunity in the relevant semester.

## **14.12 APPEAL OF FINAL MARKS**

1. After the final mark (FM) for a module is made known, students:
  - a. who failed the module with a final mark (FM) of at least 40%; or
  - b. whose last assessment opportunity (examination mark) (EM) is at least 15% lower than their final period/semester/year/module mark; or
  - c. who passed a module without distinction, but whose final module mark or last assessment opportunity (exam mark (EM) was a distinction mark; may apply to the lecturer who awarded the marks for an explanation of the final mark obtained.
2. Requests for the explanation of the award of final marks in the final summative assessment opportunity as indicated in point 1 above must be made within 10 days after classes commenced for the second semester for first semester assessments. In the case of a second semester assessment opportunity, requests must be made three days prior to commencement of classes the following year. No assessment material (for example, answer scripts or portfolios) or copies of it may be provided to students after such explanatory discussion, if such material would not otherwise have been returned to the student.
3. If, after the explanation has been provided as described in point 2 above, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean or his/her delegated authority who may, at their own discretion, decide to appoint an external arbiter to re-assess the final and/or last summative assessment. A fee, as determined by the University, is payable for the assessment by arbitration.
4. The fee is refunded if the arbiter alters results from a fail to a pass or from a pass without distinction to a pass with distinction. In all other cases, the fee is forfeited to the University.
5. Online students who want to appeal their results must follow the prescribed administrative procedure by submitting their motivation according to Faculty/College guidelines and procedures and in accordance with UJ policies.

## **14.13 EXPLANATION OF GLOBAL RESULT CODES**

1. After completion of the last assessment opportunity (exam) session, students will receive a global result code regarding the overall performance for the semester/year. The following table explains the result codes given to students after the last assessment (exam).

CODE	MEANING
1F	<b>APPEAL SUCCESSFUL SEMESTER 1 (UNDERGRADUATE)</b> <b>Undergraduate</b> student was awarded a F7 (academic exclusion), appealed the exclusion and the appeal was successful. The student can continue with studies in semester 1. Such a student cannot cancel any of the registered modules and have to pass all modules in the middle of the year.
3F	<b>APPEAL UNSUCCESSFUL SEMESTER 1 (UNDERGRADUATE)</b> <b>Undergraduate</b> student was awarded a F7 (academic exclusion), appealed the exclusion and the appeal was <b>unsuccessful</b> . The student cannot continue with studies. A student can only appeal once.
4F	<b>APPEAL SUCCESSFUL SEMESTER 2 (UNDERGRADUATE)</b> <b>Undergraduate</b> student was awarded a BF (academic exclusion), appealed the exclusion and the appeal was successful. The student can continue with studies in semester 2. Such a student cannot cancel any of the modules registered for and have to pass all modules at the end of the year.
5F	<b>APPEAL UNSUCCESSFUL SEMESTER 2 (UNDERGRADUATE)</b> <b>Undergraduate</b> student was awarded a BF (academic exclusion), appealed the exclusion and the appeal was <b>unsuccessful</b> . The student cannot continue with studies. A student can only appeal once.
BF	<b>NO RE-ADMISSION SEMESTER 2 (UNDERGRADUATE)</b> <b>Undergraduate</b> students – the student is academically excluded from the Faculty/College due to poor academic performance in semester 1. (The student can lodge an appeal for an academic exclusion once).
E1	<b>PROCEED: PASS ALL MODULES NOV (UNDERGRADUATE)</b> Warning to <b>undergraduate</b> students: Allocated at the end of the first semester to a student whose academic progress was not satisfactory. The student is warned that all modules the student is registered for in the second semester, must be passed or the student might face academic exclusion at the end of the year.
E2	<b>PROCEED: PASS ALL MODULES JUNE (UNDERGRADUATE)</b> Warning to <b>undergraduate</b> students: Allocated at the end of the second semester to a student whose academic progress was not satisfactory. The student is warned that all modules the student is registered for in the first semester of the next year, must be passed or the student might face academic exclusion in the middle of the year.
F7	<b>NO RE-ADMISSION SEMESTER 1 (UNDERGRADUATE)</b>

CODE	MEANING
	<p><b>UNDERGRADUATE</b> students – the student is academically excluded from the Faculty/College due to poor academic performance in semester 2. (The student can lodge an appeal for an academic exclusion once).</p>
<b>FT</b>	<p><b>RESULTS NOT FINALISED</b> A decision regarding the allocation of a qualification result code could not be made due to outstanding results.</p>
<b>L1</b>	<p><b>CONTINUATION DETERMINED NOV</b> The decision whether a student should be refused continuation of studies cannot be finalised at the end of the first semester and will be determined at the end of the second semester.</p>
<b>L2</b>	<p><b>CONDITIONS NOT MET – NO READMISSION</b> When a student appealed an academic exclusion and the appeal was successful, there are conditions that the student has to meet such as that the student have to pass all modules registered for in the next semester and the student is not allowed to cancel any modules. If the student did not meet these conditions an L2 will be allocated and the student will be excluded academically. The student cannot appeal again.</p>
<b>L3</b>	<p><b>FAILED MODULE TWICE</b> <b>Warning:</b> A module has been failed twice and cannot be registered for again. In terms of the Academic Regulation, the Executive Dean may grant the student another opportunity to register for and pass the module, but no further concessions will be considered.</p>
<b>P0</b>	<p><b>ALL REQUIREMENTS MET: PENDING UNIVERSITY OF SOUTH AFRICA CERTIFICATE</b> The code is allocated when a student qualifies to graduate, has a HESA/Universities South Africa exemption but the HESA/Universities South Africa <b>complete exemption certificate</b> was not submitted to UJ. The student cannot graduate until UJ receives the complete exemption certificate.</p>
<b>P4</b>	<p><b>PROMOTED</b> The student is promoted to the next year of studies for the same qualification and may register for modules of the next study year.</p>
<b>P5</b>	<p><b>CONTINUE STUDIES</b> Awarded in the middle of the year means the student can proceed with studies in the second semester. Awarded at the end of the year means the student may reregister the next year for the same qualification, only for modules failed in the previous</p>

<b>CODE</b>	<b>MEANING</b>
	year. The student can contact the College office for the possible adding of modules.
<b>P6</b>	<b>DEGREE/DIPL/CERT COND SSA EXAMS</b> The student has a supplementary assessment(s) and if the student pass the supplementary assessment(s) he/she will graduate.
<b>P7</b>	<b>OBTAINED DEGREE/DIP/CERT</b> The student has completed the qualification and will graduate.
<b>P8</b>	<b>DEGREE/DIP/CERT WITH DISTINCTION</b> The student has completed the qualification and will graduate with distinction.
<b>PH</b>	<b>POTENTIAL GRADUANDUS</b> The Faculty/College has identified the student as a potential graduate and just need to do the final checks and balances before allocating the P7 or P8.
<b>R1</b>	<b>RE-ADMISSION DEPENDS ON SUPPL</b> Re-admission to the following year depends on the results of the January / February supplementary or special assessments. If for example the student does not pass the supplementary or special assessment, a F7 (UG) or 7F (PG) (academic exclusion) might be allocated.
<b>R2</b>	<b>CONTINUATION DEPENDING ON SSA</b> Continuation in the following semester depends on the results of the July Supplementary, special or aegrotat assessments. If for example the student does not pass an allocated supplementary assessment, a DF (academic exclusion code) might be allocated.
<b>SV</b>	<b>APPOINTMENT WITH HOD REGARDING CONTINUATION OF STUDIES</b> Contact the Department regarding the continuation of your studies before 25 January for the first semester and 25 July in the second semester. Students should also ensure that they pass all modules registered for in the next assessment cycle to prevent being academically excluded due to poor academic progress.
<b>WD</b>	<b>WELL DONE</b> To congratulate students who passed all modules well.

#### **14.14 APPEALS AGAINST AN ACADEMIC EXCLUSION (BF and DF – AFTER SEMESTER 1) (F7 AND 7F AFTER SEMESTER 2)**

1. Students from the College of Business and Economics may lodge an appeal against their academic discontinuation **once** [i.e. receiving an F7 (under graduate)

or 7F (postgraduate) at the end of the year, or an BF (under graduate) or DF (post graduate) in the middle of the year] online on the UJ website. Specific dates when a submission could be made will be publicised by the CBE, to facilitate the appeals process.

2. Applicants who want to appeal must follow the prescribed procedure by submitting their motivation and supporting documents online via the UJ website during the prescribed submission period according to Faculty/College guidelines and in accordance with UJ policies. Failure to do so within the prescribed submission period may result in the opportunity lapsing.  
In cases where students have been academically excluded and granted a supplementary assessment opportunity, the student will be required to submit an application to appeal the academic exclusion. A student who has been academically excluded and granted a supplementary examination, may write the supplementary examination and should have no expectation that the academic exclusion will be lifted if the examination is passed.
3. The College's Appeals Committee will consider the appeals and may refuse or allow readmission. The decision is made by the College Appeals Committee and not by an individual, therefore the decision is final and an appeal upon an appeal cannot be lodge.
4. If a student was readmitted, the student has to take up studies directly afterwards. A student cannot take a gap year after a successful appeal before commencing with studies.
5. Students will be notified of the outcome of the appeal via SMS, therefore students should ensure that their most recent contact detail is on the UJ system.
6. Students who transfer to another Faculty/College.
7. retain their academic record related to their previous registration for any other programme/s.
8. When a Faculty/College Appeals Committee allows re-admission under circumstances where a student had submitted incorrect information and documentation material to an appeal or had omitted to provide information or documentation material to an appeal, the Faculty/College Appeals Committee may reverse its decision and the registration of the student may be cancelled.

#### **14.15 STUDENTS WITH DISABILITIES**

1. Students wishing to submit an application for special assessment conditions based on the grounds of a disability must do so in accordance with the procedure prescribed in the University's Policy on People with Disabilities.
2. Students should submit the application, together with the relevant medical/psychological reports supporting the request, to the Disability Unit at the beginning of every semester/year. The request should clearly specify the needs and concessions requested. After consideration, the Disability Unit will refer the request, together with a recommendation to the respective Executive Dean, other divisions and lecturers. Extension of assessment time and/or the granting of a concession must be reaffirmed every semester/year.
2. The confidential nature of information regarding a disability will be honoured at all times. The information will only be revealed with students written consent or, where applicable, that of their parents or guardians.

## **CBE.15 OBTAINING A QUALIFICATION**

1. Students obtain a qualification if they have passed every module prescribed for a programme and have successfully completed service or work integrated education (where applicable). It is the students responsibility to ensure that all prescribed modules, service or work-integrated learning are completed.
2. Students have to complete one of the following two modules: **African Insights (AFRINY1) or Artificial Intelligence in the 4IR (AI4IR00)**. Completing one of the two modules is compulsory for all first-year undergraduate students of the University of Johannesburg. A students academic record will reflect the successful completion of the chosen module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights and Artificial Intelligence in the 4IR are fully online modules that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this module is required to be able to graduate.**

### **15.1 REQUIREMENTS FOR AWARDING OR CONFERRING A QUALIFICATION WITH DISTINCTION**

1. A qualification is awarded or conferred with distinction if the following requirements are met:

#### **A. Duration:**



- a. Students must complete an undergraduate programme (diploma or degree, including extended programmes) in the minimum period of study specified for the programme, unless the Executive Dean has approved a longer period of study for legitimate reasons.
- b. Students must complete an advanced diploma within one year if registered full-time and within two years if registered part-time.

#### **B. Average final mark for the qualification:**

- a. Students must achieve a weighted and/or proportional calculated average final mark for an undergraduate qualification of at least 75% as determined by the Faculty/College Board, approved by Senate and contained in the Faculty/College Rules and Regulations. The weighting of the individual modules must be in line with the proportional value of the NQF credits of the module within the qualification.
- b. Students must achieve an average final mark for an advanced diploma of at least 75% calculated by weighting the final marks for all the modules comprising the qualification in accordance with the NQF credit values allocated to the modules.
- c. Decimal marks may be rounded upwards or downwards in accordance with the decision taken by the College Assessment Committee concerned.

#### **C. Special conditions:**

- a. A student must never have failed a module as a first attempt in the relevant programme.
- b. A student must have obtained a minimum mark of 65% in every prescribed module at NQF level 6 for Diplomas, NQF level 7 for Advanced Diplomas and Bachelor Degrees, NQF level 8 for Bachelor Degrees (4 years).
- c. Students must have been registered for the full curriculum as prescribed for each academic year on a full-time or part-time basis, as the case may be.
- d. If students are transferred from another Higher Education Institution in the same qualification to UJ the same requirements as stated shall apply, subject to the necessary changes having been made.
- e. If students change programmes within the UJ only the modules related to the new programme will be taken into consideration in calculating whether the qualification is obtained with distinction.
- f. When determining the weighted average mark the weighing for equivalent undergraduate semester modules are as follows:
  - A first-year module            1

- A second-year module 2
- A third-year module 3

The weight is linked to a module and year level and is independent of the year of study.

- To establish if a student enrolled for an extended diploma or extended degree pass a qualification with distinction, only the results for year 2, 3 and 4 is used.

## **CBE.16 RECOGNITION OF PRIOR LEARNING (RPL)**

- Assessment for RPL is governed by the University's Policy on RPL in terms of the following principles:
  - Current competence is more important than learning history. Relevant learning is valued, irrespective of where, when or how it occurred;
  - Applicants have to demonstrate competence (proven learning);
  - The standards by which students are assessed for prior learning are determined by Board of College, approved by Senate and contained in the College rules and regulations;
  - Each assessment of prior learning is individual-based;
  - RPL assessment is conducted by the lecturer responsible for that particular module or programme, or by the RPL Committee of the College if RPL affects the whole programme; and
  - A variety of assessment methods are used, including a formal summative assessment opportunity similar to the summative assessment opportunity that is required of students in the particular module or programme.

## **CBE.17 WORK INTEGRATED EDUCATION (WIE) OR SERVICE LEARNING**

- Assessment in modules and programmes that require work integrated education or in-service learning;
  - must meet the requirements of the relevant industry, place of work, statutory professional bodies and/or the needs of the community (where applicable);
  - must include the abilities (assessment of knowledge, skills, values and attitudes) necessary to function in the particular workplace or context that is contained in the outcomes and assessment criteria;
  - may include co-assessors who should be familiar with the module or programme outcomes and assessment criteria, the assessment methods, recording procedures, additional learning support, etc.; and
  - requires clear communication with students, workplace or community and co-assessors on assessment matters, including the contribution that the work

integrated, or service-learning component makes to students progression each year.

Programme-specific requirements in this regard are addressed in the College Assessment Policy as well as in the Work Integrated Education Policy.

**For the complete set of Rules and Regulations please refer to the Academic Rules and Regulations of the University of Johannesburg.**

## **CBE.18 NQF LEVELS OF QUALIFICATIONS**

NQF LEVELS (National Qualifications Framework) as from 2009, unless indicated otherwise.

<b>NQF LEVEL 6</b>	Diplomas including extended diplomas
<b>NQF LEVEL 7</b>	Advanced Diploma
<b>NQF LEVEL 7</b>	Baccalaureus Technologiae (BTech) Bachelor of Commerce (BCom) including extended degrees Bachelor of Arts (BA) degrees Bachelor degrees
<b>NQF LEVEL 8</b>	Postgraduate Diploma
<b>NQF LEVEL 8</b>	Bachelor of Commerce Honours (BComHons) Bachelor of Arts Honours (BAHons) Bachelor of Honours degree Magister Technologiae (MTech)
<b>NQF LEVEL 9</b>	Master of Arts (MA) Master of Commerce (MCom) Master of Philosophy (MPhil)
<b>NQF LEVEL 10</b>	Doctor of Philosophy (PhD)

## **CBE.19 UNDERGRADUATE QUALIFICATIONS OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS**

<b>EXTENDED DIPLOMAS</b>			
Extended Diplomas are offered full-time at the <b>APB</b> campus. Extended Diplomas marked with a * are offered full-time at <b>SWC</b> campus. (Subject to a minimum student intake).			
<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>

Extended Dip (Logistics)	D1LOGE	School of Management	69
Extended Dip (People Management)	D34PEQ	School of Management	66
Extended Dip (Small Business Management) *	D1SBME	School of Management	72
Extended Dip (Transportation Management)	D1TRME	School of Management	74

## **DIPLOMAS**

Diplomas are offered full-time at the **APB** campus.

Diplomas marked with a \* are offered full-time at **SWC** campus.

(Subject to a minimum student intake)

<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>
Accountancy *	D3A15Q	School of Accounting	82
Business Information Technology	DI1401	School of Consumer Intelligence and Information Systems	84
Financial Services Operations *	D34F9Q	School of Management	86
Food and Beverage Operations	D34FBQ	School of Tourism and Hospitality	88
Logistics	D1LOGQ	School of Management	95
Marketing	D34MKQ	School of Consumer Intelligence and Information Systems	97
People Management	D34P2Q	School of Management	92
Retail Business Management	D34RMQ	School of Consumer Intelligence and Information Systems	100
Small Business Management *	D1SBMQ	School of Management	103
Tourism Management	D34TMQ	School of Tourism and Hospitality	106
Transportation Management	D1TRMQ	School of Management	108

## **ADVANCED DIPLOMAS**

Advanced Diplomas are offered full-time at the **APK** campus.

Advanced Diplomas marked with a \* are offered full-time or part-time at the **APB** campus.

(Subject to a minimum student intake)

<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>
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Accountancy	ADIA01	School of Accounting	119
Business Information Technology*	A1BITQ	School of Consumer Intelligence and Information Systems	120
Business Management	A34BMQ	School of Management	122
Financial Management	ADFM01	School of Accounting	123
Financial Markets	A3F17Q	School of Management	124
Financial Markets (Fully Online)	A34FMP	School of Management	126
Hospitality Management*	A34HMQ	School of Tourism and Hospitality	127
Logistics	A34LGQ	School of Management	131
Logistics (Fully online)	A34LOP	School of Management	131
Management*	A34MGQ	School of Management	132
Marketing*	A34MMQ	School of Consumer Intelligence and Information Systems	133
People Performance Management	A34PPQ	School of Management	136
Real Estate (Fully online)	A34RAO	School of Management	139
Retailing*	A1DREQ	School of Consumer Intelligence and Information Systems	140
Tourism Management *	A34TRQ	School of Tourism and Hospitality	142
Transportation Management	A34TMQ	School of Management	144
Transportation Management (Fully Online)	A34TRP	School of Management	146

#### **EXTENDED BACHELOR OF COMMERCE (BCom) DEGREE PROGRAMMES**

Extended BCom degrees are offered full-time at the **APK** campus.  
(Subject to a minimum student intake).

<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>
Extended BCom (Accounting)	B3AE7Q	School of Accounting	153
Extended BCom (Business Management)	B34BEQ	School of Management	156
Extended BCom (Economics and Econometrics)	B3NE4Q	School of Economics	159
Extended BCom (Finance)	B3FE7Q	School of Management	163

#### **BACHELOR OF ARTS (BA) DEGREE PROGRAMMES**

BA degrees are offered full-time at the **APK** campus.

BA degrees marked with * is offered full-time at the <b>SWC</b> campus. (Subject to a minimum student intake)			
<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>
BA (Public Management and Governance)	B34PKQ	School of Public Management, Governance and Public Policy	169
BA (Public Management and Governance) *	B34PSQ	School of Public Management, Governance and Public Policy	172

<b>BACHELOR OF COMMERCE (BCom) DEGREE PROGRAMMES</b>			
BCom degrees are offered full-time at the <b>APK</b> campus. BCom degrees marked with * is offered at the <b>SWC</b> campus. BCom degrees marked with ** are offered at the <b>APB</b> campus. (Subject to a minimum student intake).			
<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>
BCom (Accounting)	B3A17Q	School of Accounting	175
BCom (Accountancy) (Fully online)	B34ACP	School of Accounting	177
BCom (Business Management) *	B34BMQ	School of Management	180
BCom (Economics and Econometrics)	B3N14Q	School of Economics	182
BCom (Entrepreneurial Management)	B1CEMQ	School of Management	184
BCom (Finance)	B3F17Q	School of Management	186
BCom (Industrial Psychology)	B34IPQ	School of Management	188
BCom (Information Management)	B34IMQ	School of Consumer Intelligence and Information Systems	191
BCom (Information Systems) **	B1CISQ	School of Consumer Intelligence and Information Systems	193
BCom (Marketing Management)	B1CMMQ	School of Consumer Intelligence and Information Systems	196
BCom (Transport and Logistics Management)	B34TLQ	School of Management	195

**BACHELOR DEGREE PROGRAMMES**

BCom degrees are offered full-time at the **APK** campus.

BCom degrees marked with \* is offered at the **APB** campus.

(Subject to a minimum student intake).

<b>QUALIFICATION NAME</b>	<b>CODE</b>	<b>OFFERED BY</b>	<b>PAGE</b>
Bachelor of Accounting (CA Route)	B34CAQ	School of Accounting	200
Bachelor of Hospitality Management *	B34HNQ	School of Tourism and Hospitality	202
Bachelor of Human Resource Management	B34HRQ	School of Management	205
Bachelor of Human Resource Management (Fully online)	B34HRP	School of Management	207
Bachelor of Tourism Development and Management *	B34TDQ	School of Tourism and Hospitality	209

## SECTION C: FIELDS OF STUDY

### CBE.20 EXTENDED DIPLOMA PROGRAMMES

- *Logistics (D1LOGE)*
- *People Management (D34PEQ)*
- *Small Business Management\* (D1SBME)*
- *Transportation Management (D1TRME)*

Extended Diplomas are offered full-time at the **APB** campus.

Extended Diplomas marked with a \* are offered full-time at **SWC** campus.  
(Subject to a minimum student intake).

### CLOSING DATE FOR APPLICATIONS

Last Friday in September at 12:00 for study in the following year.

### PROMOTION REQUIREMENTS

**All students in the first year of the extended programmes must pass all the modules to be promoted to the second year of the respective programme.**

**Students have to complete ONE of the following two online elective modules to graduate:**

**African Insights (AFRINY1)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study.

**Artificial Intelligence in the 4IR (AI4IR00)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study.

**The completion of this online module is highly recommended, however not required to graduate:**



**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completion of this short learning programme, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulting 101. All student support will take place online. A student can enrol and complete the online module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate**.

## **CBE.21 EXTENDED DIPLOMA (LOGISTICS)**

**(D1LOGE)**

### **FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 484**

### **PURPOSE**

The purpose of this qualification is to focus on the development, evaluation and implementation of logistics principles in the supply chain environment by developing intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistics decisions.

### **CURRICULUM**

<b>FIRST YEAR</b>		
<b>YEAR MODULES</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Business Management 1A	BME0YA1	12
Business Management 1B	BME0YB1	12
End-user computing 1A	ECE0YA1	16
Fundamental Research Practice (Management)	FRP10Y1	16
Fundamentals of Business Mathematics	FBM10Y1	16
Logistics 2A	LOG0Y2A	16
Purchasing Management 2A	PUR0Y2A	16
Workplace Preparation Management	WPP1YR1	16
	<b>8 Year modules</b>	<b>120 Credits</b>

SECOND YEAR					
YEAR MODULES					
MODULE NAME		MODULE CODE		NQF CREDITS	
Logistics 2B		LOG0Y2B		16	
Purchasing Management 2B		PUR0Y2B		16	
		2 Year modules		32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business and Administrative Communication 1A	BBA1AA1	16	Business and Administrative Communication 1B	BBA1BB1	16
Employment Relations 1A	EMR01A1	16	Employment Relations 1B	EMR01B1	16
Marketing 1A	MAR01A1	16	Marketing 1B	MAR01B1	16
			End-user Computing 1B	EUC01B1	16
	3 Semester Modules	48 Credits		4 Semester Modules	64 Credits

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15
Business Law 1A	BUS41A1	15	Business Law 1B	BUL41B1	15
Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16

Production Planning and Control 1A	PPL11A1	16	Production Planning and Control 1B	PPL11B1	16
	<b>4 Semester Modules</b>	<b>62 Credits</b>		<b>4 Semester Modules</b>	<b>62 Credits</b>

FOURTH YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16
Logistics 3A	LOG03A3	16	Logistics 3B	LOG03B3	16
Purchasing 3A	PUR03A3	16	Purchasing 3B	PUR03B3	16
	<b>3 Semester Modules</b>	<b>48 Credits</b>		<b>3 Semester Modules</b>	<b>48 Credits</b>

### PROMOTION REQUIREMENTS

Students will only be promoted:

- To the second year of study if they have passed all the Extended Logistics modules in the first year.
- Should a student fail a module that module must be repeated.
- If the student fails two or more modules at the end of the year, he or she will not be able to register again for the extended diploma.

### CBE.22 EXTENDED DIPLOMA (PEOPLE MANAGEMENT)

(D34PEQ)

#### FULL-TIME

**NQF LEVEL: 6**

**NQF CREDITS: 442 or 444\***

#### PURPOSE

The purpose of the Extended Diploma (People Management) is to provide a foundation of basic concepts and content that helps to foster advanced learning and also to equip students with an in-depth grounding in People Management knowledge, theory, principles and skills so that they may contribute to the multi-functional, multinational public and

business sectors, confidently executing analytical, interpretive, strategic and integrative skills relating to people management.

## CURRICULUM

FIRST YEAR		
YEAR MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 1A	BME0YA1	12
End-user Computing 1A	ECE0YA1	16
Fundamental Research Practice Management (Ext)	FRP10Y1	16
Fundamentals of Business Mathematics	FBM10Y1	16
People Management Perspectives 1A	PMP0YA1	12
Workplace Preparation Management (Ext)	WPP1YR1	16
	<b>6 Year Modules</b>	<b>88 Credits</b>

SECOND YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE	NQF CREDITS	
Business Management 1B			BME0YB1	12	
People Management Perspectives 1B			PMP0YB1	12	
			2 Year Modules	24 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Law 1A	BUS41A1	15	End-User Computing 1B	EUC01B1	16
Electives – choose <b>ONE</b> of the following:			Electives – choose <b>ONE</b> of the following that follow on your 1 <sup>st</sup> semester elective:		
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15
Quantitative Techniques A	STAQ1A1	16	Quantitative Techniques B	STAQ1B1	16

	<b>2 Semester modules</b>	<b>31 or 32 Credits**</b>		<b>3 Semester modules</b>	<b>31 or 32 Credits**</b>
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THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16
People Management Perspectives 2A	PMP02A2	12	People Management Perspectives 2B	PMP02B2	12
Labour Law 1A	LLA41A1	16	Labour Law 1B	LLA41B1	16
Training and Development Practices 2A	TDP02A2	12	Training and Development Practices 2B	TDP02B2	12
English 1C	ENGDC A1	16	Employment Relations Legislative Framework	ERL02B2	12
	<b>5 Semester Modules</b>	<b>72 Credits</b>		<b>5 Semester Modules</b>	<b>68 Credits</b>

FOURTH YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16
Employment Relations Collective Bargaining	ERC33A3	12	Employment Relations Dispute Resolution	ERD33B3	12

People Management Perspectives 3A	PMP03A3	12	People Management Perspectives 3B	PMP03B3	12
Training and Development Practices 3A	TDP03A3	12	Training and Development Practices 3B	TDP03B3	12
Introduction to Payroll	ITP33A3	12	People Management In Practice	PMI33B3	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

\* Total credits will vary depending on electives chosen.

#### PROMOTION REQUIREMENTS:

- Students will only be promoted to the second year of study if they have passed *all* of the Extended Diplomas (People Management) modules of the first year.
- Should a student fail a module that module must be repeated.
- If the student fails two or more modules at the end of the year, he or she will not be able to register again for the extended diploma.

### **CBE.23 EXTENDED DIPLOMA (SMALL BUSINESS MANAGEMENT) (D1SBME)**

#### **FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 452**

#### **ADMISSION REQUIREMENTS**

Additional information:

It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

#### **PURPOSE**

The purpose of this qualification is to develop students to have a broad understanding of entrepreneurship and business, with a specific practical outcome and experience of having their own business and to successfully start and grow the business. The qualification prepares the student in both the fields of entrepreneurship and social entrepreneurship for the diverse challenges present in the business environment and equips them with the necessary analytical and cognitive skills to analyse and implement solutions to these challenges in their own businesses. This qualification mainly prepares students to start and own their own businesses as entrepreneurs.

#### **CURRICULUM**

FIRST YEAR					
YEAR MODULES					
MODULE NAME		MODULE CODE		NQF CREDITS	
End-User Computing 1A		ECE0YA1		16	
Fundamental Research Practice Management (Ext)		FRP10Y1		16	
Fundamentals of Business Mathematics		FBM10Y1		16	
Marketing 1A		BBE1AA0		16	
Marketing 1B		BBE1BB0		16	
Workplace Preparation Management (Ext)		WPP1YR1		16	
		6 Year modules		96 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Costing and Estimating A	BKM1AA0	15	Costing and Estimating B	BKM1BB0	15
	1 Semester module	15 Credits		1 Semester module	15 Credits

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Communication 1A	ATK1AA1	16	Communication 1B	ATK1BB1	16
Credit control 1A	CRC11A1	15	Credit control 1B	CRC11B1	15
Entrepreneurship 1A	ENT01A1	12	Entrepreneurship 1B	ENT01B1	12
			End-User Computing 1B	EUC01B1	16
	<b>3</b> Semester modules	<b>43</b> Credits		<b>4</b> Semester modules	<b>59</b> Credits

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Entrepreneurial Growth Strategies A	EGS01A1	16	Entrepreneurial Growth Strategies B	EGS01B1	16
Entrepreneurship 2A	ENT02A2	16	Entrepreneurship 2B	ENT02B2	16
Marketing 2A	MAR02A2	16	Marketing 2B	MAR02B2	16
	<b>3 Semester modules</b>	<b>48 Credits</b>		<b>3 Semester modules</b>	<b>48 Credits</b>

FOURTH YEAR					
YEAR MODULES					
MODULE NAME		MODULE CODE		NQF CREDITS	
Entrepreneurial Strategy Implementation		ESI03YC		32	
		1 Year module		32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Entrepreneurship 3A	ENT03A3	16	Entrepreneurship 3B	ENT03B3	16
Labour Relations and Law 3A	LRL03A3	16	Labour Relations and Law 3B	LRL03B3	16
Marketing 3A	MAR03A3	16	Marketing 3B	MAR03B3	16
	3 Semester modules	48 Credits		3 Semester modules	48 Credits

#### PROMOTION REQUIREMENTS:

- Students will only be promoted to the second year of study if they have passed *all* of the Extended Small Business Management modules in the first year.



**CBE.24 EXTENDED DIPLOMA (TRANSPORTATION MANAGEMENT)****(D1TRME)****FULL-TIME****NQF LEVEL: 6****NUMBER OF CREDITS: 486****PURPOSE**

The purpose of the qualification is to provide qualifying students with applied competencies in understanding and interpreting of transportation operational and tactical functions in preparation for a career in any branch of the transport or logistics sector. Students are exposed to theoretical and practical skills by providing sufficient disciplinary content. The theory covered can be applied to practical scenarios. To this end, the qualification plays its role in addressing national and market needs.

**CURRICULUM**

<b>FIRST YEAR</b>		
<b>YEAR MODULES</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Business Management 1A	BME0YA1	12
Business Management 1B	BME0YB1	12
End-user Computing 1A	ECE0YA1	16
Fundamental Research Practice Management (Ext)	FRP10Y1	16
Fundamentals of Business Mathematics	FBM10Y1	16
Logistics 2A	LOG0Y2A	16
Transportation 2A	TRA0Y2A	16
Workplace Preparation Management (Ext)	WPP1YR1	16
	<b>8 Year modules</b>	<b>120 Credits</b>

<b>SECOND YEAR</b>		
<b>YEAR MODULES</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Logistics 2B	LOG0Y2B	16
Transportation 2B	TRA0Y2B	16
	<b>2 Year modules</b>	<b>32 Credits</b>

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business and Administrative Communication 1A	BBA1AA1	16	Business and Administrative Communication 1B	BBA1BB1	16
Employment Relations 1A	EMR01A1	16	Employment Relations 1B	EMR01B1	16
Marketing 1A	MAR01A1	16	Marketing 1B	MAR01B1	16
			End-user Computing 1B	EUC01B1	16
	<b>3 Semester Modules</b>	<b>48 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15
Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16
Logistics 3A	LOG03A3	16	Logistics 3B	LOG03B3	16
Storage and Distribution Management A	SDM02A2	16	Storage and Distribution Management B	SDM02B2	16
	<b>4 Semester Modules</b>	<b>63 Credits</b>		<b>4 Semester Modules</b>	<b>63 Credits</b>

FOURTH YEAR
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SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16
Operations Management 1A	OPM11A1	16	Operations Management 1B	OPM11B1	16
Transportation 3A	TRA03A3	16	Transportation 3B	TRA03B3	16
	<b>3 Semester Modules</b>	<b>48 Credits</b>		<b>3 Semester Modules</b>	<b>48 Credits</b>

### PROMOTION REQUIREMENTS:

Students will only be promoted:

- To the second year of study if they have passed all the of Extended Transportation Management modules in the first year.
- Should a student fail a module that module must be repeated.
- If the student fails two or more modules at the end of the year, he or she will not be able to register again for the extended diploma.

### CBE.25 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR EXTENDED DIPLOMAS

MODULE CODE	MODULE NAME	PRE-REQUISITE
AAS1AA1	Applied Accountancy Skills 1A	
AAS1BB1	Applied Accountancy Skills 1B	
BBA1AA1	Business and Administrative Communication 1A	
BBA1BB1	Business and Administrative Communication 1B	
BUS41A1	Business Law 1A	

MODULE CODE	MODULE NAME	PRE-REQUISITE
BUL41B1	Business Law 1B	
BME0YA1	Business Management 1A	
BMA01A1	Business Management 1A	
BME0YB1	Business Management 1B	
BMA02A2	Business Management 2A	BME0YA1, BME0YB1 BMA01A1, BMA01B1
BMA02B2	Business Management 2B	BME0YA1, BME0YB1 BMA01A1, BMA01B1
BMA03A3	Business Management 3A	
BMA03B3	Business Management 3B	
ATK1AA1	Communication 1A	
ATK1BB1	Communication 1B	
BKM1AA0	Costing and Estimating A	
BKM1BB0	Costing and Estimating B	
CRC11A1	Credit Control 1A	
CRC11B1	Credit Control 1B	
EMR01A1	Employment Relations 1A	
EMR01B1	Employment Relations 1B	
ERC33A3	Employment Relations Collective Bargaining	
ERD33B3	Employment Relations Dispute Resolution	ERL02B2
ERL02B2	Employment Relations Legislative Framework	
ECE0YA1	End-User Computing 1A	
EUC01B1	End-User Computing 1B	

MODULE CODE	MODULE NAME	PRE-REQUISITE
ENGDC1	English 1C	
ENT01A1	Entrepreneurship 1A	
ENT01B1	Entrepreneurship 1B	
ENT02A2	Entrepreneurship 2A	ENT01A1, ENT01B1
ENT02B2	Entrepreneurship 2B	ENT01A1, ENT01B1
ENT03A3	Entrepreneurship 3A	ENT02A2, ENT02B2
ENT03B3	Entrepreneurship 3B	ENT02A2, ENT02B2
EGS01A1	Entrepreneurial Growth Strategies A	
EGS01B1	Entrepreneurial Growth Strategies B	
ESI03YC	Entrepreneurial Strategy Implementation	ENT02A2, ENT02B2
FRP10Y1	Fundamental Research Practice	
FBM10Y1	Fundamentals of Business Mathematics	
ITP33A3	Introduction to Payroll	
LLA41A1	Labour Law 1A	
LLA41B1	Labour Law 1B	
LRL03A3	Labour Relations and Law 3A	
LRL03B3	Labour Relations and Law 3B	
LOG0Y2A	Logistics 2A	
LOG0Y2B	Logistics 2B	BME0YA1, BME0YB1
LOG03A3	Logistics 3A	LOG0Y2A, LOG0Y2B
LOG03B3	Logistics 3B	LOG0Y2A, LOG0Y2B
MAR01A1 BBE1AA0	Marketing 1A	

MODULE CODE	MODULE NAME	PRE-REQUISITE
MAR01B1 BBE1BB0	Marketing 1B	
MAR02A2	Marketing 2A	BBE1AA0, BBE1BB0 MAR01A1, MAR01B1
MAR02B2	Marketing 2B	BBE1AA0, BBE1BB0 MAR01A1, MAR01B1
MAR03A3	Marketing 3A	MAR02A2, MAR02B2
MAR03B3	Marketing 3B	MAR02A2, MAR02B2
OPM11A1	Operations Management 1A	
OPM11B1	Operations Management 1B	
PMI33B3	People Management in Practice	
PMP0YA1	People Management Perspectives 1A	
PMP0YB1	People Management Perspectives 1B	
PMP02A2	People Management Perspectives 2A	PMP0YA1, PMP0YB1 PMP01A1, PMP01B1
PMP02B2	People Management Perspectives 2B	PMP0YA1, PMP0YB1 PMP01A1, PMP01B1
PMP03A3	People Management Perspectives 3A	PMP02A2, PMP02B2
PMP03B3	People Management Perspectives 3B	PMP02A2, PMP02B2
PPL11A1	Production Planning and Control 1A	
PPL11B1	Production Planning and Control 1B	
PUR0Y2A	Purchasing 2A	BMA01A1, BMA01B1
PUR02B2	Purchasing 2B	BMA01A1, BMA01B1
PUR03A3	Purchasing 3A	PUR02A2, PUR02B2
PUR03B3	Purchasing 3B	PUR02A2, PUR02B2
PUR0Y2B	Purchasing Management 2B	

MODULE CODE	MODULE NAME	PRE-REQUISITE
STAQ1A1	Quantitative Techniques A	
STAQ1B1	Quantitative Techniques B	
SDM02A2	Storage and Distribution Management A	
SDM02B2	Storage and Distribution Management B	
TDP02A2	Training and Development Practices 2A	
TDP02B2	Training and Development Practices 2B	
TDP03A3	Training and Development Practices 3A	TDP02A2, TDP02B2
TDP03B3	Training and Development Practices 3B	TDP02B2, TDP02B2
TRA0YA2	Transportation 2A	BMA01A1, BMA01B1
TRA0YB2	Transportation 2B	BMA01A1, BMA01B1
TRA03A3	Transportation 3A	TRA02A2, TRA02B2
TRA03B3	Transportation 3B	TRA02A2, TRA02B2
WPP1YR1	Workplace Preparation	

## CBE.26 DIPLOMA PROGRAMMES

- *Accountancy \** (D3A15Q)
- *Business Information Technology* (DI1401)
- *Financial Services Operations \** (D34F9Q)
- *Food and Beverage Operations* (D34FBQ)
- *Logistics* (DILOGQ)
- *Marketing* (D34MKQ)
- *People Management \** (D34P2Q)
- *Retail Business Management* (D34RMQ)
- *Small Business Management \** (D1SBMQ)
- *Tourism Management* (D34TMQ)

- *Transportation Management (D1TRMQ)*

Diplomas are offered full-time at the **APB** campus.

Diplomas marked with a \* are offered full-time at **SWC** campus.

(Subject to a minimum student intake)

**Students have to complete ONE of the following two online elective modules to graduate:** **African Insights (AFRINY1)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study.

**Artificial Intelligence in the 4IR (AI4IR00)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study.

**The completion of this online module is highly recommended, however not required to graduate:**

**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completing this short learning programme, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulting 101. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate**.

## **CBE.27 DIPLOMA IN ACCOUNTANCY**

**(D3A15Q)**

**FULL-TIME**

**NQF LEVEL: 6**

**NQF CREDITS: 378**



## PURPOSE

The purpose of this diploma is to provide accountancy knowledge and skills to ensure competence in performing reporting functions, rendering taxation services and management advisory services on an accounting technician level, and to convert this embedded knowledge practically into an accounting software programme.

## CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Cost and Management Accounting 1A	CNA11A1	12	Financial Management 1B	FMN11B1	12
Economics 1A	ECO11A1	12	Economics 1B	ECO11B1	12
Financial Accounting 1A	FAC11A1	12	Financial Accounting 1B	FAC11B1	12
Mathematics for Finance and Business 1A	MATDCA1	12	Mathematics for Finance and Business 1B	MATDCB1	12
Financial Services Computing 1A*	FSC11A1	12	Introduction to Business Management 1B	IBM01B1	12
Financial Services Computing RPL	FSC11AR	12			
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>5 Semester Modules</b>	<b>76 Credits</b>

\* FSC11AR:

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for Financial Services Computing 1A (FSC11A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for FSC11A1 and will therefore be granted exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both FSC11A1 (the academic module) as well as FSC11AR (the RPL exam). On passing the RPL assessment (FSC11AR) with 65% (s)he will be granted exemption for the module (FSC11A1). If a student fails, the RPL assessment (FSC11AR) (s)he will remain registered for FSC11A1. A fee as approved per year, is linked to the RPL assessment (FSC11AR). If a student passes the RPL assessment (FSC11AR) (s)he will be exempted from the module (FSC11AR) and the module fee for FSC11A1 will be credited to his/her student account. If a student fails the RPL assessment (FSC11AR), it will be reflected as such on the students academic transcript.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Auditing and Internal Control 2A*	AIC22A2	12	Auditing and Internal Control 2B*	AIC22B2	12
Communication 1	COS1AA1	16	Active Citizenship 1A	ACS1AA1	16
Business Law 1A	BUL41A1	15	Business Law 1B	BUL41B1	15
Financial Management 2A	FMN22A2	12	Cost and Management Accounting 2B	CNA22B2	12
Financial Accounting 2A	FAC22A2	12	Financial Accounting 2B	FAC22B2	12
	<b>5 Semester Modules</b>	<b>67 Credits</b>		<b>5 Semester Modules</b>	<b>63 Credits</b>

\* Auditing and Internal Control 2A (AIC22A2) and Auditing and Internal Control 2B (AIC22B2) are couplet modules.

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS

Auditing and Internal Control 3A	AIC33A3	16	Auditing and Internal Control 3B	AIC33B3	16
Cost and Management Accounting 3A	CNA33A3	16	Cost and Management Accounting 3B	CNA33B3	16
Financial Accounting 3A	FAC33A3	16	Financial Accounting 3B	FAC33B3	16
Taxation 3A	TAX33A3	16	Taxation 3B	TAX33B3	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

## **CBE.28 DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY (DI1401)**

**FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 384**

### **PURPOSE**

The purpose of the programme is to develop the applied competence of students in developing, analysing, interpreting and applying information technology business management principles and methods. The programme prepares students to contribute meaningfully to the effective and efficient business management of information technology in organisations.

On completion of the programme, students will demonstrate competence in:

- analysing and understanding the interdependency between business and information technology;
- making decisions and accepting responsibility;
- communicating effectively using models, visual and language skills;
- work effectively in a team;
- collect, organise and critically evaluate information in order to assess the situation correctly; and
- demonstrating an understanding that the problem-solving context does not exist in isolation and therefore look at the system as a whole.

### **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>

Business Analysis 1A	BAY01A1	16	Business Analysis 1B	BAY01B1	16
Development Software 1A	DSW01A1	16	Development Software 1B	DSW01B1	16
Information Systems 1A	IFS01A1	16	Information Systems 1B	IFS01B1	16
Systems Software 1A	SSW01A1	16	Systems Software 1B	SSW01B1	16
	<b>4 Semester modules</b>	<b>64 Credits</b>		<b>4 Semester modules</b>	<b>64 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Analysis 2A	BAY02A1	16	Business Analysis 2B	BAY02B1	16
Communication Networks 2A	CMN02A1	16	Communication Networks 2B	CMN02B1	16
Development Software 2A	DSW02A1	16	Development Software 2B	DSW02B1	16
Information Systems 2A	IFS02A1	16	Information Systems 2B	IFS02B1	16
	<b>4 Semester modules</b>	<b>64 Credits</b>		<b>4 Semester modules</b>	<b>64 Credits</b>

THIRD YEAR		
YEAR MODULES		
MODULES	CODE	NQF CREDITS
Development Software 3B	DSW03B1	16
	<b>1 Year module</b>	<b>16 Credits</b>
FIRST SEMESTER		SECOND SEMESTER

MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Analysis 3A	BAY03A1	16	Business Analysis 3B	BAY03B1	16
Communication Networks 3A	CMN03A1	16	Communication Networks 3B	CMN03B1	16
Development Software 3A	DSW03A1	16			
Information Systems 3A	IFS03A1	16	Information Systems 3B	IFS03B1	16
	<b>4 Semester modules</b>	<b>64 Credits</b>		<b>3 Semester modules</b>	<b>48 Credits</b>

### PROMOTION REQUIREMENTS

- Students need to pass 6 modules in order to continue with the first year.
- Students are promoted to the second year of study if they have passed 7 modules and have met all the prerequisites for the second-year modules.
- Students are promoted to the third year of study if they have passed a minimum of 7 modules and have met all the prerequisites for the third-year modules.
- Students must take all outstanding modules of the previous year of study before they may take modules from the next year of study, limited to a maximum of 6 modules in any semester of study.
- Students may only register twice per module i.e. first registration plus one repeat. Students may not proceed to third year with any first-year modules outstanding.

### CBE.29 DIPLOMA IN FINANCIAL SERVICES OPERATIONS

(D34F9Q)

FULL-TIME

NQF LEVEL: 6

NQF CREDITS: 376

### PURPOSE

The purpose of the Diploma in Financial Services Operations is to develop the students knowledge in the area of financial services and its operations. The programme is comprised of a focused curriculum to prepare the student for a career in the financial services industry. Mastering of the curriculum will provide students with the ability to synthesise financial services operations principles in a professional manner. Fundamental knowledge of global financial services relevant to the financial services industry will be gained enabling the

qualifying student to work in today's world of the professional financial services operations industry. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth understanding of the environment which will provide them with a competitive advantage for employment.

### CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Financial Services Economics 1A	FSE11A1	12	Financial Services Economics 1B	FSE11B1	12
Financial Accounting 1A	FAC11A1	12	Financial Accounting 1B	FAC11B1	12
Financial Services Computing 1A*	FSC11A1	12	Introduction to Business Management 1B	IBM01B1	12
Financial Services Computing RPL	FSC11AR	12	For RPL purposes only		
Fundamentals of Financial Services 1A	FFS11A1	12	Financial Management 1B	FMN11B1	12
Mathematics: Finance and Business 1A	MATDCA1	12	Mathematics: Finance and Business 1B	MATDCB1	12
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

\*FSC11AR

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning

(RPL)' assessment for Financial Services Computing 1A (FSC11A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for FSC11A1 and will therefore be granted exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both FSC11A1 (the academic module) as well as FSC11AR (the RPL exam). On passing the RPL assessment (FSC11AR) with 65% (s)he will be granted exemption for the module (FSC11A1). If a student fails, the RPL assessment (FSC11AR) (s)he will remain registered for FSC11A1. A fee as approved per year, is linked to the RPL assessment (FSC11AR). If a student passes the RPL assessment (FSC11AR) (s)he will be exempted from the module (FSC11AR) and the module fee for FSC11A1 will be credited to his/her student account. If a student fails the RPL assessment (FSC11AR), it will be reflected as such on the students academic transcript.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Communication I Module 1	COS1AA1	16	Active Citizenship 1A	ACS1AA1	16
Financial Services Analysis 2A	FSA22A2	12	Banking Operations 2B	BOP22B2	12
Financial Accounting 2A	FAC22A2	12	Financial Accounting 2B	FAC22B2	12
Financial Services Operations 2A	FSO22A2	12	Financial Services Operations 2B	FSO22B2	12
Risk in Financial Services 2A	RFS22A2	12	Risk in Financial Services 2B	RFS22B2	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

THIRD YEAR	
SEMESTER MODULES	
FIRST SEMESTER	SECOND SEMESTER

MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Financial Accounting 3A	FAC33A3	16	Financial Accounting 3B	FAC33B3	16
Financial Market Regulatory Environment 3A	FMR33A3	16	Financial Market Regulatory Environment 3B	FMR33B3	16
Financial Services Operations 3A	FSO33A3	16	Financial Services Operations 3B	FSO33B3	16
Financial Services Preparations 3A	FSP33A3	16	Financial Planning Operations 3B	FPO33B3	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

## **CBE.30 DIPLOMA IN FOOD AND BEVERAGE OPERATIONS (D34FBQ)**

**FULL-TIME**

**NQF LEVEL: 6**

**NQF CREDITS: 360**

### **ADDITIONAL ADMISSION REQUIREMENTS**

The prospective student must be able to express themselves clearly and correctly both verbally and in written English.

Evidence of some exposure to the food and beverage industry would be considered as an advantage but not essential. This could be in the form of the school subjects of hotel keeping or consumer studies or part- or full-time work experience in the industry proved in testimony from industry practitioner.

### **PURPOSE**

The purpose of the diploma is to equip students with appropriate knowledge, technical and personal skills and attitudes to work effectively, efficiently and sustainably at operational and supervisory levels within the Food and Beverage Industry. Their basic managerial and high-level operational competencies in the food and beverage operation will provide the foundation to progress into managerial positions.

## **CURRICULUM**

### **FIRST YEAR**



YEAR MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Food and Beverage Financials 1	FBF01Y1	16
Food and Beverage Service 1 (Theory and Practical)	FBV01Y1	20
Gastronomy 1 (Theory and Practical)	GTP01Y1	20
	<b>3 Year Modules</b>	<b>56</b>

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Business Literacy 1A	ABL1AA1	8	Applied Business Literacy 1B	ABL1BB1	8
Global Tourism 1A	GTM01A1	12	Computer Application for Tourism and Hospitality 1B	CAS01B1	12
Management Skills 1A	MGS01A1	12	Management Skills 1B	MGS01B1	12
	<b>3 Semester Modules</b>	<b>32 Credits</b>		<b>3 Semester Modules</b>	<b>32 Credits</b>
<b>Total Credits for the Year</b>					<b>120 Credits</b>

\* Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for Computer Application for Tourism and Hospitality 1B (CAS01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for CAS01B1 and will therefore be granted a credit for the module.

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both CAS01B1 (the academic module) as well as CAS01BR (the RPL exam). On passing the RPL assessment (CAS01BR) with 65% (s)he will be granted a credit for the module (CAS01B1). If a student fails the RPL assessment (CAS01BR) (s)he will remain registered for CAS01B1. A fee of R500 is attached to the RPL assessment (CAS01BR). If a student passes the RPL assessment (CAS01BR) (s)he will be exempted from the module (CAS01B1). If a student fails the RPL assessment (CAS01BR), it will be reflected as such on the students academic transcript.*

SECOND YEAR		
YEAR MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Food and Beverage Financials 2	FBF02Y2	12
Food and Beverage Service 2 (Theory and Practical)	FBV02Y2	20
Gastronomy 2 (Theory and Practical)	GTP02Y2	20
	<b>3 Year Modules</b>	<b>52 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Event Management 2A	EVT02A2	12	Event Management 2B	EVT02B2	12
Food and Beverage Operations 2A	FBO02A2	10	Food and Beverage Operations 2B	FBO02B2	10
Management Skills 2A	MGS02A2	12	Management Skills 2B	MGS02B2	12
	<b>3</b>	<b>34 Credits</b>		<b>3</b>	<b>34 Credits</b>

	<b>Semester Modules</b>			<b>Semester Modules</b>	
<b>Total Credits for the Year</b>					<b>120 Credits</b>

<b>THIRD YEAR</b>		
<b>YEAR MODULES</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Hospitality Operational Practice 3	HOP03B3	40
	<b>1 Year Modules</b>	<b>40</b>

<b>THIRD YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Food and Beverage Financials 3A	FBF03A3	16			
Food and Beverage Laws 3A	FBVL3A3	16			
Food and Beverage Operations 3A	FDB03A3	12			
Management Skills 3A	MGS03A3	20			
Gastronomy 3A (Theory)	GTN03Y3	16			
	<b>5 Semester Modules</b>	<b>80 Credits</b>			

<b>Total Credits for the Year</b>			<b>120 Credits</b>
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In addition to the formal curriculum, all students must successfully complete compulsory First Aid, preliminary Wine, and Wines of the World courses.

### **PROMOTION REQUIREMENTS**

Students must pass all pre-requisite offerings where applicable before progressing to the next semester.

Due to the theoretical and practical integration of the modules, students must pass all first-year modules in order to be promoted to the second year of study and must pass all second-year modules in order to be promoted to the third year of study.

### **CONTINUATION OF STUDIES**

If students fail to pass, an accumulated total as indicated below, students must re-apply for continuation of studies.

- a) 9 semester modules after the first year of study.
- b) 17 semester modules after the second year of study.
- c) 21 semester modules after the third year.

Students may only register twice per module, i.e. first registration plus one repeat.

### **WORK INTEGRATED LEARNING**

Work integrated learning takes place with an approved Hospitality or Food and Beverage establishment, in the allocated semester of the third year. In order to do work integrated learning students must have successfully completed all 1<sup>st</sup> and 2<sup>nd</sup> year modules. The School of Tourism and Hospitality and the employer will monitor and assess the experiential learning programme where applicable.

## **CBE.31 DIPLOMA IN LOGISTICS**

**(D1LOGQ)**

**FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 436**

### **PURPOSE**

The purpose of the diploma is to focus on the development, evaluation and implementation of logistic principles in the supply chain environment, by developing intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions.

## CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business and Administrative Communication 1A	BBA1AA1	16	Business and Administrative Communication 1B	BBA1BB1	16
Business Management 1A	BMA01A1	12	Business Management 1B	BMA01B1	12
Employment Relations 1A	EMR01A1	16	Employment Relations 1B	EMR01B1	16
End-User Computing 1A*	EUC01A1	16	End-User Computing 1B**	EUC01B1	16
Marketing 1A	MAR01A1	16	Marketing 1B	MAR01B1	16
	<b>5 Semester Modules</b>	<b>76 Credits</b>		<b>5 Semester Modules</b>	<b>76 Credits</b>

### \*EUC01AR:

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.*

**\*\*EUC01BR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.*

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15
Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16
Business Law 1A	BUL41A1	15	Business Law 1B	BUL41B1	15
Logistics 2A	LOG02A2	16	Logistics 2B	LOG02B2	16
Purchasing 2A	PUR02A2	16	Purchasing 2B	PUR02B2	16
	<b>5 Semester Modules</b>	<b>78 Credits</b>		<b>5 Semester Modules</b>	<b>78 Credits</b>

<b>THIRD YEAR</b>
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SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16
Logistics 3A	LOG03A3	16	Logistics 3B	LOG03B3	16
Production Planning and Control 1A	PPL11A1	16	Production Planning and Control 1B	PPL11B1	16
Purchasing 3A	PUR03A3	16	Purchasing 3B	PUR03B3	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

## PROMOTION REQUIREMENTS

Students are promoted:

- Students are promoted to the second year of study if they have passed 8 semester modules.
- Students are promoted to the third year of study if they have passed 8 semester modules or a minimum of 16 semester modules
- Students must pass all pre-requisite offerings where applicable before progressing to the next semester.

## CONTINUATION OF STUDIES

- Students must reapply for continuation of studies if they fail to pass one of the following modules: Business Management 1A and 1B, Employment Relations 1A and 1B and Marketing 1A and 1B
- Students must pass Logistics 2A and 2B before they can continue with Logistics 3A and 3B.
- Students must pass Purchasing 2A and 2B before they can continue with Purchasing 3A and 3B.
- Students may only register twice per module, i.e. first registration plus one repeat, limited to a maximum of 6 modules per semester in any one year of study.

## TRANSFERRING STUDENTS

Students wishing to transfer from another qualification should formally apply, using the UJ online application system.

The following rules will apply during the selection process:

- students should have passed all the first-year modules to be considered for the transfer;
- students should have obtained an overall average of 65% for the first-year modules (10 modules); and
- students should meet the APS and entrance requirements relevant to the Diploma in Logistics.

## **CBE.32 DIPLOMA IN MARKETING**

**(D34MKQ)**

**FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 406**

### **PURPOSE**

The purpose of the Diploma in Marketing is to equip students with necessary practical and theoretical marketing skills required for an entry-level marketing position. It offers students an opportunity to learn various tools, metrics, skills, and marketing techniques that are relevant in today's marketing field. This qualification provides a focused and applied specialisation within the field of marketing to ensure that students are well-equipped and prepared with the necessary skills required by the marketing sector. The qualification offers both theoretical and vocational training and will enable students to be productive in the industry and / or assist students to articulate in order to further their studies in marketing management.

This qualification offers both theoretical and vocational training. This programme will enable students to be productive in the industry and/or assist students to articulate in order to further their studies in marketing management.

### **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15



Business Management 1A	BMA01A1	12	Business Management 1B	BMA01B1	12
End-User Computing 1A*	EUC01A1	16	End-User Computing 1B**	EUC01B1	16
End-User Computing RPL *	EUC01AR	16	End-User Computing RPL *	EUC01BR	16
English 1A (Marketing Module)	RMM1AA1	16	English 1B (Marketing Module)	RMM1BB1	16
Marketing 1A	MAR01A1	16	Marketing 1B	MAR01B1	16
	<b>5 Semester modules</b>	<b>75 Credits</b>		<b>5 Semester modules</b>	<b>75 Credits</b>

**\* EUC01AR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.*

**\*\* EUC01BR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.*

SECOND YEAR					
YEAR MODULE					
MODULES		CODE		NQF CREDITS	
Personal Selling 1B		PRS0Y1B		16	
		1 Year module		16 Credits	
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Consumer Behaviour A	CBR01A1	16	Consumer Behaviour B	CBR01B1	16
Marketing 2A	MAR02A2	16	Marketing 2B	MAR02B2	16
Quantitative Techniques A	STAQ1A1	16	Quantitative Techniques B	STAQ1B1	16
Personal Selling 1A	PRS01A1	16			
	4 Semester modules	64 Credits		3 Semester modules	48 Credits

THIRD YEAR					
YEAR MODULE					

MODULES		CODE	NQF CREDITS		
Sales Management 3B		SMN03B3	16		
		1 Year module	16 Credits		
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Marketing 3A	MAR03A3	16	Marketing 3B	MAR03B3	16
Marketing Communications 3A	MRC03A3	16	Introduction to Digital Marketing 3B	IDM03B3	16
Marketing Research 3A	MRR03A3	16	Marketing Research 3B	MRR03B3	16
Sales Management 3A	SMN03A3	16			
	4 Semester modules	64 Credits		3 Semester modules	48 Credits

## PROMOTION REQUIREMENTS

Students are promoted:

- to the second year of study if they have passed at least 2 modules, one of which must be Marketing 1 plus an additional 2 modules,
- to the third year of study if they have passed at least 6 modules.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 6 modules in any one year of study.

## CONTINUATION OF STUDIES

Students must reapply for continuation of studies if they fail to pass an accumulative total of:

- 3 modules after the first semester of study (one must be Marketing 1A)
- 6 modules after the first year of study (Which must include both modules of Marketing 1 or both module of Personal Selling1),
- 12 modules after the second year of study,
- 18 modules after the third year of study,
- 24 modules after the fourth year of study.

## **CBE.33 DIPLOMA IN PEOPLE MANAGEMENT**

**(D34P2Q)**

### **FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 394 or 396\*\*\***

### **PURPOSE**

The purpose of the Dip (People Management) is to equip students with an in-depth grounding in People Management knowledge, theory, principles and skills so that they may contribute to the multi-functional, multinational public and business sectors, confidently executing analytical, interpretive, strategic and integrative skills relating to people management.

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NEW NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NEW NQF CREDITS</b>
Business Management 1A	BMA01A1	12	Business Management 1B	BMA01B1	12
People Management Perspectives 1A	PMP01A1	12	People Management Perspectives 1B	PMP01B1	12
End-User Computing 1A*	EUC01A1	16	End-User Computing 1B**	EUC01B1	16
English 1C	ENGDC1	16			
Business Law 1A	BUS41A1	15			
Electives – choose <b>ONE</b> of the following			Electives – choose <b>ONE</b> of the following to match the elective of the 1 <sup>st</sup> semester		

Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15
Quantitative Techniques A	STAQ1A1	16	Quantitative Techniques B	STAQ1B1	16
	<b>6 Semester modules</b>	<b>87 or 88 Credits***</b>		<b>4 Semester modules</b>	<b>55 or 56 Credits***</b>

**\* EUC01AR:**

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails, the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.

**\*\* EUC01BR:**

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NEW NQF CREDITS	MODULE NAME	MODULE CODE	NEW NQF CREDITS
Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16
			Employment Relations Legislative Framework	ERL02B2	12
People Management Perspectives 2A	PMP02A2	12	People Management Perspectives 2B	PMP02B2	12
Labour Law 1A	LLA41A1	16	Labour Law 1B	LLA41B1	16
Training and Development Practices 2A	TDP02A2	12	Training and Development Practices 2B	TDP02B2	12
	<b>4 Semester Modules</b>	<b>56 Credits</b>		<b>5 Semester Modules</b>	<b>68 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NEW NQF CREDITS	MODULE NAME	MODULE CODE	NEW NQF CREDITS
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16

People Management Perspectives 3A	PMP03A3	12	People Management Perspectives 3B	PMP03B3	12
Training and Development Practices 3A	TDP03A3	12	Training and Development Practices 3B	TDP03B3	12
Employment Relations Collective Bargaining	ERC33A3	12	Employment Relations Dispute Resolution	ERD33B3	12
Introduction to Payroll 3A	ITP33A3	12	People Management in Practice	PMI33B3	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

\*\*\* Credits will vary depending on electives chosen.

### PROMOTION REQUIREMENTS

Students are promoted to the next year of study if they have complied with all the module prerequisites for the following year.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 5 modules in any one year of study.

### CONTINUATION OF STUDIES:

Students must reapply for continuation of studies if they fail to pass an accumulative total of:

- 2 semester modules after the first year of study (from People Management Perspective 1A and 1B, Business Management 1A and B, English 1C), plus two additional semester modules,
- 12 semester modules after the second year of study,

- c) 18 semester modules after the third year of study,
- d) 24 semester modules after the fourth year of study.

### CONTINUATION OF STUDIES:

If students fail to pass, an accumulated total as indicated below, students must reapply for a continuation of studies.

- a) Completed 11 modules in the first year of study.
- b) Completed 8 modules in the second year of study
- c) And completed 6 modules in the third year

## **CBE.34 DIPLOMA IN RETAIL BUSINESS MANAGEMENT (D34RMQ)**

**FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 391**

### PURPOSE

The purpose of the Diploma in Retail Business Management is to develop the applied and practical competencies of the student in the acquisition, understanding and application of retailing principles. It provides a focused and applied specialisation within the field of Retail to ensure that students have an understanding of the practices and theory in the field of Retail. The purpose of this qualification is to develop competent retail managers for the retail industry and develop skills for the sector in general.

### CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15
Business Management 1A	BMA01A1	12	Business Management 1B	BMA01B1	12
End-User Computing 1A*	EUC01A1	16	End-User Computing 1B**	EUC01B1	16
End-User Computing RPL	EUC01AR	16	End-User Computing RPL	EUC01BR	16
English A	RET1AA1	16	English B	RET1BB1	16



Retailing 1A	RTL1AA1	12	Retailing 1B	RTL1BB1	12
	<b>5 Semester Modules</b>	<b>71 Credits</b>		<b>5 Semester Modules</b>	<b>71 Credits</b>

**\* EUC01AR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student pass the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails, the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.*

**\*\* EUC01BR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student pass the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails, the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.*

SECOND YEAR					
YEAR MODULE					
MODULE NAME		MODULE CODE		NQF CREDITS	
Personal Selling 1B		PRS0Y1B		16	
		1 Year module		16 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16
Consumer Behaviour A	CBR01A1	16	Consumer Behaviour B	CBR01B1	16
Personal Selling 1A	PRS01A1	16			
Retailing 2A	RTL2AA2	14	Retailing 2B	RTL2BB2	14
	4 Semester Modules	62 Credits		3 Semester Modules	46 Credits

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Law 1A	BUS41A1	15			
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16

Labour Relations and Law 3A	LRL03A3	16			
Logistics 2A	LOG02A2	16	Logistics 2B	LOG02B2	16
Retailing 3A	RTL03A3	16	Practical Retailing 3B	PTL3BB3	14
	<b>5 Semester Modules</b>	<b>79 Credits</b>		<b>3 Semester Modules</b>	<b>46 Credits</b>

### PROMOTION REQUIREMENTS

Business Management 1A and 1B is a pre requisite for Business Management 2A and 2B. Retailing 1A and 1B is a pre requisite for Retailing 2A and 2B, Retailing 2A and 2B is a pre-requisite for Retailing 3A and Retailing 3A is a pre requisite for Practical Retailing 3B.

Students are promoted:

- to the second year of study if they have passed Business Management 1A and 1B, and Retailing 1A and 1B, plus an additional 2 modules,
- to the third year of study if they have passed at least 6 2nd year modules including Retailing 2A and 2B.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 6 modules in any one year of study.

### CONTINUATION OF STUDIES:

Students must reapply for **continuation of studies** if they fail to pass:

- 3 semester modules after semester one including Business Management 1A, or Retailing 1A);
- 6 semester modules after year one including both modules Business Management 1 and Retailing 1),
- 12 semester modules after year two of study (which must include both modules of Business Management 2 and Retailing 2),
- 18 semester modules after year three of study (which must include both modules of Business Management 3, Retailing 3 and Practical Retailing 3B), and
- 24 semester modules after year four of study.

**CBE.35 DIPLOMA IN SMALL BUSINESS MANAGEMENT (D1SBMQ)**  
**FULL-TIME**

**ADDITIONAL ADMISSION REQUIREMENTS**

It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

**PURPOSE**

The purpose of the qualification is to develop a student to have a broad understanding of entrepreneurship and business, with a specific practical outcome and experience of having their own business and how to successfully start and grow the business. The qualification prepares the student in both the fields of entrepreneurship and social entrepreneurship for the diverse challenges present in the business environment and equips them with the necessary analytical and cognitive skills to analyse and implement solutions to these challenges in their own businesses. This qualification mainly prepares students to start and own their own businesses as entrepreneurs.

**CURRICULUM**

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Communication 1A	ATK1AA1	16	Communication 1B	ATK1BB1	16
Credit Control 1A	CRC11A1	15	Credit Control 1B	CRC11B1	15
Entrepreneurship 1A	ENT01A1	12	Entrepreneurship 1B	ENT01B1	12
End-User Computing 1A*	EUC01A1	16	End-User Computing 1B**	EUC01B1	16
End-User Computing RPL	EUC01AR	16	End-User Computing RPL	EUC01BR	16
Marketing 1A	MAR01A1	16	Marketing 1B	MAR01B1	16
	<b>5 Semester Modules</b>	<b>75 Credits</b>		<b>5 Semester Modules</b>	<b>75 Credits</b>

\* **EUC01AR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.*

**\*\* EUC01BR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.*

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Costing and Estimating 1A	CAE01A1	15	Costing and Estimating 1B	CAE01B1	15

Entrepreneurial Growth Strategies A	EGS01A1	16	Entrepreneurial Growth Strategies B	EGS01B1	16
Entrepreneurship 2A	ENT02A2	16	Entrepreneurship 2B	ENT02B2	16
Marketing 2A	MAR02A2	16	Marketing 2B	MAR02B2	16
	<b>4 Semester Modules</b>	<b>63 Credits</b>		<b>4 Semester Modules</b>	<b>63 Credits</b>

THIRD YEAR					
YEAR MODULE					
MODULE NAME		MODULE CODE		NQF CREDITS	
Entrepreneurial Strategy Implementation		ESI03YC		32	
		1 Year module		32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Entrepreneurship 3A	ENT03A3	16	Entrepreneurship 3B	ENT03B3	16
Labour Relations and Law 3A	LRL03A3	16	Labour Relations and Law 3B	LRL03B3	16
Marketing 3A	MAR03A3	16	Marketing 3B	MAR03B3	16
	3 Semester Modules	48 Credits		3 Semester Modules	48 Credits

## PROMOTION REQUIREMENTS

Students are promoted:

- to the second year of study if they have passed at least 2-year modules, which must include Entrepreneurship 1, and Marketing 1,
- to the third year of study if they have passed at least 7-year modules, which must include Entrepreneurship 2 and Marketing 2.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 6-year modules in any one

year of study.

### CONTINUATION OF STUDIES:

Students must re-apply for **continuation of studies** if they fail to pass:

- a) 2-year modules and 2 additional semester modules after the first year of study,
- b) 12 semester modules after the second year of study,
- c) 18 semester modules after the third year of study,
- d) 24 semester modules after the fourth year of study.

Note, ESI03YC as year module equals two semester modules.

## CBE.36 DIPLOMA TOURISM MANAGEMENT

(D34TMQ)

### FULL-TIME

NQF LEVEL: 6

NUMBER OF CREDITS: 372

### PURPOSE

The purpose of the programme is to equip students to be competent in a variety of technical, managerial, personal and operational skills in the running of a tourism enterprise. The successful student will have developed a sound foundation for advancement into entry level and leadership positions, and to exploit entrepreneurial opportunities.

### CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Business Literacy 1A	ABL1AA1	8	Applied Business Literacy 1B	ABL1BB1	8
Introduction to Tourism Marketing 1A	ITM01A1	12	Introduction to Tourism Marketing 1B	ITM01B1	12
Tourism System 1A	TOS11A2	12	Impact of Tourism 1B	TOS11B2	12
Events Management 1A	EVT01A1	12	Events Management 1B	EVT01B1	12

Travel and Tourism Management 1A	TTM11A2	12	Travel and Tourism Management 1B	TTM11B2	12
			Computer Applications for Tourism and Hospitality 1B*	CAS01B1	12
	<b>5 Semester Modules</b>	<b>56 Credits</b>		<b>6 Semester Modules</b>	<b>68 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Marketing for Tourism 2A	MRT02A2	16	Marketing for Tourism 2B	MRT02B2	16
Tourism Planning 2A	TOS22A2	16	Sustainable and Responsible Tourism 2B	TOS22B2	16
Events Management 2A	EVT02A2	12	Events Management 2B	EVT02B2	12
Management and Human Resources 2A	TTM22A2	16	Financial Management Component 2B	TTM22B2	16
	<b>4 Semester Modules</b>	<b>60 Credits</b>		<b>4 Semester Modules</b>	<b>60 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS



Destination Development 3A	TOS33A3	16	Work Integrated Learning 3	WIL3BB2	40
Research for Tourism Development 3A	RTD33A3	16			
Travel and Tourism Management 3A	TTM33A3	20			
World Destinations 3A	WLD33A2	16			
Tourism and Information Technology 3A	TNT33A3	20			
	<b>5 Semester modules</b>	<b>88 Credits</b>		<b>1 Semester module</b>	<b>40 Credits</b>

### WORK INTEGRATED LEARNING

Work integrated learning takes place with an approved tourism unit in the module Work Integrated Education 3. In order to do work integrated learning students must have successfully completed 1<sup>st</sup> and 2<sup>nd</sup> year modules.

### PROMOTION REQUIREMENTS

Students are promoted:

To the second year of study if they have passed 6 modules in the first year.

### CONTINUATION OF STUDIES

- Students must reapply for **continuation of studies** if they fail to pass the following modules: Tourism System 1A (TOS11A2) and Impact of Tourism 1B (TOS11B2), and /or Travel and Tourism Management 1A (TTM11A2) and Travel and Tourism Management 1B (TTM11B2), Introduction to Tourism Marketing 1A (ITM01A1) and Introduction to Tourism Marketing 1B (ITM01B2).
- Subject to a selection process, consider students who have passed both Short Learning Programmes (Introduction to Tourism (S34H5Q) and Introduction to Tourism Management Functions (S34H6Q) within one academic year, and with an average of 60% will also be considered. Furthermore, students must meet the applicable minimum entry requirements, to be considered for articulation into the second year of the Diploma (Tourism Management) (D34TMQ).

## **CBE.37 DIPLOMA IN TRANSPORTATION MANAGEMENT (D1TRMQ)**

### **FULL-TIME**

**PURPOSE**

The purpose of the qualification is to provide qualifying students with applied competencies in understanding and interpreting of transportation operational and tactical functions in preparation for a career in any branch of the transport or logistics sector. Students are exposed to theoretical and practical skills by providing sufficient disciplinary content. The theory covered can be applied to practical scenarios. To this end, the qualification plays its role in addressing national and market needs.

**CURRICULUM**

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business and Administrative Communication 1A	BBA1AA1	16	Business and Administrative Communication 1B	BBA1BB1	16
Business Management 1A	BMA01A1	12	Business Management 1B	BMA01B1	12
Employment Relations 1A	EMR01A1	16	Employment Relations 1B	EMR01B1	16
End-User Computing 1A*	EUC01A1	16	End-User Computing 1B**	EUC01B1	16
End-User Computing RPL	EUC01AR	16	End-User Computing RPL	EUC01BR	16
Marketing 1A	MAR01A1	16	Marketing 1B	MAR01B1	16
	<b>5 Semester Modules</b>			<b>5 Semester Modules</b>	<b>76 Credits</b>

**\* EUC01AR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the*

required expertise needed for EUC01A1 and will therefore be granted exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.

**\*\* EUC01BR:**

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accountancy Skills 1A	AAS1AA1	15	Applied Accountancy Skills 1B	AAS1BB1	15

Business Management 2A	BMA02A2	16	Business Management 2B	BMA02B2	16
Logistics 2A	LOG02A2	16	Logistics 2B	LOG02B2	16
Storage and Distribution Management A	SDM02A2	16	Storage and Distribution Management B	SDM02B2	16
Transportation 2A	TRA02A2	16	Transportation 2B	TRA02B2	16
	<b>5 Semester Modules</b>	<b>79 Credits</b>		<b>5 Semester Modules</b>	<b>79 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA03A3	16	Business Management 3B	BMA03B3	16
Logistics 3A	LOG03A3	16	Logistics 3B	LOG03B3	16
Operations Management 1A	OPM11A1	16	Operations Management 1B	OPM11B1	16
Transportation 3A	TRA03A3	16	Transportation 3B	TRA03B3	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

### PROMOTION REQUIREMENTS

Students are promoted:

- Students are promoted to the second year of study if they have passed 8 semester modules.

- b) Students are promoted to the third year of study if they have passed 8 semester modules or a minimum of 16 semester modules.
- c) Students must pass all pre-requisite offerings where applicable before progressing to the next semester.

### CONTINUATION OF STUDIES

- a) Students must reapply for continuation of studies if they fail to pass one of the following modules: Business Management 1A and 1B, Employment Relations 1A and 1B and Marketing 1A and 1B.
- b) Students must pass Transportation 2A and 2B before they can continue with Transportation 3A and 3B.
- c) Students must also pass Logistics 2A and 2B before they can continue with Logistics 3A and 3B.
- d) Students must take all outstanding modules of the previous year of study before they may take modules from the next year of study, limited to the maximum number of modules allowed in one year.
- e) Students may only register twice per module, i.e. first registration plus one repeat, limited to a maximum of 6 modules per semester in any one year of study.

### CBE.38 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR DIPLOMAS

MODULE CODE	MODULE NAME	PREREQUISITE
ACS1AA1	Active Citizenship 1A	
AFRINY1	African Insights	
AAS1AA1	Applied Accountancy Skills 1A	
AAS1BB1	Applied Accountancy Skills 1B	
ABL1AA1	Applied Business Literacy 1A	
ABL1BB1	Applied Business Literacy 1B	
AI4IR00	Artificial Intelligence in the 4IR	
AIC22A2	Auditing and Internal Control 2A	
AIC22B2	Auditing and Internal Control 2B	AIC22A2-Couplet - 40%
AIC33A3	Auditing and Internal Control 3A	AIC22A2, AIC22B2
AIC33B3	Auditing and Internal Control 3B	AIC22A2, AIC22B2 - 40%
BOP22B2	Banking Operations 2B	

MODULE CODE	MODULE NAME	PREREQUISITE
BAY01A1	Business Analysis 1A	
BAY01B1	Business Analysis 1B	BAY01A1
BAY02A1	Business Analysis 2A	BAY01B1
BAY02B1	Business Analysis 2B	BAY02A1
BAY03A1	Business Analysis 3A	BAY02B1
BAY03B1	Business Analysis 3B	BAY03A1
BBA1AA1	Business and Administrative Communication 1A	
BBA1BB1	Business and Administrative Communication 1B	
BUS41A1	Business Law 1A	
BUL41B1	Business Law 1B	
BMA01A1	Business Management 1A	
BMA01B1	Business Management 1B	
BMA02A2	Business Management 2A	BMA01A1, BMA01B1
BMA02B2	Business Management 2B	BMA01A1, BMA01B1
BMA03A3	Business Management 3A	
BMA03B3	Business Management 3B	
COS1AA1	Communication 1	
ATK1AA1	Communication 1A	
ATK1BB1	Communication 1B	
CMN02A1	Communication Networks 2A	
CMN02B1	Communication Networks 2B	CMN02A1
CMN03A1	Communication Networks 3A	CMN02B1
CMN03B1	Communication Networks 3B	CMN03A1
CAS01B1	Computer Application for Tourism and Hospitality 1B	
CAS01BR	Computer Applications for Tourism and Hospitality 1B (RPL Test)	
CBR01A1	Consumer Behaviour A	
CBR01B1	Consumer Behaviour B	
CNA11A1	Cost and Management Accounting 1A	
CNA22B2	Cost and Management Accounting 2B	CNA11A1

MODULE CODE	MODULE NAME	PREREQUISITE
CNA33A3	Cost and Management Accounting 3A	CNA22B2
CNA33B3	Cost and Management Accounting 3B	CNA22B2
CAE01A1	Costing and Estimating 1A	
CAE01B1	Costing and Estimating 1B	
CRC11A1	Credit Control 1A	
CRC11B1	Credit Control 1B	
TOS33A3	Destination Development 3A	TOS22A2, TOS22B2
DSW01A1	Development Software 1A	
DSW01B1	Development Software 1B	DSW01A1
DSW02A1	Development Software 2A	DSW01B1
DSW02B1	Development Software 2B	DSW02A1
DSW03A1	Development Software 3A	DSW02B1
DSW03B1	Development Software 3B	DSW02B1
ECO11A1	Economics 1A	
ECO11B1	Economics 1B	
EMR01A1	Employment Relations 1A	
EMR01B1	Employment Relations 1B	
ERC33A3	Employment Relations Collective Bargaining	
ERD33B3	Employment Relations Dispute Resolution	ERL02B2
ERL02B2	Employment Relations Legislative Framework	
EUC01AR	End-User Computing 1A (RPL Test)	
EUC01A1	End-User Computing 1A (Semester 1)	
EUC01BR	End-User Computing 1B (RPL Test)	
EUC01B1	End-User Computing 1B (Semester 2)	
PME1AA1	English 1A	
PME1BB1	English 1B	
ENGDC1	English 1C	
RET1AA1	English A	
RMM1AA1	English 1A (Marketing Module)	
RET1BB1	English B	

MODULE CODE	MODULE NAME	PREREQUISITE
RMM1BB1	English 1B (Marketing Module)	
EGS01A1	Entrepreneurial Growth Strategies A	
EGS01B1	Entrepreneurial Growth Strategies B	
ESI03YC	Entrepreneurial Strategy Implementation	ENT02A2, ENT02B2
ENT01A1	Entrepreneurship 1A	
ENT01B1	Entrepreneurship 1B	
ENT02A2	Entrepreneurship 2A	ENT01A1, ENT01B1
ENT02B2	Entrepreneurship 2B	ENT01A1, ENT01B1
ENT03A3	Entrepreneurship 3A	ENT02A2, ENT02B2
ENT03B3	Entrepreneurship 3B	ENT02A2, ENT02B2
EVT02A2	Event Management 2A	EVT01A1 & EVT01B1
EVT02B2	Event Management 2B	EVT01A1 & EVT01B1
EVT01A1	Events Management 1A	
EVT01B1	Events Management 1B	
FAC11A1	Financial Accounting 1A	
FAC11B1	Financial Accounting 1B	FAC11A1 – 40%
FAC22A2	Financial Accounting 2A	FAC11A1, FAC11B1
FAC22B2	Financial Accounting 2B	FAC11A1, FAC11B1 FAC22A2 – 40%
FAC33A3	Financial Accounting 3A	FAC22A2, FAC22B2
FAC33B3	Financial Accounting 3B	FAC22A2, FAC22B2 FAC33A3 – 40%
FMN11B1	Financial Management 1B	
FMN22A2	Financial Management 2A	FMN11B1
TTM22B2	Financial Management Component 2B	TTM11A2, TTM11B2
FMR33A3	Financial Market Regulatory Environment 3A	
FMR33B3	Financial Market Regulatory Environment 3B	
FPO33B3	Financial Planning Operations 3B	
FSA22A2	Financial Services Analysis 2A	
FSC11A1	Financial Services Computing 1A	



MODULE CODE	MODULE NAME	PREREQUISITE
FSC11AR	Financial Services Computing 1A (RPL Test)	
FSE11A1	Financial Services Economics 1A	
FSE11B1	Financial Services Economics 1B	
FSO22A2	Financial Services Operations 2A	
FSO22B2	Financial Services Operations 2B	FSO22A2, 40%
FSO33A3	Financial Services Operations 3A	FSO22A2 – FSO22B2
FSO33B3	Financial Services Operations 3B	FSO22A2 – FSO22B2
FSP33A3	Financial Services Preparations 3A	
FBF01Y1	Food and Beverage Financials 1	
FBF02Y2	Food and Beverage Financials 2	FBF01Y1
FBF03A3	Food and Beverage Financials 3A	FBF02Y2
FBVL3A3	Food and Beverage Laws 3A	
FBO02A2	Food and Beverage Operations 2A	
FBO02B2	Food and Beverage Operations 2B	
FDB03A3	Food and Beverage Operations 3A	
FBV01Y1	Food and Beverage Service 1 (Theory and Practical)	
FBV02Y2	Food and Beverage Service 2 (Theory and Practical)	FBV01Y1
FRP10Y1	Fundamental Research Practice	
FBM10Y1	Fundamentals of Business Mathematics	
FFS11A1	Fundamentals of Financial Services 1A	
GTP01Y1	Gastronomy 1 (Theory and Practical)	
GTP02Y2	Gastronomy 2 (Theory and Practical)	
GST03Y3	Gastronomy 3A (Theory)	
GTM01A1	Global Tourism 1A	
HOP03B3	Hospitality Operational Practice 3	
TOS11B2	Impact of Tourism 1B	
IFS01A1	Information Systems 1A	
IFS01B1	Information Systems 1B	IFS01A1
IFS02A1	Information Systems 2A	IFS01B1

MODULE CODE	MODULE NAME	PREREQUISITE
IFS02B1	Information Systems 2B	IFS02A1
IFS03A1	Information Systems 3A	IFS02B1
IFS03B1	Information Systems 3B	IFS03A1
IBM01B1	Introduction to Business Management 1B	
ITP33A3	Introduction to Payroll 3A	
ITM01A1	Introduction to Tourism Marketing 1A	
ITM01B1	Introduction to Tourism Marketing 1B	
LLA41A1	Labour Law 1A	
LLA41B1	Labour Law 1B	
LRL03A3	Labour Relations and Law 3A	
LRL03B3	Labour Relations and Law 3B	
LOG02A2	Logistics 2A	BMA01A1, BMA01B1
LOG02B2	Logistics 2B	BMA01A1, BMA01B1
LOG03A3	Logistics 3A	LOG02A2, LOG02B2
LOG03B3	Logistics 3B	LOG02A2, LOG02B2
TTM22A2	Management and Human Resources 2A	TTM11A2, TTM11B2
MGS02B2	Management Skills 2B	MGS01A1 & MGS01B1
MGS01A1	Management Skills 1A	
MGS01B1	Management Skills 1B	
MGS02A2	Management Skills 2A	MGS01A1 & MGS01B1
MGS03A3	Management Skills 3A	MGS02A2 & MGS02B2
MAR01A1	Marketing 1A	
MAR01B1	Marketing 1B	
MAR02A2	Marketing 2A	MAR01A1, MAR01B1
MAR02B2	Marketing 2B	MAR01A1, MAR01B1
MAR03A3	Marketing 3A	MAR02A2, MAR02B2
MAR03B3	Marketing 3B	MAR02A2, MAR02B2
MRC03A3	Marketing Communications 3A	
IDM03B3	Introduction to Digital Marketing 3B	
MRT02A2	Marketing for Tourism 2A	ITM01A1& ITM01B1
MRT02B2	Marketing for Tourism 2B	ITM01A1& ITM01B1
MRR03A3	Marketing Research 3A	

MODULE CODE	MODULE NAME	PREREQUISITE
MRR03B3	Marketing Research 3B	
MATDCA1	Mathematics for Finance and Business 1A	
MATDCB1	Mathematics for Finance and Business 1B	MATDCA1
OPM11A1	Operations Management 1A	
OPM11B1	Operations Management 1B	
PMI33B3	People Management in Practice	
PMP01A1	People Management Perspectives 1A	
PMP01B1	People Management Perspectives 1B	
PMP02A2	People Management Perspectives 2A	PMP0YA1, PMP0YB1 PMP01A1, PMP01B1
PMP02B2	People Management Perspectives 2B	PMP0YA1, PMP0YB1 PMP01A1, PMP01B1
PMP03A3	People Management Perspectives 3A	
PMP03B3	People Management Perspectives 3B	
S3PAO14	Personal Development Programme	
PRS01A1	Personal Selling 1A	
PRS0Y1B	Personal Selling 1B	
PPL11A1	Production Planning and Control 1A	
PPL11B1	Production Planning and Control 1B	
PUR02A2	Purchasing 2A	BMA01A1, BMA01B1
PUR02B2	Purchasing 2B	BMA01A1, BMA01B1
PUR03A3	Purchasing 3A	PUR02A2, PUR02B2
PUR03B3	Purchasing 3B	PUR02A2, PUR02B2
STAQ1A1	Quantitative Techniques A	
STAQ1B1	Quantitative Techniques B	
RTD33A3	Research for Tourism Development 3A	
RTL1AA1	Retailing 1A	
RTL1BB1	Retailing 1B	
RTL2AA2	Retailing 2A	RTL1AA1, RTL1BB1
RTL2BB2	Retailing 2B	RTL1AA1, RTL1BB1
RTL03A3	Retailing 3A	RTL2AA2, RTL2BB2
PTL3BB3	Practical Retailing 3B	RTL2AA2, RTL2BB2

MODULE CODE	MODULE NAME	PREREQUISITE
RFS22A2	Risk in Financial Services 2A	
RFS22B2	Risk In Financial Services 2B	
SMN03A3	Sales Management 3A	PRS01A1
SMN03B3	Sales Management 3B	PRS01A1
SDM02A2	Storage and Distribution Management A	
SDM02B2	Storage and Distribution Management B	
TOS22B2	Sustainable and Responsible Tourism 2B	TOS11A2, TOS11B2
SSW01A1	Systems Software 1A	
SSW01B1	Systems Software 1B	
TAX33A3	Taxation 3A	FAC11A1
TAX33B3	Taxation 3B	FAC11B1
TNT33A3	Tourism and Information Technology 3A	TRL22A2, TRL22B2
TOS22A2	Tourism Planning 2A	TOS11A2, TOS11B2
TOS11A2	Tourism System 1A	
TDP02A2	Training and Development Practices 2A	
TDP02B2	Training and Development Practices 2B	
TDP03A3	Training and Development Practices 3A	TDP02A2, TDP02B2
TDP03B3	Training and Development Practices 3B	TDP02B2, TDP02B2
TRA02A2	Transportation 2A	BMA01A1, BMA01B1
TRA02B2	Transportation 2B	BMA01A1, BMA01B1
TRA03A3	Transportation 3A	TRA02A2, TRA02B2
TRA03B3	Transportation 3B	TRA02A2, TRA02B2
TTM11A2	Travel and Tourism Management 1A	
TTM11B2	Travel and Tourism Management 1B	
TTM33A3	Travel and Tourism Management 3A	TTM22A2, TTM22B2
WIL3BB2	Work Integrated Learning 3	
WPP1YR1	Workplace Preparation	
WLD33A3	World Destination 3A	

### **CBE.39 ADVANCED DIPLOMA PROGRAMMES**

- *Accountancy \*\*\*\* (ADIA01)*

- *Business Information Technology* \* (AIBITQ)
- *Business Management* \*\* (A34BMQ)
- *Financial Management* \*\*\*\* (ADFM01)
- *Financial Markets* \*\*\* (A3F17Q)
- *Financial Markets (Fully Online)* (A34FMP)
- *Hospitality Management* \*\* (A34HMQ)
- *Logistics* \* (A34LGQ)
- *Logistics (Fully Online)* (A34LOP)
- *Management* \*\* (A34MGQ)
- *Marketing* \* (A34MMQ)
- *People Performance Management* (A34PPQ)
- *Real Estate (Fully Online)* (A34RAO)
- *Retailing* \*\* (A1DREQ)
- *Tourism Management* \*\* (A34TRQ)
- *Transportation Management* \* (A34TMQ)
- *Transportation Management (Fully Online)* (A34TRP)

Information is obtainable from the relevant department.

Preparatory study and an entrance examination may be required by the relevant department.

Advanced Diplomas marked with an \* are offered full-time or part-time on the **APB** Campus.

Advanced Diplomas marked with an \*\* are offered full-time on the **APB** Campus.

Advanced Diplomas marked with an \*\*\* are offered full-time or part-time on the **APK** Campus.

Advanced Diplomas marked with a \*\*\*\* are offered full-time on the **APK** campus.

(Subject to a minimum student intake)

Advanced Diplomas indicated as "(Fully Online)" means that students do not have to come to campus.

## **CBE.40 ADVANCED DIPLOMA IN ACCOUNTANCY**

**(ADIA01)**

**FULL-TIME**

**NQF LEVEL: 7**

**NQF CREDITS: 120**

### **ADMISSION REQUIREMENTS**

The entry requirements for the Advanced Diploma in Accountancy are a Diploma or National Diploma with Financial Accounting, Auditing or Internal Auditing and Taxation at a 3<sup>rd</sup> year level and Grade 12 Mathematics with minimum APS score of 4. Students, who enrolled for a first year Diploma in the former Faculty of Economic and Financial Sciences (FEFS) at the University of Johannesburg in 2015 or later, with an APS score below 4 for Mathematics or

with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Finance and Business 1A and 1B modules. The Faculty of Science at the University of Johannesburg offers these modules to all first year Diploma students.

Information is obtainable from the relevant School. Preparatory study and an entrance examination may be required by the relevant department.

## PURPOSE

The purpose of the Advanced Diploma is to prepare the student for further learning in the fields of Accounting, Auditing and Taxation. The programme will also prepare the student for the job market by enabling a student to apply integrated knowledge and advanced conceptual thinking Skills to complex problems in Accounting, Auditing and Taxation.

## CURRICULUM

FIRST YEAR – FULL-TIME					
YEAR MODULES					
MODULE NAME			MODULE CODE	NQF CREDITS	
Accounting			ADIA001	30	
Taxation			ADIA002	30	
Auditing			ADIA003	30	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Financial Numeracy	ADIA004	15	Business Ethics and Citizenship	ADIA005	15
			3 Year Modules and 2 Semester Modules	120 Credits	

## CBE.41 ADVANCED DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY

(A1BITQ)

FULL-TIME/PART-TIME

NQF LEVEL: 7

NUMBER OF CREDITS: 120

## ADMISSION REQUIREMENTS

Any appropriate bachelor's degree or 3-year Diploma in Information Technology, with at least 1 year of software development experience. Applicants need an average of at least 60% during their final year of study.

## PURPOSE

The purpose of this qualification is to provide students with the knowledge and skills to develop software solutions to solve business problems effectively using the latest technologies. The Advanced Diploma IT is designed to produce a diplomat with the theoretical and practical skill set to apply the latest technologies and tools when developing an optimal software solution for business.

## CURRICULUM

FULL-TIME					
YEAR MODULE					
MODULE NAME		MODULE CODE		NQF CREDITS	
Software Project		SWP01Y1		30	
		1 Year module		30 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Advanced Business Analysis	ABA11A1	15	Human Computer Interface	HCI21B1	15
Advanced Database	ADB11A1	15	Software Testing	SWT21B1	15
Advanced Programming	APM11A1	15			
Software Requirements	SRM11A1	15			
	4 Semester modules	60 Credits		2 Semester modules	30 Credits

PART-TIME
FIRST YEAR

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Advanced Programming	APM11A1	15	Human Computer Interface	HCI21B1	15
Software Requirements	SRM11A1	15	Software Testing	SWT21B1	15
	<b>2 Semester modules</b>	<b>30 Credits</b>		<b>2 Semester modules</b>	<b>30 Credits</b>

PART-TIME		
SECOND YEAR		
YEAR MODULE		
MODULE NAME	MODULE CODE	NQF CREDITS
Software Project	SWP01Y1	30
	<b>1 Year module</b>	<b>30 Credits</b>
SEMESTER MODULES		
FIRST SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS
Advanced Database	ADB11A1	15
Advanced Business Analysis	ABA11A1	15
	<b>2 Semester modules</b>	<b>30 Credits</b>

## PROMOTION REQUIREMENTS

Students who fail more than two modules per year will not be allowed to continue with the programme.



**CBE.42 ADVANCED DIPLOMA IN BUSINESS MANAGEMENT (A34BMQ)****FULL-TIME****NQF LEVEL: 7****NQF CREDITS: 120****ADMISSION REQUIREMENTS**

An applicant must hold an appropriate NQF level 6, 360 credits Diploma or an appropriate NQF Level 7, 360 credits Bachelor's Degree, with an average of 60% obtained for the modules in the exit level year of the diploma or degree.

**PURPOSE**

The purpose of the advanced diploma is to develop the applied and practical competencies of the student in the acquisition, understanding and application of business management principles. It provides an applied focus in the field of Business Management to ensure that students have a deep and systematic understanding of current thinking, practice, theory and methodology in the field.

**CURRICULUM**

<b>FULL-TIME</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Corporate Entrepreneurship	COE7XA1	12	Business Practice	BPR7XB1	12
Financial Management	FIM7XA1	12	Financial Management Aspects	FMA7XB1	12
General Management	GEM7XA1	12	International Management	INT01B1	12
Human Resources Management	HRE7XA1	12	Management Economics	MNE7XB1	12
Research Methodology: Management	RMD01A1	12	Strategic Management	STR7XB1	12
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

**CBE.43 ADVANCED DIPLOMA IN FINANCIAL MANAGEMENT (ADFM01)****FULL-TIME**

### ADMISSION REQUIREMENTS

The entry requirements for the Advanced Diploma in Financial Management are a Diploma or National Diploma with Financial Accounting and Management Accounting at a 3<sup>rd</sup> year level and Grade 12 Mathematics with minimum APS score of 4. Students, whom enrolled as a first year for a Diploma in the College of Business and Economics in 2015 or later, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Finance and Business 1A and 1B modules offered by the Faculty of Science at the University of Johannesburg to all first year Diploma students.

### PURPOSE

The purpose of the Advanced Diploma is to prepare Diploma or National Diploma students for further learning in the fields of Financial Management and Management Accounting. The programme will prepare the student for the job market by enabling them to apply integrated knowledge and advanced conceptual thinking Skills to innovatively solve complex problems in Financial Management.

### CURRICULUM

FULL-TIME					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Financial Mathematics	ADFM001	15	Performance Management	ADFM005	20
Performance Operations	ADFM002	15	Financial Management	ADFM006	20
Financial Operations	ADFM003	15			
Enterprise Operations	ADFM008	15	Enterprise Management	ADFM009	20
	<b>4 Semester Modules</b>	<b>60 Credits</b>		<b>3 Semester Modules</b>	<b>60 Credits</b>

- Performance Operations (ADFM002) and Performance Management (ADFM005) are couplet modules.

- Financial Management (ADFM006) and Financial Operations (ADFM003) are couplet modules.
- Enterprise Operations (ADFM008) and Enterprise Management (ADFM009) are couplet modules.

## **CBE.44 ADVANCED DIPLOMA IN FINANCIAL MARKETS (A3F17Q)**

**FULL-TIME/PART-TIME (CONTACT)**

**NQF LEVEL: 7**

**NQF CREDITS: 130**

### **ADMISSION REQUIREMENTS**

A student should have one of the following:

- NQF level 6 qualification with 3 years' relevant work experience in financial markets; or
- NQF level 6 qualification in Finance; or
- 5 years' relevant work experience in financial markets.

### **PURPOSE**

The purpose of the Advanced Diploma in Financial Markets is to develop the students knowledge of the discipline of financial markets and trading. The programme is comprised of a focused curriculum to prepare the student for a career in financial markets. The curriculum includes ten topic areas ranging from Introduction to Financial Markets to Theory of Corporate Events to Trading in Financial Markets and Concluding Financial Market Transactions. Mastering of the curriculum will provide students with the ability to synthesise financial market principles and apply financial instruments in a professional manner. Fundamental knowledge of global investments relevant to the financial market industry will be gained enabling the qualifying student to work in today's world of professional financial markets industry. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth understanding of the market place which will provide them with a competitive advantage for employment.

### **CURRICULUM**

<b>FULL-TIME</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>

Applied Financial Mathematics* (Including an exemption exam)	A3FAF7X	10	Application of Corporate Events	A3FCE7X	20
Financial Planning and Taxation	A3FPT7X	25	Financial Markets Transactions	A3FFM7X	25
Introduction to Financial Markets	A3FIF7X	25	Trading in Financial Markets	A3FTF7X	25
	<b>3 Semester Modules</b>	<b>60 Credits</b>		<b>3 Semester Modules</b>	<b>70 Credits</b>

*\* Students are allowed to write a 'Recognition of prior learning (RPL)' assessment for Applied Financial Mathematics (AFM1CP1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for AFM1CP1 and will therefore be granted a credit for the module.*

*If a student fails, the RPL exam (s)he will be remain registered for AFM1CP1. No fee is attached to the RPL assessment. If a student passes the RPL assessment (s)he will be exempted from the module AFM1CP1.*

## **CBE.45 ADVANCED DIPLOMA IN FINANCIAL MARKETS (A34FMP)**

**FULLY ONLINE**

**NQF LEVEL: 7**

**NQF CREDITS: 130**

**All fully online programmes use the “carousel model” of enrolment using six cohorts of enrolment, with two modules offered in each cohort. This model enables six student intakes per year. The model has been designed to allow students to start in any given term.**

### **ADMISSION REQUIREMENTS**

The admission requirements for this programme will adhere to the University of Johannesburg's Policy for Admission and Selection, which is current at the time of the registration for this programme.

A student should have one of the following:

- NQF level 6 qualification with 3 years' relevant work experience in financial markets; or
- NQF level 6 qualification in Finance; or
- 5 years' relevant work experience in financial markets.

## PURPOSE

The purpose of the Advanced Diploma in Financial Markets (via online education) is to develop the students knowledge of the discipline of financial markets and trading. The programme is comprised of a focused curriculum to prepare the student for a career in financial markets. Mastering of the curriculum will provide students with the ability to synthesise financial market principles and apply financial instruments in a professional manner. Fundamental knowledge of global investments relevant to the financial market industry will be gained enabling the qualifying student to work in today's world of professional financial markets industry. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth understanding of the marketplace which will provide them with a competitive advantage for employment.

## CURRICULUM

Module Code	Module Name	Module Credits
AFM1CP1*	Applied Financial Mathematics (Includes exemption exam) *	10
IFM1CP1	Introduction to Financial Markets 1	25
IFM2CP1	Introduction to Financial Markets 2	
FPT1CP1	Financial planning and Taxation Part 1	25
FPT2CP1	Financial planning and Taxation Part 2	
TFM1CP1	Trading in Financial Markets 1	25
TFM2CP1	Trading in Financial Markets 2	
FMT1CP1	Financial Markets Transactions 1	25
FMT2CP1	Financial Markets Transactions 2	
ACE1CP1	Application of Corporate Events 1	20
ACE2CP1	Application of Corporate Events 2	
	<b>Total credits</b>	<b>130</b>

## ADVANCED DIPLOMA IN FINANCIAL MARKETS - 2024 CAROUSEL OFFERING

Intake	Module Code	Module Name	Module Credit
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D1 – 8 Jan	IFM1CP1	Introduction to Financial Markets Part 1	13
	IFM2CP1	Introduction to Financial Markets Part 2	12
D2 – 4 March	TFM1CP1	Trading in Financial Markets Part 1	13
	TFM2CP1	Trading in Financial Markets Part 2	12
	AFM1CP1	Applied Financial Mathematics (Includes exemption exam)	10
D3 – 29 April	ACE1CP1	Application of Corporate Events Part 1	10
	ACE2CP1	Application of Corporate Events Part 2	10
D4 – 24 June	FPT1CP1	Financial Planning and Taxation Part 1	13
	FPT2CP1	Financial Planning and Taxation Part 1	12
	AFM1CP1	Applied Financial Mathematics (Includes exemption exam)	10
D5 – 19 Aug	FMT1CP1	Financial Markets Transactions Part 1	13
	FMT2CP1	Financial Markets Transactions Part 1	12
D6 – 14 Oct	IFM1CP1	Introduction to Financial Markets Part 1	13
	IFM2CP1	Introduction to Financial Markets Part 2	12
	AFM1CP1	Applied Financial Mathematics (Includes exemption exam)	10

- \* *Students are allowed to write a 'Recognition of prior learning (RPL)' assessment for Applied Financial Mathematics (AFM1CP1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for (AFM1CP1) and will therefore be granted a credit for the module (AFM1CP1).  
If a student fails the RPL exam (s)he will remain registered for AFM1CP1. No fee is attached to the RPL assessment. If a student passes the RPL assessment (s)he will be exempted from the module (AFM1CP1).*

## **CBE.46 ADVANCED DIPLOMA IN HOSPITALITY MANAGEMENT**

**(A34HMQ)**

**FULL-TIME/PART-TIME**

**NQF LEVEL: 7**

**NQF CREDITS:120**

### **ADMISSION REQUIREMENTS**

The minimum admission requirements for the Advanced Diploma (Hospitality Management) are a Diploma in Food and Beverage Operations or National Diploma in Hospitality Management, both at NQF Level 6. Applicants with any other Hospitality Management or Food and Beverage Operations related Diploma with a minimum (at of NQF Level 6) will also be considered. A minimum of 60% for the combined third-year modules, for only NQF level 6 qualification, is required.

## PURPOSE

The purpose of the programme is to provide students with an academic learning opportunity to enter the hospitality industry at a middle management level, able to utilise and apply critical thinking skills and problem-solving techniques. The student should be able to demonstrate and understand how to plan, organise, lead and control initiatives in hospitality management and hospitality operations; skills in revenue management thinking; apply marketing and human resource management principles; understand supply chain and logistics, and differentiate and apply different research methodologies within tourism and hospitality settings.

## CURRICULUM

FULL-TIME					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Introduction to Research Methodology: Tourism Management	IRM7XA1	20	Contemporary Tourism and Hospitality Marketing	CTH7XB2	20
Revenue Management in Hospitality	RMH7XA1	20	Strategic Tourism and Hospitality Management	STH7XB2	20
Special Interest Tourism	SIT7XA1	20	Choose <b>one</b> of the following electives:		
			Hospitality Logistics and Supply Chain Management	HLM7XB2	20
			Sociology of Food and Beverage	SFB7XB2	20
	<b>3 Semester Modules</b>	<b>60 Credits</b>		<b>3 Semester Modules</b>	<b>60 Credits</b>
PART-TIME					
FIRST YEAR					

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Introduction to Research Methodology: Tourism Management	IRM7XA1	20	Contemporary Tourism and Hospitality Marketing	CTH7XB2	20
Revenue Management in Hospitality	RMH7XA1	20	Strategic Tourism and Hospitality Management	STH7XB2	20
	<b>2 Semester Modules</b>	<b>40 Credits</b>		<b>2 Semester Modules</b>	<b>40 Credits</b>

PART TIME					
SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Special Interest Tourism	SIT7XA1	20	Choose <b>one</b> of the following electives:		
			Hospitality Logistics and Supply Chain Management	HLM7XB2	20
			Sociology of Food and Beverage	SFB7XB2	20
	<b>1 Semester Modules</b>	<b>20 Credits</b>		<b>1 Semester Modules</b>	<b>20 Credits</b>



**ADMISSION REQUIREMENTS**

The entry requirements for the Advanced Diploma in Logistics are a relevant three-year NQF Level 6 qualification with Logistics as specialisation. Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Logistics.

**SELECTION CRITERIA**

A minimum of 60% as an average for the combined third-year modules, with a minimum final mark of 65% in the major, Logistics is required.

Or

The UJ Bridging Programme into the Advanced Diploma in Logistics with a minimum final mark of 65% in each of the modules.

All applications will be subject to a selection process due to space constraints. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Logistics before admission to the Advanced Diploma in Logistics qualification can be considered.

**PURPOSE**

The purpose of the Advanced Diploma in Logistics is to provide both theoretical knowledge and practical skills in the field of Logistics Management to prospective students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Logistics Management in their working environment.

**CURRICULUM**

FULL TIME					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Logistics Processes and Practices	LPP01A1	16	Applied Logistics Processes	ALP01B1	16

			and Practices		
Procurement	PRO01A1	16	Global Supply Chain Management	GSC01B1	16
Project Management	PRM01A1	16	Quantitative Techniques	QAN01B1	16
Research Methodology: Logistics	RML01A1	16	Logistics Research Project	LRP01B1	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

PART TIME					
FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Logistics Processes and Practices	LPP01A1	16	Quantitative Techniques	QAN01B1	16
Research Methodology: Logistics	RML01A1	16	Logistics Research Project	LRP01B1	16
	<b>2 Semester Modules</b>	<b>32 Credits</b>		<b>2 Semester Modules</b>	<b>32 Credits</b>

PART TIME	
SECOND YEAR	
SEMESTER MODULES	
FIRST SEMESTER	SECOND SEMESTER

MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Procurement	PRO01A1	16	Applied Logistics Processes and Practice	ALP01B1	16
Project Management	PRM01A1	16	Global Supply Chain Management	GSC01B1	16
	<b>2 Semester Modules</b>	<b>32 Credits</b>		<b>2 Semester Modules</b>	<b>32 Credits</b>

## **CBE.48 ADVANCED DIPLOMA IN LOGISTICS**

**(A34LOP)**

**FULLY ONLINE**

**NQF LEVEL: 7**

**NQF CREDITS: 128**

**All fully online programmes uses the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow students to start in any given term.**

### **ADMISSION REQUIREMENTS**

The entry requirements for the Advanced Diploma in Logistics are a relevant three-year NQF Level 6 qualification with both Logistics and Purchasing as major modules. A minimum of 60% as an average for the combined third-year modules, with a minimum final average mark of 65% in each of the majors, Logistics and Purchasing, is required.

Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Logistics with a minimum final average mark of 65% in each of the modules. All applications will be subject to a selection process. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Logistics before admission to the Advanced Diploma in Logistics qualification can be considered.

### **PURPOSE**

The purpose of the Advanced Diploma in Logistics is to provide both theoretical knowledge and practical skills in the field of Logistics Management to prospective students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Logistics Management in their working environment.

## CURRICULUM

Module Code	Module Name	Module Credit
ALP1CP1	Applied Logistics Processes and Practices	16
GSC1CP1	Global Supply Chain Management	16
LPP1CP1	Logistics Processes and Practices	16
LRP1CP1	Logistics Research Project	16
PRO1CP1	Procurement	16
PRM1CP1	Project Management	16
QAN1CP1	Quantitative Techniques	16
RML1CP1	Research Methodology: Logistics	16
RMT1CP1	Research Methodology: Transport	16
	<b>Total Credits</b>	<b>128</b>

## ADVANCED DIPLOMA IN LOGISTICS MANAGEMENT (A34LOP) - 2024 CAROUSEL

Intake	Module Code	Module Name	Module Credit
D1 – 8 Jan	RMT1CP1	Research Methodology Logistics	16
	TRP1CP1	Logistics Research Project	16
	QAN1CP1	Quantitative Techniques	16
D2 – 4 March	RML1CP1	Research Methodology Logistics	16
	ALP1CP1	Applied Logistics Processes and Practices	16
	PRO1CP1	Procurement	16
D3 – 29 April	RML1CP1	Research Methodology Logistics	16
	LRP1CP1	Logistics Research Project	16
	PRM1CP1	Project Management	16
D4 – 24 June	RML1CP1	Research Methodology Logistics	16
	ALP1CP1	Applied Logistics Processes and Practices	16
	LPP1CP1	Logistics Processes and Practices	16
D5 – 19 Aug	RML1CP1	Research Methodology Logistics	16
	LRP1CP1	Logistics Research Project	16
	GSC1CP1	Global Supply Chain Management	16
D6 – 14 Oct	RML1CP1	Research Methodology Logistics	16
	ALP1CP1	Applied Logistics Processes and Practices	16
	QAN1CP1	Quantitative Techniques	16

**ADMISSION REQUIREMENTS**

An applicant must hold a Diploma in Management or an appropriate NQF level 6, 360 credit Diploma or appropriate NQF level, 360 credits Bachelor's Degree specialising in Management with an average of 60%.

**PURPOSE**

The purpose of the Advanced Diploma in Management is to develop the applied and practical competencies of the student in the acquisition, understanding and application of strategic management principles. It provides an intensive, focused and applied specialisation within the field of management to ensure that students have a deep and systematic understanding of current thinking, practice, theory and methodology in the field of strategic management.

**CURRICULUM**

<b>FULL-TIME</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Financial Management A	FMA01A1	12	Financial Management B	FMA01B1	12
Operations Management	OPS01A1	12	International Management	INT01B1	12
Research Methodology: Management	RMD01A1	12	Management Practice	MNP01B1	24
Risk Management	RIM01A1	12	Project Management	PJM01B1	12
Strategic Management	STR01A1	12			
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>4 Semester Modules</b>	<b>60 Credits</b>

**FULL-TIME****NQF LEVEL: 7****NQF CREDITS: 120****ADMISSION REQUIREMENTS**

An applicant must hold an appropriate Diploma at NQF level 6 (360 minimum total credits) with a 60% pass average in all Marketing modules at NQF level 6. Marketing related work experience may be considered. Students may be interviewed.

**PURPOSE**

The purpose of the Advanced Diploma in Marketing is to provide students with contemporary, intensive, focussed and applied competencies in the multidisciplinary field of marketing to enter the field of commerce and industry as middle-level marketing practitioners.

The student will be able to ascertain current and emerging trends in marketing practice, apply financial, information technology and entrepreneurial skills to marketing planning. Students will be equipped with the skills of planning, organising, leading and controlling entrepreneurial initiatives in marketing, and differentiate and apply different research methodologies within a marketing environment.

**CURRICULUM**

<b>FULL TIME</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Accounting and Finance for Management A	AFM7XA1	12	Accounting and Finance for Management B	AFM7XB1	12
Applied Marketing Research A	APP7XA1	16	Applied Marketing Research B	APP7XB1	16
Digital Marketing	DIM7XA1	12	Brand Management	BRM7XB1	12
Entrepreneurial Marketing	ENM7XA1	12	Marketing to African Markets	MAM7XB1	12
Strategic Marketing	SMA7XB1	16			

	<b>5</b> <b>Semester</b> <b>Modules</b>	<b>68</b> <b>Credits</b>		<b>4</b> <b>Semester</b> <b>Modules</b>	<b>52</b> <b>Credits</b>
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PART TIME					
FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting and Finance for Management A	AFM7XA1	12	Accounting and Finance for Management B	AFM7XB1	12
Applied Marketing Research A	APP7XA1	16	Applied Marketing Research B	APP7XB1	16
	<b>2</b> <b>Semester</b> <b>Modules</b>	<b>28</b> <b>Credits</b>		<b>2</b> <b>Semester</b> <b>Modules</b>	<b>28</b> <b>Credits</b>

PART TIME					
SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Digital Marketing	DIM7XA1	12	Brand Management	BRM7XB1	12
Entrepreneurial Marketing	ENM7XA1	12	Marketing to African Markets	MAM7XB1	12
Strategic Marketing	SMA7XB1	16			
	<b>3</b> <b>Semester</b> <b>Modules</b>	<b>40</b> <b>Credits</b>		<b>2</b> <b>Semester</b> <b>Modules</b>	<b>24</b> <b>Credits</b>

**CBE.51 ADVANCED DIPLOMA IN PEOPLE PERFORMANCE  
MANAGEMENT****(A34PPQ)****FULL-TIME/PART TIME****NQF LEVEL: 7****NUMBER OF CREDITS: 120****ADMISSION REQUIREMENTS**

A minimum average of 60% in a Diploma or Bachelor's Degree in Human Resource Management. Applicants with a minimum average of 60% in any other business-related Diploma or Degree at a minimum of NQF level 6 will be considered, if they have relevant HR work experience (Minimum 5 years HR work experience).

**PURPOSE**

The purpose of the advanced diploma is to offer a focused and applied specialisation in performance analytics, total remuneration and people management modules appropriate to the needs of South Africa and other emerging economies. The programme prepares students to operate at a specialist transactional level utilising tactical strategy in operational settings. Students would be enabled to interpret implications of HR decisions on organisational and employee performance and provide suggestions, recommendations and managerial implications on such matters. The programme prepares students for postgraduate study in human resource management at either Postgraduate Diploma or Honours degree level.

**CURRICULUM**

FULL TIME					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Human Resource Analytics A	HRA7XA1	12	Performance Analytics B	PAB7XB1	12
Human Resource Management	HRM7XA1	12	Managing Human Resource Development	MHR7XA2	12
Performance Management A	PMA7XA1	12	Performance Management B	PMA7XB2	12
Remuneration A	RMA7XA1	12	Employee Relations	EMR7XB2	12



Research Methodology: Management	RMD01A1	12	Strategic Management	STR7XB1	12
	<b>5 Semester modules</b>	<b>60 Credits</b>		<b>5 Semester modules</b>	<b>60 Credits</b>

PART TIME					
FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Human Resource Management	HRM7XA1	12	Employee Relations	EMR7XB2	12
Performance Management A	PMA7XA1	12	Performance Management B	PMA7XB2	12
	<b>2 Semester modules</b>	<b>24 Credits</b>		<b>2 Semester modules</b>	<b>24 Credits</b>

PART TIME					
SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Human Resource Analytics A	HRA7XA1	12	Performance Analytics B	PAB7XB1	12

Remuneration A	RMA7XA1	12	Managing Human Resource Development	MHR7XA2	12
Research Methodology: Management	RMD01A1	12	Strategic Management	STR7XB1	12
	<b>3 Semester modules</b>	<b>36 Credits</b>		<b>3 Semester modules</b>	<b>36 Credits</b>

## PROMOTION REQUIREMENTS

This is a one-year qualification. Part-time students need to pass a minimum of 3 first-year modules to continue to the second year of study. Part-time students must reapply for continuation of studies if they fail to pass a cumulative number of at least 3 modules after the first year of part-time study.

## **CBE.52 ADVANCED DIPLOMA IN REAL ESTATE**

**(A34RAO)**

**FULLY ONLINE**

**NQF LEVEL: 7**

**NQF CREDITS: 130**

## ADMISSION REQUIREMENTS

The admission requirements for this programme will adhere to the University of Johannesburg's Policy for Admission and Selection.

An applicant should have one of the following:

- National Diploma Real Estate qualification on the old NQF level 6; or
- an applicant should possess any other qualification on a New NQF level 7/Old NQF level 6 and have related real estate-oriented experience which is deemed applicable by the Department of Finance and Investment Management;
- For acceptance into the programme, preparatory study, an entrance course and examination may be required by the Department of Finance and Investment Management;
- Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements; and
- Final admission requirements will from time to time be set by the department.

## PURPOSE

The purpose of the Advanced Diploma in Real Estate (via distance education) is to develop the students knowledge of the discipline of real estate. The programme is comprised of a focused curriculum to prepare the student for a career in real estate. Mastering of the curriculum will

provide students with the ability to synthesise real estate market principles and apply valuation approaches in a professional manner. Fundamental knowledge of real estate relevant to the real estate industry will be gained enabling the qualifying student to work in today's world as a real estate professional. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African real estate perspective and an in-depth understanding of the real estate industry, which will provide them with a competitive advantage for employment.

## CURRICULUM

FULL-TIME					
FIRST YEAR					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Building Construction	BUC7XE1	15	Building Construction	BUC7XF2	15
Real Estate Management	REM7XF1	15	Real Estate Management	REM7XE2	15
Property Valuation A	PVA7XE1	15	Property Valuation B	PVA7XE2	15
Property Valuation A	PVA7XF1	15	Property Valuation B	PVA7XF2	15
Real Estate Law A	REL7XF1	15	Real Estate Law B	REL7XF2	15
Real Estate Law A	REL7XE1	15	Real Estate Law B	REL7XE2	15
Real Estate Finance and Investment A	REF7XF1	15	Real Estate Finance and Investment B	REF7XF2	15
Real Estate Finance and Investment A	REF7XE1	15	Real Estate Finance and Investment B	REF7XE2	15

Applied Financial Mathematics* (Includes an exemption exam)	AFM7XE1	10	Applied Financial Mathematics* (Includes an exemption exam)	AFM7XE2	10
	<b>5 Modules</b>	<b>75 Credits</b>		<b>4 Modules</b>	<b>60 Credits</b>

*\*The College allows students to write an assessment of skills exam for this module. On passing the assessment of skills exam the student would have proved that (s)he has the required expertise for Applied Financial Mathematics and will therefore be granted a credit for the module.*

*If a student wishes to write the assessment of skills exam (s)he needs to register for this exam and will be debited for the relevant fees. On passing the assessment of skills exam the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails, the assessment of skills exam (s)he will remain registered for the module and will not be refunded the fee for the module*

## **CBE.53 ADVANCED DIPLOMA IN RETAILING**

**(A1DREQ)**

**FULL-TIME/PART TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 126**

### **ADMISSION REQUIREMENTS**

An applicant must hold an appropriate Diploma or equivalent qualification at NQF level 6 or an appropriate Bachelor's degree on NQF 7.

### **PURPOSE**

The purpose of the Advanced Diploma in Retailing is to develop the applied and practical competencies of the graduate in the acquisition, understanding and application of retailing principles. 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, theory and methodology in the field of Retail.

The Advanced Diploma Retailing is designed to empower students to gain a set of skills, values, attitudes and knowledge to enable them to:

- contribute to the development, growth, competitiveness and sustainability of retail organisations;

- formulate, plan, strategise, execute, measure and improve retail business processes, practices, systems and solutions;
- contribute through sound research to the development of retail organisations, processes, systems and solutions; and
- comply with good governance, strong ethical principles and quality performance standards when implementing, managing and improving retail business practices.

## CURRICULUM

FULL TIME					
YEAR MODULE					
MODULE NAME		MODULE CODE		NQF CREDITS	
Applied Research for Retailing		ARR7X00		32	
		1 Year module		32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Contemporary Retailing 1A	COR11A1	16	Contemporary Retailing 1B	COR21B1	16
Cost and Financial Management for Non-Financial Specialists 4A	CFM44A1	15	Cost and Financial Management for Non-Financial Specialists 4B	CFM44B2	15
Strategic Retailing 1A	STR12A1	16	Strategic Retailing 1B	STR22B2	16
	3 Semester modules	47 Credits		3 Semester modules	47 Credits

PART TIME		
FIRST YEAR		
YEAR MODULE		
MODULE NAME	MODULE CODE	NQF CREDITS
Applied Research for Retailing	ARR7X00	32
	1 Year module	32 Credits

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Contemporary Retailing 1A	COR11A1	16	Contemporary Retailing 1B	COR21B1	16
	1 Semester modules	16 Credits		1 Semester modules	16 Credits

<b>PART TIME</b>					
<b>SECOND YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Cost and Financial Management for Non-Financial Specialists 4A	CFM44A1	15	Cost and Financial Management for Non-Financial Specialists 4B	CFM44B2	15
Strategic Retailing 1A	STR12A1	16	Strategic Retailing 1B	STR22B2	16
	<b>2 Semester modules</b>	<b>31 Credits</b>		<b>2 Semester modules</b>	<b>31 Credits</b>

## **CBE.54 ADVANCED DIPLOMA IN TOURISM MANAGEMENT (A34TRQ)**

### **FULL-TIME/PART TIME**

**NQF LEVEL: 7**

**NQF CREDITS: 120**

### **ADMISSION REQUIREMENTS**

The minimum admission requirement for the AdvDip (Tourism Management) is an average of 60% of the third-year modules in a Diploma in Tourism Management or any other Tourism/Management related Diploma at NQF Level 6.

## PURPOSE

The purpose of this programme is to provide students with information and skills to operate and manage within an inter-disciplinary tourism environment to demonstrate evidence of independent cognitive and applied research skills.

## CURRICULUM

FULL TIME					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Introduction to Research Methodology: Tourism Management	IRM7XA1	20	Contemporary Tourism and Hospitality Marketing	CTH7XB2	20
Special Interest Tourism	SIT7XA1	20	Strategic Tourism and Hospitality Management	STH7XB2	20
Tourism Development A	TDE7XA1	20	Tourism Development B	TDE7XB2	20
	3 Semester Module	60 Credits		3 Semester Modules	60 Credits
PART TIME					
FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Introduction to Research Methodology: Tourism Management	IRM7XA1	20	Contemporary Tourism and Hospitality Marketing	CTH7XB2	20

Tourism Development A	TDE7XA1	20	Strategic Tourism and Hospitality Management	STH7XB2	20
	<b>2 Semester Modules</b>	<b>40 Credits</b>		<b>2 Semester Modules</b>	<b>40 Credits</b>

PART TIME					
SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Special Interest Tourism	SIT7XA1	20	Tourism Development B	TDE7XB2	20
	<b>1 Semester Module</b>	<b>20 Credits</b>		<b>1 Semester Module</b>	<b>20 Credits</b>

## **CBE.55 ADVANCED DIPLOMA IN TRANSPORTATION MANAGEMENT**

**(A34TMQ)**

**FULL-TIME/PART-TIME**

**NQF LEVEL: 7**

**NQF CREDITS: 128**

### **ADMISSION REQUIREMENTS**

The entry requirements for the Advanced Diploma in Transportation Management are a relevant three-year NQF Level 6 qualification with Transportation as specialisation. Alternatively, an applicant must have completed the UJ bridging programme for entering the Advanced Diploma in Transportation Management.

### **SELECTION CRITERIA**

A minimum of 60% as an average for the combined third-year modules, with a minimum final mark of 65% in the major, Transportation, is required.

or



The UJ Bridging Programme into the Advanced Diploma in Transportation Management with a minimum final mark of 65% in each of the modules.

All applications will be subject to a selection process due to space constraints. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Transportation Management before admission to the Advanced Diploma in Transportation Management qualification can be considered.

## PURPOSE

The purpose of the Advanced Diploma in Transportation Management is to provide both theoretical knowledge and practical skills in the field of Transportation Management to prospective students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Transportation Management in their working environment.

## CURRICULUM

FULL TIME					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Logistics Processes and Practices	LPP01A1	16	Applied Transport Processes and Practices	ATP01B1	16
Project Management	PRM01A1	16	Transport Operations and Costing	TOC01B1	16
Research Methodology: Transport	RMT01A1	16	Transport Planning and Management	TPM01B1	16
Transport Policy and Legislation	TPL01A1	16	Transport Research Project	TRP01B1	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

PART TIME
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FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Logistics Processes and Practices	LPP01A1	16	Transport Planning and Management	TMP01B1	16
Research Methodology: Transport	RMT01A1	16	Transport Research Project	TRP01B1	16
	<b>2 Semester Modules</b>	<b>32 Credits</b>		<b>2 Semester Modules</b>	<b>32 Credits</b>

PART TIME					
SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Transport Policy and Legislation	TPL01A1	16	Applied Transport Processes and Practices	ATP01B1	16
Project Management	PRM01A1	16	Transport Operations and Costing	TOC01B1	16
	<b>2 Semester Modules</b>	<b>32 Credits</b>		<b>2 Semester Modules</b>	<b>32 Credits</b>

## CBE.56 ADVANCED DIPLOMA IN TRANSPORTATION MANAGEMENT (A34TRP)

**FULLY ONLINE**  
**NQF LEVEL: 7**

**NQF CREDITS: 128**

All fully online programmes use the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow for students to start in any given term.

## ADMISSION REQUIREMENTS

The entry requirements for the Advanced Diploma in Transportation Management are a relevant three-year NQF Level 6 qualification with both Logistics and Transportation as major modules. A minimum of 60% as an average for the combined third-year modules, with a minimum final average mark of 65% in each of the majors, Logistics and Transportation, is required.

Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Transportation Management with a minimum final average mark of 65% in each of the modules.

All applications will be subject to a selection process and available space. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Transportation Management before admission to the Advanced Diploma in Transportation Management qualification can be considered.

## PURPOSE

The purpose of the Advanced Diploma in Transportation Management is to provide both theoretical knowledge and practical skills in the field of Transportation Management to students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Transportation Management in their working environment.

## CURRICULUM

Module Code	Module Name	Module Credit
RMT1CP1	Research Methodology: Transport	16
PRM1CP1	Project Management	16
LPP1CP1	Logistics Processes and Practices	16
TOC1CP1	Transport Operations and Costing	16
TPL1CP1	Transport Policy and Legislation	16
TPM1CP1	Transport Planning and Management	16
ATP1CP1	Applied Transport Processes and Practices	16
TRP1CP1	Transport Research Project	16
	<b>Total Credits</b>	<b>128</b>

**ADVANCED DIPLOMA IN TRANSPORTATION MANAGEMENT (A34TRP)  
2024 CAROUSEL**

Intake	Module Code	Module Name	Module Credit
D1 – 8 Jan	RMT1CP1	Research Methodology Transport	16
	TRP1CP1	Transport Research Project	16
	TPL1CP1	Transport Policy and Legislation	16
D2 – 4 March	RMT1CP1	Research Methodology Transport	16
	ATP1CP1	Applied Transport Processes and Practices	16
	TPM1CP1	Transport Planning and Management	16
D3 – 29 April	RMT1CP1	Research Methodology Transport	16
	TRP1CP1	Transport Research Project	16
	PRM1CP1	Project Management	16
D4 – 24 June	RMT1CP1	Research Methodology Transport	16
	ATP1CP1	Applied Transport Processes and Practices	16
	LPP1CP1	Logistics Processes and Practices	16
D5 – 19 Aug	RMT1CP1	Research Methodology Transport	16
	TRP1CP1	Transport Research Project	16
	TOC1CP1	Transport Operations and Costing	16
D6 – 14 Oct	RMT1CP1	Research Methodology Transport	16
	ATP1CP1	Applied Transport Processes and Practices	16
	TPL1CP1	Transport Policy and Legislation	16

**CBE.57    ALPHABETICAL LIST OF MODULES CODES, MODULE NAME AND PREREQUISITES FOR ADVANCED DIPLOMAS**

MODULE CODE	MODULE NAME	PREREQUISITE
ADIA001	Accounting	
AFM7XA1	Accounting and Finance for Management A	
AFM7XB1	Accounting and Finance for Management B	
ABA11A1	Advanced Business Analysis	
ADB11A1	Advanced Database	

MODULE CODE	MODULE NAME	PREREQUISITE
APM11A1	Advanced Programming	
A3FCE7X	Application of Corporate Events	
ACE1CP1	Application of Corporate Events 1	
ACE2CP1	Application of Corporate Events 2	
AF7XE1	Applied Financial Mathematics	
AFM7XE1	Applied Financial Mathematics (Includes exemption exam)	
AFM1CP1	Applied Financial Mathematics (Includes exemption exam)	
A3FAF7X	Applied Financial Mathematics (Includes exemption exam)	
ALP01B1	Applied Logistics Processes and Practices	
ALP1CP1	Applied Logistics Processes and Practices	
APP7XA1	Applied Marketing Research A	
AMR7XB1	Applied Marketing Research B	
ARR7X00	Applied Research for Retailing	
ATP01B1	Applied Transport Processes and Practices	
ATP1CP1	Applied Transport Processes and Practices	
ADIA003	Auditing	
BRM7XB1	Brand Management	
BUC7XE1	Building Construction	
BUC7XF2	Building Construction	
ADIA005	Business Ethics and Citizenship	
BPR7XB1	Business Practice	
A3FPT7X	Financial Planning and Taxation	
FPT1CP1	Financial Planning and Taxation Part 1	
FPT2CP1	Financial Planning and Taxation Part 2	
COR11A1	Contemporary Retailing 1A	
COR21B1	Contemporary Retailing 1B	
CTH7XB2	Contemporary Tourism and Hospitality Marketing	
COE7XA1	Corporate Entrepreneurship	
CFM44A1	Cost and Financial Management for Non-Specialists 4A	

MODULE CODE	MODULE NAME	PREREQUISITE
CFM44B2	Cost and Financial Management for Non-Specialists 4B	
DIM7XA1	Digital Marketing	
EMR7XB2	Employee Relations	
ADFM009	Enterprise Management	
ADFM008	Enterprise Operations	
ENM7XA1	Entrepreneurial Marketing	
ADFM006	Financial Management	ADFM006 – 40% - (couplet)
FIM7XA1	Financial Management	
FMA01A1	Financial Management A	
FMA7XB1	Financial Management Aspects	
FMA01B1	Financial Management B	
A3FFM7X	Financial Markets Transactions	
FMT1CP1	Financial Markets Transactions 1	
FMT2CP1	Financial Markets Transactions 2	
ADFM001	Financial Mathematics	
ADIA004	Financial Numeracy	
ADFM003	Financial Operations	
GEM7XA1	General Management	
GSC01B1	Global Supply Chain Management	
GSC1CP1	Global Supply Chain Management	
HLM7XB2	Hospitality Logistics and Supply Chain Management	
HCI21B1	Human Computer Interface	
HRA7XA1	Human Resource Analytics A	
HRM7XA1	Human Resource Management	
HRE7XA1	Human Resources Management	
ADFM004	Intermediate Finance A	
ADFM007	Intermediate Finance B	
INT01B1	International Management	
A3FIF7X	Introduction to Financial Markets	
IFM1CP1	Introduction to Financial Markets 1	

MODULE CODE	MODULE NAME	PREREQUISITE
IFM2CP1	Introduction to Financial Markets 2	
IRM7XA1	Introduction to Research Methodology: Tourism Management	
LPP01A1	Logistics Processes and Practices	
LPP1CP1	Logistics Processes and Practices	
LRP01B1	Logistics Research Project	RML01A1
LRP1CP1	Logistics Research Project	ALP1CP1
MNE7XB1	Management Economics	
MNP01B1	Management Practice	STR01A1
MHR7XA2	Managing Human Resource Development	
MAM7XB1	Marketing to African Markets	
OPS01A1	Operations Management	
PAB7XB1	Performance Analytics B	
ADFM005	Performance Management	
PMA7XA1	Performance Management A	
PMA7XB2	Performance Management B	
ADFM002	Performance Operations	ADFM002 – 40% (couplet)
PRO01A1	Procurement	
PRO1CP1	Procurement	
PJM01B1	Project Management	
PRM01A1	Project Management	
PRM1CP1	Project Management	
PVA7XE1	Property Valuation A	
PVA7XE2	Property Valuation B	
PVA7XE2	Property Valuation B	
QAN01B1	Quantitative Techniques	
QAN1CP1	Quantitative Techniques	
REF7XE1	Real Estate Finance and Investment A	
REF7XE2	Real Estate Finance and Investment B	
REL7XE1	Real Estate Law A	
REL7XE2	Real Estate Law B	
REM7XE2	Real Estate Management	

MODULE CODE	MODULE NAME	PREREQUISITE
RMA7XA1	Remuneration A	
RML01A1	Research Methodology: Logistics	
RML1CP1	Research Methodology: Logistics	
RMD01A1	Research Methodology: Management	
RMT01A1	Research Methodology: Transport	
RMT1CP1	Research Methodology: Transport	
RMH7XA1	Revenue Management in Hospitality	
RIM01A1	Risk Management	
SFB7XB2	Sociology of Food and Beverage	
SWP01Y1	Software Project	
SRM11A1	Software Requirements	
SWT21B1	Software Testing	
SIT7XA1	Special Interest Tourism	
STR01A1	Strategic Management	
STR7XB1	Strategic Management	
SMA7XB1	Strategic Marketing	
STR12A1	Strategic Retailing 1A	
STR22B2	Strategic Retailing 1B	
STH7XB2	Strategic Tourism and Hospitality Management	
ADIA002	Taxation	
TDE7XA1	Tourism Development A	
TDE7XB2	Tourism Development B	
A3FTF7X	Trading in Financial Markets	
TFM1CP1	Trading in Financial Markets 1	
TFM2CP1	Trading in Financial Markets 2	
TOC01B1	Transport Operations and Costing	
TOC1CP1	Transport Operations and Costing	
TPM01B1	Transport Planning and Management	
TPM1CP1	Transport Planning and Management	
TPL01A1	Transport Policy and Legislation	
TPL1CP1	Transport Policy and Legislation	
TRP01B1	Transport Research Project	RMT01A1



MODULE CODE	MODULE NAME	PREREQUISITE
TRP1CP1	Transport Research Project	

## CBE.58 EXTENDED BACHELOR OF COMMERCE DEGREE PROGRAMMES

- *Accounting (B3AE7Q)*
- *Business Management (B34BEQ)*
- *Economics and Econometrics (B3NE4Q)*
- *Finance (B3FE7Q)*

Extended BCom degrees are offered full-time at the **APK** campus.  
(Subject to a minimum student intake).

BCom extended degrees provide alternative access for applicants who do not meet the minimum requirements to enter a regular BCom programme at the University of Johannesburg.

**The minimum study period for the extended programme is four years.** The foundation (first) year of study comprises foundational modules (New / Old NQF level 5), whilst the remaining three years are the same as that of the corresponding regular degree programme.

**Students have to complete ONE of the following two online elective modules to graduate:**

**African Insights (AFRINY1)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**Artificial Intelligence in the 4IR (AI4IR00)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**The completion of this online module is highly recommended, however not required to graduate:**

**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completing this short learning programme, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulting 101. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate**.

<b>CBE.59 BCOM (ACCOUNTING) (EXTENDED DEGREE)</b>	<b>(B3AE7Q)</b>
<b>FULL-TIME</b>	<b>NQF CREDITS FOR FOUNDATION YEAR: 128</b>
<b>NQF LEVEL: 7</b>	<b>NQF CREDITS FOR YEARS 2 – 4: 382</b>

**NOTE: The BCom (Accounting) extended students do not follow the Chartered Accountancy (CA) stream curriculum.**

## **PURPOSE**

The purpose of the extended year is aimed at access for success in terms of the foundational provision, i.e. in providing alternative access in the fields of Accounting. Students are given foundational provision 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 purpose of being successful in the chosen Bachelor of Commerce programme.

The purpose of the qualification is to provide students with a comprehensive knowledge base for identifying, analysing, evaluating and solving problems in the following underlying core modules: accounting; auditing; taxation and financial management. Students should be able to reflect on their decisions and applications in these fields to assess the effect thereof in the holistic context of accounting as a practice.

## **CURRICULUM**

### **FOUNDATION YEAR**

YEAR MODULES					
MODULE NAME			MODULE CODE	NQF CREDITS	
Mastering of Academic and Professional Skills			APS0X00	16	
Language for the Economic Sciences			LES0X00	16	
			2 Year Modules	32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Basic Mathematics and Applications in Economics and Business A*	MAEB0A1 *	16	Basic Mathematics and Applications in Economics and Business B*	MAEB0B1 *	16
The Economic and Business Environment A	EBE00A1	16	The Economic and Business Environment B	EBE00B1	16
Financial Recording, Analysis and Management A	FRAM0A1	16	Financial Recording, Analysis and Management B	FRAM0B1	16
	3 Semester Modules	48 Credits		3 Semester Modules	48 Credits

\* MAEB0A1 and MAEB0B1 are couplet modules.

## PROMOTION REQUIREMENTS AND PREREQUISITES

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree.

**However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme.**

A student, with any foundational module outstanding will not be allowed to enrol for 2<sup>nd</sup> year regular degree modules.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Introductory Mathematical Analysis A	MAA00A1	12	Financial Management 1B	FNM1B01	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

THIRD YEAR					
SEMESTER MODULES PRESENTED OVER A YEAR					
MODULE NAME		MODULE CODE		NQF CREDITS	
Taxation 2AB		TAX2B00		12	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 2A	ACT02A2	12	Accounting 2B	ACT02B2	12
Business Information Systems 2A	BIS22A2	8	Business Information Systems 2B	BIS22B2	8

Governance and Control 2A	GAC02A2	12	Ethical Foundation to Commerce 2B	EFC02B2	8
Management Accounting Strategy 2A	MAS02A2	12	Management Accounting Strategy 2B	MAS02B2	12
Financial Management 2A	FNM22A2	12	Cost and Management Accounting 2B	CMA02B2	12
<b>1 Semester Module presented over a year 10 Semester Modules</b>				<b>120 Credits</b>	

FOURTH YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE		NQF CREDITS
Accounting 3AB			ACC3AB0		32
Governance and Control 3AB			GOC3AB0		32
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Cost and Management Accounting 3A	CMA03A3	16	Financial Management 3B	FNM03B3	16
Taxation 3A	TAX03A3	16	Taxation 3B	TAX03B3	16
			4IR Accounting	ACC4IRB	6
2 Year Modules and 5 Semester Modules				134 Credits	

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.
- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.
- Management Accounting Strategy 2A (MAS02A2) and Management Accounting Strategy 2B (MAS02B2) are couplet modules.
- Taxation 3A (TAX03A3) and Taxation 3B (TAX03B3) are couplet modules.

**CBE.60 BCOM (BUSINESS MANAGEMENT) (EXTENDED DEGREE)****(B34BEQ)****FULL-TIME****NQF CREDITS FOR FOUNDATION YEAR: 128****NQF LEVEL: 7****NQF CREDITS FOR YEARS 2-4: 390/406\*\*****PURPOSE**

The purpose of the extended year is aimed at access for success in terms of the foundational provision, i.e. in providing alternative access in the fields of Accounting. Students are given foundational provision 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 purpose of being successful in the chosen Bachelor of Commerce programme.

The purpose of the qualification is to provide students with a recognised qualification and to equip them with graduate level management and financial knowledge, skills and competence in a number of fields of the management and financial sciences, that provides opportunities for continued personal and intellectual growth, gainful economic activity and rewarding contributions to society.

**CURRICULUM**

FOUNDATION YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE	NQF CREDITS	
Mastering of Academic and Professional Skills			APS0X00	16	
Language for the Economic Sciences			LES0X00	16	
			2 Year Modules	32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS

Basic Mathematics and Applications in Economics and Business A*	MAEB0A1*	16	Basic Mathematics and Applications in Economics and Business B*	MAEB0B1*	16
The Economic and Business Environment A	EBE00A1	16	The Economic and Business Environment B	EBE00B1	16
Financial Recording, Analysis and Management A	FRAM0A1	16	Financial Recording, Analysis and Management B	FRAM0B1	16
	<b>3 Semester Modules</b>	<b>48 Credits</b>		<b>3 Semester Modules</b>	<b>48 Credits</b>

\* MAEB0A1 and MAEB0B1 are couplet modules.

## PROMOTION REQUIREMENTS AND PREREQUISITES

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree.

**However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme.**

A student, with any foundational module outstanding will not be allowed to enrol for 2<sup>nd</sup> year regular degree modules.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12

Analytical Techniques 1A	ATE01A1	15	Analytical Techniques 1B	ATE01B1	15
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Human Resource Management 1A	HRM1AA1	12	Human Resource Management 1B	HRM1BB1	12
	<b>5 Semester modules</b>	<b>63 Credits</b>		<b>5 Semester modules</b>	<b>63 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 2A	ACT02A2	12	Accounting 2B	ACT02B2	12
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Entrepreneurship 2A	ETS12A2	16	Entrepreneurship 2B	ETS22B2	16
Electives – choose <b>ONE</b> of the following			Electives – choose <b>ONE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Economics 2A	ECO2AA2	16	Economics 2B	ECO2BB2	16
Human Resource Management 2A	HRM2AA2	12	Human Resource Management 2B	HRM2BB2	12
	<b>5 Semester modules</b>	<b>72 or 76 Credits**</b>		<b>5 Semester modules</b>	<b>72 or 76 Credits**</b>



FOURTH YEAR					
YEAR MODULE					
MODULE NAME		MODULE CODE		NQF CREDITS	
Accounting 3AB		ACC3AB0		32	
		1 Year module		32 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDIT S	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Entrepreneurship 3A	ETS13A3	16	Entrepreneurship 3B	ETS23B3	16
Electives – choose <b>ONE</b> of the following that follows on your 2nd semester elective:			Electives – choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Economics 3A	ECO3AA3	16	Economics 3B	ECO3BB3	16
Human Resource Management 3A	HRM3AA1	12	Human Resource Management 3B	HRM3BB2	12
	3 Semester modules	44 or 48 Credits* *		3 Semester modules	44 or 48 Credits**

\*\* Number of credits depend on electives chosen.

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.
- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.

## CBE.61 BCOM (ECONOMICS AND ECONOMETRICS) (EXTENDED DEGREE) (B3NE4Q)

**FULL-TIME**

**NQF CREDITS FOR FOUNDATION YEAR: 128**

**NQF LEVEL: 7**

**NQF CREDITS FOR YEARS 2-4: 412/416\*\***

### PURPOSE

The purpose of the extended year is aimed at access for success in terms of their foundational provision, i.e. in providing alternative access in the fields of Economics and Econometrics. Students are given foundational provision 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 purpose of being successful in the chosen Bachelor of Commerce programme.

The purpose of the qualification is to equip students with the necessary theoretical and quantitative economic and econometric knowledge and skills in order to perform their duties as economists/ econometricians in the private and public sectors of the economy.

### CURRICULUM

FOUNDATION YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE		NQF CREDITS
Mastering of Academic and Professional Skills			APS0X00		16
Language for the Economic Sciences			LES0X00		16
			2 Year Modules		32 Credits
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Basic Mathematics and Applications in Economics and Business A*	MAEB0A1*	16	Basic Mathematics and Applications in Economics and Business B*	MAEB0B1*	16

The Economic and Business Environment A	EBE00A1	16	The Economic and Business Environment B	EBE00B1	16
Financial Recording, Analysis and Management A	FRAM0A1	16	Financial Recording, Analysis and Management B	FRAM0B1	16
	<b>3 Semester Modules</b>	<b>48 Credits</b>		<b>3 Semester Modules</b>	<b>48 Credits</b>

\* *MAEB0A1 and MAEB0B1 are couplet modules.*

## PROMOTION REQUIREMENTS AND PREREQUISITES

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree.

**However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme.**

A student, with any foundational module outstanding will not be allowed to enrol for 2<sup>nd</sup> year regular degree modules.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Introductory Mathematical Analysis A	MAA00A1	12	Mathematical Analysis B	MAA00B1	12
Commercial Law 1A	COL41A1	16	Financial Management 1B	FNM1B01	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12

Accounting A	ACC0AA1	12	Accounting B	ACC0BB1	12
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Marketing Management 1A	MMA11A1	12	Marketing Management 1B	MMA21B1	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Econometrics 2A	ECM02A2	16	Econometrics 2B	ECM02B2	16
Economics 2A	ECO2AA2	16	Economics 2B	ECO2BB2	16
Economics 2C	ECO2CA2	16	Economics 2D	ECO2DB2	16
Economics 2F	ECO2FA2	16	Economics 2E	ECO2EB2	16
Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Investment Management 2A	IVM02A2	16	Investment Management 2B	IVM02B2	16
Consumer Behaviour	MMK12A2	14	Services Marketing	MMK22B2	14
Quantitative Economics 2A***	QTE2AA2	16	Quantitative Economics 2B***	QTE2BB2	16
	<b>5 Semester Modules</b>	<b>78 or 80 Credits **</b>		<b>5 Semester Modules</b>	<b>78 or 80 Credits **</b>

**\*\* Credits will vary depending on electives chosen.**

\*\*\* Students that want to specialise in Postgraduate Econometrics must choose Quantitative Economics 2A (QTE2AA2) and Quantitative Economics 2B (QTE2BB2).

FOURTH YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Econometrics 3A	ECM03A3	16	Econometrics 3B	ECM03B3	16
Economics 3A	ECO3AA3	16	Economics 3B	ECO3BB3	16
Economics 3C	ECO3CA3	16	Economics 3D	ECO3DB3	16
Electives - choose <b>ONE</b> of the following that follows on your 2 <sup>nd</sup> semester elective:			Electives - choose <b>ONE</b> of the following that follows on your 2 <sup>nd</sup> semester elective:		
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Investment Management 3A	IVM03A3	16	Investment Management 3B	IVM03B3	16
Marketing Research	MMK13A3	16	Strategic Marketing	MMK23B3	16
Quantitative Economics 3A****	QTE3AA3	16	Quantitative Economics 3B****	QTE3BB3	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

\*\*\*\* Students that want to specialise in postgraduate Econometrics must choose Quantitative Economics 3A (QTE3AA3) and Quantitative Economics 3B (QTE3BB3).

- Accounting A (ACC0AA1) and Accounting B (ACC0BB1) are couplet modules.

## CBE.62 BCOM (FINANCE) (EXTENDED DEGREE)

(B3FE7Q)

FULL-TIME

NQF LEVEL: 7

NQF CREDITS FOR FOUNDATION YEAR: 128

NQF CREDITS FOR YEARS 2-4: 396

## PURPOSE

The purpose of the extended year is aimed at access for success in terms of the foundational provision, i.e. in providing alternative access in the field of finance. Students are given foundational provision 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.

The purpose of this qualification is to provide students with applied competencies in the mastering, analysis, interpretation and application of financial management, investment management, financial planning and accounting principles in preparation for a career in the financial management, investment management, financial planning and accounting fields as well as to provide a basis for further learning. The students should be able to reflect on their financial management, investment management, financial planning and accounting decisions and applications to assess the effect thereof in the holistic context of finance as a practice.

## CURRICULUM

FOUNDATION YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE		NQF CREDITS
Mastering of Academic and Professional Skills			APS0X00		16
Language for the Economic Sciences			LES0X00		16
			2 Year Modules		32 Credits
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Basic Mathematics and Applications in Economics and Business A*	MAEB0A1 *	16	Basic Mathematics and Applications in Economics and Business B*	MAEB0B1 *	16

The Economic and Business Environment A	EBE00A1	16	The Economic and Business Environment B	EBE00B1	16
Financial Recording, Analysis and Management A	FRAM0A1	16	Financial Recording, Analysis and Management B	FRAM0B1	16
	<b>3 Semester Modules</b>	<b>48 Credits</b>		<b>3 Semester Modules</b>	<b>48 Credits</b>

\* MAEB0A1 and MAEB0B1 are couplet modules.

## PROMOTION REQUIREMENTS AND PREREQUISITES

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree.

**However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme.**

A student, with any foundational module outstanding will not be allowed to enrol for 2<sup>nd</sup> year regular degree modules.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12

Introductory Mathematical Analysis A	MAA00A1	12	Financial Management 1B	FNM1B01	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 2A	ACT02A2	12	Accounting 2B	ACT02B2	12
Business Information Systems 2A	BIS22A2	8	Cost and Management Accounting 2B	CMA02B2	12
Investment Management 2A	IVM02A2	16	Investment Management 2B	IVM02B2	16
Taxation Planning 2A	TXP02A2	16	Taxation Planning 2B	TXP02B2	16
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Economics 2A	ECO2AA2	16	Economics 2D	ECO2DB2	16
Property Valuation and Management 2A	PVM02A2	16	Property Valuation and Management 2B	PVM02B2	16
	<b>5 Semester Modules</b>	<b>68 Credits</b>		<b>5 Semester Modules</b>	<b>72 Credits</b>

FOURTH YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS



Cost and Management Accounting 3A***	CMA03A3	16	Financial Management 3B***	FNM03B3	16
Financial Planning 3A	FPL03A3	16	Financial Planning 3B	FPL03B3	16
Investment Management 3A	IVM03A3	16	Investment Management 3B	IVM03B3	16
Electives - choose <b>ONE</b> of the following that follows on your 2nd semester elective:			Electives - choose <b>ONE</b> of the following that follows on your 2nd semester elective:		
Property Valuation and Management 3A****	PVM03A3	16	Property Valuation and Management 3B****	PVM03B3	16
Accounting 3AB***	ACC3AB0			32	
			<b>8 Semester Modules Or 6 Semester Modules and 1 Year Module</b>		<b>128 Credits</b>

\*\*\* Accounting 3AB, Cost and Management Accounting 3A and Financial Management 3B are prerequisites for the Postgraduate Diploma in Financial Management and the Bachelor of Commerce Honours in Financial Management.

\*\*\*\*Property Valuation and Management 3A and 3B are prerequisites for the Bachelor of Commerce Honours in Property Valuation and Management.

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.
- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.
- Taxation Planning 2A (TXP02A2) and Taxation Planning 2B (TXP02B2) are couplet modules.

### Further stipulations:

The above curriculum is recommended for students who intend to apply for one of the following honours degrees or postgraduate diplomas, and subsequently, on completion, want to write the qualifying exam for the corresponding professional designation:

### Honours Degree and Postgraduate Diploma linked to Professional bodies:

Postgraduate Diploma in Financial Management → Chartered Management Accountant (ACMA) – Chartered Institute of Management Accountants (CIMA)

BComHons (Financial Management) → Chartered Management Accountant (ACMA) - Chartered Institute of Management Accountants (CIMA)

BComHons (Financial Planning) → Certified Financial Planner® (CFP®) - **FPI**

BComHons (Investment Management) → Chartered Financial Analyst® CFA®) - **CFA Institute**

BComHons (Property Valuation and Management) → Professional Valuer - South African Council for the Property Valuers Profession (SACPVP).

### **CBE.63 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR THE FOUNDATION YEAR OF THE EXTENDED BACHELOR OF COMMERCE DEGREES**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>PREREQUISITE</b>
APS0X00	Mastering of Academic and Professional Skills	
EBE00A1	The Economic and Business Environment A	
EBE00B1	The Economic and Business Environment B	
FRAM0A1	Financial Recording, Analysis and Management A	
FRAM0B1	Financial Recording, Analysis and Management B	
LES0X00	Language for the Economic Sciences	
MAEB0A1	Basic Mathematics and Applications in Economics and Business A	
MAEB0B1	Basic Mathematics and Applications in Economics and Business B	MAEB0A1 = 40%

### **CBE.64 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES OF THE FOUNDATION YEAR TO CONTINUE WITH THE SECOND YEAR OF STUDY**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>PREREQUISITE</b>
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ACC0AA1 - 40% (couplet)	Accounting A	FRAM0A1
ACC0BB1 - 40% (couplet)	Accounting B	FRAM0A1
ACC01A1	Accounting 1A	FRAM0A1
ACC01B1	Accounting 1B	FRAM0A1
BMA11A1	Business Management 1A	EBE00B1
BMA21B1	Business Management 1B	EBE00B1
ECO01A1	Economics 1A	EBE00A1
ECO01B1	Economics 1B	EBE00A1
FNM1B01	Financial Management 1B	FRAM0B1
MAA00A1	Introductory Mathematical Analysis A	MAEB0A1, MAEB0B1

## CBE.65 BACHELOR OF ARTS (BA) DEGREE PROGRAMMES

- *Public Management and Governance (Kingsway Campus) (B34PKQ)*
- *Public Management and Governance (Soweto Campus) (B34PSQ)*

**Students have to complete ONE of the following two online elective modules to graduate:**

**African Insights (AFRINY1)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**Artificial Intelligence in the 4IR (AI4IR00)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**The completion of this online module is highly recommended, however not required to graduate:**

**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completing this short learning programme, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulthood 101. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate.**

## PURPOSE

The purpose of this qualification is to provide qualifying students with substantive, theoretical and intellectual knowledge, cognitive and research skills such as critical reasoning, data mining and processing, problem solving, interpretation, analytical and evaluative skills; communication skills and a normative basis in line with internationally accepted dimensions of “good governance”. It is also a purpose of this qualification to equip students to operate in an environment where the traditional boundaries between the public sector and the community or third sector are rapidly disappearing. These bodies of knowledge and skills base are aimed at equipping students to operate close to decision-makers and support them by making available and processing information to enable them to function in the highly complex and dynamic public arena where state, market and society interact in the shaping of society.

## CURRICULUM

The curriculum for the BA (Public Management and Governance) (APK) programme with a general management focus consists of 24 semester modules compiled as follows:

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
English 1C	ENG0CA1	16	English 1D	ENG0DB1	16
Public Management and Governance 1A	PMG1AA1	16	Public Management and Governance 1B	PMG1BB1	16
Electives: Choose <b>THREE</b> of the following:			Electives: Choose <b>THREE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12

Human Resource Management 1A	HRM1AA1	12	Human Resource Management 1B	HRM1BB1	12
Information Management 1A	IMA11A1	12	Information Management 1B	IMA21B1	12
Politics 1A	POL1AA1	16	Politics 1B	POL1BB1	16
	<b>5 Semester modules</b>	<b>68 or 72 Credits</b>		<b>5 Semester modules</b>	<b>68 or 72 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Public Management and Governance 2A	PMG2AA2	16	Public Management and Governance 2B	PMG2BB2	16
Electives: Choose <b>THREE</b> of the following that follows on your 1st year elective:			Electives: Choose <b>THREE</b> of the following that follows on your 1st semester elective:		
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Human Resource Management 2A	HRM2AA2	12	Human Resource Management 2B	HRM2BB2	12
Information Management 2A	IMA12A2	16	Information Management 2B	IMA22B2	16
Politics 2A	POL2AA2	16	Politics 2B	POL2BB2	16
	<b>4 Semester modules</b>	<b>60 or 64 Credits</b>		<b>4 Semester Modules</b>	<b>60 or 64 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS

re 3A	PMG3AA3	24	Public Management and Governance 3B	PMG3BB3	24
Public Management and Governance 3C	PMG3C13	24	Public Management and Governance 3D	PMG3D23	24
Electives: Choose <b>ONE</b> of the following that follows on your 2nd year elective:			Electives: Choose <b>ONE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Human Resource Management 3A	HRM3AA1	12	Human Resource Management 3B	HRM3BB2	12
Information Management 3A	IMA13A3	16	Information Management 3B	IMA23B3	16
Politics 3A	POL3AA3	22	Politics 3B	POL3BB3	22
	<b>3 Semester Modules</b>	<b>60, 64 or 70 Credits**</b>		<b>3 Semester Modules</b>	<b>60, 64 or 70 Credits**</b>

\*\* Credits will vary depending on electives chosen.

<b>CBE.67 BA (PUBLIC MANAGEMENT AND GOVERNANCE)</b>	<b>(B34PSQ)</b>
<b>FULL-TIME</b>	<b>SOWETO CAMPUS (SWC)</b>
<b>NQF LEVEL: 7</b>	<b>NQF CREDITS: 392/412/416*</b>

## PURPOSE

The purpose of this qualification is to provide qualifying students with intellectual and theoretical knowledge, as well as with practical, workplace-related skills. Such as critical reasoning, data mining and processing, problem solving, interpretation, analytical and evaluative skills, communication skills, in order to equip students to operate in an environment where the traditional boundaries between the public sector, the voluntary and private sectors are rapidly converging and even in some cases disappearing. It will enable students to develop the necessary knowledge and skills to be effective leaders and managers, at all governmental levels, in order to produce the most optimal results in the highly complex and dynamic arena where state, market and society interact at community level to provide a better life for all.

## CURRICULUM

The curriculum for the BA (Public Management and Governance) (SWC) programme with a public leadership and local governance focus consists of 24 semester modules compiled as follows:

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
English 1C	ENG0CA1	16	English 1D	ENG0DB1	16
Public Leadership and Local Governance 1A (blended learning)	PLG1AA1	16	Public Leadership and Local Governance 1B (blended learning)	PLG1BB1	16
Public Management and Governance 1A	PMG1AA1	16	Public Management and Governance 1B	PMG1BB1	16
Electives: Choose <b>TWO</b> of the following:			Electives: Choose <b>TWO</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Human Resource Management 1A	HRM1AA1	12	Human Resource Management 1B	HRM1BB1	12
Information Management 1A	IMA11A1	12	Information Management 1B	IMA21B1	12
Politics 1A	POL1AA1	16	Politics 1B	POL1BB1	16
	<b>5 Semester Modules</b>	<b>72 or 76 Credits*</b>		<b>5 Semester Modules</b>	<b>72 or 76 Credits*</b>

## SECOND YEAR



SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Public Leadership and Local Governance 2A (blended learning)	PLG2AA1	16	Public Leadership and Local Governance 2B (blended learning)	PLG2BB1	16
Public Management and Governance 2A	PMG2AA2	16	Public Management and Governance 2B	PMG2BB2	16
Electives: Choose <b>TWO</b> of the following that follows on your 1 <sup>st</sup> year elective:			Electives: Choose <b>TWO</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Human Resource Management 2A	HRM2AA2	12	Human Resource Management 2B	HRM2BB2	12
Information Management 2A	IMA12A2	16	Information Management 2B	IMA22B2	16
Politics 2A	POL2AA2	16	Politics 2B	POL2BB2	16
	<b>4 Semester Modules</b>	<b>60 or 64 Credits*</b>		<b>4 Semester Modules</b>	<b>60 or 64 Credits*</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
	PLG3AA1	24		PLG3BB1	24

Public Leadership and Local Governance 3A (blended learning)			Public Leadership and Local Governance 3B (blended learning)		
Public Management and Governance 3A	PMG3AA3	24	Public Management and Governance 3B	PMG3BB3	24
Electives: Choose <b>ONE</b> of the following that follows on your 2 <sup>nd</sup> year elective:			Electives: Choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Human Resource Management 3A	HRM3AA1	12	Human Resource Management 3B	HRM3BB2	12
Information Management 3A	IMA13A3	16	Information Management 3B	IMA23B3	16
Politics 3A	POL3AA3	22	Politics 3B	POL3BB3	22
	<b>3 Semester Modules</b>	<b>60, 64 or 70 Credits*</b>		<b>3 Semester Modules</b>	<b>60, 64 or 70 Credits*</b>

\* Credits will vary depending on electives chosen.

## **CBE.68 BACHELOR OF COMMERCE (BCOM) DEGREE PROGRAMMES**

- *Accounting (B3A17Q)*
- *Accountancy (Fully online) (B34ACP)*
- *Business Management\* (B34BMQ)*
- *Economics and Econometrics (B3N14Q)*
- *Entrepreneurial Management (B1CEMQ)*
- *Finance (B3F17Q)*
- *Industrial Psychology (B34IPQ)*
- *Information Management (B34IMQ)*
- *Information Systems\*\* (B1CISQ)*

- *Marketing Management (B1CMMQ)*
- *Transport and Logistics Management (B34TLQ)*

These BCom degrees are offered full-time at the **APK** campus.

BCom degrees marked with \* are offered at the **SWC** campus.

BCom degrees marked with \*\* are offered at the **APB** campus.

(Subject to a minimum student intake).

BCom degrees indicated as "(Fully Online)", means students do not have to come to campus.

**Students have to complete ONE of the following two online elective modules to graduate:**

**African Insights (AFRINY1)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**Artificial Intelligence in the 4IR (AI4IR00)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**The completion of this online module is highly recommended, however not required to graduate:**

**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completing this short learning programme, a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulting 101. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate.**

**PURPOSE**

The purpose of this qualification is to provide students with a comprehensive knowledge base for identifying, analysing, evaluating and solving problems in the following underlying core modules: accounting; auditing; taxation and financial management.

Students should be able to reflect on their decisions and applications in these fields to assess the effect thereof in the holistic context of accounting as a practice.

The curriculum below allows admission to the BComHons (Internal Auditing or Taxation) programme. It is recommended for students who want to specialise in Internal Auditing or Taxation.

**CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES PRESENTED OVER A YEAR</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Introductory Mathematical Analysis A	MAA00A1	12	Financial Management 1B	FNM1B01	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

SECOND YEAR					
SEMESTER MODULES PRESENTED OVER A YEAR					
MODULE NAME		MODULE CODE		NQF CREDITS	
Taxation 2AB		TAX2B00		12	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 2A	ACT02A2	12	Accounting 2B	ACT02B2	12
Business Information Systems 2A	BIS22A2	8	Business Information Systems 2B	BIS22B2	8
Governance and Control 2A	GAC02A2	12	Ethical Foundation to Commerce 2B	EFC02B2	8
Management Accounting Strategy 2A	MAS02A2	12	Management Accounting Strategy 2B	MAS02B2	12
Financial Management 2A	FNM22A2	12	Cost and Management Accounting 2B	CMA02B2	12
1 Semester Module presented over a year 10 Semester Modules				120 Credits	

THIRD YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE		NQF CREDITS
Accounting 3AB			ACC3AB0		32
Governance and Control 3AB			GOC3AB0		32
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS

Cost and Management Accounting 3A	CMA03A3	16	Financial Management 3B	FNM03B3	16
Taxation 3A	TAX03A3	16	Taxation 3B	TAX03B3	16
			4IR Accounting B	ACC4IRB	6
<b>2 Year Modules and 5 Semester Modules</b>				<b>134 Credits</b>	

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.
- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.
- Management Accounting Strategy 2A (MAS02A2) and Management Accounting Strategy 2B (MAS02B2) are couplet modules.
- Taxation 3A (TAX03A3) and Taxation 3B (TAX03B3) are couplet module

## **CBE.70 BCOM (ACCOUNTANCY)**

**(B34ACP)**

**FULLY ONLINE**

**NQF LEVEL: 7**

**NQF CREDITS: 360**

All fully online programmes use the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow for students to start in any given term.

### **ALTERNATIVE ENTRY REQUIREMENTS TO THE REQUIREMENTS UNDER CBE.9, POINT 9.3.**

1. 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.

2. 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

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 year 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 an online 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.

4. 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 the previous academic performance.
- If the applicant does not meet the minimum requirements, the application will be declined.

## PURPOSE

The purpose of the BCom (Accounting) is to develop students intellectual and practical skills to enable the identifying, analysing, interpretation, assessing, evaluating, application and solving of problems, which would be expected of an entry level accountant in international practice. Furthermore, the programme provides students with a comprehensive and fundamental knowledge base of the underlying core international principles of accounting, governance, risk management and control, auditing, financial management as well as management accounting. Qualifying students should be ready to enter the job market as an entry level accountant. Additionally, the programme will develop a student to become self-directed, lifelong student. The programme emphasises competence, integrity, and application of ethics in a professional business environment. Lastly, this programme will prepare students for further studies in international accounting, governance, risk management and control, auditing, financial management as well as management accounting as a science.

## CURRICULUM

FIRST YEAR		
Module Code	Module Name	Module Credits
ACC1CP1	Accounting 11	15
ACC2CP1	Accounting 12	15
ECO1CP1	Economics 11	15
FNM1CP1	Financial Management 11	15
FNM2CP1	Financial Management 12	15
PRB1CP1	Principles of Business 11	15
SECOND YEAR		
ACC1CP2	Accounting 21	15
ACC2CP2	Accounting 22	15
AST1CP2	Accounting Studies 21	15
EFC1CP1	Ethical Foundations to Commerce 11	15
GRM1CP2	Governance, Risk, Management and Control 21	15
PRB2CP1	Principles of Business 12	15
THIRD YEAR		



ASA1CP2	Accounting Software Applications 21	15
AUD1CP3	Auditing 31	15
AUD2CP3	Auditing 32	15
FNM1CP2	Financial Management 21	15
FNM2CP2	Financial Management 22	15
GRM2CP2	Governance, Risk, Management and Control 22	15
<b>FOURTH YEAR</b>		
ACC1CP3	Accounting 31	15
ACC2CP3	Accounting 32	15
CST1CP3	Case study Accounting 31	15
CST2CP3	Case study Accounting 32	15
FNM1CP3	Financial Management 31	15
FNM2CP3	Financial Management 32	15

## **BACHELOR OF COMMERCE IN ACCOUNTANCY (B34ACP) - 2024 CAROUSEL**

<b>Intake</b>	<b>Module Code</b>	<b>Module Name</b>
D1 8 Jan – 25 Feb	ACC1CP1 FNM2CP1 GRM1CP2 GRM2CP2 FNM2CP3 CST2CP3	Accounting 11 Financial Management 12 Governance, Risk Management and Control 21 Governance, Risk Management and Control 22 Financial Management 32 Case study 32
D2 4 March – 21 April	ACC1CP1 PRB1CP1 ACC1CP2 AUD1CP3 ACC1CP3 CST1CP3	Accounting 11 Principles of Business 11 Accounting 21 Auditing 31 Accounting 31 Case study 31
D3 29 April – 16 June	ACC1CP1 ACC2CP1	Accounting 11 Accounting 12

	ACC2CP2 FNM1CP2 ACC2CP3 CST2CP3	Accounting 22 Financial Management 21 Accounting 32 Case study 32
D4 24 June – 11 Aug	ACC1CP1 ECO1CP1 EFC1CP1 AUD2CP3 FNM1CP3 CST1CP3	Accounting 11 Economics 11 Ethical Foundations to Commerce 11 Auditing 32 Financial Management 31 Case study 31
D5 19 Aug – 6 Oct	ACC1CP1 FNM1CP1 PRB2CP1 FNM2CP2 FNM2CP3 CST2CP3	Accounting 11 Financial Management 11 Principles of Business 12 Financial Management 22 Financial Management 32 Case study 32
D6 14 Oct – 1 Dec	ACC1CP1 FNM2CP1 AST1CP2 ASA1CP2 ACC1CP3 CST1CP3	Accounting 11 Financial Management 12 Accounting studies 21 Accounting Software Applications 21 Accounting 31 Case study 31

## **CBE.71 BCOM (BUSINESS MANAGEMENT)**

**(B34BMQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 390/406\***

### **PURPOSE**

The purpose of this degree is to provide students with a recognised qualification and to equip them with graduate level managements and financial knowledge, skills and competence in a number of fields in the management and financial sciences that provides opportunities for continued personal and intellectual growth, gainful economic activity and rewarding contributions to society.

### **CURRICULUM**

<b>FIRST YEAR</b>	
<b>SEMESTER MODULES</b>	
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>

MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Analytical Techniques 1A	ATE01A1	15	Analytical Techniques 1B	ATE01B1	15
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Human Resource Management 1A	HRM1AA1	12	Human Resource Management 1B	HRM1BB1	12
	<b>5 Semester modules</b>	<b>63 Credits</b>		<b>5 Semester modules</b>	<b>63 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 2A	ACT02A2	12	Accounting 2B	ACT02B2	12
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Entrepreneurship 2A	ETS12A2	16	Entrepreneurship 2B	ETS22B2	16
Electives – choose <b>ONE</b> of the following:			Electives – choose <b>ONE</b> of the following:		
Economics 2A	ECO2AA2	16	Economics 2B	ECO2BB2	16
Human Resource Management 2A	HRM2AA2	12	Human Resource Management 2B	HRM2BB2	12

	<b>5 Semester modules</b>	<b>72 or 76 Credits*</b>		<b>5 Semester modules</b>	<b>72 or 76 Credits*</b>
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THIRD YEAR					
YEAR MODULE					
MODULE NAME	MODULE CODE		NQF CREDITS		
Accounting 3AB	ACC3AB0		32		
	1 Year module		32 Credits		
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Entrepreneurship 3A	ETS13A3	16	Entrepreneurship 3B	ETS23B3	16
Electives – choose <b>ONE</b> of the following:			Electives – choose <b>ONE</b> of the following:		
Economics 3A	ECO3AA3	16	Economics 3B	ECO3BB3	16
Human Resource Management 3A	HRM3AA1	12	Human Resource Management 3B	HRM3BB2	12
	3 Semester modules	44 or 48 Credits*		3 Semester modules	44 or 48 Credits*

\* Number of credits depend on electives chosen.

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.
- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.

**CBE.72 BCOM (ECONOMICS AND ECONOMETRICS)**

**(B3N14Q)**

**FULL-TIME**

**NQF LEVEL: 7**

**NQF CREDITS: 412/416\***

## PURPOSE

The purpose of this qualification is to equip students with the necessary theoretical and quantitative economic and econometric knowledge and skills in order to effectively perform their duties as economists/ econometricians in the private and public sectors of the economy.

## CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Introductory Mathematical Analysis A	MAA00A1	12	Mathematical Analysis B	MAA00B1	12
Commercial Law 1A	COL41A1	16	Financial Management 1B	FNM1B01	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Accounting A	ACC0AA1	12	Accounting B	ACC0BB1	12
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Marketing Management 1A	MMA11A1	12	Marketing Management 1B	MMA21B1	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS

Econometrics 2A	ECM02A2	16	Econometrics 2B	ECM02B2	16
Economics 2A	ECO2AA2	16	Economics 2B	ECO2BB2	16
Economics 2C	ECO2CA2	16	Economics 2D	ECO2DB2	16
Economics 2F	ECO2FA2	16	Economics 2E	ECO2EB2	16
Electives - choose <b>ONE</b> of the following that follows on your 1st year elective:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Investment Management 2A	IVM02A2	16	Investment Management 2B	IVM02B2	16
Consumer Behaviour	MMK12A2	14	Service Marketing	MMK22B2	14
Quantitative Economics 2A**	QTE2AA2	16	Quantitative Economics 2B**	QTE2BB2	16
	<b>5 Semester Modules</b>	<b>78 or 80 Credits*</b>		<b>5 Semester Modules</b>	<b>78 or 80 Credits*</b>

\* Credits will vary depending on electives chosen.

\*\* Students that want to specialise in Postgraduate Econometrics must choose Quantitative Economics 2A (QTE2AA2) and Quantitative Economics 2B (QTE2BB2).

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Econometrics 3A	ECM03A3	16	Econometrics 3B	ECM03B3	16
Economics 3A	ECO3AA3	16	Economics 3B	ECO3BB3	16
Economics 3C	ECO3CA3	16	Economics 3D	ECO3DB3	16
Electives - choose <b>ONE</b> of the following that follows on your 2 <sup>nd</sup> year elective:			Electives - choose <b>ONE</b> of the following that follows on your 2 <sup>nd</sup> semester elective:		
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16

Investment Management 3A	IVM03A3	16	Investment Management 3B	IVM03B3	16
Marketing Research	MMK13A3	16	Strategic Marketing	MMK23B3	16
Quantitative Economics 3A***	QTE3AA3	16	Quantitative Economics 3B***	QTE3BB3	16
	<b>4 Semester Modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

\*\*\* Students that want to specialise in postgraduate Econometrics must choose Quantitative Economics 3A (QTE3AA3) and Quantitative Economics 3B (QTE3BB3).

- Accounting A (ACC0AA1) and Accounting B (ACC0BB1) are couplet modules.
- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.

## **CBE.73 BCOM (ENTREPRENEURIAL MANAGEMENT) (B1CEMQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 399**

### **PURPOSE**

The purpose of this qualification is to provide qualifying students with intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of underlying theories models and approaches to entrepreneurship to be applied in an existing organisation and or in new venture creation with the aim to grow. Students should be able to reflect on the economic realities in the Small, Medium and Micro Enterprises (SMME's) as well as in the bigger organisations, and obtain applied competence in entrepreneurship. The qualification is intended to develop the student for a career as an entrepreneurial person that either starts a new business or is employed in a corporate or SMME. It also provides specific scientific based knowledge to students in preparation for further study programmes.

### **CURRICULUM**

<b>FIRST YEAR</b>	
<b>SEMESTER MODULES</b>	
<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>

MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Analytical Techniques 1A	ATE01A1	15	Financial Management 1B	FNM1B01	12
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Marketing Management 1A	MMA11A1	12	Marketing Management 1B	MMA21B1	12
	<b>5 Semester modules</b>	<b>63 Credits</b>		<b>5 Semester modules</b>	<b>60 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Entrepreneurship 2A	ETS12A2	16	Entrepreneurship 2B	ETS22B2	16
Financial Management 2A	FNM02A2	12	Financial Management 2B	FNM02B2	12
Consumer Behaviour	MMK12A2	14	Services Marketing	MMK22B2	14
	<b>5 Semester modules</b>	<b>74 Credits</b>		<b>5 Semester modules</b>	<b>74 Credits</b>

THIRD YEAR
SEMESTER MODULES



FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Entrepreneurship 3A	ETS13A3	16	Entrepreneurship 3B	ETS23B3	16
Financial Management 3A	FNM03A3	16	Financial Management 3B	FNM03B3	16
Marketing Research	MMK13A3	16	Strategic Marketing	MMK23B3	16
	<b>4 Semester modules</b>	<b>64 Credits</b>		<b>4 Semester modules</b>	<b>64 Credits</b>

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.

## **CBE.74 BACHELOR OF COMMERCE IN FINANCE**

**B3F17Q)**

**FULL-TIME**

**NQF LEVEL: 7**

**NQF CREDITS: 396**

### **PURPOSE**

The purpose of this qualification is to provide students with applied competencies in the mastering, analysis, interpretation and application of financial management, investment management, financial planning and accounting principles in preparation for a career in the financial management, investment management, financial planning and accounting fields as well as to provide a basis for further learning. The students should be able to reflect on their financial management, investment management, financial planning and accounting decisions and applications to assess the effect thereof in the holistic context of finance as a practice.

### **CURRICULUM**

FIRST YEAR	
SEMESTER MODULES	
FIRST SEMESTER	SECOND SEMESTER

MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 1A	ACC01A1	12	Accounting 1B	ACC01B1	12
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Commercial Law 1A	COL41A1	16	Commercial Law 1B	COL41B1	16
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Introductory Mathematical Analysis A	MAA00A1	12	Financial Management 1B	FNM1B01	12
	<b>5 Semester Modules</b>	<b>64 Credits</b>		<b>5 Semester Modules</b>	<b>64 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 2A	ACT02A2	12	Accounting 2B	ACT02B2	12
Business Information Systems 2A	BIS22A2	8	Cost and Management Accounting 2B	CMA02B2	12
Investment Management 2A	IVM02A2	16	Investment Management 2B	IVM02B2	16
Taxation Planning 2A	TXP02A2	16	Taxation Planning 2B	TXP02B2	16
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Economics 2A	ECO2AA2	16	Economics 2D	ECO2DB2	16
Property Valuation and Management 2A	PVM02A2	16	Property Valuation and Management 2B	PVM02B2	16
	<b>5 Semester Modules</b>	<b>68 Credits</b>		<b>5 Semester Modules</b>	<b>72 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Cost and Management Accounting 3A*	CMA03A3	16	Financial Management 3B*	FNM03B3	16
Financial Planning 3A	FPL03A3	16	Financial Planning 3B	FPL03B3	16
Investment Management 3A	IVM03A3	16	Investment Management 3B	IVM03B3	16
Electives - choose <b>ONE</b> of the following that follows on your 2 <sup>nd</sup> year elective:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Property Valuation and Management 3A**	PVM03A3	16	Property Valuation and Management 3B**	PVM03B3	16
Accounting 3AB*		ACC3AB0		32	
		<b>8 Semester Modules</b> <b>Or</b> <b>6 Semester Modules and</b> <b>1 Year Module</b>		<b>128</b> <b>Credits</b>	

\* Accounting 3AB, Cost and Management Accounting 3A and Financial Management 3B are prerequisites for the Postgraduate Diploma in Financial Management and the Bachelor of Commerce Honours in Financial Management.

\*\* Property Valuation and Management 3A and 3B are prerequisites for the Bachelor of Commerce Honours in Property Valuation and Management.

- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.
- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.
- Taxation Planning 2A (TXP02A2) and Taxation Planning 2B (TXP02B2) are couplet modules.

**Further stipulations:**

The above curriculum is recommended for students who intend to apply for one of the following honours degrees or postgraduate diploma, and subsequently, on completion, want to write the qualifying exam for the corresponding professional designation:

### **Honours Degree and Postgraduate Diploma linked to Professional bodies:**

Postgraduate Diploma in Financial Management → Chartered Management Accountant (ACMA) – Chartered Institute of Management Accountants (CIMA)

BComHons (Financial Management) → Chartered Management Accountant (ACMA) - Chartered Institute of Management Accountants (CIMA)

BComHons (Financial Planning) → Certified Financial Planner® (CFP®) - **FPI**

BComHons (Investment Management) → Chartered Financial Analyst® CFA®) - **CFA**

### **Institute**

BComHons (Property Valuation and Management) → Professional Valuer - South African Council for the Property Valuers Profession (SACPVP)

## **CBE.75 BCOM (INDUSTRIAL PSYCHOLOGY)**

**(B34IPQ)**

### **FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 426**

### **PURPOSE**

The purpose of this qualification is to empower students to acquire knowledge and develop an understanding of industrial psychology as an applied science that focuses on human behaviour in the context of work. Industrial psychology entails the application of psychological theories, principles and practices to optimise individual, group and organisational well-being and effectiveness. This qualification provides a combination of theoretical and practical learning content to equip students with adequate knowledge, skills and critical reasoning capabilities to enter the field of people management.

### **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Accounting A	ACC0AA1	12	Accounting B	ACC0BB1	12

Analytical Techniques 1A	ATE01A1	15	Analytical Techniques 1B	ATE01B1	15
Human Resource Management 1A	HRM1AA1	12	Human Resource Management 1B	HRM1BB1	12
Industrial Psychology 1A	IPS11A1	16	Industrial Psychology 1B	IPS21B1	16
Psychology 1A	PSY1AA1	16	Psychology 1B	PSY1BB1	16
	<b>5 Semester modules</b>	<b>71 Credits</b>		<b>5 Semester modules</b>	<b>71 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Human Resource Management 2A	HRM2AA2	12	Human Resource Management 2B	HRM2BB2	12
Industrial Psychology 2A	IPS12A2	16	Industrial Psychology 2B	IPS22B2	16
Choose <b>ONE</b> of the following Psychology modules:			Choose <b>ONE</b> of the following Psychology modules:		
Psychology 2A: Developmental Psychology	PSY2AA2	16	Psychology 2D: Positive Psychology	PSY2DB2	16
Psychology 2H: Personality Psychology	PSY2HB2	16	Psychology 2F: Contemporary Psychology	PSY2FB2	16
			Psychology 2C: Social Psychology	PSY2CA2	16

	<b>5 Semester modules</b>	<b>68 Credits</b>		<b>5 Semester modules</b>	<b>68 Credits</b>
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THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Human Resource Management 3A	HRM3AA1	12	Human Resource Management 3B	HRM3BB2	12
Industrial Psychology 3A	IPS13A3	16	Industrial Psychology 3B	IPS23B3	16
Choose <b>ONE</b> of the following Psychology modules:			Choose <b>ONE</b> of the following Psychology modules:		
Psychology 3A: Research Psychology	PSY3AA3	22	Psychology 3D: Psychopathology	PSY3DB3	22
Psychology 3C: Child and Family Psychology (NOT OFFERED IN 2024)	PSY3CA3	22	Psychology 3F: Psychotherapy Theory and Models	PSY3FB3	22
Psychology 3E: Community Psychology	PSY3EA3	22			
Psychology 3G: Cognitive Psychology	PSY3GA3	22			
			Electives - choose <b>ONE</b> of the following:		
			Commercial Computer Systems	CCS22B2	16
			Business Communication	CBS1BB1	16

	<b>4 Semester modules</b>	<b>66 Credits</b>		<b>5 Semester modules</b>	<b>82 Credits</b>
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- Accounting A (ACC0AA1) and Accounting B (ACC0BB1) are couplet modules.

## **CBE.76 BCOM (INFORMATION MANAGEMENT) (B34IMQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 368/376/384/392\***

### **ADMISSION REQUIREMENTS**

\*If Economics or Accounting is chosen as a module then Grade 12 Mathematics with a minimum APS of 4 is required.

### **PURPOSE**

The purpose of this qualification is to provide qualifying students with: intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of basic and advanced information management principles in the different functional units of the business organisation; the ability to reflect on their managerial decisions and applications and to assess the effect thereof in the holistic context of information and knowledge management as a practice; and knowledge in preparation for a career in the information management field, as well as to provide a basis for further learning.

### **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Information Management 1A	IMA11A1	12	Information Management 1B	IMA21B1	12
Information Portals	IMP11A1	16	Search Engine Optimisation	IMO21B1	16
Electives - choose <b>TWO</b> of the following:			Electives - choose <b>TWO</b> of the following that follows on your 1st semester elective:		

Accounting A*	ACC0AA1	12	Accounting B*	ACC0BB1	12
Economics 1A*	ECO01A1	12	Economics 1B*	ECO01B1	12
Public Management and Governance 1A	PMG1AA1	16	Public Management and Governance 1B	PMG1BB1	16
Politics 1A	POL1AA1	16	Politics 1B	POL1BB1	16
	<b>5 Semester modules</b>	<b>64, 68 or 72 Credits*</b>		<b>5 Semester modules</b>	<b>64, 68 or 72 Credits*</b>

\* Credits will vary depending on electives chosen.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Information Management 2A	IMA12A2	16	Information Management 2B	IMA22B2	16
Social Media Management	IMS12A2	16	Knowledge Economy	IMK22B2	16
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1st semester elective:		
Logistics Management 2A	LMA12A2	16	Logistics Management 2B	LMA22B2	16
Marketing Management 1A	MMA11A1	12	Marketing Management 1B	MMA21B1	12
Public Management and Governance 2A	PMG2AA2	16	Public Management and Governance 2B	PMG2BB2	16



	<b>4 Semester modules</b>	<b>60 or 64 Credits*</b>		<b>4 Semester modules</b>	<b>60 or 64 Credits*</b>
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*\*Credits will vary depending on electives chosen.*

<b>THIRD YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Information Management 3A	IMA13A3	16	Information Management 3B	IMA23B3	16
Knowledge Mentoring 3A	IMM13A3	16	Knowledge at Risk 3B	IMR23B3	16
Business Intelligence Report Writing 3A	BIR3AA3	12	Emerging and Disruptive Technologies in Information and Knowledge Management 3B	EDT3BB3	12
	<b>4 Semester modules</b>	<b>60 Credits</b>		<b>4 Semester modules</b>	<b>60 Credits</b>

- Accounting A (ACC0AA1) and Accounting B (ACC0BB1) are couplet modules.

## **CBE.77 BCOM (INFORMATION SYSTEMS)**

**(B1CISQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 388**

### **PURPOSE**

The purpose of this qualification is to strengthen and deepen the students knowledge and to

develop the students applied competence in analysing, interpreting and understanding of information systems development processes, principles and methods. It further develops the intellectual independence, research and professional Skills of the student. The qualification prepares students to contribute meaningfully to organisations' information systems development, acquisition, utilisation and quality thereof.

## **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Development Software 1A	DEV1A01	24	Development Software 1B	DEV1B01	24
Information Systems 1A	ILS1A01	24	Information Systems 1B	ILS1B01	24
	<b>3 Semester modules</b>	<b>60 Credits</b>		<b>3 Semester modules</b>	<b>60 Credits</b>

<b>SECOND YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Development Software 2A	DEV2A01	24	Development Software 2B	DEV2B01	24
Entrepreneurship 2A	ETS12A2	16	Entrepreneurs hip 2B	ETS22B2	16
Information Systems 2A	ILS2A01	24	Information Systems 2B	ILS2B01	24
	<b>3 Semester modules</b>	<b>64 Credits</b>		<b>3 Semester Modules</b>	<b>64 Credits</b>

THIRD YEAR					
YEAR MODULE					
MODULE NAME		MODULE CODE		NQF CREDITS	
Information Systems Project (IS Project)		PRO001		60	
		1 Year module		60 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODUL E CODE	NQF CREDITS
Entrepreneurship 3A	ETS13A3	16	Entrepreneurship 3B	ETS23B3	16
Information Systems 3A	ILS3A01	24	Information Systems 3B	ILS3B01	24
	2 Semester Modules	40 Credits		2 Semester Modules	40 Credits

### PROMOTION REQUIREMENTS

- Students are promoted to the second year of study if they have passed 5 semester modules and have met all the prerequisites for the second-year modules.
- Students are promoted to the third year of study if they have passed a minimum of four second year semester modules and have met all the prerequisites for the third-year modules.
- Students must take all outstanding modules of the previous year of study before they may take modules from the next year of study, limited to a maximum of four modules in any semester of study.
- Students may only register twice per module i.e. first registration plus one repeat.
- Students may not articulate to third year with any first-year modules outstanding.

### CBE.78 BCOM (MARKETING MANAGEMENT)

(B1CMMQ)

FULL-TIME

NQF LEVEL: 7

NUMBER OF CREDITS: 400/408 \*

### PURPOSE

The purpose of the BCom (Marketing Management) programme is to provide students with the knowledge base, theories and methods of marketing management. Graduates from the degree will be able to demonstrate initiative and take responsibility in the application of ethical business principles and practice, and will be able critically to analyse, strategise and think independently and innovatively in dynamic marketing environments. The programme will develop entry-level marketing managers for public enterprises, business organisations, industry and other business entities. This programme also prepares students to pursue postgraduate studies in this or a cognate discipline.

### EXIT LEVEL OUTCOMES (ELOs)

Once completing the qualification, the student will be able to:

- apply ethical business principles and practices within an evolving marketing environment;
- critically analyse and apply theoretical principles in marketing management practice;
- strategically analyse, conceptualise, interpret, devise and implement marketing management plans for different business units;
- practice critical thinking through the development of innovative ideas, practical skills and interpersonal development in marketing management;
- manage entry-level marketing projects and business processes in dynamic marketing environments; and
- apply key theoretical and practical marketing skills needed to enable postgraduate studies in the discipline.

### CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Analytical Techniques 1A	ATE01A1	15	Analytical Techniques 1B	ATE01B1	15
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Marketing Management 1A	MMA11A1	12	Marketing Management 1B	MMA21B1	12
<b>Electives - choose ONE of the following:</b>			<b>Electives - choose ONE of the following that follows on your 1<sup>st</sup> semester elective:</b>		

Accounting A	ACC0AA1	12	Accounting B	ACC0BB1	12
Accounting 1A**	ACC01A1	12	Accounting 1B**	ACC01B1	12
	<b>5 Semester modules</b>	<b>63 Credits</b>		<b>5 Semester modules</b>	<b>63 Credits</b>

\*\* Students who want to continue with Accounting 2A and 2B must do Accounting 1A and 1B.

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Financial Management 2C	FNM02C2	16	Services Marketing	MMK22B2	14
Logistics Management 2A	LMA12A2	16	Logistics Management 2B	LMA22B2	16
Consumer Behaviour	MMK12A2	14	Integrated Marketing Communication	MMK2C22	14
Electives - choose <b>ONE</b> of the following that follows on your 1st year elective:			Electives - choose <b>ONE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Accounting 2A****	ACT02A2	12	Accounting 2B****	ACT02B2	12
Economics 2A	ECO2AA2	16	Economics 2B	ECO2BB2	16
	<b>5 Semester modules</b>	<b>74 or 78 Credits*</b>		<b>5 Semester modules</b>	<b>72 or 76 Credits*</b>

\* Credits will vary depending on electives chosen.

- Accounting A (ACC0AA1) and Accounting B (ACC0BB1) are couplet modules.
- Accounting 1A (ACC01A1) and Accounting 1B (ACC01B1) are couplet modules.

- Accounting 2A (ACT02A2 or ACC02A2) and Accounting 2B (ACT02B2 or) are couplet modules.

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Logistics Management 3A	LMA13A3	16	Logistics Management 3B	LMA23B3	16
Marketing Research	MMK13A3	16	Strategic Marketing	MMK23B3	16
Digital Marketing	MMK3C13	16			
			Electives - choose <b>ONE</b> of the following:		
			Business Communication	CBS1BB1	16
			Commercial Computer Systems	CCS22B2	16
	<b>4 Semester modules</b>	<b>64 Credits</b>		<b>4 Semester modules</b>	<b>64 Credits</b>

## **CBE.79 BCOM (TRANSPORT AND LOGISTICS MANAGEMENT) (B34TLQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 398**

### **PURPOSE**

The purpose of the BCom (Transport and Logistics Management) qualification is to provide qualifying students with applied competencies in the understanding and interpreting of transport and logistics management principles, in preparation for a career in the transport and logistics field and to provide a basis for further learning.

The student should be able to reflect on the study material in the context of a transport or logistics organisation, or function of a company, and to assess decisions influencing transport and logistics management.

## CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Accounting A	ACC0AA1	12	Accounting B	ACC0BB1	12
Analytical Techniques 1A	ATE01A1	15	Analytical Techniques 1B	ATE01B1	15
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Economics 1A	ECO01A1	12	Economics 1B	ECO01B1	12
Transport Economics 1A	TRE11A1	16	Transport Economics 1B	TRE21B1	16
	<b>5 Semester modules</b>	<b>67 Credits</b>		<b>5 Semester modules</b>	<b>67 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
			Commercial Computer Systems	CCS22B2	16

Logistics Management 2A	LMA12A2	16	Logistics Management 2B	LMA22B2	16
Marketing Management 1A	MMA11A1	12	Marketing Management 1B	MMA21B1	12
Transport Economics 2A	TRE12A2	16	Transport Economics 2B	TRE22B2	16
	<b>4 Semester modules</b>	<b>60 Credits</b>		<b>5 Semester modules</b>	<b>76 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Logistics Management 3A	LMA13A3	16	Logistics Management 3B	LMA23B3	16
Logistics Management Systems 3A	LMS13A3	16	Logistics Management Systems 3B	LMS23B3	16
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16
Transport Economics 3A	TRE13A3	16	Transport Economics 3B	TRE23B3	16
	<b>4 Semester modules</b>	<b>64 Credits</b>		<b>4 Semester Modules</b>	<b>64 Credits</b>

- Accounting A (ACC0AA1) and Accounting B (ACC0BB1) are couplet modules.

## **CBE.80 BACHELOR DEGREE PROGRAMMES**

- Bachelor of Accounting (B34CAQ)*
- Bachelor of Hospitality Management\* (B34HNQ)*
- Bachelor of Human Resource Management (B34HRQ)*



- *Bachelor of Human Resource Management (Fully Online) (B34HRP)*
- *Bachelor of Tourism Development and Management\* (B34TDQ)*

Qualifications are offered at the **APK** Campus.

Qualifications indicated with \* are offered at the **APB** Campus.

Qualifications indicated as “(fully online)” means students do not have to come to campus.

**Students have to complete ONE of the following two online elective modules to graduate:**

**African Insights (AFRINY1)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**Artificial Intelligence in the 4IR (AI4IR00)** is an online elective module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective module is required to graduate.**

**The completion of this online module is highly recommended, however not required to graduate:**

**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completing this short learning programme, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulting 101. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate.**

**PURPOSE**

The purpose of this qualification is to provide a well-rounded, technically focused education that equips students with the technical knowledge base, proficiency a professional values, attitudes and acumens (PVAAs) that will enable them to demonstrate initiative and responsibility, and that will enable the development of leadership qualities.

The programme is designed in consultation with the South African Institute of Chartered Accountants (SAICA) and recognised by them as a requirement to practice as a Chartered Accountant. This qualification requires a thorough grounding in the knowledge, theory, principles and skills of the profession or career concerned and the ability to apply these to professional or career contexts. The programme also serves as basis for entry into several postgraduate study opportunities.

**NOTE: The curriculum below allows admission to the Postgraduate Diploma in Accounting Science (E3A57Q) programme which is recommended for students who intend writing the Initial Test of Competence (ITC) of the South African Institute of Chartered Accountants.**

**CURRICULUM**

FIRST YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE	NQF CREDITS	
Accounting 100			ACC100	28	
Commerce 100			COM100	24	
Introduction to Law 100			INL100	32	
Economics 100			ECO100	24	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS

Business Mathematics 100	MAT100	14	Accounting studies 100	AST1B01	12
<b>4 Year Modules and 2 Semester Modules</b>			<b>134 Credits</b>		

SECOND YEAR					
YEAR MODULES					
MODULE NAME			MODULE CODE	NQF CREDITS	
Accounting 200			ACC200	30	
Auditing and Ethics			AAE200	24	
Financial Management 200			FMA200	28	
SEMESTER MODULE PRESENTED OVER A YEAR					
MODULE NAME			MODULE CODE	NQF CREDITS	
Taxation 200			TAX2AB0	12	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Informatics 100	IFM100	12	Commercial Law 100	CML1B01	12
Accounting Studies 200	AST2A01	10			
3 Year modules, 1 Semester module presented over a year and 3 Semester modules			128 Credits		

THIRD YEAR		
YEAR MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 300	ACC300	34
Auditing 300	AUD300	34
Financial Management 300	FMA300	34
Taxation 300	TAX300	34

			4 Year Modules	136 Credits	
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
4IR Accounting	ACC4IRA	6			
4 Year Modules 1 Semester Module			142 Credits		

## **CBE.82 BACHELOR OF HOSPITALITY MANAGEMENT**

**(B34HNQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 380**

### **PURPOSE**

The purpose of this qualification is to provide prospective students with intellectual and theoretical knowledge as well as practical-workplace related managerial and leadership skills required for entry level professionals in the public and private hospitality environment.

### **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Applied Business Communication 1A	ABC1AA1	12	Applied Business Communication 1B	ABC1BB1	12
Food and Beverage Studies 1A	FBS1AA1	12	Food and Beverage Studies 1B	FBS1BB1	12
	HFM01A1	12	Hospitality Financial	HFM01B1	12

Hospitality Financial Management 1A			Management 1B		
Management in Tourism and Hospitality 1A	MRH1AA1	12	Management in Tourism and Hospitality 1B	MRH1BB1	12
Rooms Division and Revenue Management 1A	RDM1AA1	12	Rooms Division and Revenue Management 1B	RDM1BB1	12
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Food and Beverage Studies 2A	FBS2AA2	12	Food and Beverage Studies 2B	FBS2BB2	12
Hospitality Financial Management 2A	HFM02A2	12	Hospitality Financial Management 2B	HFM02B2	12
Management in Tourism and Hospitality 2A	MRH2AA2	14	Hospitality Marketing Management 2B	HMN2BB2	14
IT Applications for Hospitality Management 2A	ITH1AA1	8	Organisational Behaviour 2B	OGB2BB2	12
	RDM2AA2	14	Rooms Division and	RDM2BB2	14

Rooms Division and Revenue Management 2A			Revenue Management 2B		
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>5 Semester Modules</b>	<b>65 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Food and Beverage Studies 3A	FBS3AA3	12	Food and Beverage Studies 3B	FBS3BB3	12
Hospitality Financial Management 3A	HFM3AA3	12	Hospitality Financial Management 3B	HFM3BB3	12
Management in Tourism and Hospitality 3A	MTH3AA3	16	Management in Tourism and Hospitality 3B	MTH3BB3	16
Introduction to Tourism and Hospitality Research Methodology 3A	IRM3AA3	14	Tourism and Hospitality Research Project 3B	TRP3BB3	14
Rooms Division and Revenue Management 3A	RDM3AA3	14	Rooms Division and Revenue Management 3B	RDM3BB3	14

	<b>5 Semester Modules</b>	<b>68 Credits</b>		<b>4 5 Semester Modules</b>	<b>68 Credits</b>
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## PROMOTION REQUIREMENTS

Students are promoted to the next year of study if they have complied with all the subject prerequisites for the following year.

Students must complete all outstanding modules of the previous year of study, before they may take modules from the next year of study.

From first year of study to second year:

- Management in Tourism and Hospitality 1A and 1B are prerequisites for Management in Tourism and Hospitality 2A and Hospitality Marketing Management 2B.
- Hospitality Financial Management 1A and 1B are prerequisites for Hospitality Financial Management 2A and 2B.
- Food and Beverage Studies 1A and 1B are prerequisites for Food and Beverage Studies 2A and 2B.
- Rooms Division and Revenue Management 1A and 1B are prerequisites for Rooms Division and Revenue Management 2A and 2B.

From second year of study to third year:

- Management in Tourism and Hospitality 2A and Hospitality Marketing Management 2B are prerequisites for Management in Tourism and Hospitality 3A and 3B.
- Hospitality Financial Management 2A and 2B are prerequisites for Hospitality Financial Management 3A and 3B.
- Food and Beverage Studies 2A and 2B are prerequisites for Food and Beverage Studies 3A and 3B.
- Rooms Division and Revenue Management 2A and 2B are prerequisites for Rooms Division and Revenue Management 3A and 3B.

## **CBE.83 BACHELOR OF HUMAN RESOURCE MANAGEMENT (B34HRQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 433**

## PURPOSE

The purpose of the Bachelor of Human Resource Management (BHRM) degree is to equip students with an in-depth grounding in human resource management (HRM) knowledge, theory, principles and skills so that they may contribute to the multi-functional, multinational public and business sectors, confidently executing analytical, interpretive, strategic and

integrative skills. The BHRM degree is designed to empower students to gain a set of skills, values, attitudes and knowledge to enable them to:

- contribute to the development, growth, competitiveness and sustainability of organisational assets: employees, teams and associated communities;
- formulate, plan, strategise, execute, measure and improve HRM and business processes, practices, systems and solutions;
- partner, learn from and collaborate with national, regional and global HRM and business stakeholders to improve the performance of human capital via talent development;
- apply innovation and technology to implement and improve HRM and business systems, policy, procedure and best practices; and
- comply with good governance, strong ethics and quality performance standards when implementing, managing and improving HRM and business practices.

## CURRICULUM

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Business Management 1A	BMA11A1	12	Business Management 1B	BMA21B1	12
Human Resource Management 1A	HRM1AA1	12	Human Resource Management 1B	HRM1BB1	12
Industrial Psychology 1A	IPS11A1	16	Industrial Psychology 1B	IPS21B1	16
Mathematics: Finance and Business 1A	MATDCA1	12	Mathematics: Finance and Business 1B	MATDCB1	12
Public Management and Governance 1A	PMG1AA1	16	Public Management and Governance 1B	PMG1BB1	16
	<b>5 Semester Modules</b>	<b>68 Credits</b>		<b>5 Semester Modules</b>	<b>68 Credits</b>

SECOND YEAR	
SEMESTER MODULES	
FIRST SEMESTER	SECOND SEMESTER



MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Analytical Techniques 1A	ATE01A1	15			
Human Resource Management 2A	HRM2AA2	12	Human Resource Management 2B	HRM2BB2	12
Industrial Psychology 2A	IPS12A2	16	Industrial Psychology 2B	IPS22B2	16
Introductory Labour Law	ILL41A0	12	Project Management	PRM3BB3	14
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Business Management 2A	BMG02A2	16	Business Management 2B	BMG02B2	16
Public Management and Governance 2A	PMG2AA2	16	Public Management and Governance 2B	PMG2BB2	16
	<b>5 Semester Modules</b>	<b>71 Credits</b>		<b>4 Semester Modules</b>	<b>58 Credits</b>

THIRD YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Human Resource Management 3A	HRM3AA1	12	Human Resource Management 3B	HRM3BB2	12
Human Resource Management 3C	HRM3CA1	16	Human Resource Management 3D	HRM3DB2	16
Industrial Psychology 3A	IPS13A3	16	Industrial Psychology 3B	IPS23B3	16
Electives - choose <b>ONE</b> of the following:			Electives - choose <b>ONE</b> of the following that follows on your 1 <sup>st</sup> semester elective:		
Business Management 3A	BMA13A3	16	Business Management 3B	BMG03B3	16

Public Management and Governance 3A	PMG3AA3	24	Public Management and Governance 3B	PMG3BB3	24
	<b>4 Semester Modules</b>	<b>84 Credits</b>		<b>4 Semester Modules</b>	<b>84 Credits</b>

## **CBE.84 BACHELOR OF HUMAN RESOURCE MANAGEMENT (B34HRP)**

**FULLY ONLINE**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 369**

This fully online programme use the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow students to start in any given term.

### **PURPOSE**

The purpose of the Bachelor of Human Resource Management (BHRM) degree is to equip students with an in-depth grounding in human resource management (HRM) knowledge, theory, principles and skills so that they may contribute to the multi-functional, multinational public and business sectors, confidently executing analytical, interpretive, strategic and integrative skills. The BHRM degree is designed to empower students to gain a set of skills, values, attitudes and knowledge to enable them to:

- contribute to the development, growth, competitiveness and sustainability of organisational assets: employees, teams and associated communities;
- formulate, plan, strategise, execute, measure and improve HRM and business processes, practices, systems and solutions;
  - partner, learn from and collaborate with national, regional and global HRM and business stakeholders to improve the performance of human capital via talent development;
- apply innovation and technology to implement and improve HRM and business systems, policy, procedure and best practices; and
- comply with good governance, strong ethics and quality performance standards when implementing, managing and improving HRM and business practices.

### **CURRICULUM**

<b>Module Code</b>	<b>Module Name</b>	<b>Module Credits</b>
<b>FIRST YEAR</b>		

BM1ACP1	Business Management 1A	12
HRMACP1	Human Resource Management 1A	12
IPAACP1	Industrial Psychology 1AA	8
IPABCP1	Industrial Psychology 1AB	8
IMAACP1	Information Management 1AA	8
MT1ACP1	Mathematics: Finance and Business 1A	12
<b>6 Modules</b>		<b>60 Credits</b>
<b>SECOND YEAR</b>		
BM1BCP1	Business Management 1B	12
HRMBCP1	Human Resource Management 1B	12
IPBACP2	Industrial Psychology 1BA	8
IPBBCP2	Industrial Psychology 1BB	8
IMABCP1	Information Management 1AB	8
MT1BCP1	Mathematics: Finance and Business 1B	12
<b>6 Modules</b>		<b>60 Credits</b>
<b>THIRD YEAR</b>		
ATEACP2	Analytical Techniques 1A	15
BM2ACP2	Business Management 2A	16
HRMACP2	Human Resource Management 2A	12
HRMBCP2	Human Resource Management 2B	12
IP2ACP2	Industrial Psychology 2A	16
ILL2CP2	Introductory Labour Law	12
<b>6 Modules</b>		<b>83 Credits</b>
<b>FOURTH YEAR</b>		
BM2BCP2	Business Management 2B	16
HRMACP3	Human Resource Management 3A	12
HRMCCP3	Human Resource Management 3C	16

IP2BCP2	Industrial Psychology 2B	16
IP3ACP3	Industrial Psychology 3A	16
PMT3CP3	Project Management	16
<b>6 Modules</b>		<b>92 Credits</b>
<b>FIFTH YEAR</b>		
BM3ACP3	Business Management 3A	16
BM3BCP3	Business Management 3B	16
HRMBCP3	Human Resource Management 3B	12
HRMDCP3	Human Resource Management 3D	16
IP3BCP3	Industrial Psychology 3B	16
<b>5 Modules</b>		<b>76 Credits</b>

#### **BACHELOR OF HUMAN RESOURCE MANAGEMENT (B34HRQ) - 2024 CAROUSEL**

<b>Intake</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Credit</b>
D1 8 Jan – 25 Feb	HRMCCP3	Human Resource Management 3C	16
	HRMBCP1	Human Resource Management 1B	12
	ATEACP2	Analytical Techniques A	16
	PMT3CP3	Project Management	16
D2 4 March – 21 April	HRMDCP3	Human Resource Management 3D	16
	IP2ACP2	Industrial Psychology 2A	16
	BM1BCP1	Business Management 1B	12
D3 29 April – 16 June	HRMBCP3	Human Resource Management 3B	12
	HRMACP3	Human Resource Management 3A	12
	IP2BCP2	Industrial Psychology 2B	16
	ATEACP2	Analytical Techniques A	15
	MT1BCP1	Mathematics: Finance & Business 1B	12
	MT1ACP1	Mathematics: Finance & Business 1A	12
D4 24 June – 11 Aug	HRMBCP3	Human Resource Management 3B	12
	HRMACP3	Human Resource Management 3A	12
	HRMACP1	Human Resource Management 1A	12
	BM2ACP2	Business Management 2A	16

D5 19 Aug – 6 Oct	IP3ACP3 IPBACP2 BM2BCP2	Industrial Psychology 3A Industrial Psychology 1BA Business Management 2B	16 8 16
D6 14 Oct – 1 Dec	IP3BCP3 IPBBCP2 PMT3CP3	Industrial Psychology 3B Industrial Psychology 1BB Project Management	16 8 16

## **CBE.85 BACHELOR OF TOURISM DEVELOPMENT AND MANAGEMENT (B34TDQ)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 362**

### **PURPOSE**

The purpose of the programme is to provide students with knowledge and skills within an inter-disciplinary tourism environment. The student will be prepared to enter both the public and private tourism sectors as entry-level non-professionals, and will be able to utilize and apply critical thinking skills and problem-solving techniques within a tourism development and management environment.

### **CURRICULUM**

<b>FIRST YEAR</b>					
<b>SEMESTER MODULES</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>	<b>MODULE NAME</b>	<b>MODULE CODE</b>	<b>NQF CREDITS</b>
Applied Business Communication 1A	ABC1AA1	12	Applied Business Communication 1B	ABC1BB1	12
Cultural Tourism 1A	CLT1AA1	12	Cultural Tourism 1B	CLT1BB1	12
Management in Tourism and Hospitality 1A	MRH1AA1	12	Management in Tourism and Hospitality 1B	MRH1BB1	12
Tourism Development 1A	TDV1AA1	12	Tourism Development 1B	TDV1BB1	12

Tourism Marketing 1A	TOM1AA1	12	Tourism Marketing 1B	TOM1BB1	12
	<b>5 Semester Modules</b>	<b>60 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

SECOND YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Cultural Tourism 2A	CLT2AA2	12	Cultural Tourism 2B	CLT2BB2	12
Management in Tourism and Hospitality 2A	MRH2AA2	14	Financial Management in Tourism 2B	FNT2BB2	12
Tourism Destinations 2A	TRD2AA2	12	Tourism Destinations 2B	TRD2BB2	12
Tourism Development 2A	TDV2AA2	12	Tourism Development 2B	TDV2BB2	12
Tourism Marketing 2A	TOM2AA2	12	Tourism Marketing 2B	TOM2BB2	12
	<b>5 Semester Modules</b>	<b>62 Credits</b>		<b>5 Semester Modules</b>	<b>60 Credits</b>

THIRD YEAR					
SEMESTER MODULES					

FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
<b>Events Management 3A</b>	EVM3AA3	14	A Enterprise Development 3B	EPD3BB3	14
Introduction to Tourism <b>and Hospitality Research Methodology 3A</b>	IRM3AA3	14	Tourism and Hospitality Research Project 3B	TRP3BB3	14
Management in Tourism and Hospitality 3A	MTH3AA3	16	Management in Tourism and Hospitality 3B	MTH3BB3	16
Tourism Development 3A	TOU13A3	16	Tourism Development 3B	TOU23B3	16
	<b>4 Semester Modules</b>	<b>60 Credits</b>		<b>4 Semester Modules</b>	<b>60 Credits</b>

## PROMOTION REQUIREMENTS

Students are promoted to the next year of study if they have complied with all the module prerequisites for the following year.

Students must complete all outstanding modules of the previous year of study, before they may take modules from the next year of study.

### From first year of study to second year:

- Management in Tourism and Hospitality 1A and 1B are prerequisites for Financial Management in Tourism 2B.
- Tourism Marketing 1A and 1B are prerequisites for Tourism Marketing 2A and 2B.
- Tourism Development 1A and 1B are prerequisites for Tourism Development 2A and 2B.
- Cultural Tourism 1A and 1B are prerequisites for Cultural Tourism 2A and 2B.

### From second year to third year:

- a. Both Management in Tourism and Hospitality 2A and Financial Management in Tourism 2B are prerequisites for Management in Tourism and Hospitality 3A and 3B.
- b. Tourism Development 2A and 2B are prerequisites for Tourism Development 3A and 3

**CBE.86 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR BACHELOR OF ART (BA), BACHELOR OF COMMERCE (BCOM) AND BACHELOR DEGREES**

MODULE CODE	MODULE NAME	PREREQUISITE
ACC4IRA	4IR Accounting A	
ACC4IRB	4IR Accounting B	
ACC100	Accounting 100	NSC Maths Level 5
ACC1CP1	Accounting 11	
ACC2CP1	Accounting 12	
ACC01A1	Accounting 1A	NSC Maths Level 4
ACC01B1	Accounting 1B	ACC01A1 – 40%
ACC200	Accounting 200	ACC100
ACC1CP2	Accounting 21	ACC2CP1
ACC2CP2	Accounting 22	ACC2CP1
ACT02A2 or ACC02A2	Accounting 2A	ACC01A1, ACC01B1 ACT02A2 – 40% (couplet) ACC02A2 – 40% (couplet)
ACT02B2 or ACC02B2	Accounting 2B	ACC01A1, ACC01B1 ACT02A2 – 40% (couplet) ACC02A2 – 40% (couplet)
ACC300	Accounting 300	ACC200
ACC1CP3	Accounting 31	
ACC2CP3	Accounting 32	
ACC3AB0	Accounting 3AB	ACT02B2
ACC0AA1	Accounting A	NSC Maths Level 3 ACC0AA1 – 40% (couplet)
ACC0AA1	Accounting A	NSC Maths Level 3 / 4 ACC0AA1 – 40% (couplet)
ACC0BB1	Accounting B	ACC0AA1 – 40% (couplet)
ASA1CP2	Accounting Software Applications 21	



MODULE CODE	MODULE NAME	PREREQUISITE
AST1B01	Accounting Studies 100	
AST2A01	Accounting Studies 200	
AST1CP2	Accounting Studies 21	
AFRINY1	African Insights	
ATE01A1	Analytical Techniques 1A	NSC Math Level 4
ATEACP2	Analytical Techniques 1A	
ATE01A1	Analytical Techniques 1A on the Bachelor of Human Resource Management qualification	Mathematics: Finance & Business 1A (MATDCA1) and Mathematics: Finance & Business1B (MATDCB1)
ATE01B1	Analytical Techniques 1B	NSC Math Level 4, ATE01A1
ABC1AA1	Applied Business Communication 1A	
ABC1BB1	Applied Business Communication 1B	
4I4IR00	Artificial Intelligence in the 4IR	
AAE200	Auditing and Ethics	
AUD300	Auditing 300	AUD2B01, AAE200
AUD1CP3	Auditing 31	ACC1CP2
AUD2CP3	Auditing 32	ACC2CP2
CBS1BB1	Business Communication	
BIS22A2	Business Information Systems 2A	
BIS22B2	Business Information Systems 2B	
BIR3AA3	Business Intelligence Report Writing 3A	
BM1ACP1	Business Management 1A	
BMA11A1	Business Management 1A	NSC Maths Level 3
BM1BCP1	Business Management 1B	
BMA21B1	Business Management 1B	
BM2ACP2	Business Management 2A	BM1ACP1
BMG02A2	Business Management 2A	BMA11A1
BM2BCP2	Business Management 2B	BM1BCP1
BMG02B2	Business Management 2B	BMA21B1
BM3ACP3	Business Management 3A	BM2ACP2
BMA13A3	Business Management 3A	BMA21B1
BM3BCP3	Business Management 3B	BM2BCP2

MODULE CODE	MODULE NAME	PREREQUISITE
BMG03B3	Business Management 3B	
MAT100	Business Mathematics 100	
CST1CP3	Case Study in Accounting 31	ACC1CP1, ACC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, ECO1CP1, EFC1CP1, FNM1CP1, FNM2CP1, FNM1CP2, FNM2CP2, FNM1CP3, FNM2CP3, GRM1CP2, GRM2CP2, PRB1CP1, PRB2CP1
CST2CP3	Case Study in Accounting 32	ACC1CP1, ACC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, ECO1CP1, EFC1CP1, FNM1CP1, FNM2CP1, FNM1CP2, FNM2CP2, FNM1CP3, FNM2CP3, GRM1CP2, GRM2CP2, PRB1CP1, PRB2CP1
COM100	Commerce 100	
CCS22B2	Commercial Computer Systems	
CML1B01	Commercial Law 100	
COL41A1	Commercial Law 1A	
COL41B1	Commercial Law 1B	
MMK12A2	Consumer Behaviour	
CMA02B2	Cost and Management Accounting 2B	
CMA03A3	Cost and Management Accounting 3A	CMA02B2 – 40%*
CLT1AA1	Cultural Tourism 1A	
CLT1BB1	Cultural Tourism 1B	
CLT2AA2	Cultural Tourism 2A	CLT1AA1, CLT1BB1
CLT2BB2	Cultural Tourism 2B	CLT1AA1, CLT1BB1
DEV1A01	Development Software 1A	
DEV1B01	Development Software 1B	
DEV2A01	Development Software 2A	
DEV2B01	Development Software 2B	
MMK3C13	Digital Marketing	MMA11A1

MODULE CODE	MODULE NAME	PREREQUISITE
ECM02A2	Econometrics 2A	MAA00A1, MAA00B1
ECM02B2	Econometrics 2B	MAA00A1, MAA00B1
ECM03A3	Econometrics 3A	
ECM03B3	Econometrics 3B	
ECO100	Economics 100	
ECO1CP1	Economics 11	
ECO01A1	Economics 1A	NSC Maths Level 4
ECO01B1	Economics 1B	
ECO2AA2	Economics 2A	
ECO2BB2	Economics 2B	ECO01A1
ECO2CA2	Economics 2C	
ECO2DB2	Economics 2D	
ECO2EB2	Economics 2E	ECO01A1
ECO2FA2	Economics 2F	
ECO3AA3	Economics 3A	ECO01A1, ECO01B1
ECO3BB3	Economics 3B	ECO01A1, ECO01B1, ECO2AA2
ECO3CA3	Economics 3C	
ECO3DB3	Economics 3D	
EDT3BB3	Emerging and Disruptive Technologies in Information and Knowledge Management 3B	
ENG0CA1	English 1C	
ENG0DB1	English 1D	
EPD3AA3	Enterprise Development	
ETS12A2	Entrepreneurship 2A	
ETS22B2	Entrepreneurship 2B	
ETS13A3	Entrepreneurship 3A	
ETS23B3	Entrepreneurship 3B	
EFC02B2	Ethical Foundation to Commerce 2B	
EFC1CP1	Ethical Foundations to Commerce 11	
EVM3AA3	Events Management 3A	
FNM1CP1	Financial Management 11	
FNM2CP1	Financial Management 12	

MODULE CODE	MODULE NAME	PREREQUISITE
FNM1B01	Financial Management 1B	NSC Maths Level 4
FMA200	Financial Management 200	
FNM1CP2	Financial Management 21	
FNM2CP2	Financial Management 22	
FNM22A2	Financial Management 2A	FNM1B01
FNM02A2	Financial Management 2A	FNM1B01
FNM02B2	Financial Management 2B	FNM1B01
FNM02C2	Financial Management 2C	
FMA300	Financial Management 300	FMA200
FNM1CP3	Financial Management 31	
FNM2CP3	Financial Management 32	
FNM03A3	Financial Management 3A	FNM1B01, FNM02B2
FNM03B3	Financial Management 3B	FNM1B01, FNM22A2 or IVM02A2
FNT2BB2	Financial Management in Tourism 2B	MRH1AA1, MRH1BB1
FPL03A3	Financial Planning 3A	
FPL03B3	Financial Planning 3B	FPL03A3
FBS1AA1	Food and Beverage Studies 1A	
FBS1BB1	Food and Beverage Studies 1B	
FBS2AA2	Food and Beverage Studies 2A	FBS1AA1, FBS1BB1
FBS2BB2	Food and Beverage Studies 2B	FBS1AA1, FBS1BB1
FBS3AA3	Food and Beverage Studies 3A	FBS2AA2, FBS2BB2
FBS3BB3	Food and Beverage Studies 3B	FBS2AA2, FBS2BB2
GAC02A2	Governance and Control 2A	
GOC3AB0	Governance and Control 3AB	GAC02A2
GRM1CP2	Governance, Risk, Management and Control 21	
GRM2CP2	Governance, Risk, Management and Control 22	
HFM01A1	Hospitality Financial Management 1A	
HFM01B1	Hospitality Financial Management 1B	
HFM02A2	Hospitality Financial Management 2A	HFM01A1, HFM01B1

MODULE CODE	MODULE NAME	PREREQUISITE
HFM02B2	Hospitality Financial Management 2B	HFM01A1, HFM01B1
HFM3AA3	Hospitality Financial Management 3A	HFM02A2, HFM02B2
HFM3BB3	Hospitality Financial Management 3B	HFM02A2, HFM02B2
HMM2BB2	Hospitality Management 2B	MRH1AA1& MRH1BB1
HMN2BB2	Hospitality Financial Management 2B	MRH1AA1& MRH1BB1
HRM1AA1	Human Resource Management 1A	
HRMACP1	Human Resource Management 1A	
HRM1BB1	Human Resource Management 1B	
HRMBCP1	Human Resource Management 1B	
HRM2AA2	Human Resource Management 2A	
HRMACP2	Human Resource Management 2A	
HRM2BB2	Human Resource Management 2B	
HRMBCP2	Human Resource Management 2B	
HRM3AA1	Human Resource Management 3A	
HRMACP3	Human Resource Management 3A	
HRM23B3 HRM3BB2	Human Resource Management 3B	HRM11A1, HRM21B1 HRM12A2, HRM22B2 HRM1AA1, HRM1BB1 HRM2AA2, HRM2BB2
HRM3BB2	Human Resource Management 3B	HRM1AA1, HRM1BB1, HRM2AA2, HRM2BB2, HRM3AA1
HRMBCP3	Human Resource Management 3B	HRMACP1, HRMBCP1, HRMACP2, HRMBCP2, HRMACP3
HRM3CA1	Human Resource Management 3C	
HRM3DB2	Human Resource Management 3D	
IPS11A1	Industrial Psychology 1A	
IPACCP1	Industrial Psychology 1AA	
IPABCP1	Industrial Psychology 1AB	IPACCP1
IPS21B1	Industrial Psychology 1B	
IPBACP2	Industrial Psychology 1BA	
IPBBCP2	Industrial Psychology 1BB	

MODULE CODE	MODULE NAME	PREREQUISITE
IP2ACP2	Industrial Psychology 2A	ATEACP2
IPS12A2	Industrial Psychology 2A	
IP2BCP2	Industrial Psychology 2B	
IPS22B2	Industrial psychology 2B	Co-Requisite ATE01A1
IPS22B2	Industrial psychology 2B	SMT01A1, SMT1A10
IP3ACP3	Industrial Psychology 3A	
IPS13A3	Industrial Psychology 3A	
IP3BCP3	Industrial Psychology 3B	IPAACP1, IPABCP1, IP2ACP2
IPS23B3	Industrial Psychology 3B	IPS11A1, IPS12A2
IFM100	Informatics 100	
ILK1A11	Information Management 1A	
IMA11A1	Information Management 1A	
IMAACP1	Information Management 1AA	
IMABCP1	Information Management 1AB	
ILK1B21	Information Management 1B	
IMA21B1	Information Management 1B	
IMA12A2	Information Management 2A	
IMA22B2	Information Management 2B	
IMA13A3	Information Management 3A	
IMA23B3	Information Management 3B	
IMP11A1	Information Portals	
ILS1A01	Information Systems 1A	
ILS1B01	Information Systems 1B	
ILS2A01	Information Systems 2A	
ILS2B01	Information Systems 2B	
ILS3A01	Information Systems 3A	
ILS3B01	Information Systems 3B	
IRM3AA3	Introduction to Tourism and Hospitality Research Methodology 3A	
PRO001	Information Systems Project (IS Project)	
MMK2C22	Integrated Marketing Communication	
ITR3AA3	Intro to Tourism Research Methodology	

MODULE CODE	MODULE NAME	PREREQUISITE
INL100	Introduction to Law 100	
ILL2CP2	Introductory Labour Law	
ILL41A0	Introductory Labour Law	
MAA00A1	Introductory Mathematical Analysis A	
IVM02A2	Investment Management 2A	
IVM02B2	Investment Management 2B	
IVM03A3	Investment Management 3A	
IVM03B3	Investment Management 3B	
ITH1AA1	IT Applications for Hospitality Management	
IMR23B3	Knowledge at Risk 3A	
IMK22B2	Knowledge Economy 2B	
IMM13A3	Knowledge Mentoring 3A	
LMA12A2	Logistics Management 2A	
LMA22B2	Logistics Management 2B	
LMA13A3	Logistics Management 3A	LMA12A2
LMA23B3	Logistics Management 3B	LMA12A2
LMS13A3	Logistics Management Systems 3A	LMS12A2
LMS23B3	Logistics Management Systems 3B	LMS12A2
MAS02A2	Management Accounting Strategy 2A	
MAS02B2	Management Accounting Strategy 2B	40%
MRH1AA1	Management in Tourism and Hospitality 1A	
MRH1BB1	Management in Tourism and Hospitality 1B	
MRH2AA2	Management in Tourism and Hospitality 2A	MRH1AA1, MRH1BB1
MTH3AA3	Management in Tourism and Hospitality 3A	MTH2AA2, MTH2BB2
MTH3BB3	Management in Tourism and Hospitality 3B	MTH2AA2, MTH2BB2
MMA11A1	Marketing Management 1A	
MMA21B1	Marketing Management 1B	
MMK13A3	Marketing Research	
MAA00B1	Mathematical Analysis B	MAA00A1
MATDCA1	Mathematics: Finance and Business 1A	
MT1ACP1	Mathematics: Finance and Business 1A	
MT1BCP1	Mathematics: Finance and Business 1B	

MODULE CODE	MODULE NAME	PREREQUISITE
MATDCB1	Mathematics: Finance and Business1B	MATDCA1
OGB2BB2	Organisational Behaviour 2B	
S3PA014	Personal Development Programme	
POL1AA1	Politics 1A	
POL1BB1	Politics 1B	
POL2AA2	Politics 2A	
POL2BB2	Politics 2B	
POL3AA3	Politics 3A	
POL3BB3	Politics 3B	
PRB1CP1	Principles of Business 11	
PRB2CP1	Principles of Business 12	
PMT3CP3	Project Management	
PRM3BB3	Project Management	
PVM02A2	Property Valuation and Management 2A	
PVM02B2	Property Valuation and Management 2B	
PVM03A3	Property Valuation and Management 3A	
PVM03B3	Property Valuation and Management 3B	
PSY1AA1	Psychology 1A	All programmes
PSY1BB1	Psychology 1B	All programmes, PSY1AA1
PSY2AA2	Psychology 2A: Developmental Psychology	All programmes, PSY1AA1 PSY1BB1
PSY2CA2	Psychology 2C: Social Psychology	All programmes, PSY1AA1 PSY1BB1
PSY2DB2	Psychology 2D: Positive Psychology	All programmes, PSY2AA2 PSY2CA2 (theses pre-requisites are applicable only when Psychology is taken as a major)
PSY2FB2	Psychology 2F: Contemporary Psychology	All programmes, PSY2AA2 PSY2CA2 (theses pre-requisites are applicable only when Psychology is taken as a major)
PSY2HB2	Psychology 2H: Personality Psychology	All programmes, PSY2AA2 PSY2CA2 (theses pre-requisites are applicable only when Psychology is taken as a major)



MODULE CODE	MODULE NAME	PREREQUISITE
PSY3AA3	Psychology 3A: Research Psychology	All programmes, PSY2DB2 PSY2FB2, PSY2HB2
PSY3CA3	Psychology 3C: Child and Family Psychology	All programmes, PSY2DB2 PSY2FB2, PSY2HB2
PSY3DB3	Psychology 3D: Psychopathology	All programmes, PSY3AA3 PSY3CA3, PSY3EA3
PSY3EA3	Psychology 3E: Community Psychology	All programmes, PSY2DB2 PSY2FB2, PSY2HB2
PSY3FB3	Psychology 3F: Psychotherapy Theory and Models	All programmes, PSY3AA3
PSY3GA3	Psychology 3G: Cognitive Psychology	
PLG1AA1	Public Leadership and Local Governance 1A (blended learning)	
PLG1BB1	Public Leadership and Local Governance 1B (blended learning)	
PLG2AA1	Public Leadership and Local Governance 2A (blended learning)	
PLG2BB1	Public Leadership and Local Governance 2B (blended learning)	
PLG3AA1	Public Leadership and Local Governance 3A (blended learning)	
PLG3BB1	Public Leadership and Local Governance 3B (blended learning)	
PMG1AA1	Public Management and Governance 1A	
PMG1BB1	Public Management and Governance 1B	
PMG2AA2	Public Management and Governance 2A	
PMG2BB2	Public Management and Governance 2B	
PMG3AA3	Public Management and Governance 3A	
PMG3BB3	Public Management and Governance 3B	
PMG3C13	Public Management and Governance 3C	
PMG3D23	Public Management and Governance 3D	
QTE2AA2	Quantitative Economics 2A	MAA00B1
QTE2BB2	Quantitative Economics 2B	QTE2AA2
QTE3AA3	Quantitative Economics 3A	QTE2BB2
QTE3BB3	Quantitative Economics 3B	QTE3AA3
RDM1AA1	Rooms Division and Revenue Management 1A	

MODULE CODE	MODULE NAME	PREREQUISITE
RDM1BB1	Rooms Division and Revenue Management 1B	
RDM2AA2	Rooms Division and Revenue Management 2A	RDM1AA1, RDM1BB1
RDM2BB2	Rooms Division and Revenue Management 2B	RDM1AA1, RDM1BB1
RDM3AA3	Rooms Division and Revenue Management 3A	RDM2AA2& RDM2BB2
RDM3BB3	Rooms Division and Revenue Management 3B	RDM2AA2& RDM2BB2
IMO21B1	Search Engine Optimisation	
MMK22B2	Services Marketing 2B	
IMS12A2	Social media management 2A	
MMK23B3	Strategic Marketing 3B	
TAX2AB0	Taxation 200	
TAX2B00	Taxation 2AB	
TAX300	Taxation 300	TAX2AB0
TAX03A3	Taxation 3A	TAX2B00 TAX03A3 – 40% (couplet)
TAX03B3	Taxation 3B	TAX03A3 – 40%
TXP02A2	Taxation Planning 2A	TXP02A2 – 40% (couplet)
TXP02B2	Taxation Planning 2B	TXP02A2 – 40%
TRD2AA2	Tourism Destinations A	
TRD2BB2	Tourism Destinations B	
TDV11A1	Tourism Development 1A	
TDV1BB1	Tourism Development 1B	
TDV2AA2	Tourism Development 2A	TDV1AA1 & TDV1BB1
TDV2BB2	Tourism Development 2B	TDV1AA1 & TDV1BB1
TOU13A3	Tourism Development 3A	TDV2AA2 &TDV2BB2
TOU23B3	Tourism Development 3B	TDV2AA2 &TDV2BB2
TOM1AA1	Tourism Marketing 1A	
TOM1BB1	Tourism Marketing 1B	

MODULE CODE	MODULE NAME	PREREQUISITE
TOM2AA2	Tourism Marketing 2A	TOM1AA1, TOM1BB1
TOM2BB2	Tourism Marketing 2B	TOM1AA1, TOM1BB1
TRR3BB3	Tourism Research Project B	
TRE11A1	Transport Economics 1A	
TRE21B1	Transport Economics 1B	
TRE12A2	Transport Economics 2A	
TRE22B2	Transport Economics 2B	
TRE13A3	Transport Economics 3A	
TRE23B3	Transport Economics 3B	
TRP3BB3	Tourism Hospitality Research Project 3B	

\* *CMA02B2: Cost and Management Accounting 2B - Final Mark of at least 40% for students in their final year of study with only CMA03A3 outstanding.*

## **SECTION D: PURPOSE AND OUTCOMES OF THE OPTIONAL ONLINE MODULE OFFERED TO ALL UNDERGRADUATE FIRST YEAR STUDENTS IN THE COLLEGE OF BUSINESS AND ECONOMICS**

### **CBE.87 PERSONAL DEVELOPMENT PROGRAMME**

#### **Personal Development Programme**

**(S3PAO14)**

#### **ONLINE MODULE**

#### **NQF LEVEL: 5**

#### **PURPOSE**

The purpose of the Personal Development Programme is to equip prospective first-year students to take full responsibility for their journey of self-development through self-mastery, ethical decision-making, character building, working effectively with others, and building their personal brand. These skills should assist them during their university tenure and when they enter the world of work.

#### **OUTCOMES**

Students should be able to:

- develop a mission statement to guide them to take full responsibility for their learning journey. Once students understand this responsibility, they can effectively manage their time as they focus on achieving their goals;
- identify their inherent strengths and weaknesses based on their personality type;
- develop their critical thinking abilities and identify which of the four mental processes they are weak in mention which four mental processes;
- develop a solid ethical code that guides them on right and wrong and how to execute ethical decisions even in environments that do not allow;
- improve interpersonal communication by developing better relationships that bridge social, economic, and cultural values;
- work effectively with others that are different from them as they understand the personality differences that are inherent in all human beings;
- build their own personal brand as they learn how to prepare for interviews and effectively sell themselves to prospective employers; and
- develop the necessary skills required to make the transition into university and the world of work.

**The completion of this online module is highly recommended, however not required to graduate:**

**Personal Development Programme (S3PAO14)** is an online short learning programme for all first-year undergraduate students in the **College of Business and Economics** of the University of Johannesburg. Upon completing this short learning programme, a students

academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. The Personal Development Programme (**S3PAO14**) is a fully online module that comprises six units: (1) Character Building, (2) Ethical Decision Making, (3) Master Thyself, (4) Understanding Others, (5) Building Your Brand, and (6) Adulting 101. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this online module is highly recommended, however **not required to graduate**.

## **SECTION E: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF MODULES OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS FOR EXTENDED DIPLOMAS AND DIPLOMAS**

### **CBE.88 APPLIED ACCOUNTANCY SKILLS**

#### **Applied Accountancy Skills 1A**

**(AAS1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

#### **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;
- **No sup** exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce basic financial accounting at a level consistent with non-accounting students. In this module the students 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 the financial statements of a sole trader as a service entity and trading entity.

#### **OUTCOMES**

Students should be able to:

- define and apply the basic accounting principles, concepts and the accounting process;
- explain the various types of business undertakings that exist within the field of accounting;
- discuss the Conceptual Framework for financial reporting;
- identify and classify financial transactions according to the key elements of financial statements (assets, liabilities, equity, income and expenses) and understand the effects these transactions have on the accounting equation;
- understand the accounting cycle from recording basic financial transactions from source document to the journals (general journal, cash receipts journal and cash payments journal), the general ledger and prepare a trial balance;
- identify and interpret transactions related to the purchase, depreciation and disposal of property, plant and equipment; and

- prepare basic financial statements for a sole trader as a service entity and a trading entity.

## **Applied Accountancy Skills 1B**

**(AAS1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

### **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;
- **No sup** exams awarded.

### **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.

### **OUTCOMES**

Students should be able to:

- explain and understand the need for managerial accounting information;
- define cost accounting terminology and correctly use the basic principles of cost classification;
- define and understand the different terms and concepts in respect of inventory-holding and administer basic inventory systems;
- calculate the remuneration of employees;
- correctly classify overheads and calculate the fixed and variable components;
- understand 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 (personal and cash budgets only); and
- discuss and prepare basic flexible budgets.

## **CBE.89 AUDITING AND INTERNAL CONTROL**

### **Auditing and Internal Control 2A**

**(AIC22A2)**

### **COUPLET MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## **PURPOSE**

The purpose of this module is to provide students with an introduction to:

- the development of the auditing/accounting professions;
- the auditor's duties and responsibilities;
- codes of professional conduct;
- concepts regarding the audit process; and
- concepts for obtaining audit evidence.

## **OUTCOMES**

Students should be able to explain the:

- responsibilities, functions and qualities of an auditor;
- professional ethics governing the work of the auditor;
- background of corporate governance principles in South Africa (an introduction)
- rights and duties covered by statute;
- responsibilities and legal liability of the auditor;
- concepts and principles relevant to the audit process;
- explain and describe the objectives and aspects to consider during the planning of an audit; and
- fundamental concepts for obtaining audit evidence.

## **Auditing and Internal Control 2B**

**(AIC22B2)**

### **COUPLET MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## **PURPOSE**

The purpose of this module is to provide students with an introduction to the basic principles of internal control and testing, in general and applied to some business cycles.

## **OUTCOMES**

Students should be able to:

- explain and advise on the framework for internal control and internal control evaluation; and
- explain and advise on the objectives, nature and evaluation of internal control on the revenue and receipts, purchases and payments, payroll and inventory cycles.

## **Auditing and Internal Control 3A**

**(AIC33A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with the basic principles of internal control and testing, in general, and as applied to some business cycles.

## **OUTCOMES**

Students should be able to:

- describe the principles that determine the choosing of items for testing to gather audit evidence;
- perform audit planning by incorporating the preliminary evaluation of business risk, internal control and audit risk;

- apply the audit plan into action for the revenue and receipts cycle, for the acquisition and payment cycle and the inventory and production cycle; and
- apply the audit plan into action for finance and investment cycles.

### **Auditing and Internal Control 3B**

**(AIC33B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide students with the basic principles of internal control and testing, in general, and as applied to some business cycles.

#### **OUTCOMES**

Students should be able to:

- audit around the computer (Pastel – integration with Financial Accounting (a practical approach);
- report preliminary findings to audit manager;
- describe the principles that determine the form, content and extent of audit documentation files (working papers);
- explain the electronic data-processing (EDP) systems (Input, processing and output control);
- explain the financial regulations surrounding the national, provincial and local government through the Public Finance Management Act and Municipal Finance Management Act; and
- explain and describe the principles of Corporate Governance.

### **CBE.90 BANKING OPERATIONS**

#### **Banking Operations 2B**

**(BOP22B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to explain regulations in the banking industry and all the operational processes that goes along with the industry.

## OUTCOMES

Students should be able to:

- explain the financial system and its role in the economy;
- identify and explain the principle of banking operations and how a bank operates Including the principles of savings and borrowings;
- discuss the instruments in the banking environment;
- discuss the operation of different types of microfinance institutions including microfinance banks; and
- identify other institutions in the financial system.

## **CBE.91 BUSINESS ANALYSIS**

### **Business Analysis 1A**

**(BAY01A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to provide students with an introduction to the field of business analysis in an organisation and ensure students understand the basics of analysing how information systems and technologies impact business operations in the value chain.

## OUTCOMES

Students should be able to:

- understand and analyse the roles and responsibilities of IT in businesses,

- define the gap that exists between business people and IT people and how this gap is bridged through business analysis,
- measure the successes of the use of information technology in businesses using basic benchmarking and baseline metrics,
- identify the five competitive forces model used to evaluate IT and business segments,
- understand the basics of business strategy and analysis by defining the generic strategies used by business when entering new markets, and
- understand the IT component in value chain analysis and how business uses IT to create value through the value chain.

## **Business Analysis 1B**

**(BAY01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with an introduction to the field of general management and leadership, the primary and secondary activities including the functional areas and processes that adds value for a business in the value chain.

### **OUTCOMES**

Students should be able to:

- explain how the management tasks and decision making relevant to all management levels are applied to business;
- explain how the integrated functions of purchasing, production, marketing and finance integrate and add value to the business;
- explain the impact of financial investment decision on the value chain;
- explain the task and general scope of human resources management in the value chain;
- explain communication as applied in business environments; and
- explain the value of information as a resource to the value chain and how information is shared across the internet and in e-business.

## **Business Analysis 2A**

**(BAY02A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with an introduction to the field of business environment analysis, value chain analysis and the relationship of this analysis with information and general management.

### **OUTCOMES**

Students should be able to:

- explain the components of a traditional and virtual value chain;
- explain the forces, tools and techniques of environmental analysis;
- describe entrepreneurial qualities and structure in an IT business environment; and
- apply management functions and leadership skills to business.

## **Business Analysis 2B**

**(BAY02B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with an introduction to the field of business systems analysis in functional areas and processes and the relationship these areas and processes have with information management and financial analysis.

### **OUTCOMES**

Students should be able to:

- discuss how subsystems in business contribute to efficiency and effectiveness;
- explain how processes can integrate the functional areas of business and between businesses;
- calculate and interpret financial results with the use of financial statement analysis;
- compare financial statements of a business to the financial statements of businesses in the same industries; and
- explain how e-business technology can integrate the business environment.

### **Business Analysis 3A**

**(BAY03A1)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **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;
- **No sup** exams awarded.

#### **PURPOSE**

The purpose of this module is to apply contemporary management and strategic analysis techniques to determine the utilisation of information technology (IT) and other resources in a business.

#### **OUTCOMES**

Students should be able to:

- develop best practices to be used for diversity, ethics, creativity, innovation and BEE at a workplace;
- explain globalisation in a business environment;
- explain the conditions that could be set for information auditing in corporate governance; and
- explain how basic strategic analysis techniques are used.

### **Business Analysis 3B**

**(BAY03B1)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **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;
- **No sup** exams awarded.

## PURPOSE

The purpose of the module is to introduce the student to the role of a business analyst by examining a wide spectrum of techniques that a business analyst uses in analysing businesses, competitive data and information that includes strategic and competitive intelligence data. The student is introduced to contemporary skills useful to model business systems, analyse IT components of businesses, towards aligning IT with business objective. The student should be grounded in skills that facilitate the communication of findings/deviations/solutions to business stakeholders in a professional manner.

## OUTCOMES

Students should be able to:

- explain, apply and interpret competitive and strategic analysis techniques;
- apply business analysis problem solving techniques;
- contextualising factors influencing solution design; and
- explain, apply and interpret environmental, change and stakeholder management analysis techniques.

## CBE.92 BUSINESS MANAGEMENT

### Business Management 1A

(BME0YA1/BMA01A1)

### YEAR/SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 12

### CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to introduce students to needs and wants of people, the production factors, the business environment, entrepreneurship, management theories and tasks to enhance their understanding of the business context.

## OUTCOMES

Students should be able to:

- describe the needs and wants of people and the role production factors play in a 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 also the impact thereof on organisations today; and
- explain the role of a manager and apply the management tasks.

## **Business Management 1B**

**(BME0YB1/BMA01B1)**

**YEAR/SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to the functions of a business to enhance their business knowledge.

### **OUTCOMES**

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.

## **Business Management 2A**

**(BMA02A2)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**



- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with knowledge and applied competencies in managing operations effectively within a business environment.

## **OUTCOMES**

Students should be able to:

- discuss operations from a system's perspective and to apply different process types;
- discuss the role of the operations strategy in an organisation;
- apply process management and measurement;
- explain the importance of location and capacity management;
- apply the principles of demand forecasting; and
- explain the importance of project management and to apply project planning techniques.

## **Business Management 2B**

**(BMA02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with knowledge and applied competencies in managing finance effectively within a business environment.

## **OUTCOMES**

Students should be able to:

- analyse the financial goals of an organisation;
- describe financial markets, institutions and securities;
- explain financial statements;
- interpret financial statements by means of financial ratios;

- analyse the link between strategy, risk identification and assessment, and financial planning;
- apply the principles of budgeting; and
- apply the time value of money principle.

## **Business Management 3A**

**(BMA03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with knowledge and applied competencies in managing marketing or human resources effectively in a business environment.

### **OUTCOMES**

#### **Marketing management module:**

Students should be able to:

- explain marketing and apply the concepts of marketing;
- formulate a marketing strategy with specific reference to price, product, place (distribution) and promotion (marketing communication);
- appraise the importance of competition and competitive strategies;
- differentiate between market segmentation, target marketing and positioning; and
- distinguish marketing products from marketing services.

*or*

#### **Human resource management module:**

Students should be able to:

- apply the principles underlying human resource planning - staffing, employee development, compensation and governance;
- manage the effect of workforce diversity in a contemporary organisation;
- solve challenges in recruitment, selection, retrenchments, restructuring and outsourcing;

- apply the principles of performance appraisals, training and career development in improving organisational performance;
- demonstrate the effects of managing compensation, rewarding performance and effective employee benefits; and
- apply principles of employee relations and of the Labour Relations Act.

## **Business Management 3B**

**(BMA03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to contemporary management issues and to equip them in managing these issues within a business context.

### **OUTCOMES**

Students should be able to:

- appraise the influence of the external environment and culture on the organisation;
- apply ethical principles and to be socially responsible within an organisation;
- manage a diverse workforce;
- employ effective teamwork principles in an organisation;
- manage technology, agility and change;
- apply the principles of strategy and internationalisation; and
- assess the concept of Africanisation and decolonisation and the impact thereof on organisations.

## **CBE.93 COMMUNICATION NETWORKS**

### **Communication Networks 2A**

**(CMN02A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

## **PURPOSE**

The purpose of this module is for students to understand the TCP/IP protocol suite and its role in enabling internetworking.

## **OUTCOMES**

Students should be able to:

- demonstrate their understanding of the complexities and roles of the various components of the elements of the TCP/IP suite;
- define the design, role, purpose and operation of the various components of the different applications and protocols within the suite;
- explain and describe the various underlying communication processes between network entities;
- demonstrate an understanding of how the various features and characteristics of the different protocols may influence network security and design decisions; and
- apply the knowledge acquired to implement an integrated network solution.

## **Communication Networks 2B**

**(CMN02B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **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;
- **No sup** exams awarded.

## **PURPOSE**

The purpose of this module is to give students the knowledge and Skills to implement small to medium sized networks utilizing Open Source Software.

## **OUTCOMES**

Students should be able to:

- analyse the business scenario and list the business requirements for designing a LAN;
- identify strengths and weakness of most network topologies;

- know how to design reliable networks;
- select appropriate LAN technologies for a network;
- know how to design and manage networks;
- demonstrate installation and configuration of Linux Operations System; and
- describe open source networking approaches including NFS, SAMBA, FTP, Open SSH and Apache. Students should also be able to demonstrate ability to configure at least three of these networking open source networking options.

## **Communication Networks 3A**

**(CMN03A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is to give students a solid understanding of mobile data communication and its impact on personal and business data communications.

### **OUTCOMES**

Students should:

- have an understanding of mobile data communication including tethered mobility and wireless mobility;
- have a basic appreciation of the nature of wireless communication – including propagation mechanisms and interference;
- have an ability to discuss, compare and contrast old and emerging wireless technologies;
- be able to argue about the business implications of mobile data communication, including opportunities and challenges arising from embracing mobile data communications; and
- should be able to demonstrate the ability to configure wireless LAN (Wi-Fi) networking.

## **Communication Networks 3B**

**(CMN03B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **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;
- **No sup** exams awarded.

## **PURPOSE**

The purpose of this module is for students to gain knowledge to understand, design and implement network security solutions for industry.

## **OUTCOMES**

Students should be able to:

- discuss network security management concepts and the role of policies in the process;
- explain and implement network security management strategies for small and medium sized networks;
- demonstrate an understanding of the planning, design and implementation of a network; and
- design small, medium and large-scale networks, using a best practices approach to incorporate efficiency and security into such designs.

## **CBE.94 APPLICATIONS FOR TOURISM AND HOSPITALITY**

### **Computer Application for Tourism and Hospitality 1B**

**(CAS01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **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;
- **No sup** exams awarded.

## **PURPOSE**

The purpose of this module is to introduce students to general computer applications commonly used in Tourism and Hospitality Industry. Students will also be equipped with the necessary skills for using end-user computing as well as academic applications.

## OUTCOMES

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; and
  - use a data analysis application, such as Microsoft Excel;
- Demonstrate the use of industry related computer applications through practical case studies such as:
  - editing research articles; and
  - presentation skills.

### CAS01BR:

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for Computer Application for Tourism and Hospitality 1B (CAS01B1). On passing this RPL assessment with a final mark of at least 65%, the student would ~~will~~ have proved that (s)he has the required expertise needed for CAS01B1 and will therefore be granted a credit exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both CAS01B1 (the academic module) as well as CAS01BR (the RPL exam). On passing the RPL assessment (CAS01BR) with 65% (s)he will be granted a credit exemption for the module (CAS01B1). If a student fails, the RPL assessment (CAS01BR) (s)he will remain registered for CAS01B1. A fee of R500 as approved per year, is attached linked to the RPL assessment (CAS01BR). If a student passes the RPL assessment (CAS01BR) (s)he will be exempted from the module (CAS01B1) and the module fee for CAS01BR will be credited to his/her student account. If a student fails the RPL assessment (CAS01BR), it will be reflected as such on the students academic transcript

## CBE.95 CONSUMER BEHAVIOUR

### Consumer Behaviour A

(CBR01A1)

#### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

#### CALCULATION CRITERIA

SUBJECT TYPE: SH

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the concept of consumer behaviour and explain its impact on marketing. Students will be able to demonstrate an understanding of the key theories of consumer behaviour and factors that impact consumer behaviour in a marketing context.

## **OUTCOMES**

Students should be able to:

- explain the concept of consumer behaviour;
- demonstrate an understanding of the importance of consumer behaviour in a marketing context;
- examine the impact of psychological factors on consumer behaviour; and
- investigate the underlying principles and theories of consumer behaviour and its implications on marketing strategies.

## **Consumer Behaviour B**

**(CBR01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to describe the consumer-decision making process as well as factors that impact consumer decision-making. Students will be able to explain key concepts in marketing and their role in the consumer behaviour context.

## **OUTCOMES**

Students should be able to:

- describe the process and methods of segmentation, targeting and positioning in a consumer behavior context;
- investigate the impact of external factors on consumer behaviour; and



- describe the major models of consumer decision-making processes and its influence on consumer behavior and marketing.

## **CBE.96 COSTING AND ESTIMATING**

### **Costing and Estimating 1A**

**(CAE01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

#### **OUTCOMES**

Students should be able to:

- describe and discuss the basic concepts in costing;
- identify and explain the different terms and concepts in respect of inventory-holding and administer different inventory systems comprehensively;
- examine critically the different terms and concepts in respect of labour;
- identify, explain and calculate the different terms and concepts in respect of overheads; and
- identify, explain and calculate cost-volume-profit analysis.

### **Costing and Estimating 1B**

**(CAE01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

## OUTCOMES

Students should be able to:

- describe, explain and apply job and process costing as a costing method;
- explain and prepare the individual sections of manufacturing cost statements; and
- explain and analyse budgetary information flow and prepare functional budgets.

## **CBE.97 COST AND FINANCIAL MANAGEMENT**

### **Cost and Management Accounting 1A**

**(CNA11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to introduce basic costing techniques and methods. Students need to demonstrate an understanding of how these costing techniques are used to determine the cost of goods manufactured.

## OUTCOMES

Students should be able to:

- explain the terminology and basic principles of cost classification and cost behaviour;
- define the different terms and concepts in respect of inventory-holding;
- demonstrate and understand the cost of labour in a manufacturing environment;
- allocate overhead costs using various, defined methods; and
- prepare a manufacturing cost statement.

### **Cost and Management Accounting 2B**

**(CNA22B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce basic costing systems. Students will demonstrate the ability to apply the various costing systems.

### **OUTCOMES**

Students should be able to:

- identify and explain the different terms and concepts in respect of job costing and prepare job cost cards;
- prepare process costing reports using various inventory valuation methods;
- identify the various products of a joint production process and calculate the profit from a joint process;
- calculate and reconcile profit according to the direct and absorption costing methods; and
- perform a cost-volume-profit analysis (CVP) for a single product.

## **Cost and Management Accounting 3A**

**(CNA33A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce performance measurement in business. In this module, students will prepare, analyse and apply management accounting principles and techniques to prepare information for decision-making purposes.

### **OUTCOMES**

Students should be able to:

- prepare an operational budget for the production process;
- compile a cash budget and evaluate the future cash flow position of a business;
- compile a flexible budget;
- calculate and evaluate the flexible budget variances;
- calculate and interpret sales and production cost variances within a standard costing system using various costing methods; and
- perform multi-product break-even analysis.

## **Cost and Management Accounting 3B**

**(CNA33B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to apply relevant costing techniques for short-term decision-making. In addition, capital budgeting techniques are used to evaluate long-term decisions.

### **OUTCOMES**

Students should be able to:

- identify, apply and evaluate short-term decision-making techniques by incorporating relevant costing principles;
- evaluate the qualitative factors that could influence the particular short-term decision;
- calculate and evaluate investment decisions by way of capital budgeting techniques; and
- evaluate the qualitative factors that could influence the particular capital budgeting decision.

## **CBE.98 CREDIT CONTROL**

**(CRC11A1)**

### **CREDIT CONTROL 1A**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide a framework explaining the nature and meaning of credit and the role that credit management must play within an organisation. The credit department in the organisation is also positioned to conform to the existing credit legislation.

### **OUTCOMES**

Students should be able to:

- understand the nature and meaning of credit and credit risk;
- distinguish between the different types of credit;
- discuss the role of credit management in the enterprise;
- discuss the positioning of the credit department in an organization; and
- discuss credit terms.

### **CREDIT CONTROL 1B** **SEMESTER MODULE**

**(CRC11B1)**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this learning guide is to introduce students to the fundamentals of credit concepts and challenges. On completion of this module, students able to understand the basic principles and processes involved in granting of or dealing with credit as it relates to corporates, clubs, associations, or trusts and as such able to assess and analyse the credit application and documentation, collect debtors, and monitor the credit risk. Students expected to acquire some understanding of the National Credit Act of 2005. No examination on the Act. It is of critical importance that students continually refer to the learning guide throughout the semester.

The module offered at NQF level 5 with 15 credits, requiring students to spend at least 150 notional hours to become competent. The formative assessment based on the need

for students to demonstrate the ability to study independently and learn from written material. The study materials consist of the study guide and slides and assessed from the blackboard (ulink).

## **OUTCOMES**

- Students should be able to:
- know how to apply the principles and processes of credit management, which involve assessing and analysing the credit application and documentation, finalizing the credit decision, and monitoring the credit risk;
- demonstration of knowledge of the National Credit Act, 2005, and interpretation of the applicable provisions, as well as an understanding of the role of the National Credit Regulator; and
- demonstration of a deep understanding of the processes and principals involved in monitoring, reviewing, and managing credit risk.

## **CBE.99 DESTINATION DEVELOPMENT**

### **Destination Development 3A**

**(TOS33A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **Subject type: CE (Continuous Evaluation)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of the module is to formulate and manage the development of a tourism destination and manage the development process through the utilisation of the principles of project management.

## **OUTCOMES**

Student should be able to:

- explain a variety of tourism destination evolutionary models;
- apply the principles of sustainable tourism on local destination development; and
- describe role of destination development in poverty alleviation and job creation in South Africa.

## **CBE.100 DEVELOPMENT SOFTWARE**

### **Development Software 1A**

**(DSW01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **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;
- **No sup** exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce the student to various basic programming concepts. It provides an introduction to a programming environment, assuming that the Student does not have any previous knowledge or experience of any programming languages. This module is meant for beginner programmers and allows the students to quickly build useful programs while learning the basics of structured and object-oriented programming techniques. This module is aimed at developing the students programming and logic abilities.

#### **OUTCOMES**

Students should be able to:

- explain what is meant by object-oriented programming;
- design a program making use of diagrams;
- create a program that makes use of object-oriented programming;
- create a program where output and calculations are used;
- create a program that makes use of input;
- create a program that makes use of methods;
- describe how selection is utilized within a program;
- describe and differentiate between the various types of loops; and
- create a program that makes use of various types of loops.

### **Development Software 1B**

**(DSW01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to learn other basic programming and problem-solving skills. It provides an introduction to repetition and arrays. This module also introduces the student to object-oriented concepts that need more insight. This module should also build on the programming and logic skills that the student has developed thus far. Insight into problem solving is an important skill that needs to be learnt. This module is aimed at Students who have basic object-oriented programming skills.

## OUTCOMES

Students should be able to:

- explain the difference between selection and the use of the switch statement;
- create a program that makes use of string manipulation;
- describe and solve a problem making use of arrays;
- create a programme that makes use of arrays;
- describe and solve problems making use of maths functions;
- create a program that makes use of maths functions to solve problems;
- differentiate and describe the access modifiers; and
- create a programme that makes use of access modifiers correctly.

## Development Software 2A

(DSW02A1)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## 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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to acquire the knowledge to implement introductory programming solutions to problems using event driven programming techniques.



## OUTCOMES

Students should be able to:

- implement various classes and event-driven programming to solutions;
- utilise html to produce web pages; and
- apply knowledge of database connectivity to connect and manipulate databases from a windows and web applications.

## Development Software 2B

(DSW02B1)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

### 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;
- **No sup** exams awarded.

### PURPOSE

The purpose of this module is to acquire the knowledge to develop intermediate programming solutions to problems using event driven programming techniques.

## OUTCOMES

Students should be able to:

- create and manipulate database using advanced methods;
- present reports in both crystal report and spreadsheet; and
- implement database manipulation in web application, develop and implement a solution to a given project demonstrating knowledge gained in all topics covered.

## Development Software 3A

(DSW03A1)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

### 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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to develop students who can demonstrate their knowledge in the implementation of application solutions using current windows and web technology. The major emphasis will be on developing and implementing windows solutions using the latest technologies.

## OUTCOMES

Students should be able to:

- create and use help files in a project and implement the project;
- use snippets correctly;
- develop and implement multi-tier programs;
- manipulate databases in multiple ways in a program;
- design and implement a program to read to and write from flat files and use the file system;
- create a web site that successfully maintains state and uses different navigation techniques including XML documents; and
- create and consume a web service.

## Development Software 3B

(DSW03B1)

### YEAR MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to apply the relevant knowledge acquired throughout the Diploma to produce a complete software application that meets industry requirements.

## OUTCOMES

Students should be able to:

- develop an integrated software project that must demonstrate all the skills required as a culmination of all the training during their qualification;

- present various deliverables during the different phases of the development of the project; and
- produce relevant documentation according to acceptable standards.

## **CBE.101 ECONOMICS**

### **Economics 1A (Diploma)**

**(ECO11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to introduce students to the main themes and concepts of Economics, and the application of these concepts in the students future role as managers and decision makers.

#### **OUTCOMES**

Students should be able to:

- fully assess the relationship between economics and the economy;
- correctly identify the different factor characteristics of the economy;
- comprehensively illustrate and discuss a basic model of the economy;
- fully examine how different methods are used to measure economic progress;
- comprehensively derive and apply demand and supply as a model for determining the prices of goods and services;
- correctly examine in what manner price and income sensitivity impacts on the revenue position of the firm;
- comprehensively derive, graphically illustrate and assess the short run production function of an individual firm and must be able to indicate the effect on production of technological development;
- correctly graphically illustrate and assess cost efficiency of the firm in the short and long run;
- fully determine price and output equilibrium in a perfect competitive environment; and

- comprehensively determine price and output equilibrium in an imperfect competitive environment.

## **Economics 1B (Diploma)**

**(ECO11B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to the main themes and concepts of macroeconomics, and the application of these concepts in the students future role as managers and decision makers.

### **OUTCOMES**

Students should be able:

- discuss and analyse fully business cycles and their macroeconomic implications;
- define, discuss and evaluate the role of money and interest rates in the economy correctly;
- discuss and assess comprehensively international economics and international finance;
- derive and explain the total expenditure model fully;
- derive, discuss and apply comprehensively the aggregate demand and aggregate supply model;
- discuss the economics of development correctly;
- discuss the effect of HIV/AIDS on the labour market, economic growth and development of South Africa; and
- discuss and analyse comprehensively the most important economic issues in South Africa.

## **CBE.102 EMPLOYMENT RELATIONS**

### **Employment Relations 1A**

**(EMR01A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to develop students who can demonstrate focused knowledge and skills in the field of Labour Relations. Students will gain experience in introductory Labour Relations principles and applying such knowledge and skills in a workplace context by focusing on Labour relations theory and perspectives. The history of Labour Relations in South Africa; Environmental influences on Labour relations; Trade Unions goals, strategies and organisations; The role of the state, government strategies and the state as employer; South African labour law.

### **OUTCOMES**

Students should be able to:

- distinguish and understand various Labour Relations perspectives and theory within a South African context;
- list and briefly explain the various environmental influences on labour relations;
- explain the trade union: goals, strategies and organisations;
- briefly list and discuss management strategy and employer organisations; and
- discuss the role of the state, government strategies and the state as employer.

## **Employment Relations 1B**

**(EMR01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to develop students who can demonstrate focused knowledge and skills in the field of Labour Relations. Students will gain experience in introductory Labour Relations principles and application by focussing on subsequent section of: Labour relations theory and perspectives focusing on South Africa labour law; Employee participation, collective bargaining, workplace agreements and

procedures, negotiation process, Conciliation, arbitration and labour court adjudication, Commission for the Conciliation, Mediation and Arbitration, Strikes and 'lock-out'.

## **OUTCOMES**

Students should be able to:

- discuss collective action within a South African context;
- examine employee participation as a means of enhancing democracy in the workplace;
- evaluate the various workplace agreements and procedures;
- develop and apply negotiation skills;
- examine the CCMA and its purpose in the South African labour context; and
- understand the nature and procedure of strikes and lock-outs.

## **Employment Relations Legislative Framework**

**(ERL02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS:12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

To provide the legislative framework regulating the relations between employers and employee in South Africa.

## **OUTCOMES**

- demonstrate an understanding of the labour legislation by discussing the purpose and functions of the Acts listed below with particular emphasis on employee wellness and diversity management;
- Labour Relation Act 66 of 1995;
- Basic Condition of Employment Act 75 of 1997;
- Skills Development Act 97 of 1998;
- Employment Equity Act 55 of 1998;
- Occupational Health and Safety Act 85 of 1993;
- Unemployment Insurance Act 63 of 2001; and
- Compensational Injury and Disease Act 130 of 1993(COIDA).

## **Employment Relations Collective Bargaining**

**(ERC33A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF Credits: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

Employment Relations 2A will provide an insight into collective bargaining and negotiation offering management and trade union techniques as well as tactics used during collective bargaining and negotiation.

**OUTCOMES**

Students should be able to:

- understand South African unionism and dynamics in respect of membership growth and decline;
- understand the legal process leading to the recognition of trade unions in the working place;
- distinguish between recognition and substantive collective agreements;
- understand and apply collective bargaining and negotiation techniques and tactics;
- understand the provisions of the Labour Relations Act 65 of 1995 in respect of industrial action (strikes and lockouts) preceding collective bargaining and negotiation.

**Employment Relations and Dispute Resolution**

**(ERD33B3)**

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF Credits: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide a framework for managing individual and collective disputes in the workplace.

**OUTCOMES**

- determine the requirement of substantive and procedural fairness in dispute resolution;
- demonstrate and understanding of the Commission for Conciliation, Mediation and Arbitration (CCMA) and Bargaining Council rules;
- analyse, interpret and manage conflicts within the workplace;
- analyse complaints and reports relating referred disputes and select appropriate resolution process; and
- screen and allocate CCMA referrals.

## **CBE.103 END USER COMPUTING**

### **End User Computing 1A**

**(ECE0YA1)**

#### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS:16**

### **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;
- **No sup** exams awarded.

### **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 be able to manipulate files and use word processing application to solve business problems and to use presentation software.

### **OUTCOMES**

Students should be able to:

- explain concepts and terms associated with information technology (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.

### **End User Computing 1A\*\***

**(EUC01A1\*\*/EUC01A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS:16**



**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;
- **No sup** exams awarded.

**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 be able to manipulate files and use word processing application to solve business problems and to use presentation software.

**OUTCOMES**

Students should be able to:

- explain concepts and terms associated with information technology (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.

**End-User Computing 1B****(EUC01B1\*\*\*)****SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 16****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;
- **No sup** exams awarded.

**PURPOSE**

The purpose of this module is to use spreadsheet applications and database application software to solve business problems. The students will also be able to search the internet and utilise e-mail.

**OUTCOMES**

Students should be able to:

- explain concepts and terms associated with using the internet;
- demonstrate the ability to use e-mail software on a computer;

- demonstrate the ability to use a spreadsheet application on a computer; and
- demonstrate the ability to use a database on a computer.

### **EUC01BR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted exemption for the module (EUC01B1). If a student fails, the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. A fee as approved per year, is linked to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1) and the module fee for EUC01B1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01BR), it will be reflected as such on the students academic transcript.*

## **CBE.104 ENTREPRENEURIAL GROWTH STRATEGIES**

### **Entrepreneurial Growth Strategies A**

**(EGS01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to develop intellectual competencies in identifying opportunities for business growth, and to understand different theories and models for business growth.

#### **OUTCOMES**

Students should be able to:

- know the basics of economics;
- identify and Interpret the significance of the economic cycles;
- demonstrate knowledge and causes of business growth;
- show the relationships between the different growth aspects;
- know the different venture cycles and indicate how these are to be managed;
- know the different growth methods;
- know how to finance business growth;
- identify risk implications during growth; and
- recommend growth strategies.

## **Entrepreneurial Growth Strategies B**

**(EGS01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to develop intellectual competencies and practical skills in acquisition, analysis, interpretation and application of the underlying theories, models and approaches to the concepts of entrepreneurial business risk, growth strategies and turnaround strategies in order to ensure business sustainability and growth.

### **OUTCOMES**

Students should be able to:

- know the basics of entrepreneurial growth strategies;
- calculate and analyse risk;
- know how to manage risk down, and growth up;
- analyse causes for business failure;
- analyse and appraise strategies for the venture in trouble (venture turnaround);
- appraise growth options, alternatives and methods;
- know the implications of the options of growth financing;
- identify opportunities in the venture capital and private equity market for business growth; and
- how to go about an initial public offering.

## **CBE.105 ENTREPRENEURIAL STRATEGY IMPLEMENTATION**

### **Entrepreneurial Strategy Implementation**

**(ESI03YC)**

**YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 32**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is for the student to have the competence to apply essential business strategies, principles and techniques to innovate and create a business venture, or to advice on an existing business venture to ensure its effective functioning and organic growth. The cognitive level of students will be enhanced through the integrated practical application of knowledge gained during the first, second as well as third year of study.

#### **OUTCOMES**

Students should be able to:

- apply project management principles;
- starting, running and growing a business venture – analysing, and reducing risk and financial exposure;
- growing entrepreneurial business ventures;
- understand and practice social responsibility; and
- apply entrepreneurial professionalism.

## **CBE.106 ENTREPRENEURSHIP**

### **Entrepreneurship 1A**

**(ENT01A1)**

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with a thorough introduction to entrepreneurship theories, and the entrepreneurial mind-set, in order to prepare them to successfully plan, launch and manage their own venture in various occupational contexts.

## **OUTCOMES**

Students should be able to:

- know the introduction to entrepreneurship and business;
- understand what an entrepreneur is;
- distinguish between the varieties of entrepreneurship;
- know the entrepreneurial life and passion;
- understand the entrepreneurial mind-set;
- understand the corporate entrepreneurial mind-set;
- know the revolutionary impact of entrepreneurship;
- know what social entrepreneurship is and the importance of ethics;
- know the basics of creativity and innovation;
- know different methods to initiate ventures; and
- know how networking and support can assist a venture.

## **Entrepreneurship 1B**

**(ENT01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students to think conceptually about business start-up strategies and legal issues, as well as how to protect their interests, ideas and concepts.

## **OUTCOMES**

Students should be able to:

- identify the legal challenges in entrepreneurship ventures;
- understand the legislative requirements that may affect business;
- know the impact of debt agreements – security, surety;
- understand the impact of bankruptcy;
- know how to protect your interests, ideas and concepts;
- know the difference between franchises and own start-up; and
- know different start-up strategies.

## **Entrepreneurship 2A**

**(ENT02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to identify opportunities using creativity and innovation for a new or existing venture and be able to analyse the feasibility of different ideas, and turn it into a business plan.

### **OUTCOMES**

Students should be able to:

- know how the cognitive processes enhances creativity and innovation (Value Creation);
- identify and screen different business opportunities for selection;
- use strategic management and its processes to recommend the best strategies for a business;
- know how to enhance competitiveness; and
- construct a successful business plan.

## **Entrepreneurship 2B**

**(ENT02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to understand the business environment as well as the successful management of a business venture. This includes the productive management of limited resources to obtain a profitable result.

## **OUTCOMES**

Students should be able to:

- recommend a strategy implementation process (business plan implementation);
- evaluate the different financing options, and select and implement the best financing method;
- know how to manage all resources including human resources through professional management and leadership;
- identify and explain the management functions of an entrepreneur;
- provide a practical operations management systems implementation plan;
- be able to recommend measures to improve productivity, effectiveness, efficiency;
- analyse the relationship between productivity and profitability, profits, competitiveness and sustainability;
- create policies, processes and procedures, with the aim to systemise the business in order to enhance business sustainability;
- explain the recruitment process; and
- know how to manage human resources effectively.

## **Entrepreneurship 3A**

**(ENT03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of advanced entrepreneurial perspectives. Students will learn economic theory, in terms of the local micro and macro environments as well as the global environment. Students will also

learn how to grow their businesses through systemising it, enhancing its value in order to understand how to franchise a business.

## **OUTCOMES**

Students should be able to:

- analyse the micro and macroeconomic environment out of the perspective of an entrepreneur;
- analyse and appraise The global environment: The global monetary/financial system and its impact on the entrepreneur;
- appreciate and analyse appropriate risk management issues;
- valuation and analysis of the value of an enterprise;
- analyse the issues relating to buying and selling a business;
- analyse and make recommendations on how to systemize the business; and
- analyse and recommend how to effectively franchise a business.

## **Entrepreneurship 3B**

**(ENT03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of an advanced entrepreneurial perspective. Students will learn how to make provision for succession, and how to take grow their business into a sustainable enterprise. Students will also learn the differences between family and non-family businesses.

## **OUTCOMES**

Students should be able to:

- recognise and analyse the impact and opportunities of globalization;
- analyse and implement strategies to exploit the international business environment;
- recommend possible rapid expansion strategies to a business owner;
- analyse and recommend international strategies to entrepreneurs;
- analyse and recommend an appropriate transition path of entrepreneur to business owner;
- analyse and recommend entrepreneurial succession strategies for sustainability;



- analyse and appraise the family business environment; and
- apply research principles for entrepreneurs.

## **CBE.107 EVENTS MANAGEMENT**

### **Events Management 1A**

**(EVT01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **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

#### **OUTCOMES**

Students should be able to:

- define the different types of events;
- compare and contrast between special events and Meetings, Incentives, Conferences and Exhibition (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.

### **Events Management 1B**

**(EVT01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of event management principles including: 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.

## **OUTCOMES**

- assess and apply the sustainability principles to events ;
- explain the processes of the 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 basic catering services, including restaurant infrastructure and procedures according to professional standards, that are used in events.

## **Events Management 2A**

**(EVT02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce students to the core functional areas of events management, including event operations, marketing, risk management, design and financial management, to be able to understand the scope of planning an event.

## **OUTCOMES**

Student should be able to:

- describe the phases of event management/ event lifecycle;
- explain the administrative procedures when planning an event;
- describe the importance of event operations management;
- describe and apply the principles of marketing to events;
- demonstrate their understanding of design concepts in events;
- demonstrate an understanding of sponsorships in events;
- identify and manage potential risk in events; and
- demonstrate an understanding of the importance of South African wines and their roles in events.

## **Events Management 2B**

**(EVT02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with knowledge on how to successfully execute an event. The module allows students to develop an event by applying concepts of event planning, organising and management.

## **OUTCOMES**

Students should be able to:

- apply the principles of the event lifecycle;
- demonstrate the theory and practice in planning and organising an event
- plan and develop the scope of an event;
- apply costing of plans and budgets;
- apply the logistical requirements of events;
- apply the principles of delegation of management in events;
- review events to ensure their objectives and goals have been met; and
- understand the differences between South African and international wines and their use in events.

## **CBE.108 FINANCIAL ACCOUNTING**

### **Financial Accounting 1A and Financial Accounting 1B are couplet modules**

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she wants to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

### **Financial Accounting 1A**

**(FAC11A1)**

#### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to introduce the student to basic accounting principles, concepts and processes. Using technology-assisted learning this module integrates the theory with a practical element and the student will work with a computer-based entity (sole trader) on which aspects of this module can be practised. The module introduces the accounting process for recording of transactions from source documents through to the preparation of the financial statements of a sole trader. The focus is on the measurement and recognition of Value Added Tax (VAT), assets, liabilities, income and expenses; recognition of accounting adjustments and period end adjustments.

## OUTCOMES

Students should be able to:

- integrate technology assisted learning by means of an accounting software package throughout the module;
- understand basic accounting principles and the accounting process and apply these for a sole trader using the accounting software;
- set up a trading entity (sole trader) using the accounting software;
- understand accounting tools (accounting equation) and the accounting implication of transactions;
- measure and recognise Value Added Tax (VAT);
- prepare source documents, journal entries and general ledger accounts using the accounting software;
- set up and monitoring individual Trade Receivables accounts;
- record transactions in the general journal and the respective subsidiary ledgers;
- reconcile the cashbook to the bank statement balance;
- reconcile the subsidiary ledgers to the control accounts for Trade Receivables and Trade Payables;
- prepare and record journal entries for accounting adjustments, correction of errors and period end adjustments;
- identify, measure and recognise basic inventories in terms of International Financial Reporting Standards; and
- present basic financial statements for a sole trader.

### **Financial Accounting 1B**

**(FAC11B1)**

#### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to introduce the partnership as well as companies as a form of a legal entity. Using technology-assisted learning, this module integrates the financial accounting theory with a practical element and the student works with a computer-based entity (partnership) on which aspects of this module can be practised.

The module will reinforce the accounting process for the recording of transactions from source documents through to the financial statements of a partnership and of a company the focus is on the measurement and recognition of Value Added Tax (VAT), assets, liabilities, income and expenses, recognition of accounting adjustments and period end adjustments.

## **OUTCOMES**

Students should be able to:

- integrate the technology-assisted learning by means of an accounting software package throughout the module;
- convert a sole trader to a partnership;
- measure and recognise the transactions in a partnership and account for changes in partnership;
- understand the accounting tools (accounting equation) and the accounting implication of transactions;
- measure and recognise Value Added Tax (VAT);
- prepare source documents, journal entries and general ledger accounts by using the accounting software;
- prepare and record journal entries for accounting adjustments, correction of errors and period end adjustments;
- identify, measure and recognise basic Inventories as per International Financial Reporting Standards;
- present basic financial statements for a partnership;
- identify, recognise and measure basic Property, Plant and Equipment in terms of International Financial Reporting Standards;
- identify, recognise and measure basic Revenue in terms of International Financial Reporting Standards; ~~and~~
- identify, recognise and measure Share transactions; and
- Identify, recognise and measure basic Provisions.

## **Financial Accounting 2A**

**(FAC22A2)**

### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to extend the knowledge students acquired from Financial Accounting 1A and 1B by focusing more specifically on how to account for accounting transactions and events in entities based on International Financial Reporting Standards, with the aid of accounting software, where applicable. Students must be able to recognise, classify and measure various line items in the statement of financial position, statement of comprehensive income and statement changes in equity according to their relevant International Financial Reporting Standards.

## **OUTCOMES**

Students should be able to:

- integrate the technology-assisted learning by means of an accounting software package where applicable;
- prepare and present the Annual Financial Statements in terms of International Financial Reporting Standards;
- recognise, measure, and present basic Financial Instruments in terms of International Financial Reporting Standards;
- recognise, measure, present and disclose intermediate Revenue in terms of International Financial Reporting Standards;
- recognise, measure, present and disclose intermediate Inventories in terms of International Financial Reporting Standards;
- apply various Value-Added Taxation principles to all accounting transactions; and
- apply basic foreign exchange principles to various accounting transactions in terms of International Financial Reporting Standards.

## **Financial Accounting 2B**

**(FAC22B2)**

### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to extend the knowledge students acquired from Financial Accounting 2A and focus more specifically on accounting principles applied within a specific accounting standard. Using technology-assisted learning, this module integrates the theory with a practical element for some topics covered. Students must be able to recognise, classify and measure various line items in the statement of

financial position, statement of comprehensive income and statement of changes in equity according to their relevant International Financial Reporting Standards.

## **OUTCOMES**

Students should be able to:

- integrate the technology-assisted learning by means of an accounting software package where applicable;
- identify, recognise, measure, present and disclose intermediate Property plant and equipment in terms of International Financial Reporting Standards;
- identify, recognise, measure, present and disclose Impairment of assets in terms of International Financial Reporting Standards;
- identify, recognise, measure, present and disclose Provisions, contingent liabilities and contingent assets in terms of International Financial Reporting Standards;
- identify, recognise, measure, present and disclose Events After the Reporting Period in terms of International Financial Reporting Standards;
- apply various Value-Added Taxation (VAT) principles to intermediate accounting transactions where applicable;
- apply intermediate foreign exchange principles to all accounting transactions where applicable in terms of International Financial Reporting Standards;-and
- recognise, measure, present and disclose basic Borrowing Costs in terms of International Financial Reporting Standards.

## **Financial Accounting 3A**

**(FAC33A3)**

### **COUPLET MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with the knowledge to identify, measure, recognise, present and disclose advanced transactions and events in entities with the focus on International Financial Reporting Standards, with the aid of accounting software, where applicable.

## **OUTCOMES**

Students should be able to:



- identify, recognise, measure, present and disclose complex Property, Plant and Equipment in terms of International Financial Reporting Standards;
- identify, recognise, measure, present and disclose Intangible Assets in terms of International Financial Reporting Standards;
- identify, recognise, measure, present and disclose complex Borrowing Costs in terms of International Financial Reporting Standards;
- identify, recognise, measure, present and disclose Leases in terms of International Financial Reporting Standards; and
- identify, recognise, measure and present Financial Instruments in terms of International Financial Reporting Standards.

### **Financial Accounting 3B**

**(FAC33B3)**

#### **COUPLET MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide students with the knowledge to prepare and present consolidated financial statements of companies in terms of International Financial Reporting Standards, cash flow statements (non-consolidated) in terms of International Financial Reporting Standards, and advanced equity related transactions. This will be done with the aid of accounting software, where applicable.

#### **OUTCOMES**

Students should be able to:

- consolidate simple groups;
- prepare cash flow statement
- identify, recognise, measure, present and disclose the reduction of Share Capital;
- recognise, measure, present and disclose complex Revenue in terms of International Financial Reporting Standards.

### **Financial Management 1B**

**(FMN11B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

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

### **OUTCOMES**

Students should be able to:

- explain the fundamental concept of financial management;
- explain and calculate risk and return by applying a variety of basic calculations;
- differentiate and discuss the characteristics and workings of basic financial instruments and financial markets;
- explain the time value of money concept and perform simple calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- explain and calculate the cost of capital; and
- define basic principles of foreign trade and calculate basic foreign transactions.

## **Financial Management 2A**

**(FMN22A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

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

### **OUTCOMES**

Students should be able to:

- identify and differentiate between different financial management decisions;
- explain the time value of money concept and perform simple calculations on single amounts, annuities, perpetuities, mixed streams of cash flows and amortisation;
- demonstrate an understanding of the uses of financial statements analysis within the financial management context;
- explain the concepts of working capital management;
- explain and calculate risk and return by applying a variety of basic calculations relating to single and portfolio investments;
- differentiate and calculate the cost of capital concepts; and
- calculate and evaluate basic valuations of bond and equity capital.

## **CBE.109 FINANCIAL MANAGEMENT COMPONENT**

### **Financial Management Component 2B**

**(TTM22B2)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to for students to be capable of applying basic accounting principles for effective financial decision-making in the tourism organisation. Students will receive guidance on how to manage the tourism business in a sustainable financial way by the integration of foundational, practical and reflective competence.

### **OUTCOMES**

Students should be able to:

- describe the components and interrelationships of the different categories of accounts;
- explain double entry accounting, debit and credit 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 tourism enterprise;
- explain bank reconciliations and prepare a bank reconciliation statement;

- explain and prepare month end accounting procedures, and explain prepare those procedures; and
- differentiate between, statement of financial position (balance sheet), statement of changes in equity and statement of comprehensive income (income statement) and identify the financial information reported by each.

## **CBE.110 FINANCIAL MARKET REGULATORY ENVIRONMENT**

### **Financial Market Regulatory Environment 3A**

**(FMR33A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip students to apply legal knowledge on the South African financial markets in a financial market environment.

#### **OUTCOMES**

Students should be able to:

- identify and discuss the broad South Africa financial market regulatory environment; and
- explain the fundamental regulatory acts in the South African financial markets.

### **Financial Market Regulatory Environment 3B**

**(FMR33B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to give the student the ability to notice illegal activities in finance and grasp the international regulatory environment and its function.

## **OUTCOMES**

Students should be able to:

- identify and discuss the international regulation environment, compliance function, financial crime, integrity and corporate governance.

## **CBE.111 FINANCIAL PLANNING OPERATIONS**

### **Financial Planning Operations 3B**

**(FPO33B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with the knowledge of financial planning and its related operations and the associated regulations in South Africa.

## **OUTCOMES**

Students should be able to:

- apply the six-step Financial Planning process;
- explain the function of role-players in the financial services industry;
- apply various anti-money laundering and counter-terrorist financing legislation applicable to financial planners;
- calculate the normal tax liability of a natural person;
- calculate the Capital Gains tax payable by a natural person;
- distinguish between testate and intestate succession;
- discuss the significance of matrimonial property law in financial planning;
- conduct basic estate duty calculations; and
- apply various estate planning techniques.

## **CBE.112 FINANCIAL SERVICES ANALYSIS**

### **Financial Services Analysis 2A**

**(FSA22A2)**

**SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 12****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to further build on financial mathematics for business 1A and 1B as well as financial services computing 1A. It will develop higher level financial mathematics skills and combine it with a technology approach

**OUTCOMES**

Students should be able to:

- understand the concept of time value for money;
- solve the simple, compound and continuous interest rate calculations applied to the financial services industry;
- solve the effective rate of return calculation applied to the financial services industry;
- solve for recurring payments, annuities, and perpetuities applied to the financial services industry;
- calculate future value and present value calculations applied to the financial services industry;
- understand the principles of net present value (NPV) and internal rate of return (IRR) applied to the financial services industry;
- understand the amortisation principles and computation is applied to the financial services industry; and
- perform all the above calculation on computer software that is widely used with the financial services industry.

**CBE.113 FINANCIAL SERVICES COMPUTING****Financial Services Computing 1A****(FSC11A1)****SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 12****CALCULATION CRITERIA****SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## 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.

## OUTCOMES

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 with computer applications on practical cases studies such as:
  - loan amortisation analysis;
  - ordinary least square regression analysis;
  - editing research articles; and
  - presentation skills.

## FSC11AR:

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for Financial Services Computing 1A (FSC11A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for FSC11A1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both FSC11A1 (the academic module) as well as FSC11AR (the RPL exam). On passing the RPL assessment (FSC11AR) with 65% (s)he will be granted exemption for the module (FSC11A1). If a student fails, the RPL assessment (FSC11AR) (s)he will remain registered for FSC11A1. A fee as approved per year, is linked to the RPL assessment (FSC11AR). If a student passes the RPL assessment (FSC11AR) (s)he will be exempted from the module (FSC11AR) and the module fee for FSC11A1 will be credited to his/her student account. If a student fails the RPL assessment (FSC11AR), it will be reflected as such on the students academic transcript.*

## **CBE.114 FINANCIAL SERVICES ECONOMICS**

### **Financial Services Economics 1A**

**(FSE11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to introduce financial services operations students to some understanding of the functioning of the economy and to appreciate issues involved in current controversies over economic policy, including economic theory and the concepts of supply and demand.

#### **OUTCOMES**

Students should be able to:

- discuss economic theory;
- explain the basic concepts of price theory, individual competitive markets and demand and supply;
- apply the theory of demand including the effects in price changes and household demand; and
- apply the theory of supply, including cost theory, to profit maximisation and monopolies.

### **Financial Services Economics 1B**

**(FSE11B1)**

#### **SEMESTER MODULE**



**CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to introduce financial services operations students to some understanding of the functioning of the economy and to appreciate issues involved in current controversies over economic policy relating to microeconomic theory and the determination of national income.

**OUTCOMES**

Students should be able to:

- 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.

**EUC01AR:**

*Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted exemption for the module.*

*If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the students academic transcript.*

## **CBE.115 FINANCIAL SERVICES OPERATIONS**

### **Financial Services Operations 2A**

**(FSO22A2)**

#### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to introduce students to the financial services industry with a particular focus on investments.

#### **OUTCOMES**

Students should be able to:

- identify the role of financial services industry, and its participants;
- describe the relationship between the economic environment and financial markets;
- distinguish between the different types of financial assets; and
- describe the prominent financial markets instruments and other financial products.

### **Financial Services Operations 2B**

**(FSO22B2)**

#### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to advance the students learning in the financial services industry by introducing them to the fundamentals of financial markets, as well as portfolio management and performance measurement.

#### **OUTCOMES**

Students should be able to:

- identify the nature of financial crises and the efficient market hypothesis;
- identifying interest rates and recognising their role in valuation;
- explain the nature of risk and return, behavioural analysis and the technical analysis of securities; and
- identifying the different financial markets and explain how they relate to risk and return.

### **Financial Services Operations 3A**

**(FSO33A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to supply students with the skills to explain the concepts global securities operations environment including the settlement processes involved.

#### **OUTCOMES**

Students should be able to:

- identify the features of financial markets instruments and markets;
- understand the purpose; and features of financial markets participants;
- analyse the different steps in financial markets transactions;
- discuss the safekeeping of customer assets; and
- identify and solve the various types of corporate actions.

### **Financial Services Operations 3B**

**(FSO33B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip students with the skills to solve tax consequences, risk in operations, property valuation and grasp as understanding of the Islamic Financial Services in the global economic environment.

## OUTCOMES

Students should be able to:

- discuss and solve the tax consequences of financial instruments;
- discuss risk in global securities operations;
- identify property valuation principles;
- solve basic property valuation problems; and
- discuss Islamic financial services in the global environment.

## CBE.116 FINANCIAL SERVICES PREPARATIONS

### Financial Services Preparation 3A

(FSP33A3)

#### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## PURPOSE

The purpose of this module is to educate students on the necessitated nature of professionalism, administrative skills, emotional intelligence, time management, ethics and information management in the financial services industry.

## OUTCOMES

Students should be able to:

- demonstrate effective administrative skills by being organised, punctual and effective in verbal and written communication skills;
- deliver an idea clearly effectively and with confidence as well as demonstrate active listening and responding in a clear and confident manner;

- act professionally with co-workers, clients, suppliers or investors by being well-mannered and considerate in dealing with others, including business email etiquette, telephone etiquette and professional dressing;
- demonstrate emotional intelligence by managing and acting accordingly in different situations;
- identify and analyse personal work related problems and find logical solutions;
- efficiently conduct a job search by producing a professional CV, cover letter, navigate the process of looking for a job and following the correct protocols during an interview;
- time manage themselves by setting goals and priorities to ensure that daily activities are completed efficiently and that the student is punctual;
- demonstrate ethics, morals and professionalism in all activities;
- build a good rapport, interact and work effectively with others;
- distinguish between the role of leader and follower and play the role of leader and follower accordingly;
- recognise and respect other's attitude, behaviour and beliefs;
- contribution to the planning and coordination of group work; and
- find and manage relevant information from various sources to demonstrate an efficient work commitment and a desire to learn and improve oneself.

## **CBE.117 FOOD AND BEVERAGE FINANCIALS**

### **Food and Beverage Financials 1**

**(FBF01Y1)**

#### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of the module is to equip students to be capable in applying basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise. (Foundational, practical and reflective competence).

## **OUTCOMES**

Students should be able to apply:

- the basic principles of hospitality accounting used to provide financial information to make economic decisions for hospitality enterprises and their different departments;
- explain why it is important for hospitality managers to understand the basic theory and practice of accounting; and
- apply, read, format and cost basic recipes.

## **Food and Beverage Financials 2**

**(FBF02Y2)**

### **YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce students to be able to use a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise.

## **OUTCOMES**

Students should be able to:

- apply the basic principles of hospitality accounting used to provide financial information to make economic decisions for hospitality enterprises and their different departments;
- explain why it is important for hospitality managers to acquire basic knowledge of theory and practice of accounting;
- apply advanced costing skills which include human resources and the costing of other expenses; and
- read performance reports.

## **Food and Beverage Financials 3A**

**(FBF03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip students with the knowledge to be able to apply a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality industry.

## **OUTCOMES**

Students should be able to:

- apply the basic principles of accounting in order to contribute to the management of basic financial functions;
- prepare and interpret financial statements and ratios for effective decision making in companies; and
- apply financial information to assist management with budget preparation.

## **CBE.118 FOOD AND BEVERAGE INDUSTRY**

### **Food and Beverage Industry Laws 3A**

**(FBVL3A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip students to be able to apply food and beverage related laws and legislation to effectively manage the hospitality employees and the enterprise.

## OUTCOMES

Students should be able to:

- comply with the requirements of social legislation in hospitality related situations; and
- comply with the South African labour relations laws in hospitality related situations.

## **CBE.119 FOOD AND BEVERAGE OPERATIONS**

### **Food and Beverage Operations 2A**

**(FBO02A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 10**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to capacitate students to be able to perform the operational procedures at a variety of food service outlets in a profitable manner-using efficient administration, purchasing and production procedures and systems (Foundational, practical and reflective competence).

## OUTCOMES

Students should be able to:

- explain the scope of the food and beverage industry and recommend different food and beverage service systems according to organisational needs;
- understand and plan menus;
- evaluate and select a suitable food production system for a specific need;
- compare quotes on food and beverage equipment and select most appropriate equipment according to organisational needs; and
- explain the concepts of food and beverage administration, purchasing, storage and production procedures.

### **Food and Beverage Operations 2B**

**(FBO02B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 10**



## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to capacitate students to be able to perform the operational procedures in respect of facilities and contractual requirements within a variety of food service outlets (Foundational, practical and reflective competence).

## **OUTCOMES**

Students should be able to:

- demonstrate an understanding of the development, sectors and current issues of the food and beverage industry;
- apply knowledge to operational facilities and procedures for a food and beverage facility to improve production;
- interpret contracts, and concepts of administration and production procedures for corporate providers of food and beverage services, and
- apply retailing concepts related to the food and beverage industry.

## **Food and Beverage Operations 3A**

**(FDB03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

100% Attendance for all practical classes is compulsory. Consult your Learning Guide for details.

## PURPOSE

The purpose of this module is for students to obtain the skills of planning and managing food and beverage outlets utilising a food and beverage specific computerised system.

## OUTCOMES

Students should be able to:

- organise and present information using a food and beverage specific computerised system;
- access and operate modern accounting information; and
- select, implement, use, and update suitable food and beverage software to meet organisational needs.

## CBE.120 FOOD AND BEVERAGE SERVICE

**Food and Beverage Service 1 (Theory and Practical)**

**(FBV01Y1)**

**YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 20**

## CALCULATION CRITERIA

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

100% Attendance for all practical classes is compulsory. Consult your Learning Guide for more details.

## PURPOSE

The purpose of this module is to be capable in performing operational food and beverage service in the hospitality industry (Foundational and practical competence).

## OUTCOMES

Students should be able to:

- apply restaurant infrastructure and procedures according to professional standards in order to carry out basic food and beverage service;
- define the role of food & beverage operations for different types of events, and compare and contrast the role of food & beverage operations between special events and meetings, incentives, conferences and events (MICE) events;

- describe the nature of the events industry (digitalisation in events) and role players in the events industry;
- analyse the impact of events using the triple bottom line reporting, and assess and apply the sustainability principles to food & beverage events;
- demonstrate the application of the bidding for events by the food & beverage/hospitality industry;
- describe the venue and facility management principles in events; and
- describe the use of various food and beverage operations technologies in events.

## **Food and Beverage Service 2 (Theory and Practical)**

**(FBV02Y2)**

### **YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 20**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

100% Attendance for all practical classes is compulsory. Consult your Learning Guide for details.

### **PURPOSE**

The purpose of this module is to be capable in maintaining the operational practices and structures of food and beverage service in Hospitality Industry (Foundational, practical and reflective competence).

### **OUTCOMES**

Students should be able to:

- apply restaurant infrastructure and procedures according to professional standards in order to carry out basic food and beverage service;
- supervise advanced food and beverage service and the maintenance of restaurants and food service outlets in terms of legislative requirements, operations, costing and control measures; and
- interpret the principles contained in the range of laws applicable when setting up and operating a hospitality enterprise.

## **CBE.121 FUNDAMENTALS OF FINANCIAL SERVICES**

### **Fundamentals of Financial Services 1A**

**(FFS11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **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.

#### **OUTCOMES**

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.

## **CBE.122 FUNDAMENTAL RESEARCH PRACTICE**

### **Fundamental Research Practice**

**(FRP10Y1)**

#### **YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of the module is to improve the students ability to use English and research skills effectively and appropriately when communicating in writing or when speaking. They will acquire reading, writing, thinking, speaking, listening and research skills and their vocabulary will expand to assist them in communicating purposefully and accurately throughout their academic and business career. Furthermore, the module aims to promote their full participation in the learning process, with special emphasis on academic research and writing. This will require them to be active students. Students will also realise that they can integrate their English and research skills, knowledge and concepts into all their mainstream modules.

## OUTCOMES

Students should be able to:

- speak and present English with confidence using communication strategies for specific purposes and situations using precise subject-specific vocabulary;
- listen with understanding for pertinent facts and concepts, which also enable the student to make notes and annotations within the class environment, and follow given instructions accurately;
- recognise language weaknesses, improve on them and eliminate common errors within the written and spoken context;
- read, understand and analyse academic texts critically;
- plan and write well-constructed and researched texts, essays and relevant documents;
- conduct extensive research according to given guidelines in the library and on evaluated, valid online websites; and
- access, process, evaluate and use information from a variety of sources and situations.

## CBE.123 FUNDAMENTALS OF BUSINESS MATHEMATICS

### Fundamentals of Business Mathematics

(FBM10Y1)

### YEAR MODULE

NQF LEVEL: 5

NQF CREDITS: 16

## 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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to seek to provide foundational quantitative proficiency, which involves having confidence and competence when working with numbers.

## OUTCOMES

Students should be able to:

- use basic algebraic ideas to solve mathematical problems situated in social, workplace and business contexts;
- perform numerous calculations;
- use descriptive statistics to do investigations and write reports; and
- use appropriate technology to solve mathematical problems.

## CBE.124 GASTRONOMY

### Gastronomy 1 (Theory and Practical)

(GTP01Y1)

#### YEAR MODULE

NQF LEVEL: 5

NQF CREDITS: 20

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

100% Attendance for all practical classes is compulsory. Consult your Learning Guide for more details.

## PURPOSE

The purpose of this module is for the student to gain theoretical culinary knowledge and practical cooking skills. In addition, following workplace hygiene procedures, knowledge of world cuisines as well as how the industry has developed thus far.

## OUTCOMES

Students should be able to:

- identify and demonstrate hygienic food preparation and safe equipment handling according to both basic occupational safety measures as well as according to local and national legislation;

- demonstrate an application of the preparation of conventional and convenience foods using various preparation methods and skills;
- read basic recipes and do costing of recipes;
- identify the sources of nutrients for the human body and state their functions;
- analyse the history of gastronomy and factors that have influenced its development;
- control security situations that may arise in daily hospitality operation; and
- practice first aid.

## **Gastronomy 2 (Theory and Practical)**

**(GTP02Y2)**

**YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 20**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

100% Attendance for all practical classes is compulsory. Consult your Learning Guide for more details.

### **PURPOSE**

The purpose of this module is for students to acquire a knowledge of menu planning with sound nutritional principles to cater for individuals of varying ethnic backgrounds, applying theoretical knowledge of modern restaurants and for the development of reference material.

### **OUTCOMES**

Students should be able to:

- demonstrate hygienic food preparation and safe equipment handling according to standard professional practice;
- demonstrate an application of the preparation of foods requiring various preparation methods and greater skills;
- read basic recipes and do costing of recipes;
- modify recipes and a range of menu items suited to a variety of food outlets is planned, prepared and presented in order to cater for the nutritional, dietary and cultural demands of various customer groups;

- apply basic menu planning to a variety of food service establishments;
- describe and apply sound nutritional principles for customer dietary, ethnic and special requirements; and
- describe the development of the modern restaurant as well as cookbooks and present electronic reference material.

### **Gastronomy 3A (Theory)**

**(GTN03Y3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

100% Attendance for all practical classes is compulsory. Consult your Learning Guide for details.

#### **PURPOSE**

The purpose of this module is for students to acquire the knowledge of planning, preparing and presenting a range of menu items requiring advanced skills to cater for individuals with varying nutritional needs. They should also have theoretical knowledge of classical and modern dishes and trends effecting food acceptability.

#### **OUTCOMES**

Students should be able to:

- analyse trends and recommend adjustments to existing health practice;
- explain the impact of socio-economical perceptions on the health status of the South African population;
- adjust diets to meet a range of therapeutic requirements and prepare food accordingly;
- utilise knowledge to prepare a menu that pairs wine or beer with food; and
- distinguish between classical and modern (nouvelle cuisine) dishes and the various trends that have an influence on menu development.



## **CBE.125 GLOBAL TOURISM**

### **Global Tourism 1A**

**(GTM01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to have an understanding of the importance of providing good service to all tourists coming to South Africa.

#### **OUTCOMES**

Students should be able to:

- analyse pre-conditions for emergence of tourism as a mass phenomenon in the global world;
- identify tourism industry sectors and role players locally as well as globally;
- evaluate demand and supply factors in tourism;
- analyse interconnectedness between rural and urban communities and tourism development;
- assess the role of tourism as a socio-economic tool in poverty alleviation and job creation to support the Sustainable Development Goals (SDG's);
- analyse the role of tourist attractions as part of the tourism system; and
- analyse the role of tourist destinations as part of the tourism system.

## **CBE.126 HOSPITALITY OPERATIONAL PRACTICE**

### **Hospitality Operational Practice 3**

**(HOP03B3)**

#### **YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 40**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;

- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of the module is to enable the student to learn about and apply junior management functions in real life environment directly related to associated outcomes.

## **OUTCOMES**

Students should be able to:

- demonstrate effective business operation skills;
- communicate effectively within a multi-cultural and dynamic environment, dealing with group dynamics in an interactive and participative manner to solve problems;
- explain how to manage the customer experience;
- demonstrate basic office activities and explain their interrelationship with other departments within a business unit;
- successfully operate between the various departments of a tourism/hospitality business unit;
- execute practical assignments within a tourism/hospitality organisation (workplace); and
- demonstrate the necessary competencies for employment in tourism/hospitality organisations.

## **CBE.127 IMPACT OF TOURISM**

### **Impact of Tourism 1B**

**(TOS11B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with insight and intellectual knowledge in understanding 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.

## OUTCOMES

Students should be able to:

- describe third world trends in tourism product development;
- distinguish between the main type of tourism products;
- appreciate positive and negative economic, social and environmental impacts of developing tourism attractions; and
- describe the main characteristics of sustainable and responsible tourism development in South Africa.

## CBE.128 INFORMATION SYSTEMS

### Information Systems 1A

(IFS01A1)

### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

## 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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to:

### Theory:

- introduce students to basic information technology (IT) terms, skills and the basic components of a computer.

### Practical:

- be able to manipulate files and use word processing to solve business problems and to use presentation software.

## OUTCOMES

Students should be able to:

### Theory

- discuss the internet and the world wide web and its impact on technology;
- identify different types of application software;
- identify and discuss input and output devices;

- discuss different types of storage;
- explain various uses of communications; discuss different types of networks and communication devices and channels;
- discuss different types of security risks and how to safeguard against such risks; and
- discuss e-commerce.

**Practical:**

- demonstrate the ability to use a word processing application on a computer; and
- demonstrate the ability to use a presentation application on a computer.

**Information Systems 1B**

**(IFS01B1)**

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

**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;
- **No sup** exams awarded.

**PURPOSE**

The purpose of this module is to:

**Theory:**

- A student who has successfully completed this module will have acquired the necessary knowledge to evaluate a system with reference to the Systems Development Life Cycle.

**Practical:**

- the students will be able to use spreadsheets to solve business problems and to use data bases.

**OUTCOMES**

Students should be able to:

**Theory:**

- discuss the five phases of the systems development life cycle;
- draw/design data flow diagrams for a given scenario; and
- interpret systems development life cycle diagrams and concepts.

### **Practical:**

- demonstrate the ability to use a spreadsheet application on a computer; and
- demonstrate the ability to use a database application on a computer.

## **Information Systems 2A**

**(IFS02A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is to equip students with knowledge to be able to apply the theoretical aspects of database modelling in regard to Entity Relationship Modelling and the Normalisation of databases.

### **OUTCOMES**

Students should be able to:

- analyse and compare different database models;
- develop an effective and efficient database solution for business problems;
- illustrate their competence in the normalisation of databases;
- demonstrate the interaction between an entity relationship diagram (ERD) and the normalisation of databases;
- generate and criticize an entity relationship diagram (ERD) based on the supplied business rules; and
- argue how the systems development life cycle (SDLC) contributes to development of the database life cycle (DBLC).

## **Information Systems 2B**

**(IFS02B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is to equip students with the knowledge to be able to design a system by using System Development Life Cycle (SDLC) and Database Development Life Cycle (DDLC) principles.

## OUTCOMES

Students should be able to:

- describe transaction management and concurrency control;
- review basic database performance-tuning concepts;
- analyse a distributed database management system (DDBMS) and what its components are review how the implementation of a database is affected by the different levels of data and process distribution;
- examine how transactions are managed in a distributed database environment;
- comment on what a data warehouse is, how data for a data warehouse are prepared and how a data warehouse is implemented;
- distinguish between the different database connectivity technologies; and
- argue the database administrator's managerial and technical roles in a database environment.

## Information Systems 3A

(IFS03A1)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

### 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;
- **No sup** exams awarded.

## PURPOSE

The purpose of this module is for the student to be able to understand and apply the tools and techniques used in formal information technology (IT) project management, to assist a business in achieving its goals.

## OUTCOMES

Students should be able to:

- explain the phases in the project management lifecycle;
- differentiate between the nine knowledge areas of the project management body of knowledge; and
- assess the quality of a project's methodology.

## **Information Systems 3B**

**(IFS03B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is for the student to fully understand how to implement database security on modern business databases.

### **OUTCOMES**

Students should be able to:

- describe an information system and its components;
- outline the concept of information security;
- outline useful user administration best practices;
- criticise the importance of administration documentation;
- describe the different types of users in a database environment and the distinct purpose of each;
- identify and explain the concepts of five security models;
- define the term "virtual private database" and explain its importance; and
- understand the database auditing environment.

## **CBE.129 INTRODUCTION TO BUSINESS MANAGEMENT**

### **Introduction to Business Management 1B**

**(IBM01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **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.

## **OUTCOMES**

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 practice; and
- identify and explain all the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks.

## **CBE.130 LOGISTICS**

### **Logistics 2A**

**(LOG0Y2A/ LOG02A2)**

**YEAR MODULE (LOG0Y2A)**

**SEMESTER MODULE (LOG02A2)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR LOG0Y2A**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR LOG02A2**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of logistic principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics contribute to value creation in supply chain.

### **OUTCOMES**

Students should be able to:

- understand logistics' role in the economy and the organisation;
- understand what customer service is and the role it plays in a supply chain;
- understand a product life cycle in an organisation;
- understand the importance of a customer order and the path of a customer order;
- design, select and manage a distribution channel; and
- apply the principles of logistics management.

## **Logistics 2B**

**(LOG0Y2B/ LOG02B2)**

### **YEAR MODULE (LOG0Y2B)**

### **SEMESTER MODULE (LOG02B2)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR LOG0Y2B**

### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR LOG02B2**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of logistic principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics contribute to value creation in supply chain.

### **OUTCOMES**

Students should be able to:

- understand the variety of material management techniques;
- understand what role transportation plays in a supply chain;
- understand global logistics and the elements influencing the;
- understand the importance of business structures in an organisation;
- understand how logistics costs affect customer and product profitability; and
- understand the importance of planning for logistic managers.

## **Logistics 3A**

**(LOG03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of logistics principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistics decisions. Upon the successful completion of this

module a student shall possess fundamental knowledge on how logistics can contribute to value creation in supply chain.

## **OUTCOMES**

Students should be able to:

- understand and explain how economic decisions can affect the company;
- to that supply chain understand what the supply organisations are where the company fits in;
- identify and describe the importance of customer service and how to improve customer service;
- apply and understand the principle of the network planning process and the influence it can have on a company if not well managed;
- describe the importance and the role transportation plays in the supply chain; and
- understand what role purchasing play in the supply chain.

## **Logistics 3B**

**(LOG03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of logistics principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistics decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics can contribute to value creation in supply chain.

## **OUTCOMES**

Students should be able to:

- understand and explain the concept of strategy and strategy planning;
- illustrate how the order-processing system can influence the performance of logistics activities;
- explore how inventory investments influences corporate profit performance;

- apply and understand the principle of the order processing and the influence it can have on a company if not well managed;
- describe an overview of various types of automated and non-automated materials handling systems; and
- understand what impacts an effective logistics organisation can have on a firm's efficiency and effectiveness.

## **CBE.131 MANAGEMENT AND HUMAN RESOURCES**

### **Management and Human Resources 2A**

**(TTM22A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to afford students the opportunity to perform basic human resource management activities within the tourism industry. Students will receive guidance on how to contribute to effective decision-making and the execution human resources operations in a tourism context.

#### **OUTCOMES**

Students should be able to:

- discuss the human resource management processes and procedures at a tourism organisation;
- prepare job descriptions and specifications for employees working at a tourism organisation;
- compile an advertisement for a position in the tourism industry;
- prepare guidelines on how to compile a CV and prepare for an interview;
- compile an introduction programme for new employees at the tourism organisation;
- have an understanding on how to follow disciplinary procedures; and
- appreciate the importance of providing further training opportunities in the tourism industry.

## **CBE.132 MANAGEMENT SKILLS**

### **Management Skills 1A**

**(MGS01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip students with basic management theory in a hospitality context. They will understand the concepts of planning, organising, managing and leading a hospitality enterprise, within a local and global environment.

#### **OUTCOMES**

Students should be able to:

- 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.

### **Management Skills 1B**

**(MGS01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with the industry specific knowledge in planning and organising activities in a hospitality-related industry.

## **OUTCOMES**

Students should be able to:

- describe the importance of the holistic tourism and hospitality environment;
- explain the importance of tourism and hospitality entrepreneurship; and
- apply the fundamental principles of financial management, purchasing and supply function and strategic management.

## **Management Skills 2A**

**(MGS02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to be able to apply a range of human resources management skills which will contribute to effective decision-making, as well as the execution and supervision of hospitality operations (Foundational, practical and reflective competence).

## **OUTCOMES**

Students should be able to:

- apply Human Resources Management and development functions applicable to their delegated area of responsibility according to professional hospitality industry standards;
- prepare job descriptions and specifications for employees working at a food and beverage organisation;
- compile an advertisement for a position in the food and beverage industry;
- prepare guidelines on how to compile a CV and prepare for an interview;
- compile an introduction programme for new employees at the food and beverage organisation;
- acquire the knowledge needed to follow disciplinary procedures; and

- appreciate the importance of providing further training opportunities in the food and beverage industry.

## **Management Skills 2B**

**(MGS02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide the student with the knowledge and skills needed to apply a range of marketing skills, which will contribute to effective decision-making, as well as the execution, and supervision of hospitality operations (Foundational, practical and reflective competence).

### **OUTCOMES**

Students should be able to:

- apply the marketing skills required to open a food and beverage enterprise within South Africa when developing a business plan for a small food and beverage establishment;
- explain how a quality programme would benefit a food and beverage operation by analysing the system in use in order to improved quality using international companies as benchmarks; and
- apply the marketing process in securing business.

## **Management Skills 3A**

**(MGS03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 20**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip students to utilise managerial concepts, systems and functions. The focus of this module is to guide students in effective business plan preparation for a food and beverage business.

## **OUTCOMES**

Students should be able to:

- apply advanced entrepreneurial concepts to identify opportunities in the food and beverage industry;
- conduct the feasibility and viability of the identified business idea;
- discuss ethical issues related to the food and beverage enterprise;
- differentiate between the forms of businesses as it can be applied in the food and beverage industry;
- apply the role of the business plan based on a tourism related case study;
- describe the role and interrelatedness of the subcomponents of a business plan;
- formulate a comprehensive business plan for the food and beverage enterprise;
- identify and discuss a production/service plan for the tourism and food and beverage enterprise;
- apply the role of a hospitality organisational and management plan for the food and beverage enterprise;
- compile and appraise a financial plan for the food and beverage enterprise; and
- apply the principles of a human resource plan for the food and beverage enterprise.

## **CBE.133 TOURISM MARKETING**

### **Introduction to Tourism Marketing 1A**

**(ITM01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**



The purpose of this module is to introduce the student to the basic principles of tourism marketing, mainly in a tourism product or service. On a practical level, the student will have attained the necessary experience to identify environmental trends, understand basic consumer behaviour and market segmentation.

## **OUTCOMES**

Students should be able to:

- explain the fundamentals of tourism marketing concepts and philosophy;
- demonstrate the role of marketing in the tourism industry
- describe the decision-making process that consumers go through as they make a purchase for a product or services;
- explain the role of segmentation, targeting and positioning processes; and
- recognise the importance of information to an organisation.

## **Introduction to Tourism Marketing 1B**

**(ITM01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the student to the basic principles of tourism 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.

## **OUTCOMES**

Students should be able to:

- define and classify products;
- describe the nature and benefits of branding;
- identify the functional and psychological roles of packaging;
- explain the role of product in the tourism marketing mix;
- explain the role and types of distribution channels;
- describe the concept of pricing in tourism marketing;
- explain the importance and role of a planned, integrated communication strategy in tourism marketing; and

- discuss the role of advertising in tourism;
- explain the importance of personal selling in the tourism industry; and
- recognise the role of technology in tourism marketing.

## **CBE.134 MARKETING**

### **Marketing 1A**

**(BBE1AA0/MAR01A1)**

#### **YEAR/SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **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.

#### **OUTCOMES**

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.

### **Marketing 1B**

**(BBE1BB0/MAR01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **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.

## **OUTCOMES**

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 in the overall marketing philosophy.

## **Marketing 2A**

**(MAR02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip the student with the necessary knowledge to distinguish between the additional aspects of services and relationship marketing in service businesses. On a practical level, the student will be familiar with the people, process and physical evidence elements of the marketing mix as well as techniques to build relationships with employees and customers.

## **OUTCOMES**

Students should be able to:

- describe the principles of consumer behaviour in a services environment;
- understand the role of people, process and physical evidence in the services marketing mix;
- understand and apply the principles of relationship marketing; and
- design services marketing mix.

## **Marketing 2B**

**(MAR02B2)**

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to acquire knowledge, practical skills and competencies for applying the principles and concepts of marketing within a sport and recreational setting; to sport products, sport consumers and sport entities. On a practical level these will be applied to sport consumer behaviour, marketing communication and sponsorships, as well as carry out a basic research survey in a sport environment.

### **OUTCOMES**

Students should be able to:

- identify and describe the unique characteristics of sport marketing;
- describe the difficulties of the exchange process in sport marketing;
- develop a basic operational marketing plan for a small sport enterprise;
- show the application of marketing instruments in a sport setting; and
- identify and apply the principles of marketing research.

## **Marketing 3A**

**(MAR03A3)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE:**

The purpose of this module is to provide the student with the theoretical foundation needed to write a marketing plan. Students are introduced to the elements of a marketing plan. Students should develop analytical and critical skills required in writing up a marketing plan. On the practical side, case studies and practical assignments are completed by students.

#### **OUTCOMES**

Students should be able to:

- perform a situation analysis and be able to identify marketing opportunities, threat; strengths and weaknesses in a given context;
- formulate marketing and sales objectives;
- design competitive marketing strategies;
- design product life cycle strategies; and
- relationship marketing strategies.

#### **Marketing 3B**

**(MAR03B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to write a marketing plan. Students will develop a practical understanding, knowledge and skills on how to write up a marketing plan. On the practical side, students write and submit a marketing plan by conducting a situation analysis, formulate sales and marketing objectives; formulate marketing strategies and implementation of the strategies on a product, brand, SBU or company of their choice.

#### **OUTCOMES**

Students should be able to:

- perform a situation analysis in a given context;
- set marketing and sales objectives;
- develop a competitive strategy;
- develop an integrated marketing strategy;
- by formulating an integrated;
- product plan;
- pricing plan;
- promotion plan;
- distribution plan; and
- implementation, evaluation and control of the plan.

## **CBE.135 MARKETING COMMUNICATIONS**

### **Marketing Communications 3A**

**(MRC03A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to promote the integration of the skills and knowledge obtained in other marketing functions to develop a comprehensive integrated marketing communications plan. On a more practical level, the student will have attained the necessary experience to develop a practical communications plan within a variety of contexts to strategically enhance the organisation's performance and meet consumer needs.

#### **OUTCOMES**

Students should be able to:

- describe and contextualize the fundamentals of the communications process and the role it plays when developing marketing communication.
- identify, compare and contrast and select the most appropriate promotional mix for a range of communications objectives; and
- demonstrate the ability to develop, through a strategic lens, an integrated marketing communications strategy.

## **Introduction to Digital Marketing 3B**

**(IDM03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to serve as an introduction to digital marketing by introducing students to the various tools, techniques and skills required to prepare students for the role that digital marketing plays within the marketing function. Students will gain knowledge about the digital marketing fundamentals, the platforms, channels, metrics and the use of the digital marketing mix elements to enhance an organisation's performance and satisfy customer needs.

### **OUTCOMES**

Students should be able to:

- contextualise the role, opportunities, and challenges that digital marketing plays within the marketing function;
- describe the contemporary digital trends available to digital marketers and analyze their impact on the development of digital marketing strategies;
- evaluate the various tools, techniques, platforms, channels and metrics available within the digital marketing context; and
- demonstrate the ability to select the most appropriate tools, techniques, platforms, channels and metrics for a given product or service.

## **CBE.136 MARKETING FOR TOURISM**

### **Marketing for Tourism 2A**

**(MRT02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;

- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip the student with the necessary knowledge to distinguish between the additional aspects of services and relationship marketing in service businesses. On a practical level, the student will be familiar with the people, process and physical evidence elements of the marketing mix as well as techniques to build relationships with employees and customers.

## **OUTCOMES**

Students should be able to:

- describe the principles of consumer behaviour in a services environment;
- outline characteristics of services and explain the principles of the service mix particularly in the tourism industry;
- describe the role of people, process and physical evidence in the services marketing mix;
- explain and apply the principles of relationship marketing; and design services marketing mix; and
- explain the role of public relations activities and tools in tourism marketing.

## **Marketing for Tourism 2B**

**(MRT02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with the necessary knowledge to evaluate and apply marketing principles to create a basic operational marketing plan for a specific tourism product. These products include destinations, visitor attractions, inclusive tours, transport, accommodation and restaurants.

## **OUTCOMES**

Students should be able to:

- describe how countries are marketed as tourist destinations
- discuss the marketing of tourist attractions



- describe the marketing of transport operations
- develop a basic operational marketing plan for any tourism establishment.
- outline the approaches to managing service quality, value and customer satisfaction in the tourism industry;
- explain the role of digital marketing in the tourism industry;
- describe new product development and emerging tourism trends; and
- develop a basic operational marketing plan for any tourism destination.

## **CBE.137 MARKETING RESEARCH**

### **Marketing Research 3A**

**(MRR03A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is for the student to acquire the necessary knowledge to appreciate the nature and scope of marketing research and explain its role in the decision-making process. On the practical level, students will have attained the necessary experience to propose and evaluate different approaches to obtain relevant information. They will also be able to design a questionnaire.

#### **OUTCOMES**

Students should be able to:

- identify the different kinds of research that companies undertake and the different situations in which research can be helpful;
- describe the steps in the marketing research process and be able to relate them to a specific case;
- identify data sources typically used to answer research questions;
- select appropriate primary data collection methods;
- develop and evaluate research designs/plans; and
- design and evaluate a questionnaire.

### **Marketing Research 3B**

**(MRR03B3)**

#### **SEMESTER MODULE**

**CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is for the student to acquire the necessary knowledge to explain the procedures and techniques involved in sampling and present a managerial orientated discussion of field work processes and the processes of preparing data to make them suitable for analysis. On the practical level the students will have attained the necessary experience to develop and evaluate appropriate sampling plans, execute field work, prepare data for analysis and communicate the findings of research.

**OUTCOMES**

Students should be able to:

- explain how and why various sampling methods are used;
- describe the process of collection of data in the field – particularly by telephone and person interviewing;
- describe data capturing and how a dataset is cleaned;
- identify ethical issues and suggest ways to inhibit unethical behaviour;
- analyse and interpret research results; and
- understand the South African marketing research environment and particularly the role of SAMRA.

**CBE.138 PAYROLL****Introduction to Payroll 3A****(ITP33A3)****SEMESTER MODULE****NQF LEVEL: 6****NQF CREDITS: 12****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

To prepare students to understand the basic functioning of an electronic payroll programme in order to create payslips and produce payroll related reports.

## OUTCOMES

Students should be able to:

- identify and explain various payroll systems and concepts;
- create a new company and load employee's data using a payroll system;
- capture employee's remuneration on the payroll system;
- explain the components on a payslip; and
- create various reports using the payroll system.

## CBE.139 PEOPLE MANAGEMENT PERSPECTIVES

### People Management Perspectives 1A

(PMP01A1/PMP0YA1)

### SEMESTER MODULE (PMP01A1)

### YEAR MODULE FOR EXTENDED (PMP0YA1)

NQF LEVEL: 5

NQF CREDITS:12

## CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide the foundations of People Management (PM) perspectives by exposing students to the fundamental principles underlying the people management practice in South Africa.

## OUTCOMES

Students should be able to:

- describe the contextual elements of PM;
- conduct environmental analysis to understand the influence of micro and macro influences within the organisation;
- determine the link between the PM and business strategy;
- describe the SABPP Competency Model and its related HRM standards; and
- describe the business partnering and consulting role of PM Practitioners; PM value chain activities and their application to employee life cycle.

**People Management Perspectives 1B**  
**SEMESTER MODULE (PMP01B1)**  
**YEAR MODULE FOR EXTENDED (PMP0YB1)**  
**NQF LEVEL: 5**

**(PMP01B1/PMP0YB1)**

**NQF CREDITS:12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

This module will provide students with a foundational understanding of employee relations in the South African context, performance management, motivation theories, and career management, employee compensation and health and safety in the workplace.

**OUTCOMES**

Students should be able to:

- identify and explain role of key stake holders in employee relations;
- describe the difference between performance management and performance appraisal;
- understand the concept of a career and career management;
- describe compensation strategies in organisation;
- describe the legislative framework governing health and safety in the workplace as well as the causes of workplace accidents; and
- understand the dynamics of employment relationship as well as labour legislation governing employment relations in South Africa.

**People Management Perspectives 2A**

**(PMP02A2)**

**SEMESTER MODULE (PMP02A2)**

**NQF LEVEL: 5**

**NQF CREDITS:12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide practical guiding principles for managing people in the organisation by delineating the role of PM Practitioners as a business partner with in the world of work.

## **OUTCOMES**

Students should be able to:

- identify internal and external factors which influence workforce planning;
- how would you apply staffing decisions methods to allocate, schedule and deploy talent within the organisation;
- distinguish between difference job design methods and approaches;
- how would you conduct job analysis and complete job description and specifications; and
- describe factors which influence the organisation's remuneration.

### **People Management Perspectives 2B**

**(PMP02B2)**

#### **SEMESTER MODULE (PMP02B2)**

**NQF LEVEL: 5**

**NQF CREDITS:12**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

PM Perspectives 2A focuses on performance and development. This module will provide the link between individual performance outcomes and training in order to directly enhance the effectiveness and efficiency of employees in their roles.

## **OUTCOMES**

Students should be able to:

- discuss performance management practices and performance appraisal to improve employee's performance;
- identify and apply the elements of training analysis; and
- develop a talent inventory to assist the organisation with managing talent.
- identify the uses of PM Information System, PM Metrics and Analytical for reporting

### **People Management Perspectives 3A**

**(PMP03A3)**

#### **SEMESTER MODULE (PMP03A3)**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

PM Perspectives 3A focuses on organisational behaviour theory and practice component of the module will provide the interface between the organisation, team/ group and the individual for understanding the inverse relationship.

### **OUTCOMES**

Students should be able to:

- discuss the concept of organizational behavior its application to PM;
- identify the organizational and team/group dynamics which influence individual behavior;
- describe the concepts personality, values, attitudes and perceptions;
- discuss the concept of psychological contracts; and
- distinguish between employee job satisfaction, commitment and engagement

## **People Management Perspectives 3B**

**(PMP03B3)**

### **SEMESTER MODULE (PMP03B3)**

**NQF LEVEL: 6**

**NQF CREDITS:12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

PM Perspectives 3B focuses on organisational development. This module will provide a framework for identify the key pivotal areas which enhance organisation efficiency and effectiveness.

### **OUTCOMES**

Students should be able to:

- discuss organizational development with reference to the structure, culture and power dynamics in the organisation;
- explain the group development process;

- describe the leadership development process;
- identify and describe the change management models; and
- understand the concept of corporate governance by describing the role of PM Practitioners in supporting the organisation to inculcate a culture of acceptable workplace ethics.

## **People Management in Practice 3A** **SEMESTER MODULE**

**(PMI33B3)**

**NQF LEVEL: 6**

**NQF CREDITS:12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSES**

The purpose of this module is to equip students to practically apply the specific outcomes of modules undertaken during the period of study. Modules would be merged through practical application of workplace practices.

### **OUTCOMES**

Students should be able to:

- Students will be allocated simulated PM departments. Each department would role play the PM value chain whilst satisfying the specific outcomes of various modules covered within the qualification. Lecturers and external PM experts would be asked to audit the allocated PM department;
- **STIMULATED PM PROJECT:** in teams of 10, create a simulated PM environment and role play the PM value chain OR one specific PM function in action. The entire simulated activity will last 30 minutes. All relevant documents, forms, tools and techniques must be well researched and authentic and presented for assessment. This simulated project involves an integration of the specific outcomes for all PM modules in this qualification. The team simulation project will be assessed and evaluated by a panel of industrial and academic PM experts; and
- **POE ASSESSMENT:** compile and submit a POE (Portfolio of Evidence) of the entire PM value chain or on the specific outcomes of three selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated PM project and audio-visual presentation: conduct a three minute individual audio-visual presentation on your evidence gathered and presented in your POE. This presentation must reveal your understanding of the integration of the specific outcomes for all PM modules in this qualification. Your

presentation will be assessed and evaluated by a panel of industrial and academic PM experts.

## **CBE.140 PERSONAL SELLING**

### **Personal Selling 1A**

**(PRS01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **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.

#### **OUTCOMES**

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.

### **Personal Selling 1B**

**(PRS0Y1B)**

#### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.



## **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 of direct sell by reaching a predetermined sales target.

## **OUTCOMES**

Students should be able to:

- select and sell products from a selected company, to a selected target market, in order to reach a predetermined sales target; and
- use the appropriate systems and databases to record, track and manage progress.

## **CBE.141 PURCHASING**

### **Purchasing 2A**

**(PUR0Y2A/ PUR02A2)**

**YEAR MODULE (PUR0Y2A)**

**SEMESTER MODULE (PUR02A2)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR PUR0Y2A**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR PUR02A2**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

## **OUTCOMES**

Students should be able to:

- understand world class supply chain management;
- understand how purchasing is becoming supply management;
- understand a product life cycle in an organisation;
- understand the importance of buyer supplier relationship;
- build and manage cross-functional teams to help contribute to supply chain effectiveness; and
- apply and understand the principles of purchasing/procurement in supply chain.

### **Purchasing Management 2B**

**(PUR0Y2B/ PUR02B2)**

**YEAR MODULE (PUR0Y2B)**

**SEMESTER MODULE (PUR02B2)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR PUR0Y2B**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR PUR02B2**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

## **OUTCOMES**

Students should be able to:

- understand the different purchasing services in supply chain;
- understand what global supply management and the competition surrounding purchasing;
- identify and explain the importance of what product pricing;
- undertake research on cost analysis and explaining what it comprises out of;
- build and manage a negotiating team to successfully negotiate areas relating to purchasing; and
- apply and understand the ethical and professional standards of purchasing/procurement in supply chain.

## **Purchasing 3A**

**(PUR03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

### **OUTCOMES**

Students should be able to:

- understand the role purchasing play in the supply chain;
- understand what the supply organisations and where the company fits in;
- identify and describe the importance of information systems and technology;
- apply and understand the principle of inventory and the quantity factor concerning inventory holding;
- describe the importance and the role transportation plays in the supply chain; and
- undertake research to come up with solutions for the best investment recovery methods.

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

**OUTCOMES**

Students should be able to:

- understand the role research in purchasing play in the supply chain;
- understand what global supply is, and what affect it can have on an organisation;
- identify and describe the importance of make-or-buy, insourcing and outsourcing;
- apply and understand the strategies in purchasing and supply management;
- describe the importance and the role of information systems and technology in the supply chain; and
- understand the role research in purchasing play in the supply chain.

**CBE.142 RESEARCH FOR TOURISM DEVELOPMENT**

**Research for Tourism Development 3A**

**(RTD33A3)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.

- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## PURPOSE

The purpose of this module is for students to acquire a comprehensive theoretical knowledge of research methodology, with a focus on tourism research.

## OUTCOMES

Students should be able to:

- explain what research is, and the purpose of conducting research;
- describe the principles of research;
- explain the various research designs;
- differentiate between the different research paradigms;
- explain the different approaches to research, as well as the various sampling techniques and tools used in research;
- explain the purpose and process of conducting a literature review; and
- recognise the importance of research ethics.

## CBE.143 RETAILING

### Retailing 1A

(RTL1AA1)

### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 12

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## 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.

## **OUTCOMES**

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.

### **Retailing 1B**

**(RTL1BB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to equip students with the necessary knowledge, 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.

## **OUTCOMES**

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.

### **Retailing 2A**

**(RTL2AA2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS 14**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **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.

## **OUTCOMES**

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.

## **Retailing 2B**

**(RTL2BB2)**

## **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 14**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce the students to the implementation of the marketing mix strategies, mainly in a consumer product and retail context.

## **OUTCOMES**

Students should be able to:

- 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.

### **Retailing 3A**

**(RTL03A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce the student to retail buying. The student will be able to develop into a buyer for a retail business after gaining knowledge of the role of the buyer, buying philosophies and the buyer's roles and responsibilities.

#### **OUTCOMES**

Students should be able to:

- explain the buying function in terms of structure and the roles of the merchandising team;
- argue the importance that the buyer interprets the wants and needs of the customers into the "right goods at the right" time;
- comment on merchandise planning with regards to the amount and type of merchandise to buy, the right assortment for customers, the steps used for planning, pricing of merchandise, in terms of mark-ups, markdowns and factors influencing price points;
- design a floorplan and layout, and allocate merchandise categories to meet the needs of a specific target market;
- value the advantages and disadvantages of foreign merchandise and buying methods that apply to foreign merchandise, or international purchasing; and
- compile a buying plan for a retail organisation.

### **Practical Retailing 3B**

**(PTL3BB3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**



## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to prepare the student to for work within the retail environment. This module focuses on developing practical skills and competencies to improve workplace readiness in retail businesses.

## **OUTCOMES**

Students should be able to:

- integrate and use technology to perform various functions in a retail environment;
- develop effective competencies and skills relating to operating within the retail environment;
- compile a retail business strategy for a small, local retailer; and
- utilise skills and knowledge obtained in other modules to practically perform retail-related activities to a given topic, project or case study.

## **CBE.144 RISK IN FINANCIAL SERVICES**

### **Risk in Financial Services 2A**

**(RFS22A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide a student with significant knowledge in international regulation related to risk management and give the student a workable knowledge of risk management and all the techniques, operations, concepts and drivers of risk in the business industry.

## **OUTCOMES**

Students should be able to:

- explain risk management and identify the sources of and drivers of risk in business;
- identify the international regulation that is relevant to the financial services industry;
- explain, and manage operational, credit, market, investment, liquidity and model risk; and
- describe corporate governance, risk oversight, model risk and enterprise risk management.

### **Risk in Financial Services 2B**

**(RFS22B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide a student with significant knowledge in risk management to explain risk management principles in a financial services environment and give the student a workable knowledge of risk management to accomplish success dealing with operational risk.

## **OUTCOMES**

Students should be able to:

- define, discuss and manage operational risk in a financial services environment; and
- describe the nature, causes and consequences of operational risk.

### **CBE.145 SALES MANAGEMENT**

#### **Sales Management 3A**

**(SMN03A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

385

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to introduce the student to the principles of sales management. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic sales management.

**OUTCOMES**

Students should be able to:

- understand the salesperson's performance in relation to behaviour, role, perceptions satisfaction and motivation;
- explain sales in customer relationship management (CRM);
- integrate information in sales management;
- prepare a situation analysis of the sales environment;
- analyse the sales environment for optimal efficiency;
- formulate a sales plan;
- organise a sales force;
- recommend the criteria for sales aptitude in selection and recruitment;
- develop sales training with reference to objectives, various techniques and evaluation; and
- design a compensation and incentive plan.

**Sales Management 3B****(SMN03B3)****YEAR MODULE****NQF LEVEL: 6****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**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 direct selling.

## **OUTCOMES**

Students should be able to:

- select a number of students who enrolled for Personal Selling (Module B);
- provide mentorship and guidance to these students;
- schedule regular meeting with this sales force in order to track progress by using the DSA – UJ interactive database management system; and
- compile a portfolio of evidence on the mentoring process.

## **CBE.146 STORAGE AND DISTRIBUTION MANAGEMENT**

### **Storage and Distribution Management A**

**(SDM02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the student to the major elements of storage and distribution as well as related business activities. Storage and Distribution is an introductory module in the specialised field of transportation and supply chain management.

## **OUTCOMES**

Students should be able to:

- understand storage and distribution's role in supply chain in an organisation;
- demonstrate how supply chains compete by aligning logistics strategy with marketing;
- understand and describe the trends towards international logistics; and
- understanding the key issues in four key areas that will affect the way storage and distribution are structured.

## **Storage and Distribution Management B**

**(SDM02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce to the major elements of storage and distribution as well as related business activities. Storage and Distribution is an introductory module in the specialised field of transportation and supply chain management.

### **OUTCOMES**

Students should be able to:

- analyse the concept of value chain;
- demonstrate how organisations compete through managing lead time; and
- analyse ways to improve responsiveness to the end customer.

## **CBE.147 SUSTAINABLE AND RESPONSIBLE TOURISM**

### **Sustainable and Responsible Tourism 2B**

**(TOS22B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to develop students to describe the processes and principles used in developing and managing tourism destinations. They will have

acquired the knowledge on the development process to ensure that attractions are managed in a responsible and sustainable manner to support the Sustainable Development Goals (SDG's).

## OUTCOMES

Students should be able to:

- describe guiding principles of sustainable and responsible tourism, and approaches to sustainable tourism development;
- distinguish between different development processes relevant to different types of tourism products;
- evaluate sustainable tourism planning issues and strategies;
- describe challenges to sustainable tourism development in South Africa, as well as the regional African context; and
- explain the different types of tourism products which incorporate principles of sustainable and responsible tourism.

## CBE.148 SYSTEMS SOFTWARE

### Systems Software 1A

(SSW01A1)

### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

## 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;
- **No sup** exams awarded.

## PURPOSE

The purpose of the module is to provide the student with the basic understanding of computer infrastructure, and interaction between hardware and system software. It's assumed that students have no prior knowledge of computer systems. This module will quickly develop an understanding of the computer inner working component.

## OUTCOMES

Students should be able to:

- describe the components that makeup a computer system;
- define the operation of the CPU;
- describe the ram and its utility;

- explain the function of the motherboard;
- explain the role of the power supply;
- describe the function of an expansion bus;
- discuss the hard drive configuration;
- describe the installation process of the operating system;
- discuss the SCSI; and
- solve problems using Boolean algebra.

## **Systems Software 1B**

**(SSW01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **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;
- **No sup** exams awarded.

### **PURPOSE**

The purpose of this module is to introduce the student to basic internal architecture, operation, key critical factors that affect a computer system and its peripherals. This includes the study of data representation, simple digital logic, computer organisation including CPU, memory and input/output devices, as well as machines-level and assembly language programming and finally operating system concepts. It's assumed that students have no prior knowledge of computer systems.

### **OUTCOMES**

Students should be able to:

- understand basic computer structure and operation and demonstrate use of the associated vocabulary;
- demonstrate an understanding of the concepts of representation, computer arithmetic and Boolean algebra using appropriate methods of implementation;
- demonstrate detailed knowledge of internal bus, memory, I/O organisations and interfacing standards;
- describe the internal operation of the CPU and explain how it is used to execute instructions; and
- differentiate between machine language and assembly language.

## **CBE.149 TAXATION**

### **Taxation 3A**

**(TAX33A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide an introduction to taxation of companies in South Africa and will cover VAT (value added tax); gross income; exempt income; deductions, capital allowances and recoupments; and Capital Gains tax for CC's and companies.

#### **OUTCOMES**

Students should be able to:

- determine the imposition of value-added tax;
- establish what constitutes gross income;
- determine which income is exempt from tax for a company;
- determine the allowable general deductions, special deductions, capital allowances and recoupments in terms of the Income Tax Act applicable to a company;
- determine the taxable capital gain for companies; and  
calculate the taxable income and tax liability of a CC and a company.

### **Taxation 3B**

**(TAX33B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**



The purpose of this module is to provide students with an introduction to taxation of individuals in South Africa and discusses the basic taxation of individuals including the taxation of fringe benefits and retirement benefits received by individuals, and the basic Capital Gains tax provisions applicable to individuals. The basic tax calculations for sole traders and partnerships will also be covered, along with the basic provisions related to employees' tax and provisional tax.

## **OUTCOMES**

Students should be able to:

- calculate the taxable income and tax liability of individuals;
- calculate and correctly treat fringe benefits and retirement benefits in terms of the respective provisions;
- determine the taxable capital gain for individuals;
- calculate the tax liability of sole traders and partnerships;
- calculate the balance of remuneration and the employees' tax liability; and
- determine which taxpayers are liable to register as provisional taxpayers and calculate the provisional tax liability for both individuals and companies.

## **CBE.150 TOURISM PLANNING**

### **Tourism Planning 2A**

**(TOS22A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with the necessary knowledge about the effective use of various levels and models of tourism planning in South Africa based on the principles of sustainability and ethical use of community tourism resources.

## **OUTCOMES**

Students should be able to:

- distinguish between different planning levels in tourism development;
- discuss the respective roles and responsibilities of different agents of tourism development;

- describe the interdependence between national, regional and local tourism destination planning; and
- appreciate the effectiveness of various approaches to monitoring and evaluating tourism impacts.

## **CBE.151 TOURISM SYSTEM**

### **Tourism System 1A**

**(TOS11A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip students with intellectual knowledge and applied competence in the understanding the tourism industry sectors and role players.

#### **OUTCOMES**

Students should be able to:

- analyse pre-conditions for emergence of tourism as a mass phenomenon;
- identify tourism industry sectors and role players;
- evaluate demand and supply factors in tourism;
- analyse interconnectedness between rural and urban communities and tourism development;
- assess the role of tourism as a socio-economic tool in poverty alleviation and job creation;
- analyse the role of tourist attractions as part of the tourism system; and
- analyse the role of tourist destinations part of the tourism system.

## **CBE.152 TRAINING AND DEVELOPMENT PRACTICES**

### **Training and Development Practices 2A**

**(TDP02A2)**

#### **SEMESTER MODULE**

**NQF CREDITS: 12**

**NQF LEVEL: 5**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

This module emphasises the fundamentals of managing Training and Development in South Africa with a brief on international models. The purpose of this module is to develop graduates who can demonstrate focused knowledge and skills in the field of People Management Development, with particular focus on education, training and development environment in South Africa.

**OUTCOMES**

Students should be able to:

- discuss ETD concepts, terminology and systems;
- demonstrate an understanding and application of a training model including reference to international models;
- outline the management elements of a training programme;
- discuss the role and function of a training practitioner within the South African ETD environment;
- discuss the importance of a training and development policy and an annual training plan; and
- list and describe the theories of learning, learning principles and learning styles while defining the profile of student and training needs analysis.

**Training and Development Practices 2B****(TDP02B2)****SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 12****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

This module focuses on performance improvement, instructional design and training delivery. Practically preparing the student with skills in performance improvement, design, presenting training intervention and quality assurance in Human Resource Development.

## **OUTCOMES**

Students should be able to:

- apply a systematic process of discovering and analyzing human performance gaps, designing and developing solutions to close performance gaps, partnering with the customer when identifying the opportunity and the solution, implementing the solution, mentoring the change, evaluating results;
- design, create and develop informal and formal learning solutions to meet the organisational needs; and
- deliver informal and formal learning solutions.

## **Training And Development Practices 3A**

**(TDP03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to empower students and to provide a supportive role in the organisation equipping the students with the tools to assist in designing and developing assessments for training interventions. The student will analyse target audience profiles and skills gaps, align learning programmes, analyse learning outcomes, construct a delivery framework, develop the programme strategy document and evaluate learning design. The module will practically enable the student to demonstrate an understanding of developing, designing, analysing and assessing training interventions.

## **OUTCOMES**

Students should be able to:

- the student will be equipped to assist in designing and developing assessments for training interventions;
- using an interactive process analyses target audience profiles and skills gaps, align learning programmes and analyses learning outcomes;
- construct a delivery framework, develop the programme strategy document and evaluate learning design; and
- the student will be equipped with the ability to integrate talent management, coaching knowledge and change management in the design process.

## **Training and Development Practices 3B**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**(TDP03B3)**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

Managing and evaluating learning programmes the of this module is to teach students to manage and evaluate learning programmes by understanding the training and development context within the organisations. Students will identify, select and apply learning technologies. The student should be able to gather, organise and analyse information using learning metrics and analytics to inform organisational decision making.

### **OUTCOMES**

Students should be able to:

- identify, select and apply a variety of learning technologies, while adapting learning technologies, matching the appropriate technology to the specific learning opportunity or challenge at hand;
- gather, organise and analyses information regarding the impact of learning solutions against key business drivers presenting the information in a way that is meaningful to the organisation, using leaning metrics and analytics to inform the organizational decision making; and
- assist leadership to execute the organisation's strategy.

## **CBE.153 TRANSPORTATION**

### **Transportation 2A**

**YEAR MODULE**

**(TRA0Y2A)**

**SEMESTER MODULE**

**(TRA02A2)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR TRA0Y2A**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR TRA02A2**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of the module is to familiarise and expose students to the role and importance of transport in South Africa, its impact on the economy, its legislative background and the policy issues that affect the efficiency of transportation.

### **OUTCOMES**

Students should be able to:

- discuss the changing global landscape for business and other organisations and the external forces that drive change in the global economy;
- understand the role and contribution of transport to economic development;
- understand the development of transport related careers and their contribution to the South Africa economy;
- appreciate the contribution of the rail road industry to the development of the South African economy; and
- appreciate the importance of air transportation in the South African economy.

## **Transportation 2B**

**YEAR MODULE**

**(TRA0Y2B)**

**SEMESTER MODULE**

**(TRA02B2)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR TRA0Y2B**

### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR TRA02B2**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of the module is to familiarise and expose students to the role and importance of transport in South Africa, its impact on the economy, its legislative background and the policy issues that affect the efficiency of transportation.

**OUTCOMES**

Students should be able to:

- comprehend knowledge of current legislation affecting transport;
- discuss the relationship between international trade and global transportation;
- explain the nature of transportation risk and disruptions; and
- discuss the various types of water carriers and their roles in the overall water carrier system.

**Transportation 3A****(TRA03A3)****SEMESTER MODULE****NQF LEVEL: 6****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is for students to possess intellectual knowledge and applied competence in the understanding of the nature, scope, and methodologies and skills required for the planning of transport strategies, goals, and objectives in accordance with the vision of the South African Department of Transport. Planning and management of transportation projects. To make the student aware of the importance and impact of public participation and environmental assessments on transportation projects. Reflect on the framework and responsibilities of the South African transportation authorities, national goals and policies.

**OUTCOMES**

Students should be able to:

- critically evaluate the operation of the various transport systems and authorities within south Africa;
- demonstrate a critical awareness of the key government and non-government factors which influence the developments of transportation systems within South Africa;
- critically evaluate how strategic transport choices can optimise business performance;
- evaluate the impact of legislation on the activities of individuals and transport related bodies;
- demonstrate independence in their approach to study; and
- communicate via different formal methods with a specific target group.

**Transportation 3B**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**

**(TRA03B3)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is for students to possess intellectual knowledge and applied competence in the understanding of the nature, scope, and methodologies and skills required for the planning of transport strategies, goals, and objectives in accordance with the vision of the South African Department of Transport. Planning and management of transportation projects. To make the student aware of the importance and impact of public participation and environmental assessments on transportation projects. Reflect on the framework and responsibilities of the South African transportation authorities, national goals and policies.

**OUTCOMES**

Students should be able to:

- able to analyse and assess information to complete dissertations;
- able to carry out a literature search and construct a critical literature review;
- skilled in footnoting and referencing; and
- aware of the different discipline bases available for underpinning a dissertation.



## **CBE.154 TRAVEL AND TOURISM MANAGEMENT**

### **Travel and Tourism Management 1A**

**(TTM11A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip students with basic management theory in a travel and tourism context. They will understand the concepts of planning, organising, managing and leading a tourist enterprise, within a local and global environment.

#### **OUTCOMES**

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 tourism and food and beverage managers.

### **Travel and Tourism Management 1B**

**(TTM11B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **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.

## **OUTCOMES**

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.

## **Travel and Tourism Management 3A**

**(TTM33A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip students to utilise managerial concepts, systems and functions. The focus of this module is to guide students in effective business plan preparation for a tourism business.

## **OUTCOMES**

Students should be able to:

- apply advanced entrepreneurial concepts to identify entrepreneurial opportunities in the tourism industry;
- conduct the feasibility and viability of the identified business idea;
- discuss ethical issues related to the tourism enterprise;
- differentiate between the forms of businesses as it can be applied in the tourism industry;
- explain the role of the business plan based on the tourism related case study;
- appreciate and describe the role and interrelatedness of the subcomponents of a business plan;
- formulate a comprehensive business plan for the tourism enterprise;

- identify and discuss a production/service plan for the tourism enterprise;
- describe the role of a tourism organisational and management plan for the tourism enterprise;
- compile and appraise a financial plan for the tourism enterprise; and
- apply the principles of a human resource plan for the tourism enterprise.

## **CBE.155 TOURISM AND INFORMATION TECHNOLOGY**

### **Tourism and Information Technology 3A**

**(TNT33A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 20**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide an insight into Information and Communication Technologies (ICT) and its effect on global transformation and business models, with specific reference to the tourism industry. Information is the life-blood of the industry; therefore, the effective use of ICTs is pivotal for its competitiveness and prosperity.

#### **OUTCOMES**

Students should be able to:

- evaluate the role and functions of the internet and of the electronic distribution of information in tourism industry;
- increase awareness of technological developments and some major digital trends in the tourism industry;
- demonstrate how organisations can achieve a competitive advantage and strengthen competitiveness with the use of ICTs;
- explore how ICT's can integrate the entire industry and economy locally through the development of ICT info-structure;
- demonstrate that tourism organisations need to develop virtual identities in order to gain significant benefits;
- explore the factors that inhibit and/or foster the use and development of ICT in the tourism industry; and

- gain practical skills with regards to a commercial Global Distribution System (GDS).

## **CBE.156 WORLD DESTINATIONS**

### **World Destinations 3A**

**(WLD33A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is for students to be able to grasp the key destination aspects at local, regional and international levels.

#### **OUTCOMES**

Students should be able to:

- describe the relationships between destinations in the developed and developing world;
- explain key geographic facets of destinations at local, regional and international levels, with a vital focus on local destinations;
- describe the theoretical underpinnings of destination development;
- examine the impacts of tourism sectors within different contexts of the global north versus the global south; and
- employ a series of well-recognised concepts that relate to tourism, business, leisure and recreation in order to achieve a more progressive level of understanding of the spatial processes at work.

## **CBE.157 WORK INTEGRATED LEARNING**

### **Work Integrated Learning 3**

**(WIL3BB2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF Credits: 40**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this Work Integrated Learning component is to develop students who can demonstrate focused knowledge and skills in the travel and tourism environment. Typically, they will have gained experience in applying such knowledge and competency skills in a workplace context. A depth and specialisation of knowledge, together with practical skills and experience in the workplace, enable successful students to enter into the Tourism Management career paths and to apply their learning to particular employment contexts from the outset.

## **OUTCOMES**

Students should be able to:

- demonstrate effective business operation skills;
- communicate effectively within a multi-cultural and dynamic environment, dealing with group dynamics in an interactive and participative manner to solve problems;
- explain how to manage the customer experience;
- demonstrate basic office activities and explain their interrelationship with other departments within a business unit;
- successfully operate between the various departments of a travel/tourism/hospitality business unit;
- execute practical assignments within the workplace; and
- demonstrate the necessary competencies for employment in travel/tourism/hospitality organisations.

## **CBE.158 WORKPLACE PREPARATION**

### **Workplace Preparation**

**(WPP1YR1)**

**YEAR/SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of the module is to orientate and prepare students for both higher and lifelong learning by developing a basic understanding of the soft skills required in the Operations Management in the workplace. In particular, the module is designed to provide students with the skills required for successful university study, as well as provide an understanding of the ethics and values underpinning business practice and enable them to develop the self-management, interpersonal and leadership skills required in the workplace

## **OUTCOMES**

On completion of the Workplace Preparation module, 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;
- understand and apply the principles of stress management;
- understand and apply the principles and models of personal change management;
- understand and explain 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.

## **SECTION F: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY THE COLLEGE OF BUSINESS AND ECONOMICS FOR DIPLOMA PROGRAMMES IN OTHER FACULTIES**

### **CBE.159 ENTREPRENEURIAL SKILLS**

#### **Entrepreneurial Skills**

**(CETESA3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF Credits: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is interdisciplinary in nature and aims to equip students with an entrepreneurial mind-set and a thorough understanding of the entrepreneurial process. To enhance chances of the non-business student to successfully launch and grow his or her own venture. Students will be taught to think conceptually and critically about the role of the individual in developing entrepreneurial practices in various occupational contexts.

#### **OUTCOMES**

Students should be able to:

- know the characteristics of the entrepreneurial personality;
- appreciate the economic significance of entrepreneurs and small firms;
- know the importance of innovation and creativity;
- understand the different forms / aspects of entrepreneurship;
- know how to lead a small business; and
- appreciate the importance of running a business ethically.

### **CBE.160 FINANCIAL PRINCIPLES IN PRODUCTION**

#### **Financial Principles in Production 1A**

**(FPO0AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

### **OUTCOMES**

Students should be able to:

- describe and discuss the basic concepts in costing;
- identify and explain the different terms and concepts in respect of inventory-holding;
- administer different inventory systems comprehensively;
- examine critically the different terms and concepts in respect of labour;
- identify, explain and calculate the different terms and concepts in respect of overheads; and
- identify, explain and calculate cost-volume-profit analysis.

## **Financial Principles in Production 1B**

**(FPO0BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

### **OUTCOMES**

Students should be able to:

- describe, explain and apply job and process costing as a costing method;
- explain and prepare the individual sections of manufacturing cost statements; and
- explain and analyse budgetary information flow and prepare functional budgets.



## **CBE.161 PROFESSIONAL DESIGN PRACTICE**

### **Professional Design Practice**

**(IDDP1A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 8**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to increase exposure and allow for integrated understanding and appreciation of the business and entrepreneurship opportunities available to students in all disciplines. In essence, this module builds on foundations of business venturing – a fundamentally different activity to business management. Its scope includes, but is not limited to, an ability to detect and exploit opportunities, plan in greater detail and project further into the future, greater bias towards creativity, multi-disciplinary and process-orientated approaches, the enhancement of entrepreneurial behaviours and the fostering of self-reliance and independence.

#### **OUTCOMES**

Students should be able to:

- understand the family business;
- understand a franchise;
- understand some processes in business buyout;
- understand growth strategies and options;
- understand business failures and turnaround measures and harvesting and ventures;
- understand E-commerce opportunities; and
- understand corporate entrepreneurship.

## **CBE.162 SPORTS MANAGEMENT**

### **Sports Management 2A**

**(STM2AA2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to transfer knowledge and skills in aspects of personnel administration at the workplace. Students will be exposed to the knowledge and skills relating to employee behaviour, staffing and managing employee performance. The learner is able to strategically plan the human resources needed in the organisation and the relation thereof to organisational strategic plans. The learner will understand the different approaches to Human Resource Management and how the systems approach is applied in Human Resource Management. The learner will be able to analyse and design jobs. He will also be able to do workforce planning, recruitment and selection for any organisation.

## OUTCOMES

Students should be able to:

- design and evaluate a training course;
- describe various major uses of job analysis;
- distinguish between various recruitment methods;
- illustrate the steps in the selection process; and
- explain performance evaluation methods.

## **CBE.163 SYSTEM ANALYSIS AND DESIGN**

### **System Analysis And Design 1A**

**(SAD01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to be able to identify opportunities for and utilise the computer as a business tool as well as describe common elements of information systems and the movement of data through the system.

## OUTCOMES

Students should be able to:

- describe the basic elements of a computer system;
- explain computer applications commonly found in the business environment;
- describe the movement of data through typical commercial systems; and
- identify opportunities to use the computer as a business tool.

## **System Analysis And Design 1B**

**(SAD01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide fundamental knowledge of the areas covered for those working in or entering the workplace in the area of Systems Development.

### **OUTCOMES**

Students should be able to:

- describe information systems analysis; and
- explain different systems analysis techniques used in the industry.

## **SECTION G: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY OTHER FACULTIES FOR EXTENDED DIPLOMAS AND DIPLOMA PROGRAMMES IN THE COLLEGE OF BUSINESS AND ECONOMICS**

### **CBE.164 ACTIVE CITIZENSHIP**

#### **Active Citizenship 1A**

**(ACS1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to make students aware of the importance of citizenship, specifically active citizenship in a democracy, and its impact on their own lives and on the lives of others. The keyword here is AWARENESS. While Humanities has departments and modules that already touch on aspects of citizenship relative to their module content, for example, Politics, Public Governance, Communications, Philosophy, Sociology etc., there is no module currently that is dedicated wholly to active citizenship.

A module in active citizenship would aim to help the students to understand both their own identity and the nature of society and, most importantly, how to manage the complex relationship of rights and responsibilities that exist between the two" (Ross, 2008: 492).

#### **OUTCOMES**

Upon completion of this module students should be able to:

- use and apply citizenship knowledge, understanding and their own participative experiences in order to communicate and articulate different views, ideas and perspectives;
- recognise that HIV and AIDS constitutes a very real and major challenge to

citizenship and democracy globally but most especially in South Africa and acknowledge the resulting impact of this threat on all aspects of South African society;

- advocate, negotiate, plan, make decisions and take action on citizen issues in the wider community;
- carry out research and in-depth investigations of citizenship issues, problems and events, using different primary and secondary sources;
- appreciate the complex and dynamic nature of identity and how it is informed by varying understandings of what it means to be a citizen of South Africa and the world;
- discuss the relationship between citizenship and national identity; and
- acknowledge diversity of society and opinion while exploring the common or shared values within the South African society. This can be taken further to recognise commonalities within the region, Africa, and the wider world.

## **CBE.165 APPLIED BUSINESS LITERACY**

### **Applied Business Literacy 1A**

**(ABL1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 8**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of the module is to enable students to acquire a variety of business communication skills related to different contexts, and to apply these skills appropriately in different contexts (academic and industry related).

#### **OUTCOMES**

Students should be able to apply:

- use the appropriate form of English when communicating;
- engage in Academic research and writing skills;
- demonstrate knowledge of communication theory and apply this to everyday 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;
- develop strategies for improving your nonverbal communication skills and explain some of the reasons why people can perceive things differently;
- discuss reasons why listening is important in our lives, especially so in the tourism and 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.

## **Applied Business Literacy 1B**

**(ABL1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 8**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of the module is to enable students to acquire a variety of business communication skills related to different contexts, and to apply these skills appropriately in different contexts (academic and industry related).

### **OUTCOMES**

Students should be able to apply:

- use the appropriate form of English when communicating;
- engage in Academic research and writing skills;
- demonstrate knowledge of communication theory and apply this to everyday 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;
- develop strategies for improving your nonverbal communication skills and explain some of the reasons why people can perceive things differently;

- discuss reasons why listening is important in our lives, especially so in the tourism and 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.

## **CBE.166 BUSINESS AND ADMINISTRATIVE COMMUNICATION**

### **Business and Administrative Communication 1A**

**(BBA1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to acquire reading and writing skills related to different contexts; to apply reading and writing skills appropriately in different contexts.

#### **OUTCOMES**

Students should be able to:

- communicate opinion effectively;
- summarise newspaper reports; and
- write effective business correspondence (letters, memoranda, paragraphs, summaries, e-mails and faxes).

### **Business and Administrative Communication 1B**

**(BBA1BB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;

- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to:

- know the communication process, and be able to communicate effectively with other people in different social contexts;
- reflect and apply interpersonal communication skills;
- demonstrate effective public speaking skills through oral presentation;
- reflect on the importance of sensitivity in multi-cultural contexts and consciously use that knowledge in interpersonal communication; and
- gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

## **OUTCOMES**

Students should be able to:

- know the communication process and apply the terminology in a given context;
- distinguish between the different ego states as stipulated in Transactional Analysis and identify them in given case studies;
- demonstrate an understanding of sensitivity towards other cultures and embrace cultural diversity;
- use knowledge of verbal, non-verbal, interpersonal and multi-cultural communication to present a short speech on a given topic;
- write an agenda, notice and minutes of meetings; and
- know procedures and types of meetings.

## **CBE.167 BUSINESS LAW**

### **Business Law 1A**

**(BUS41A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **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.

## **OUTCOMES**

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;
- explain the requirement of serious intention to conclude a contract;
- explain and demonstrate consensus (meeting of the minds) and how it comes about;
- explain and apply 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;
- identify and illustrate the different formalities that can be required for a contract to come into existence;
- 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;
- identify and explain the different terms that makes up a contract;
- define and explain the principles relating to breach of contract and the different forms it can take;
- identify and explain the correct remedies for the different kinds of breach of contract;
- identify and explain the different ways in which a contract can come to an end; and
- explain and apply in the actual interpretation of a law, the theory, rules and principles of interpretation theory.

**Business Law 1B**  
**SEMESTER MODULE**  
**NQF LEVEL: 5**

**(BUL41B1)**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;

- Sup results capped.

## PURPOSE

The purpose of this module is to acquire a basic knowledge and reflective understanding of the prescribed substantive law. Students will be competent to discuss basic principles of different categories of specific contracts.

## OUTCOMES

Students should be able to:

- understand the law pertaining to contracts of sale;
- identify, apply and discuss the salient provisions of applicable legislation (i.e. the National Credit ACT (NCA) 34 of 2005) and to familiarise the student with the concept of buying or leasing goods and services on credit;
- understand the concept of using and enjoying property while the ownership of it lies elsewhere;
- explain the concept of insurance and to explain the basic principles relevant thereto;
- identify and explain the ways in which a creditor can secure the debt owed by a debtor;
- identify and explain the ways in which to obtain credit, pay debts and promise to pay debts, other than in cash; and
- explain the applicable legal rules if a debtor is wound-up/the estate of a debtor is sequestrated.

## CBE.168 COMMUNICATION

### Communication 1A

(ATK1AA1)

### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to acquire reading and writing skills related to different contexts; to apply reading and writing skills appropriately in different contexts.

## **OUTCOMES**

Students should be able to:

- communicate opinion effectively;
- summarise newspaper reports; and
- write effective business correspondence (letters, memoranda, paragraphs, summaries, e-mails and faxes).

## **Communication 1B**

**(ATK1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to:

- know the communication process, and be able to communicate effectively with other people in different social contexts;
- reflect and apply interpersonal communication skills;
- demonstrate effective public speaking skills through oral presentation;
- reflect on the importance of sensitivity in multi-cultural contexts and consciously use that knowledge in interpersonal communication; and
- gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

## **OUTCOMES**

Students should be able to:

- know the communication process and apply the terminology in a given context;
- distinguish between the different ego states as stipulated in Transactional Analysis and identify them in given case studies;
- demonstrate knowledge and understanding of sensitivity towards other cultures and embrace cultural diversity;

- use knowledge of verbal, non-verbal, interpersonal and multi-cultural communication to present a short speech on a given topic;
- write an agenda, notice and minutes of meetings; and
- know procedures and types of meetings.

**Communication 1**  
**SEMESTER MODULE**  
**NQF LEVEL: 5**

**(COS1AA1)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to prepare students for the social and business relationships in the world of work.

**OUTCOMES**

Students should be able to:

- demonstrate a comprehensive understanding of the theory and process of communication;
- write a cohesive summary of a given text;
- analyse transactions between people in an interpersonal communication setting;
- use the Johari Window to establish one's own shortcomings in the work environment;
- interpret the meaning on non-verbal cues in a variety of contexts;
- write well structured, coherent paragraphs;
- demonstrate knowledge of communication within the organisation;
- show evidence of cultural sensitivity in a variety of settings;
- write a formal memorandum;
- write an investigative report, working as a team;
- write different business letters using the appropriate style, tone and register;
- to write up the necessary documents used in a meeting; and
- deliver an effective oral presentation.

## **CBE.169 ENGLISH**

### **English 1A**

**(PME1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of the module is to acquire reading and writing skills related to different contexts; to apply reading and writing skills appropriately in different contexts.

#### **OUTCOMES**

Students should be able to:

- communicate opinion effectively;
- summarise newspaper reports; and
- write effective business correspondence (letters, memoranda, paragraphs, summaries, e-mails and faxes).

### **English 1B**

**(PME1BB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of the module is to:

- know the communication process, and be able to communicate effectively with

- other people in different social contexts;
- reflect and apply interpersonal communication skills;
- demonstrate effective public speaking skills through oral presentation;
- reflect on the importance of sensitivity in multi-cultural contexts and consciously use that knowledge in interpersonal communication; and
- gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

## **OUTCOMES**

Students should be able to:

- know the communication process and apply the terminology in a given context;
- distinguish between the different ego states as stipulated in Transactional Analysis and identify them in given case studies;
- demonstrate knowledge and understanding of sensitivity towards other cultures and embrace cultural diversity;
- use knowledge of verbal, non-verbal, interpersonal and multi-cultural communication to present a short speech on a given topic;
- write an agenda, notice and minutes of meetings; and
- know procedures and types of meetings.

## **English 1C**

**(ENG0CA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SK**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## **PURPOSE**

The purpose of this module is to introduce students to the conventions and disciplines of academic writing, and to develop their reading, writing and thinking skills.

## **OUTCOMES**

Students should be able to:

- write a paragraph;
- summarise and paraphrase; and.

- write academically.

**English 1D**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**

**(ENG0DB1)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**Purpose:**

To introduce students to the conventions of academic argument, text-based research, the analysis of source material and to support the further development and strengthening of their critical reading, writing and thinking skills.

**Outcomes**

Students should be able to:

- plan an academic argument essay;
- write an academic argument essay; and
- engage critically with academically suitable texts.

**English 1A (Marketing Module)**

**(RMM1AA1/RET1AA1)**

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of the module is to:

- collect, analyse, organise and critically evaluate information, fundamental to the process of growing language capability across language applications and fields of study;

- identify and solve problems: using context to decode and make meaning individually and in groups in oral, reading and written activities;
- differentiate and apply language usage in business and academic contexts; and
- to apply reading and writing skills appropriately to different contexts.

## OUTCOMES

Students should be able to:

- use modes of grammar correctly;
- analyse and respond to texts produced for a range of purposes, audiences and contexts;
- identify and critically explore textual features and language usage in texts;
- communicate own opinion effectively;
- summarise a newspaper report; and
- write a paragraph with correct structure and grammar.

## English 1B (Marketing Module)

(RMM1BB1/RET1BB1)

### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of the module is to:

- collect, analyse, organise and critically evaluate information, fundamental to the process of growing language capability across language applications and fields of study;
- identify and solve problems: using context to decode and make meaning individually and in groups in oral, reading and written activities;
- differentiate and apply language usage in business and academic contexts; and
- to apply reading and writing skills appropriately to different contexts.

## OUTCOMES

Students should be able to:

- use modes of grammar correctly;



- analyse and respond to texts produced for a range of purposes, audiences and contexts;
- identify and critically explore textual features and language usage in texts;
- communicate own opinion effectively;
- summarise a newspaper report; and
- write a paragraph with correct structure and grammar.

## **CBE.170 LABOUR LAW**

### **Labour Law 1A**

**(LLA41A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

#### **PURPOSE:**

The purpose of this module is to identify, understand and solve basic labour law disputes, which may arise within the South African context and in the context of the students broader qualification.

#### **OUTCOMES:**

Students should be able to:

- discuss basic principles of labour law and identify and solve basic labour law disputes;
- identify the various sources of labour law;
- differentiate between individual and collective labour law;
- clarify the role of the common law and the individual employment contract in the regulation of the employment relationship;
- discuss the salient provisions of the Basic Conditions of Employment Act 75 of 1997 and identify the statutory conditions of employment;
- discuss the salient provisions of the Employment Equity Act 55 of 1998 and illustrate the impact of the Employment Equity Act on employees;
- discuss and apply the principle of collective bargaining as well as the regulation of collective labour law in South Africa; and
- identify and resolve dismissal and unfair labour practice disputes.

**Labour Law 1B**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**

**(LLA41B1)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE:**

The purpose of this module is to gain insight into substantive and procedural law as contained in the relevant sources of South African labour law. The student will also be conversant with the necessary labour law dispute resolution mechanisms.

**OUTCOMES:**

- students should be able to:
- understand the background and history of South African labour law;
- display a critical understanding of relevant social insurance legislation;
- critically evaluate the impact of a transfer of undertaking on the employment relationship; and
- identify and understand appropriate dispute resolution mechanisms in labour law matters.

**CBE.171 LABOUR RELATIONS AND LAW**

**Labour Relations and Law 3A**

**(LRL03A3)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE:**

The purpose of this module is to gain insight into substantive and procedural law as contained in the relevant sources of South African labour law. The student will also be conversant with the necessary labour law dispute resolution mechanisms.

### **OUTCOMES:**

Students should be able to:

- discuss basic principles of labour law and identify and solve basic labour law disputes;
- identify the various sources of labour law;
- differentiate between individual and collective labour law;
- clarify the role of the common law and the individual employment contract in the regulation of the employment relationship;
- discuss the salient provisions of the Basic Conditions of Employment Act 75 of 1997 and identify the statutory conditions of employment;
- discuss the salient provisions of the Employment Equity Act 55 of 1998 and illustrate the impact of the Employment Equity Act on employees;
- discuss and apply the principle of collective bargaining as well as the regulation of collective labour law in South Africa; and
- identify and resolve dismissal and unfair labour practice disputes.

### **Labour Relations and Law 3B**

**NQF LEVEL: 6**

**(LRL03B3/LRL31B1)**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to develop people who will be able to manage, resolve and help prevent labour disputes.

To equip learners to understand and develop the ability to apply the underlying principles of the Labour Relations sector and associated Human Resource Development legislation. Also equip learners to become effective employees, employers and/or self-employed members of society.

Improve the Labour Relations skills of employees in the sector and enable the learner to assist within his/her community with labour related issues and thereby ensure social and economic transformation.

This module will ensure the development of competence in the Labour Relations field and integrate labour legislative policies with best Human Resource practices.

### **OUTCOMES**

Students should be able to:

- facilitate fair and just labour relations in an organisation;
- manage and resolve labour disputes;
- initiate actions that could prevent labour disputes;
- implement management practices; and
- consider and apply relevant legislation and Jurisprudence.

## **CBE.172 MATHEMATICS: FINANCE AND BUSINESS**

### **Mathematics for Finance and Business 1A**

**(MATDCA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to give students a proper foundation in important Mathematical skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra, Graphs, Financial Mathematics, Statistics and Calculus with direct applications in the relevant fields.

### **OUTCOMES**

Students should be able to:

- accurately perform basic calculations in algebra;
- correctly apply the algebraic techniques learned to problem solving;
- apply consistently the features of a straight line to selected problems;
- solve and discuss economic and financial based problems by means of graphs, lines, functions and inequalities;

- apply methodically non-linear functions to selected areas in the economic sciences;
- calculate and apply exponential and logarithmic functions to selected problems;
- apply concepts of percentage, rates and ratio;
- logically reason problems using the skills that they have learned; and
- reproduce formulas and apply techniques in order to solve economic and financial science related problems.

## **Mathematics for Finance and Business 1B**

**(MATDCB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to teach students more intermediate Mathematical skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra, Graphs, Financial Mathematics, Statistics and Calculus with direct applications in the relevant fields.

### **OUTCOMES**

Students should be able to:

- accurately perform time value of money calculations;
- correctly apply time value of money to problem solving;
- solve methodically, simultaneous equations and apply them to selected problems in the economic sciences;
- determine by means of linear programming solutions to constrained problems;
- perform and interpret descriptive statistics calculations;
- determine and discuss probability related problems;
- apply the rules of differentiation logically to selected areas in the financial and economic sciences;
- logically reason problems using the skills that they have learned; and
- reproduce formulas and apply techniques in order to solve economic and financial science related problems.

**CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to introduce first year students to the science of operations management.

**OUTCOMES**

Students should be able to:

- appreciate the role and scope of the function in the context of the production of goods and services in either profit oriented or not-for-profit endeavors;
- motivate the responsibility of the Operations /Production Manager in terms of formulation and execution of corporate;
- appreciate the need to develop and implement a product strategy that meets the demands of the market;
- select and apply a suitable forecasting technique to facilitate decision-making;
- convey the main considerations relative to the planning of capacity for a given production system;
- determine the best way to meet forecasted demand by adjusting controllable production variables to minimise cost over the planning period;
- appreciate the need and importance for short term scheduling within the parameters of the aggregate and capacity plans;
- appreciate that Project Management (PM) is an integrated management methodology allowing for the employment of dedicated resources for a restricted time and specific objective; and
- appreciate the role of the Human Resource (HR) in Operations Management (OM).

**Operations Management 1B****(OPM11B1)****SEMESTER MODULE**

**CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to introduce first year students to the science of operations management.

**OUTCOMES**

Students should be able to:

- appreciate the strategic and operational implications of location selection;
- develop an economic layout that will meet the firm's competitive requirements;
- appreciate the essential characteristics of the supply chain in OM;
- appreciate the role of investment in inventory in the execution of a business strategy;
- recognize MRP as a dependent inventory management technique;
- grasp the philosophy of Just-In-Time (JIT) as a factor in pursuing a competitive advantage; and
- appreciate the necessity for maintenance to ensure reliability of production systems.

**CBE.174 PRODUCTION PLANNING AND CONTROL****Production Planning and Control 1A****(PPL11A1)****SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide and ensures students with optimum utilisation of production capacity is achieved, for efficient, effective, and economical operation in a manufacturing unit of an organisation, it is essential to integrate the production planning and control system. Production planning and subsequent production control follow adaption of product design and finalisation of a production process. The student will be equipped with the necessary decision-making techniques to make responsible decisions in a supply chain environment. Understand the importance of supply chain management. The student should be equipped with the necessary knowledge to manage suppliers and materials more efficiently.

## **OUTCOMES**

Students should be able to:

- detailed understanding What is production management;
- how to organise and produce goods and services;
- what operations managers do within organisations;
- appreciate the heritage of operations management;
- understanding of the exiting new trends in operations management;
- the productivity challenges;
- demonstrate a detailed understanding on Forecasting;
- specific approaches used by OM to achieve strategies differentiation, Low-Cost strategies response, Global Operations Strategies know why Global Issues are important;
- strategic importance of location Factors that affect location decision, methods of evaluating location alternatives, Service Location Strategy; and
- strategic importance of job design factors that affect job design methods of evaluating job design and tools of method study.

## **Production Planning and Control 1B**

**(PPL11B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;



- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide and ensures students with optimum utilisation of production capacity is achieved, for efficient, effective, and economical operation in a manufacturing unit of an organisation, it is essential to integrate the production planning and control system. Production planning and subsequent production control follow adaption of product design and finalisation of a production process. The student will be equipped with the necessary decision-making techniques to make responsible decisions in a supply chain environment. Understand the importance of supply chain management. The student should be equipped with the necessary knowledge to manage suppliers and materials more efficiently.

## **OUTCOMES**

Students should be able to:

- describe and explain materials requirements planning;
- explaining Bills of materials, lead time, on hand, and low-level coding, describe the structure of the MRP system, develop a product structure tree, build a gross requirements plan, build a net requirement plan and explaining enterprise resource planning;
- explain what is planning and control, define short term scheduling, explain the volume-variety effect on planning and control and describe the nature of supply and demand;
- explain the JIT philosophy relate JIT and Lean Operations and explain the challenging issues in relation to JIT and Lean Operations;
- how to achieve a good layout for the process facility and how to balance production flow in a repetitive or product-oriented facility;
- describe Concurrent Engineering, Product-by-value analysis, and Product documentation; and
- understanding on why quality is important, total quality management (TQM), seven tools of TQM and quality robust products.

## **CBE.175 QUANTITATIVE TECHNIQUES**

### **Quantitative Techniques A**

**(STAQ1A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students majoring in Management and other fields of business administration with knowledge to equip them with the mathematical knowledge base and many applications of descriptive and inferential statistics. Statistics is the science that processes and analyses data in order to provide managers with useful information to aid in decision making. This module is not only relevant to the students present academic programme; it is also relevant to the future personal and professional life of the student.

## **OUTCOMES**

Students should be able to:

- explain and perform various calculations involving relevant mathematical concepts;
- collect, summarise and perform calculations based on data; and
- calculation and interpretation of index numbers.

## **Quantitative Techniques B**

**(STAQ1B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students majoring in Management and other fields of business administration with knowledge to equip them with the mathematical knowledge base and many applications of descriptive and inferential statistics. Statistics is the science that processes and analyses data in order to provide managers with useful information to aid in decision making. This module is not only relevant to the students present academic program; it is also relevant to the future personal and professional life of the student.

## **OUTCOMES**

Student should be able to:

- explain, calculate and interpret linear regression and correlation analysis;
- apply linear models to analyse and project time series;
- describe and perform calculations involving probabilities and probability distributions; and
- compute and interpret estimates and carry out hypothesis testing.

## **SECTION H: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF MODULES OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS FOR ADVANCED DIPLOMAS**

### **CBE.176 ACCOUNTING**

#### **Accounting**

**(ADIA001)**

**YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 30**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

#### **PURPOSE**

The purpose of this module is to apply the basic concepts of discounted cash flow models in a property valuation and management environment.

#### **OUTCOMES**

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.

### **CBE.177 ACCOUNTING AND FINANCE FOR MANAGEMENT**

#### **Accounting and Finance for Management A**

**(AFM7XA1)**

**CALCULATION CRITERIA****SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

**PURPOSE**

The purpose of this module is to introduce financial accounting principles and concepts at a level consistent with non-accounting students. In this module, the students will be taught the basic principles of accounting, the recording of accounting transactions, the reporting of accounting performance and accounting position, and the analysis and interpretation of financial statements. This module helps students to understand the process flow relating to assets, liabilities, equity, income and expenses, and the financial reporting relating to these processes. Students will be introduced to company financial statements, basic calculations and the recording of value-added tax (VAT) transactions.

**OUTCOMES**

Students should be able to:

- explain the nature and roles of financial accounting, management accounting and financial management and identify the main users of financial accounting and their needs;
- define and apply the basic accounting principles, identify and classify financial transactions according to the key elements of financial statements and prepare a basic statement of financial position;
- identify and classify financial transactions according to the key elements of financial statements and prepare a basic statement of comprehensive income;
- identify and record transactions relating to the payment of salaries and wages, and the recording and payment of PAYE;
- explain the purpose and functioning of value-added tax (VAT), identify vatable transactions, calculate and record transactions which include VAT, and calculate record the VAT payable or refundable;

- identify and record transactions relating to the issuing of shares and the payment of dividends, and prepare a basic statement of changes in equity for a business;
- explain the importance of cash flows to a business and prepare a basic statement of cash flows for a business; and
- identify the major categories of ratios that can be used to analyse the financial performance and position of a business, be able to calculate key financial ratios and explain the significance of the ratios calculated.

## **Accounting and Finance for Management B**

**(AFM7XB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **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.

### **OUTCOMES**

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 optimize profit;
- explain the importance of capital investment decisions and the use of various decision-making tools to optimize investment decisions;
- explain the main sources of finance available to a business, and the advantages and disadvantages of each source of financing; and
- identify the elements of working capital and the relevance of working capital ratios as a management tool.

## **CBE.178 ADVANCED BUSINESS ANALYSIS**

### **Advanced Business Analysis**

**(ABA11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to develop confident, competent, multi-skilled professional Business Analysts, who are capable of reducing organisational risk, and increasing organisational value from the deployment of technology-based solutions. Modern thinking now splits the analysis function and as a result, the traditional role of the Systems Analyst has evolved into two distinct new roles: that of the Business Analyst who often reports into the business, and the Solution or Application Architect, who is an

IT specialist. The main focus of the BA is to elicit and document requirements for new business solutions that usually have a technology base. The core body of knowledge is defined in the emerging BABOK™ (Business Analysis Body of Knowledge) which is defined by the IIBA® (International Institute of Business Analysis).

This module does not teach a specific dogma and methodology. Its intention is to develop thinking, confident Business Analysts with a strong grounding in selected, representative tools and techniques and an awareness of different project and software lifecycles.

## OUTCOMES

Students who successfully complete this module will be able to:

- understand the multi-skilled role and responsibilities of the modern professional Business Analyst;
- deliver presentations, run workshops and JAD sessions, and conduct interviews;
- have a strong problem-solving focus, and be able to think strategically about IT solutions;
- gather and document functional, informational and non-functional requirements;
- understand and be able to produce common BA artefacts, including business cases and functional specifications; and
- model processes, data, organisation and interfaces using strong modelling skills.

## CBE.179 ADVANCED DATABASE

### Advanced Database

(ADB11A1)

### SEMESTER MODULE

NEW NQF LEVEL: 7

NQF CREDITS: 15

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to cover advanced aspects of database management systems including advanced normalization and denormalisation, query optimisation, object-oriented and object-relational databases, data warehousing, data mining,



distributed databases, XML, XSL, and databases for web applications. There is extensive coverage of Structured Query Language (SQL) and database instance tuning. Students learn about the advanced object-relational features in DBMS such as Oracle, including navigational query, BLOBs and abstract data types.

## OUTCOMES

Students should be able to:

- gain good understanding of relational data model in terms of data structure, data integrity, and data manipulation;
- create and understand conceptual database models utilising entity-relationship modelling;
- design data structures that will limit redundancy and enforce data integrity while conforming to organisational requirements utilising normalisation methodology;
- understand the theory behind the relational data model as it applies to interactions with current database management systems;
- read and interpret a given data model to query the database and transform the data into information using Structured Query Language;
- implement a data model in a current relational database management system; and
- create reports, based on transactional data, including elements such as data groupings and summary values.

## CBE.180 ADVANCED PROGRAMMING

### Advanced Programming

(APM11A1)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 15

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to present an advanced view of computer programming, mainly using C++. The use of current operating systems (e.g. Linux and Unix) and compilers (e.g. gcc) will also be presented. Object Oriented Programming will also be discussed in detail. Object Oriented Programming is quite different from functional or

procedural programming, and it is difficult to learn on your own. The differences and similarities between Java and C++ will also be discussed. Hands-on programming will be a key part of the module. The goal of this module is to introduce, and study key concepts related to computer programming for scientific and engineering applications.

## OUTCOMES

Students should be able to:

- apply and develop object-oriented code;
- develop software for a variety of architectures (e.g. Windows, Unix, and Linux);
- choose an appropriate computer language (e.g. C++, Java, Ada) for a given project;
- demonstrate basic knowledge of parallel programming concepts (e.g. MPI, Open MP, threads, etc.); and
- demonstrate basic knowledge of software engineering concepts.

## CBE.181 APPLICATION OF CORPORATE EVENTS

### Application of Corporate Events

(ACE1CP1 / ACE2CP1 / A3FCE7X)

FULLY ONLINE (ACE1CP1 / ACE2CP1)

NQF LEVEL: 7

NQF CREDITS: 20

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## CALCULATION CRITERIA FOR MODULE: A3FCE7X

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide students with a clear understanding of corporate events and the implications thereof, as well as a practical understanding of corporate events and how they are used within the financial market environment.

## OUTCOMES

Students should be able to:

- explain the definitions of corporate actions, various event types and the timelines involved;
- evaluate the general principles of corporate actions and the application thereof;
- advise clients on best practice with regard to the selection of financial market corporate events; and
- record and process financial market corporate events (per client instructions on market default but to firm/client mandate on instruction).

## CBE.182 APPLIED FINANCIAL MATHEMATICS

### Applied Financial Mathematics

(AFM1CP1)

FULLY ONLINE (AFM1CP1)

NQF LEVEL: 7

NQF CREDITS: 10

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to develop a students financial mathematics skills which are required in the other modules related to finance to ensure students can cope with the mathematical calculations that are covered in other modules.

## OUTCOMES

Students should be able to:

- understand and apply formulas in the context of finance;
- interpret and solve financial related problems; and
- perform calculations by applying mathematical principles.

Additional note: The College allows students to write an assessment of skills exam for this module. On passing the assessment of skills exam the student would have proved that (s)he has the required expertise for Applied Financial Math and will therefore be granted a credit for the module.

If a student wishes to write the assessment skills exam (s)he needs to register for the module and will be debited for the relevant fees. On passing the assessment of skills exam the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails, the assessment of skills exam (s)he will remain registered for the module and will not be refunded the fee for the module.

## **Applied Financial Mathematics**

**NQF LEVEL: 7**

**(A3FAF7X)**

**NQF CREDITS: 10**

### **CALCULATION CRITERIA FOR MODULE:**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to develop a students financial mathematics skills which are required in the other modules related to finance to ensure students can cope with the mathematical calculations that are covered in other modules.

### **OUTCOMES**

Students should be able to:

- understand and apply formulas in the context of finance;
- interpret and solve financial related problems; and
- perform calculations by applying mathematical principles.

Additional note: The College allows students to write an assessment of Skills exam for this module. On passing the assessment of Skills exam the student would have proved that (s)he has the required expertise for Applied Financial Mathematics and will be granted a credit for the module.

If a student wishes to write the assessment of Skills exam (s)he needs to register for the module and will be debited for the relevant fees. On passing the assessment of Skills exam the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails the assessment of Skills exam (s)he will remain registered for the module and will not be refunded the fee for the module.

## **CBE.183 APPLIED LOGISTICS PROCESSES AND PRACTICES**

### **Applied Logistics Processes and Practices**

**(ALP01B1 or ALP1CP1)**

**SEMESTER MODULE (ALP01B1)**

**FULLY ONLINE (ALP1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR BOTH MODULES**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to enable students to integrate theory in a practical application in a simulated logistics environment.

### **OUTCOMES**

Students should be able to:

- take appropriate decisions to the benefit of the logistics company/organisation; and
- apply theoretical knowledge in order to run an effective logistics business.

## **CBE.184 APPLIED MARKETING RESEARCH**

### **Applied Marketing Research A**

**(APP7XA1)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to focus on deepening the students understanding of the marketing research process and presenting sound marketing research principles and methods to the student. Students should develop intellectual competencies and

practical skills in the range of decisions relating to the marketing research process and be able to define a market research problem within a specific scenario.

## **OUTCOMES**

Students should be able to:

- describe marketing research and distinguish between problem identification and problem-solving research;
- write a research proposal by applying the knowledge related to marketing research proposals;
- understand the importance of and the process used for defining the marketing research problem;
- apply the basic research design principles and concepts;
- describe the nature and scope of secondary data;
- classify the concept Descriptive Research Design: Survey and observation used by marketing researchers; and
- explain the concept of causality as it applies to marketing research.

## **Applied Marketing Research B**

**(APP7XB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to focus on guiding the students through the marketing research process and allow them to apply sound marketing research practices and methods. Students should illustrate intellectual competencies and practical skills in the range of decisions relating to the marketing research process and be able to conduct a marketing research project.

## **OUTCOMES**

Students should be able to:

- explain, illustrate and discuss the key concepts, processes and principles required in the implementation of a marketing research task;

- comment on the importance of research for all organisations in their marketing activities and show how organisations use marketing research in their marketing activities;
- collect, analyse, organise and critically evaluate secondary research information using the internet, academic journals and other information sources;
- critically evaluate an existing questionnaire and design their own questionnaire to achieve specific research objectives;
- choose an appropriate survey and sampling method for a survey, interpret research findings; and
- develop a marketing research plan within a given situation.

## **CBE.185 APPLIED RESEARCH FOR RETAILING**

### **Applied Research for Retailing**

**(ARR7X00)**

#### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 32**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to develop students competencies in the theories and principles of the research process to assist retailers in solving research problems. Students practically apply the research process in a retailing context.

#### **OUTCOMES**

Students should be able to:

- evaluate the role research plays in the retailing environment;
- distinguish between preliminary and formal research;
- assess the various research designs available and motivate how research designs are used to answer specific research questions;
- distinguish between the collection and analysis of quantitative, qualitative and mixed methods research; and
- apply the research process within a retail context.

## **CBE.186 APPLIED TRANSPORT PROCESSES AND PRACTICES**

**Applied Transport Processes and Practices** (ATP01B1 or ATP1CP1)

**SEMESTER MODULE (ATP01B1)**

**FULLY ONLINE (ATP1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR BOTH MODULES**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to enable students to integrate theory in a practical application through a simulated transport environment.

### **OUTCOMES**

Students should be able to:

- take appropriate decisions to the benefit of the transport company/organisation; and
- apply theoretical knowledge in order to run an effective transport business.

## **CBE.187 AUDITING**

**Auditing** (ADIA003)

**YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 30**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule** will apply to these modules;
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.



## PURPOSE

The purpose of this module is to provide the students 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.

## OUTCOMES

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.

## CBE.188 BUILDING CONSTRUCTION

### Building Construction

(BUC7XE1)

### ONLINE MODULE

NQF LEVEL: 7

NQF CREDITS: 15

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to cover the basic concepts of building construction. Furthermore, the module relates knowledge of building construction to property valuation in a real estate environment.

## OUTCOMES

Students should be able to:

- differentiate between the different building contracts;
- recommend solutions to resolve problems associated with swelling clay;
- conduct an inspection to identify problems in an existing building; and
- estimate the building cost of a residential property, accurately.

## **CBE.189 BUSINESS ETHICS AND CITIZENSHIP**

### **Business Ethics and Citizenship**

**(ADIA005)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

#### **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.

#### **OUTCOMES**

Students should be able to:

- discuss the principles of business ethics, citizenship and professionalism;
- correctly apply the principles of business ethics, citizenship and professionalism to a practical scenario; and
- use the principles of team work and time management effectively to produce a group project and presentation on a topic within the business environment.

## **CBE.190 BRAND MANAGEMENT**

### **Brand Management**

**(BRM7XB1)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to aim to provide a holistic approach to the contemporary theory and practice of brand management. Through this module, students are exposed to the brand-related concepts and techniques to maximise the brand equity of companies in contributing to its long-term profitability. The module prepares students to apply their acquired competencies and skills in strategically managing brands in the experience age.

## **OUTCOMES**

Students should be able to:

- design and implement brand strategies that consider brand naming, brand extension, re-brand, and brand architecture among others in the experience age;
- plan and implement brand marketing programmes through integrated marketing communications and brand associations to build brand equity;
- develop a framework to identify and establish brand positioning and values to build customer based brand equity; and
- evaluate how a brand equity management system can capture customer experience and enhance market performance through sources and outcomes of brand equity.

## **CBE.191 BUSINESS PRACTICE**

### **Business Practice**

**(BPR7XB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip students with the ability to solve senior and middle level managerial problems within an organisation.

## **OUTCOMES**

Students should be able to:

- describe a management problem or opportunity that occurs at a middle or senior management level within an organisation;
- provide a solution to the problem or how the opportunity can be utilised; and
- explain the different interrelated functions of an enterprise must interact to solve the problem or make the best use of the opportunity.

## **CBE.192 CONTEMPORARY RETAILING**

### **Contemporary Retailing**

**(COR11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with a sound understanding of new trends/developments in the field of retailing and how these trends can be used to solve problems that retailers face on a daily basis. Furthermore, the module aims to provide the student with the knowledge and skills necessary to discuss the related contemporary retailing issues, demonstrate the impact that these issues have in our economy. This module also aims to teach students to critically evaluate published documentation and to formulate their own opinion on contemporary retail issues.

#### **OUTCOMES**

Students should be able to:

- analyse new trends and developments in the retail field and the impact thereof in the economy;
- argue the necessity for ethical and social retailing;
- demonstrate a systematic understanding of African and international retailing thinking, practice, theory and methodology; and
- reflect on the new trends, ethical and social retailing and international retailing in a specific scenario and develop strategies for these retailers.

### **Contemporary Retailing**

**(COR21B1)**

## **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **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 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.

### **OUTCOMES**

Students should be able to:

- critically evaluate the unique market dynamics in both the South African and African retail market place;
- analyse and interrogate new developing technologies in both the South African and international retail sector;
- 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.

## **CBE.193 CONTEMPORARY TOURISM AND HOSPITALITY MARKETING**

### **Contemporary Tourism and Hospitality Marketing**

**(CTH7XB2)**

## **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to equip students with the necessary knowledge to apply the application of marketing principles and techniques to develop marketing objectives and strategies for tourism and hospitality related products or services.

## OUTCOMES

Students should be able to:

- familiarise with the people, process extended marketing mix and other elements of the marketing mix to meet the needs of consumers in the tourism and hospitality industry;
- analyse the micro and macro environment in the context of tourism and hospitality marketing;
- conduct a strategic situational analysis for a tourism and hospitality enterprise;
- formulate objectives based on the situational analysis;
- use a range of techniques to develop marketing strategies within the service industry; and
- understand current digital marketing trends and disruptors in the domain of tourism and hospitality marketing.

## CBE.194 CORPORATE ENTREPRENEURSHIP

### Corporate Entrepreneurship

(COE7XA1)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 12

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is the creation and management of entrepreneurial initiatives in organisations. The module will attempt to develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of the underlying theories, models and approaches to the concept of corporate entrepreneurship. Students will be able to reflect on the degree of entrepreneurial culture in their relevant departments and/or organisations. Furthermore, they should be able to assess the effect of their own entrepreneurial inputs on the holistic outcomes of the organisation's entrepreneurial future.

## OUTCOMES

Students should be able to:

- analyse the different underlying theories, frameworks and models regarding corporate entrepreneurship;
- evaluate the relationship between innovation, creativity and entrepreneurship;
- analyse the factors that contribute to a creative environment;
- synthesise the relationship between control, entrepreneurial activity and human resources management;
- illustrate how corporate social responsibility and environmental sustainability initiatives can be incorporated into corporate strategy;
- critically analyse the options for dealing with new venture developments and explain which are best in different circumstances; and
- examine and indicate how to implement corrective action in order to build and or to sustain organisational entrepreneurial behaviour.

## **CBE.195 COST AND FINANCIAL MANAGEMENT**

### **Cost and Financial Management for Non-Financial Specialists**

**(CFM44A1)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.

- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## **PURPOSE**

The purpose of this module is to introduce financial accounting principles and concepts at a level consistent with non-accounting students. In this module, the students will be taught the basic principles of accounting, the recording of accounting transactions and basic calculations, the reporting of accounting performance and accounting position, and the analysis and interpretation of financial statements. This module helps students to understand the process flow relating to assets, liabilities, equity, income and expenses, and the financial reporting relating to these processes. Students will be introduced to company financial statements, and the interrelationship between the different components of these financial statements.

## **OUTCOMES**

Students should be able to:

- explain the nature and roles of financial accounting, management accounting and financial management and identify the main users of financial accounting and their needs;
- define and apply the basic accounting principles, identify and classify financial transactions according to the key elements of financial statements and prepare a basic statement of financial position;
- identify and classify financial transactions according to the key elements of financial statements, prepare a basic statement of profit or loss and understand what a statement of comprehensive income consists of;
- identify current assets, perform calculations relating to gross profit percentages and mark-up percentages on inventory and be able to calculate the cost of sales and gross profit for a business;
- identify and categorise non-current assets as well as calculate and record the depreciation of these assets and their carrying values over their useful lives using different methods of depreciation;
- identify and record transactions relating to the issuing of shares and the payment of dividends, and be able to calculate the increase in equity as a result of a share issue as well as dividends payable during a reporting period;
- prepare a basic statement of changes in equity for a business and understand how this statement connects with the statement of comprehensive income as well as the statement of financial position;
- explain the main sources of finance available to a business, and the advantages and disadvantages of each source of financing; and



- identify the major categories of ratios that can be used to analyse the financial performance and position of a business, be able to calculate key financial ratios and explain the significance of the ratios calculated.

## **Cost and Financial Management for Non-Financial Specialists 4B**

**(CFM44B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **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.

### **OUTCOMES**

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.

## **CBE.196 DIGITAL MARKETING**

### **Digital Marketing**

**(DIM7XA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to focus on the development and implementation of digital marketing strategies. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementation of digital marketing strategies. It will enable students to use a variety of analytical frameworks for making decisions regarding appropriate digital marketing strategies and reflect on the applications made. The module will also prepare students to apply their acquired competences and skills in developing digital marketing strategies that will contribute firstly to the success of business organisations and secondly to the satisfaction of consumer needs.

### **OUTCOMES**

Students should be able to:

- analyse and develop a general framework for digital marketing programmes;
- determine the value that digital marketing resources hold for marketing operations and demonstrate how an understanding of how digital resources can be integrated in to the overall marketing programme;
- apply digital marketing knowledge and tools enhance decision making regarding the selection of promotional mix;
- argue the growing importance of mobile technology and its impact on consumers and marketing; and
- analyse the role of social media in an integrated marketing communication programme.

## **CBE.197 EMPLOYEE RELATIONS**

### **Employee Relations**

**(EMR7XB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of the module is to provide students with the ability to apply employee relations principles in performance and reward management. Students will review relevant legislation and case laws and will be able to facilitate dispute resolution.

### **OUTCOMES**

Students should be able to:

- review local and international performance and compensation related legislation and develop communication and policies regarding performance and career development;
- evaluate existing dispute resolution processes relating to workplace performance; and
- conduct risk assessment to identify potential labour disputes emanating from performance management processes.

## **CBE.198 ENTERPRISE MANAGEMENT**

### **Enterprise Management**

**(ADFM009)**

#### **SEMESTER MODULE (COUPLET MODULE)**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

#### **PURPOSE**

The purpose of this module is to provide students with the skills to use an organisations' business model as a framework to manage its value creation process. It builds on the understanding of organisational structuring gained from Enterprise Operations and is centred on the concept of strategic financial management and how organisational goals can be implemented through managing the performance of people and projects. 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:

- explain the ecosystems of organisations;
- explain the elements of business models;
- analyse new business models in digital ecosystems;
- compare and contrast different types of leadership and management styles;
- analyse individual and team performance;
- apply tools and techniques to manage projects; and
- explain the concepts of project leadership.

## **CBE.199 ENTERPRISE OPERATIONS**

### **Enterprise Operations**

**(ADFM008)**

#### **SEMESTER MODULE (COUPLET MODULE)**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE**

The purpose of this module is to focus on the role of the finance function and how it interacts with the organisation within a digital society. The module is aimed at providing finance professionals with a fundamental understanding of organisational structure and principles underpinning the operational functions of the organisation, enabling them to create value using the opportunities presented by the fourth industrial revolution (4IR). It lays the foundation for gaining further insight into both the immediate operating environment and long-term strategic future of organisations.

**OUTCOMES**

Students should be able to:

- explain the roles of the finance function in organisations and the activities performed to fulfil these roles;
- identify and discuss in the technologies that affect business and finance;
- explain how the finance function uses digital technologies to fulfil its roles;
- discuss the ways in which data is used by the finance function to create and preserve value for organisations;
- describe the structure and shape of the finance function and explain what each level of the finance function does; and
- describe how the finance function interacts with different functions within the organisation.

**CBE.200 ENTREPRENEURIAL MARKETING**

**Entrepreneurial Marketing**

**(ENM7XA1)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide students with knowledge and competencies in the acquisition, interpretation, understanding and the application of marketing principles to entrepreneurial business. Upon successful completion of this module, candidates will be able to contextualise their learning to entrepreneurial businesses (small and medium sized enterprises) and suggest pragmatic marketing approaches that can be successfully implemented within entrepreneurial businesses.

## OUTCOMES

Students should be able to:

- understand the relationship between marketing principals and entrepreneurship;
- integrate the principles of entrepreneurial marketing;
- analyse the challenges facing the entrepreneurial businesses when competing against larger, well-known, and more resourceful companies;
- explore and discuss how innovative marketing methods can be successfully used by entrepreneurial businesses; and
- plan and implement marketing activities for entrepreneurial businesses.

## CBE.201 FINANCIAL MANAGEMENT ASPECTS

### Financial Management Aspects

(FMA7XB1)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 12

## CALCULATION CRITERIA

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## PURPOSE

The purpose of this module is to equip the non-financial specialist with the basic knowledge in the various fields of management accounting. Students need to

understand how management accounting contributes as an integrated discipline to the different dynamics within a business environment.

## OUTCOMES

Students should be able to:

- affect the basic principles of cost classification and terminology;
- differentiate the terms and concepts in respect of inventory – holding and administering different inventory systems;
- classify and analyse overheads and allocate overheads by means of manufactured products and services;
- use Cost-Volume-Profit (CVP) analysis as a management tool;
- analyse the function and aim of cash budgets;
- analyse the advantages and disadvantages of cash budgets;
- differentiate between cash and non-cash items; and
- prepare a cash budget correctly from given data.

## **CBE.202 FINANCIAL MANAGEMENT**

### **Financial Management**

**(ADFM006)**

### **SEMESTER MODULE (COUPLET MODULE)**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## **PURPOSE**

The purpose of this module is to expand the scope of the Financial Operations module to more advanced topics in financial accounting (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 becomes more meaningful and this constitutes a substantial element of the module.

## **OUTCOMES**

Students should be able to:

- compare and contrast types and sources of long-term funds;
- calculate cost of long-term funds;
- explain relevant financial reporting standards for revenue, leases, financial instruments, intangible assets and provisions;
- explain International Financial Reporting Standards (IFRS) for group accounts;
- prepare group accounts based on IFRS;
- discuss additional disclosure issues related to the group accounts;
- discuss the International Integrated Reporting <IR> Framework requirements;
- explain the six capitals of Integrated Reporting;
- analyse financial statements of organisations and recommend actions based on insights from the interpretation; and
- discuss the limitations of the tools used for interpreting financial statements.

## **Financial Management**

**(FMA01A1/FIM7XA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

The purpose of this module is to equip the non-financial specialists with basic knowledge in the various fields of cost accounting. Students need to understand how cost accounting contributes as an integrated discipline to the different dynamics within a business environment.

### **OUTCOMES:**

Students should be able to:

- discuss and explain the types and goals of financial management decisions;
- calculate and interpret present values, future values and return on investments;



- determine whether projects are viable investments by performing various investment appraisal techniques;
- analyse and evaluate investment projects by calculating the importance of having sufficient investment appraisal techniques;
- explain and evaluate how to effectively manage working capital of a firm; and
- discuss and explain the various sources of finance and discuss the benefits of leasing and perform a net present value analysis of a financing decision.

## **Financial Management B**

**(FMA01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

The purpose of this module is to equip the non-financial specialist with the basic knowledge in the various fields of management accounting. Students need to understand how management accounting contributes as an integrated discipline to the different dynamics within a business environment.

### **OUTCOMES**

Students should be able to:

- discuss and explain and calculate the importance of having sufficient liquidity in a firm;
- explain and evaluate how to effectively manage working capital of a firm;
- calculate and interpret the components of a firm's cost of capital;
- discuss and explain the various sources of finance that are available to a firm in raising capital; and
- explain the benefits of leasing and perform a net present value analysis of a financing decision.

## **CBE.203 FINANCIAL MARKETS TRANSACTIONS**

**Financial Markets Transactions** (FMT1CP1/ FMT2CP1 and A3FFM7X)

**FULLY ONLINE (FMT1CP1 and FMT2CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 25**

**CALCULATION CRITERIA FOR MODULE: FMT1CP1 AND FMT2CP1**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**CALCULATION CRITERIA FOR MODULE: A3FFM7X**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide a student with a solid understanding of the legislation and regulations related to the relevant financial markets and their processes as well as understanding the processes involved with transactions presented in the financial market environment.

### **OUTCOMES**

Students should be able to:

- interpret the legislation pertaining to trading, settlement, custody and administration (e.g. Security Services Act);
- explain the role, rules and function of the regulator, the central securities depository, the clearing house and participants;
- explain the custody and administration of securities within members and authorised users;
- describe the procedure required in order to settle uncertified securities;
- describe financial requirements for authorised users and members;
- segregate client funds according to legislative requirements;
- explain legislation and regulation regarding the provision of information to clients; and

- discuss the legislation, rules and regulations regarding trading in the different financial markets.

## **CBE.204 FINANCIAL MATHEMATICS**

### **Financial Mathematics**

**(ADFM001)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **PURPOSE**

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

### **OUTCOMES**

Students should be able to:

- explain and appraise the context within which the financial management function takes place;
- compare the roles of cost accounting, management accounting and financial accounting in a business environment;
- explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- briefly discuss various types and sources of long-term funds;
- discuss and calculate basic valuations on long-term debt and equity capital;
- discuss and calculate the concept of cost of capital; and
- explain and calculate the basic capital budgeting techniques to assist in investment decisions.

## **CBE.205 FINANCIAL NUMERACY**

### **Financial Numeracy**

**(ADIA004)**

#### **SEMESTER MODULE**

**CALCULATION CRITERIA****SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE**

The purpose of this module is to develop students mathematical Skills to prepare the student for the use of the principles within the other core modules.

**OUTCOMES**

Students should be able to:

- accurately perform calculations in Algebra and Financial Numeracy;
- logically resolve problems using the skills that they have acquired; and
- correctly state all the formulas and techniques that they have learnt.

**CBE.206 FINANCIAL OPERATIONS****Financial Operations****(ADFM003)****SEMESTER MODULE (COUPLET MODULE)****NQF LEVEL: 7****NQF CREDITS: 15****CALCULATION CRITERIA****SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE**

The purpose of this module is to prepare students with the knowledge for the preparation of financial statements of a single company. Coverage of a wide range of international 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).

## OUTCOMES

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;
- identify the main elements of financial statements;
- explain and apply financial reporting standards to prepare basic financial statements;
- distinguish between different types of corporate taxes and explain some relevant issues that affect taxation;
- prepare basic corporate Income Tax calculations;
- distinguish between the types and sources of short-term finance;
- explain and calculate operating and cash cycles; and
- apply different techniques used to manage working capital.

## CBE.207 FINANCIAL PLANNING AND TAXATION

**Financial Planning and Taxation (FPT1CP1/ FPT2CP1/ A3FPT7X)**

**FULLY ONLINE (FPT1CP1 and FPT2CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 25**

**CALCULATION CRITERIA FOR MODULE: FPT1CP1 AND FPT2CP1**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**CALCULATION CRITERIA FOR MODULE: A3FPT7X**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide a student with a framework on dealing with clients and the appropriate processes for providing financial advice, to evaluate and plan for the impact at the different life stages, with a focus on financial planning and taxation.

## **OUTCOMES**

Students should be able to:

- discuss the impact of the regulatory environment and the six step financial planning process;
- assess and advise a client on his personal financial management;
- apply the principles of matrimonial property and the impact for personal financial planning;
- assess a client's retirement needs and impact thereof at the different life stages;
- understand and apply the different retirement vehicles and the tax implications;
- explain the law of insurance and apply the insurance principles for personal financial planning;
- apply the principles of law of succession;
- evaluate the impact at death for a client and calculate the various tax and costs implications;
- calculate the normal tax payable for the year of assessment; and
- calculate the donations tax payable when transferring wealth.

## **CBE.208 GENERAL MANAGEMENT**

### **General Management**

**(GEM7XA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with skills to apply the four tasks namely, planning, organising, leading and control to manage their units in the internal and external environments.

## **OUTCOMES**

Students should be able to:

- analyse what managers do and the environment in which they operate;
- evaluate and apply the foundations of management functions;
- apply the foundations of decision making;
- design basic organisational structures;
- implement the principles of effective teams, of change management, stress and innovation;
- motivate and reward employees; and
- lead and to build trust based on effective communication and interpersonal skills.

## **CBE.209 GLOBAL SUPPLY CHAIN MANAGEMENT**

**Global Supply Chain Management** (GSC01B1 or GSC1CP1)

**SEMESTER MODULE (GSC01B1)**

**FULLY ONLINE (GSC1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR GSC01B1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR GSC1CP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to develop the students ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.

### **OUTCOMES**

Students should be able to:

- explain the emergence of global supply chains and the globalisation of supply chains by many multinationals;

- reflect on imports and exports and the specific documentation, people and business environment of the Import/Export Industry;
- analyse global supply and distribution strategies critically;
- reflect on the appropriate Incoterms for specific business setting/business context; and
- describe critically why firms use globalised supply chains and how this impact the modern supply chain complexities, cultures, values, language, communication and e-communication, etc.

## **CBE.210 HOSPITALITY LOGISTICS AND SUPPLY CHAIN MANAGEMENT** **Hospitality Logistics and Supply Chain Management** (HLM7XB2)

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to equip the student with the knowledge and skills to understand and explain the principles and importance of supply chain management. It will also create an understanding of the way supply chain management impacts all areas of a hospitality-oriented business, and how hospitality businesses can improve their competitive positions by employing supply chain practices.

### **OUTCOMES**

Students should be able to:

- introduce, outline and implement the principles and practices of logistics and supply chain management;
- critically reflect on the concepts of logistics and supply chain management as applicable to the hospitality and related service industries;
- explain what customer service is, and the role it plays in a supply chain management within hospitality;
- describe the importance of a customer/guest order and the path of a customer/guest order; and
- design, select and manage a distribution channel for goods and services within hospitality.



**CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to get the students grounded in human-computer interaction. It also to introduce students to all aspects of social, security and safety of using computers as a tool, interfaces. It will also expose students to different interaction devices and skills sets for user-centred design and evaluation of interactive systems.

**OUTCOMES**

Students should be able to:

- the scope of issues affecting human-computer interaction;
- the importance of the user interface to motivate the study of topics like HCI and user interfaces;
- the impact of good and bad user interfaces;
- the diversity of users and tasks (applications) and their impact on the design of user interfaces;
- the limits of knowledge of individuals developing HCI systems;
- the need to work with others, skilled in diverse areas such as software engineering, human factors, technical communication, statistics, graphic design, etc.
- cost/benefit trade-offs in HCI design;
- different system development lifecycles including those particularly applicable to HCI systems (e.g., iterative design, implementation, evaluation, and prototyping);
- how HCI concerns can be incorporated into systems development lifecycles;
- the need to evaluate system usability (e.g., someone will evaluate usability even if not the developer, and, in some cases, not evaluating constitutes professional misconduct);

- the existence of design, implementation, and evaluation tools for developers with diverse needs and technical expertise; and
- the information sources available on HCI.

## **CBE.212 HUMAN RESOURCE ANALYTICS**

### **Human Resource Analytics A**

**(HRA7XA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to offer a theoretical understanding of human resource analytics, enabling students to recognise the strategic role of HR data in organisational decision-making. Students will be equipped with the ability to analyse evidence-based data to generate solutions to people problems and the tools to communicate such findings.

#### **OUTCOMES**

Students should be able to:

- indicate how evidence-based data can be leveraged as a strategic asset for HR decision-making;
- determine HR metrics that align with organisational goals and strategies; and
- evaluate the strategic view of an organisation's use of HR data and its measurement systems.

## **CBE.213 HUMAN RESOURCE MANAGEMENT**

### **Human Resource Management**

**(HRM7XA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide an overview of the changing role of human resources as a foundation for the programme. Students will be exposed to philosophies of people management and competencies of the HR professional. Students will gain an understanding of strategic Human Resource Management (HRM) and the link between HR and business from a partnering perspective. The new world of work will be explored.

## **OUTCOMES**

Students should be able to:

- evaluate the Human Resource Management (HRM) theories and philosophies in context of people performance;
- explain the changing role of human resource management over the years; and
- evaluate the new world of work and identify innovative approaches to work and the role of the workplace in the 21st century.

## **Human Resource Management**

**(HRE7XA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of the module is to provide students with an understanding of how to advise and assist line management with the role and function of human resources management administration department. Students will be able to analyse jobs to formulate job description that will determine the most suitable candidate who will fulfil requirements and expectations of the job adequately.

## **OUTCOMES**

Students should be able to:

- explain the role and function of human resource management as well as human resource department in respect of rendering services to various departments;

- acquire an understanding of the employee as a human being, and how that understanding can be applied to achieve organisational and personal goals;
- develop a specific view and interpret the interdependency between employment relations and human resource management;
- apply the job analysis process in order to clearly determine job descriptions and job specifications;
- explain human resource planning for the organisation and department in order to strategise for the correct number and type of expertise and personality required; and
- develop and apply a specific selection procedure to appoint the most suitable candidate to fill in a vacant post.

## **CBE.214 INTERNATIONAL MANAGEMENT**

### **International Management**

**(INT01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to equip students with the skills to conclude international contracts.

### **OUTCOMES**

Students should be able to:

- explain the concept of international business, globalisation of markets and organisation participants;
- explain the cultural environment of international business and distinguish theories of international trade and investment;
- support ethics, sustainability and corporate social responsibility of international business;
- analyse government intervention in international business and regional economic integration by understanding emerging markets, monetary and the financial environment;
- demonstrate and understand strategy and opportunity assessment;

- explore the idea of exporting and countertrade as well as foreign direct investment, licensing, franchising and other contractual strategies; and
- distinguish between the functional area of excellence in international management, namely, marketing, human resources and financial management and accounting in the global firm.

## **CBE.215 INTRODUCTION TO FINANCIAL MARKETS**

**Introduction to Financial Markets** (IFM1CP1/IFM2CP1 and A3FIF7X)

**FULLY ONLINE (IFM1CP1 and IFM2CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 25**

**CALCULATION CRITERIA FOR MODULE: IFM1CP1 AND IFM2CP1**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**CALCULATION CRITERIA FOR MODULE: A3FIF7X**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to cover the basic concepts of financial markets and the characteristics and relevance of the different financial markets present both locally and internationally. Furthermore, the module relates knowledge of interpreting information present in the market in order to utilise the information in a financial market environment.

### **OUTCOMES**

Students should be able to:

- describe the financial market system and discuss the terminology pertaining to financial markets;
- describe the participants and their specific roles and the regulatory framework in which they operate;
- describe and compare financial markets, in particular debt and equity markets;

- discuss the characteristics and value the financial securities and instruments that trade in the debt and equity markets;
- explain, calculate and evaluate risk and return as it relates to individual financial securities and investment portfolios; and
- select, read and interpret information relating to the financial markets.

## **CBE.216 INTRODUCTION TO RESEARCH METHODOLOGY**

### **Introduction to Research Methodology: Tourism Management**

**(IRM7XA1)**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

#### **PURPOSE**

The purpose of this module is to provide the student with the necessary knowledge, understanding and skills needed to not only encourage the practice of research, but also to conceive a scientifically written, fully implementable, academically and methodologically sound research proposal.

#### **OUTCOMES**

Students should be able to:

- reflect upon the aspects underlying research and science;
- identify a viable research opportunity;
- define the research opportunity following scientific and methodological principles,
- identify and explain the steps in the research process;
- understand the value of different research approaches;
- describe the significant literature underpinning the research area following sound scientific principles;

- devise an academically sound, practically implementable method to conduct the research;
- reflect upon how the data resultant from the study will be analysed; and
- combine all the outcomes stated in an academically correctly prepared research proposal.

## **CBE.217 LOGISTICS PROCESSES AND PRACTICES**

### **Logistics Processes and Practices**

**(LPP01A1 or LPP1CP1)**

**SEMESTER MODULE (LPP01A1)**

**FULLY ONLINE (LPP1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR MODULE LPP01A1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR MODULE LPP1CP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to develop the students ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.

### **OUTCOMES**

Students should be able to:

- analyse theoretical and practical options and implement decisions in operational and tactical logistics management; and
- implement decisions at the tactical and operational level in the logistics environment of a company/organisation and reflect on the decisions made.

## **CBE.218 LOGISTICS RESEARCH PROJECT**

### **Logistics Research Project**

**(LRP01B1 or LRP1CP1)**

**SEMESTER MODULE (LRP01B1)**

**FULLY ONLINE (LRP1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to enable students to implement a research project by undertaking a study on a specific research problem in the logistics industry. Students will collect and analyse data, interpret their findings, draw meaningful conclusions and offer recommendations pertaining to the logistics industry.

### **OUTCOMES**

Students should be able to:

- apply critical thinking skills;
- apply foundational research skills to address a research question;
- demonstrate planning, time and change management skills;
- undertake research independently; and
- communicate research results clearly, comprehensively and persuasively in a research essay.

## **CBE.219 MANAGEMENT ECONOMICS**

### **Management Economics**

**(MNE7XB1)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to prepare students intellectually for the challenges in a changing global and national economic framework by acquiring skills in the acquisition, analysis, interpretation and application of knowledge relating to macroeconomic principles. Students will further be able to reflect on their economic decisions and applications to assess the effect thereof in the holistic context of economics as a social science within their everyday lives. Lastly it will prepare them for further study in economics as a science.

## OUTCOMES

Students should be able to:

- differentiate the main macroeconomics objectives of employment, economic growth, price stability, balance of payments and income distribution;
- distinguish between aggregate demand and aggregate supply;
- use the Total Expenditure Model;
- interpret the impact of inflation;
- differentiate between the theory of money demand and supply; and
- contrast the relationship between the goods market and the money market.

## CBE.220 MANAGEMENT PRACTICE

### Management Practice

(MNP01B1)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 24

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to focus on equipping students with the ability to implement strategies within an organisation.

## OUTCOMES

Students should be able to:

- discuss a strategic goal and strategy within an organisation;
- analyse and implement strategic recommendations to identify challenges and find solutions to problems experienced by middle-level managers;
- illustrate the role of top management with regard to implementation of strategic goals and strategy;
- illustrate the role of tactical level with regard to the implementation of strategic goals and strategy;
- illustrate the role of operational level with regard to the implementation of tactical objectives and strategies; and
- integrate both horizontal and vertical integration with regards to goals, objectives and strategies within an organisation.

## CBE.221 MANAGING HUMAN RESOURCE DEVELOPMENT

### Managing Human Resource Development

(MHR7XA2)

#### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 12

#### CALCULATION CRITERIA

##### SUBJECT TYPE: SH

- 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;
- Sup results capped.

#### PURPOSE

The purpose of this module is to expose students to the context of Human Resource Development (HRD) and provides a theoretical understanding to matters relating to performance consulting and learner needs analysis. Contemporary issues surrounding HRD will be explored and cover concepts such as career management and performance, learning organisations and continuous professional development.

## OUTCOMES

Students should be able to:

- compare local and international trends in HRD;
- evaluate the way in which workplace learning takes place, whilst establishing learner needs; and

- demonstrate knowledge in managing employee's career and enhancing continuous professional development.

## **CBE.222 MARKETING TO AFRICAN MARKETS**

### **Marketing to African Markets**

**(MAM7XB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of the module is to stimulate interest in marketing practices of organisations seeking market opportunities outside the home country into Africa and to raise the students consciousness about the importance of viewing international marketing management strategies from a global perspective.

The module focuses on the international African environment and the development of African marketing strategies. Students should develop intellectual competencies and practical skills in a range of decisions implicit in planning and implementing an international marketing strategy. The module prepares students to apply acquired competencies and skills, and to employ and reflect these in the international marketing plan that will contribute firstly to the profit objective and secondly to the satisfaction of consumer needs.

#### **OUTCOMES**

Students should be able to:

- apply the principles of international marketing to problems in case studies (scenarios) and reflect on the applications made in an African context;
- apply the principles to compile a cultural analysis and a macro-environmental assessment and reflect on the applications made;
- compile a marketing strategy for a given African market and reflect on the applications made; and
- develop an international African marketing plan and reflect on the applications made.

## **CBE.223 OPERATIONS MANAGEMENT**

### **Operations Management**

**(OPS01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide students with the skills to create and manage the processes of operational management and to manage supply chain relationships to gain market share and customer satisfaction.

#### **OUTCOMES**

Students should be able to:

- explain the theory relating to the field of operational management and view operational management as an enabler of organisational strategy;
- explain the sequence of processes of operational management;
- illustrate the objectives of operational management in delivering the organisational value proposition;
- create, design and manage facilities to gain market share and customer satisfaction; and
- manage supply chain relationships, materials and inventory performance.

## **CBE.224 PERFORMANCE ANALYTICS**

### **Performance Analytics B**

**(PAB7XB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to enable students to use analytics to investigate performance and productivity at organisational, unit/ functional and individual levels. The students will be able to use the findings to suggest innovations in organisational processes, enabling organisations to improve productivity.

## **OUTCOMES**

Students should be able to:

- interpret the role of analytics in managing organisational, unit and individual performance;
- determine, extract and analyse metrics related to people performance and productivity; and
- develop performance indicators based on the appropriate metrics and adapt organisational processes to complement them.

## **CBE.225 PERFORMANCE MANAGEMENT**

### **Performance Management**

**(ADFM005)**

### **SEMESTER MODULE (COUPLET MODULE)**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## **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.

## **OUTCOMES**

Students should be able to:

- apply cost management and cost transformation methodology;
- to manage costs and improve profitability and value creation;
- advise on the process and data required and techniques for long-term investment appraisal;
- discuss pricing strategies and their consequences;

- discuss various approaches to the performance and control of organisations;
- analyse the performance of responsibility centres and prepare reports;
- explain the behavioural and transfer pricing issues related to the management of responsibility centres; and
- analyse risk and uncertainty associated with medium-term decision-making.

## **Performance Management A**

**(PMA7XA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of the module is to expose students to the theory of organisational performance and performance management. Students will be exposed to the systemic approach of determining indicators for and aligning organisational goals to unit-level and individual goals.

### **OUTCOMES**

Students should be able to:

- establish strategic goals for performance management;
- differentiate between the unit goals/indicators of performance management; and
- identify work measurement techniques to define levels of performance and evaluate the performance of virtual workers and teams.

## **Performance Management B**

**(PMA7XB2)**

### **FULLY ONLINE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide students with an understanding of the performance appraisal process. Students are exposed to performance contracting and the employee experience. Students gain insights on identifying performance related deficiencies and are able to provide solutions through a process of human performance improvement.

## OUTCOMES

Students should be able to:

- critique the performance appraisal process and experiences of the line manager and employee;
- develop performance contracting criteria and standards; and
- analyse performance deficiencies in organisations and provide solutions.

## **CBE.226 PERFORMANCE OPERATIONS**

### **Performance Operations**

**(ADFM002)**

### **COUPLET MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## 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.

The module purpose and outcomes are aligned with the curriculum requirements of the Chartered Institute of Management Accountants (CIMA) and prepare students for a career in finance and financial management and also for further studies in the sub-field of Financial Management.

## OUTCOMES

Students should be able to:

- distinguish between the different rationales for costing;
- apply the main costing concepts to organisations and cost objects;
- apply costing methods to determine the costs for different purposes;
- explain the application of cost accounting in the digital world;
- distinguish between the different rationales for budgeting;
- prepare different types of budgets;
- discuss budgetary control;
- apply different techniques to support short-term decision-making; and
- apply basic risk management tools in short term decision-making.

## CBE.227 PROCUREMENT

### Procurement

(PRO01A1 or PRO1CP1)

SEMESTER MODULE (PRO01A1)

FULLY ONLINE (PRO1CP1)

NQF LEVEL: 7

NQF CREDITS: 16

### CALCULATION CRITERIA FOR MODULE PRO01A1

#### SUBJECT TYPE: SH

- 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;
- Sup results capped.

### CALCULATION CRITERIA FOR MODULE PRO1CP1

#### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is for students to provide the student with intellectual knowledge and applied competence in the understanding and interpretation of the functions of purchasing and its contribution to the company at a tactical level. It prepares the student to apply principles of supply and demand to the procurement sector and develop the students intellectual competencies to analyse the relationships between



purchasing and supply chain costs and the savings made through the profit-leverage effect. The student will be able to reflect on the strategic role of procurement in the field of supply chain management. The student will be prepared for a career as middle manager in the procurement/supply chain management field with the strategic thinking skills required for such a job.

## **OUTCOMES**

Students should be able to:

- explain the role of purchasing in the supply chain;
- apply the principles of inventory and the quantity factor concerning inventory holding; and
- reflect on the importance and the role of information systems and technology in the supply chain.

## **CBE.228 PROJECT MANAGEMENT**

### **Project Management**

**(PRM01A1 or PRM1CP1)**

### **SEMESTER MODULE (PRM01A1)**

### **FULLY ONLINE (PRM1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR PRM01A1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR PRM1CP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the student with a comprehensive and in-depth understanding of the nature, scope and methodologies relevant to the field of project management and the ability to practically apply the appropriate project management

tools and techniques in the planning, implementation, control and termination of a project of any magnitude.

## **OUTCOMES**

Students should be able to:

- reflect on all aspects that necessitate the development of a specific project;
- plan and develop the design of a project that addresses an identified need;
- implement and control a project; and
- terminate a project for hand-over.

## **Project Management**

**(PJM01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to equip students with the necessary skills to procure resources, develop a project plan, manage and successfully complete a project.

## **OUTCOMES**

Students should be able to:

- explain the nature of projects and project management;
- discuss the basic concepts relating to the field of project management and view project management as a management discipline;
- explain the sequence and integration of project phases and project teams;
- illustrate the procurement of resources to complete the project with the project scope;
- develop a project plan and controls required to stay within the project plan; and
- manage and successfully complete (close-out) a project.

## **CBE.229 PROPERTY VALUATION**

### **Property Valuation A**

**(PVA7XE1)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide a student with a framework to value residential and income producing real estate.

## **OUTCOMES**

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; and
- accurately discuss the relationship between value without potential, potential and highest and best use.

## **Property Valuation B**

**(PVA7XE2)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide a student with a framework to value residential and income producing real estate.

## **OUTCOMES**

Students should be able to:

- conduct a valuation of special properties;
- make market adjustments reflect market realities;
- clearly define, accurately calculated 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.

## **CBE.230 REAL ESTATE FINANCE AND INVESTMENT**

### **Real Estate Finance and Investment A**

**(REF7XE1)**

#### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with a clear understanding of real estate finance.

#### **OUTCOMES**

Students should be able to:

- describe the loan application process in property finance;
- explain the organisational structures in property finance;
- differentiate between different property finance products;
- describe the management of property finance risk; and
- describe the relevance and application of finance in real estate.

### **Real Estate Finance and Investment B**

**(REF7XE2)**

#### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide a student with a solid understanding of real estate investment.

## **OUTCOMES**

Students should be able to:

- explain the role of primary and secondary investment elements and their effect on real estate financing strategies;
- apply different financial instruments used to finance real estate;
- identify and apply suitable real estate investment performance measurements and ratios;
- interpret financial statements; and
- conduct real estate investment analysis.

## **CBE.231 REAL ESTATE LAW**

### **Real Estate Law A**

**(REL7XE1)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide a student with the knowledge and a solid understanding of the legal and statutory provisions governing real estate in rural and urban societies.

## **OUTCOMES**

Students should be able to:

- discuss the constitution of South Africa;
- comprehend and apply the Bill of Rights;
- explain and define immovable property and interests in immovable property;
- discuss statutory control over property;
- evaluate the forms of land tenure in South Africa;
- apply the concepts of possession and occupation of immovable property;
- discuss and apply the nature and content of servitudes; and
- analyse the relationship between mineral rights and land.

## **Real Estate Law B**

**(REL7XE2)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide a student with the knowledge and a solid understanding of the legal and statutory provisions governing real estate in rural and urban societies.

## **OUTCOMES**

Students should be able to:

- explain the registration of rights in terms of the deeds Registries Act 47 of 1937;
- determine statutory control over the use of real estate;
- analyse the expropriation of immovable property;
- apply the general principles of contracts; and

- apply common law and statutory provisions for compliance with constitutional provisions and national, provincial and local legislation relating to property valuation.

## **CBE.232 REAL ESTATE MANAGEMENT**

### **Real Estate Management**

**(REM7XE2)**

#### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide a student with a solid understanding real estate management and the legislation related to real estate management.

#### **OUTCOMES**

Students should be able to:

- describe the inspection, maintenance, operations, capital improvements and sustainability of physical property;
- explain management of human resources in real estate management;
- apply financial management principles in real estate management;
- conduct the marketing and leasing of commercial real estate; and
- describe the legal and risk management elements in real estate management.

## **CBE.233 REMUNERATION**

### **Remuneration A**

**(RMA7XA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to expose students to the foundational concepts of remuneration and allows for the application of theory to the remuneration process from job description to pay structure. At an intermediate level student, will constructively contribute to pay level, broad banding, and reward and recognition decisions. The module aids students in navigating organisational remuneration issues.

## **OUTCOMES**

Students should be able to:

- compile and analyse job descriptions;
- conduct a job evaluation and evaluate a pay structure by applying relevant theory;
- develop an implementation plan for different pay structures; and
- compile a reward and recognition implementation plan.

## **CBE.234 RESEARCH METHODOLOGY**

### **Research Methodology: Management**

**(RMD01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to give practical guidance to business students who are required, as part of their programme, to formulate a research proposal towards a final assessment. Each Lecture Unit is structured around a particular topic and the different aspects relating to research methodology are described and explained.

## **OUTCOMES**

Students should be able to:

- explain and implement the fundamentals of research;



- develop tools of research;
- create a problem statement: The heart of the research process;
- conduct and formulate and plan the related literature;
- choose a research design and develop the research instrument;
- analyse statistical techniques for analysing quantitative data and qualitative data; and
- write the research proposal.

### **Research Methodology: Logistics**

**(RML01A1 or RML1CP1)**

**SEMESTER MODULE (RML01A1)**

**FULLY ONLINE (RML1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR MODULE RML01A1**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR MODULE RML1CP1**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to guide the student through the research process and presents sound research principles and methods. This module is a prerequisite for the module Logistics Research Project. Students should develop intellectual competencies and practical skills in a range of decisions relating to the research process and be able to conceptualise and conduct a research project.

#### **OUTCOMES**

Students should be able to:

- reflect on the key concepts, processes and principles required in the implementation of a research project in the logistics environment; and
- report on the above in a research essay.

**Research Methodology: Transport**  
**SEMESTER MODULE (RMT01A1)**  
**FULLY ONLINE (RMT1CP1)**  
**NQF LEVEL: 7**

**(RMT01A1 or RMT1CP1)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA FOR RMT01A1**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**CALCULATION CRITERIA FOR RMT1CP1**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to guide the student through the research process and presents sound research principles and methods. This module is a prerequisite for the module Transport Research Project. Students should develop intellectual competencies and practical skills in the range of decisions relating to the research process and be able to conceptualise and conduct a research project.

**OUTCOMES**

Students should be able to:

- reflect on the key concepts, processes and principles required in the implementation of a research project in the transport environment; and
- report on the above in a research essay.

**CBE.235 REVENUE MANAGEMENT FOR HOSPITALITY**

**Revenue Management for Hospitality**

**(RMH7XA1)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## **PURPOSE**

The purpose of this module is to deepen the understanding of both Yield and Revenue Management, which has become part of mainstream business theory and practice.

## **OUTCOMES**

Students should be able to:

- evaluate the importance of revenue management as a strategic management technique and its potential benefits to the hospitality industry;
- understand the main concepts and practices behind Revenue Management;
- evaluate how it can be used to improve performance in the hospitality industry;
- calculate and interpret key financial ratios and performance indicators; and
- utilise an industry Property Management System to manage rate availability and groups.

## **CBE.236 RISK MANAGEMENT**

### **Risk Management**

**(RIM01A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with the skills to evaluate project, operational, financial and strategic risk in the business context.

## OUTCOMES

Students who successfully complete this module will be able to:

- explain risk management and relate risk management in business and context;
- identify and evaluate the management of risk as a process;
- integrate risk management within the organisation through project, operational, financial and strategic risk and manage enterprise risk within the organisation; and
- apply the principles and standards of business continuity management.

## **CBE.237 SOCIOLOGY OF FOOD AND BEVERAGE**

### **Sociology of Food And Beverage**

**(SFB7XB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is cover environmental sociology, political sociology, social inequality, sociology of science, gender, and cultural sociology as an impact on the provision of food and beverage. Within each of these perspectives, food and beverage are used as a focus to examine the intricate social, economic and cultural associations that determine what people eat and drink. This module also explores food trends, politics and social movements as they relate to social identities, which includes differences of class, gender, religion, race and ethnicity, nutrition and nutritional needs.

## **OUTCOMES**

Students should be able to:

- apply a broad, sociological perspective to understand how food and beverage consumption practices are defined as social problems;

- use food and beverage as a focus to study the propagation of social inequality, addressing class, gender, religion, race, and ethnicity;
- examine how expert opinion and scientific knowledge helps to define how food is produced and consumed;
- apply a sociological perspective of personal food and beverage consumption habits, environments and cultures;
- assess the ecological implications of the current local and global food system, with respect to food security and changes in diversified farming systems;
- to equip students with skills and practices of sociological research methods such as participant-observation and informal interviewing;
- evaluate community nutrition to determine wellbeing; and
- investigate the role of nutritional education and research in the South African population.

## **CBE.238 SOFTWARE PROJECT**

### **Software Project**

**(SWP01Y1)**

### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 30**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded

### **PURPOSE**

The purpose of the module is to implement a software solution for a complex business problem applying new technologies, software paradigms and platforms.

### **OUTCOMES**

Students should be able to:

- develop a software solution for a complex business problem;
- manage a software project throughout its development lifecycle;
- develop and manage a software measurement programme; and
- manage a software configuration.

## **CBE.239 SOFTWARE REQUIREMENTS**

### **Software Requirements**

**(SRM11A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to prepare students for entry into the software engineering profession. Maths and science courses give students the background they need to understand computing fundamentals and model and reason about software behaviour. Computer science and computer engineering courses show students how to design and how to solve problems in digital hardware and software. Core software engineering courses cover best software-development practices, including development processes, design criteria and analysis, technical documentation, testing and verification, and project management. Technical electives cover advanced and specialised design techniques, and they give students the opportunity to apply their knowledge in developing large complex software systems.

#### **OUTCOMES**

Students should be able to:

- negotiate the requirements for a new feature or product;
- specify and implement a software solution to meet those requirements;
- analyse alternative software architectures and design trade-offs  
identify and adapt design patterns;
- evaluate whether the final software product meets its requirements; and
- understand and extend existing software systems.

## **CBE.240 SOFTWARE TESTING**

### **Software Testing**

**(SWT21B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to focus on testing at all stages of the software development life cycle and ensures that students appreciate the importance of this and what it involves. Practical exercises and case studies are used to ensure that skills (testing methods, types and techniques) can be easily transferred to projects in the workplace.

## **OUTCOMES**

Students who successfully complete this course will be able to:

- understand why quality is key in all of the testing stages in the software development lifecycle;
- learn how to extract requirements and other relevant information from system stakeholders, project documentation and other sources;
- be able to select suitable testing types and techniques based on the project's focus and the desired outcome;
- identify, prioritise, plan, create and execute test cases in test management;
- effectively log and manage identified defects;
- accurately measure and report the progress of testing; and
- understand the importance of automation in testing.

## **CBE.241 SPECIAL INTEREST TOURISM**

### **Special Interest Tourism**

**(SIT7XA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;

- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip the student with the understanding and knowledge applicable to strategic principles and techniques to develop objectives and strategies for a tourism product.

## **SPECIFIC OUTCOMES:**

Students should be able to:

- conduct a strategic analysis for adventure tourism, festivals, events, Local Economic Development (LED);
- formulate objectives based on the situational analysis; and
- use a range of techniques to develop a tourism product.

## **CBE.242 STRATEGIC MANAGEMENT**

### **Strategic Management**

**(STR7XB1/STR01A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with the ability to apply the broad principles of strategic management which include strategic planning and strategic implementation.

## **OUTCOMES**

Students should be able to:

- conduct strategic direction and environmental analysis;
- plan strategic formulation for long-term, competitive strategies and functional strategies;
- apply strategic implementation as drivers for strategic control and evaluation;
- differentiate between entrepreneurial and business strategy; and



- describe contemporary strategic applications of not-for-profit organisations and evaluate management concepts in the global marketplace.

## **CBE.243 STRATEGIC MARKETING**

### **Strategic Marketing**

**(SMA7XB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide students with knowledge and competencies in the acquisition, interpretation understanding and the application of strategic marketing principles. Upon successful completion of this module, candidates will be able to contextualise their learning to a corporate environment and suggest improvements and interventions that can positively affect their working environments.

#### **OUTCOMES**

Students should be able to:

- analyse business market environment and the nature of competition;
- compare marketing strategies at business and corporate levels;
- analyse international marketing strategy;
- evaluate corporate organisational structure and governance issues; and
- discuss cooperative marketing strategies, strategic leadership and style and strategic entrepreneurship and corporate entrepreneurship.

## **CBE.244 STRATEGIC RETAILING**

### **Strategic Retailing 1A**

**(STR12A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **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.

## **OUTCOMES**

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; and
- discuss the current thinking and practice regarding multi-channel retailing.

## **Strategic Retailing 1B**

**(STR22B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **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.

## **OUTCOMES**

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.

## **CBE.245 STRATEGIC TOURISM AND HOSPITALITY MANAGEMENT** **Strategic Tourism and Hospitality Management** (STH7XB2)

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of the day-to-day management of employee relations in the hospitality industry, with consideration for the specific needs of the industry. The students will understand progressive thinking about the employment relationship, organisational culture, leadership, conflict and power relations within an organisation.

## **OUTCOMES**

Students should be able to:

- appraise the strategic role of organisational culture and the dynamics of power within a hospitality organisation;

- interpret the dynamics of power in organisations;
- critically analyse the causes and influence of conflict in the organisational behaviour
- criticize cross-cultural management challenges within the hospitality industry internationally and propose possible solutions,
- develop insight and an understanding of the importance of roles, needs for and functions of leadership in the service industry;
- suggest ways to manage strategic change in the continuously and rapidly changing tourism and hospitality business environment; and
- design strategic innovation methods to assist the organisation to reinvent its strategies.

## **CBE.246 TAXATION**

### **Taxation**

**(ADIA002)**

### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 30**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will** apply to these modules;
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

### **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.

### **OUTCOMES**

Students should be able to:

- discuss and apply the principles of taxation of companies in integrated and advanced practical case studies; and
- discuss and apply the principles of taxation of individuals in integrated and advanced practical case studies.

## **CBE.247 TOURISM DEVELOPMENT**

### **Tourism Development A**

**(TDE7XA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is for students to acquire the necessary knowledge to understand the issues associated with tourism development in the context of the developing world in relation to global developments. This module also aims at exposing students to growing tourism niche areas where students can critically reflect on the key policy related issues influencing and impacting ~~on~~ tourism development.

#### **OUTCOMES**

Students should be able to:

- reflect on current issues affecting the development of tourism and key policy issues influencing and impacting tourism with a focus on the developing world in relation to global developments;
- identify and discuss the growing niche/special interest areas of tourism;
- critically discuss the issues associated with growing niche/special interest areas of tourism;
- acquire advanced knowledge of the practice tourism development from a multi-disciplinary perspective relating to;
- the economics of tourism;
- the politics of tourism;
- the sociology of tourism; and
- the anthropology of tourism.

### **Tourism Development B**

**(TDE7XB2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 20**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of cultural heritage tourism. The topics that will be covered would be to formulate and appraise appropriate cultural heritage tourism development strategies which will enable students to independently perform functions associated with planning and development of sustainable cultural heritage tourism.

## **OUTCOMES**

Students should be able to:

- apply advanced knowledge of the issues relating to cultural tourism and Cultural Heritage Management (CHM) of cultural heritage assets;
- explore the issues, challenges and types of cultural heritage products development in South Africa;
- apply the best practice management models for CHM for sustainability of South Africa cultural heritage; and
- evaluate the role of cultural heritage products in disadvantaged communities in South Africa.
- advanced knowledge of the issues relating to cultural tourism and cultural heritage management CHM of cultural heritage assets;
- explore the issues, challenges and types of cultural heritage products development in South Africa;
- apply the best practice management models CHM for sustainability of Cultural Heritage; and
- evaluate the role of cultural heritage products in disadvantaged communities in South Africa.

## **CBE.248 TRADING IN FINANCIAL MARKETS**

**Trading in Financial Markets** (TFM1CP1 / TFM2CP1 / A3FTF7X)

**FULLY ONLINE (TFM1CP1 and TFM2CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 25**

## **CALCULATION CRITERIA FOR MODULE: TFM1CP1 AND TFM2CP1**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **CALCULATION CRITERIA FOR MODULE: A3FTF7X**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to relate knowledge of the trading systems and processes used in the financial market trading environment, with a focus on the Alternative Assets, Foreign Exchange and Derivatives Markets; as well as to provide a framework necessary to implement client market orders in the financial market.

## **OUTCOMES**

Students should be able to:

- explain trading methodology and automated trading processes within the Alternative Assets, Foreign Exchange and Derivatives Markets;
- describe and explain how the financial markets are structured, how they function, the different trade types, execution mechanisms, investor positions, characteristics, and risks;
- discuss the legislation and regulations regarding trading in different financial markets and the provision of information to clients;
- describe and explain the Alternative Investment Market, its securities and characteristics;
- assess the value of the alternative investments securities by applying the correct valuation methods;
- describe and explain the Foreign Exchange market, its securities and characteristics;
- apply the correct methods to calculate Foreign Exchange transactions;
- describe and explain the Derivatives market, its securities and characteristics; and

- apply the correct methods to calculate Derivative market transactions and assess the value of Derivatives securities.

## **CBE.249 TRANSPORTATION OPERATIONS AND COSTING**

### **Transport Operations and Costing**

**(TOC01B1 or TOC1CP1)**

**SEMESTER MODULE (TOC01B1)**

**FULLY ONLINE (TOC1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR TOC01B1**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR TOC1CP1**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to enable students to discuss the role and importance of transport operations and costing in the South African context, and to develop competencies to analyse, evaluate and implement information on various aspects of transport operations in order to resolve transportation problems, maximise profitability and satisfy customer needs.

#### **OUTCOMES**

Students should be able to:

- identify relevant operational processes within the transport industry;
- define and analyse the operational aspects pertaining to various transportation modes;
- calculate costing related to transportation modes;
- determine a pricing structure for profitability and sustainability;
- reflect on the importance of routing and scheduling transportation equipment across the industry;



- manage a fleet operation; and
- manage carrier replacement and selection processes.

## **CBE.250 TRANSPORT PLANNING AND MANAGEMENT**

### **Transport Planning and Management**

**(TPM01B1 or TPM1CP1)**

#### **SEMESTER MODULE (TPM01B1)**

#### **FULLY ONLINE (TPM1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR TPM01B1**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR TPM1CP1**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with skills and competence in planning and managing transport for the safe and efficient movement of people and goods as well as contributing to the delivery of sustainable transport. The student will learn the techniques and methodologies of transport planning and management needed to take decisions, or to provide the necessary information for others to take policy decisions.

#### **OUTCOMES**

Students should be able to:

- define and explain the scope of transport planning;
- analyse traffic/transport problems in urban areas;
- analyse transport problems in rural areas;
- utilise transportation planning processes in order to conduct relevant transport studies; and
- reflect on the factors that contribute and/or minimise traffic accidents.

## **CBE.251 TRANSPORT POLICY AND LEGISLATION**

### **Transport Policy and Legislation**

**(TPL01A1 or TPL1CP1)**

**SEMESTER MODULE (TLP01A1)**

**FULLY ONLINE (TPL1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR MODULE TPL01A1**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR MODULE TPL1CP1**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to enable students to acquire intellectual knowledge, skills and applied competence in comprehending the concept, role and framework of transport policy as well as understanding the application of relevant transport legislation with particular focus on the South African scenario. Students will learn how policy is formulated and applied in order to resolve contemporary transport challenges. Students will also learn how to interpret the legal provisions of relevant transport legislation.

#### **OUTCOMES**

Students should be able to:

- reflect on policy formulation and the need for transport policy;
- analyse the purpose, goals and objectives of National and Regional Transport Policies;
- identify and analyse the major provisions of the National Land Transport Act;
- identify and analyse the major provisions of the National Road Traffic Act; and
- analyse the consequences and assess measures to mitigate unethical conduct in the transport sector.

## **CBE.252 TRANSPORT RESEARCH PROJECT**

### **Transport Research Project**

**(TRP01B1 or TRP1CP1)**

**SEMESTER MODULE (TRP01B1)**

**FULLY ONLINE (TRP1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR BOTH MODULES**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to equip students to be able to implement a research project by undertaking a study on a specific research problem in the transport industry. Students will collect and analyse data, interpret their findings, draw meaningful conclusions and offer recommendations pertaining to the transport industry.

### **OUTCOMES**

Students should be able to:

- apply critical thinking skills;
- apply foundational research skills to address a research question;
- demonstrate planning, time and change management skills;
- undertake research independently; and
- communicate research results clearly, comprehensively and persuasively in a research essay.

## **SECTION I: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY THE COLLEGE OF BUSINESS AND ECONOMICS FOR ADVANCED DIPLOMA PROGRAMMES IN OTHER FACULTIES**

### **CBE.253 FINANCIAL PLANNING AND CONTROL**

#### **Financial Planning and Control**

**(FPC7X02)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

#### **PURPOSE**

The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

#### **OUTCOMES**

Students should be able to:

- prepare information for internal decision-making;
- calculate and evaluate the different aspects of cost-volume-profit analysis;
- identify, apply, and evaluate short-term decision-making techniques by incorporating relevant costing principles; and
- discuss the factors that influence the decision-making process.

## **SECTION J: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY OTHER FACULTIES FOR ADVANCED DIPLOMAS IN THE COLLEGE OF BUSINESS AND ECONOMICS**

### **CBE.254 QUANTITATIVE TECHNIQUES**

#### **Quantitative Techniques**

**(QAN01B1 or QAN1CP1)**

**SEMESTER MODULE (QAN01B1)**

**FULLY ONLINE (QAN1CP1)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR MODULE QAN01B1**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR MODULE QAN1CP1**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to develop the students ability to solve logistical problems through applying appropriate calculations.

#### **OUTCOMES**

Students should be able to:

- display data analysed in simple, clear formats that can be used in company/organisational reports; and
- solve problems (within the logistics domain) using appropriate calculations.

## **SECTION K: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF MODULES AND SERVICE MODULES OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS AND BY OTHER FACULTIES FOR THE FOUNDATION MODULES FOR BACHELOR OF COMMERCE EXTENDED DEGREE PROGRAMMES**

### **CBE.255 BASIC MATHEMATICS AND APPLICATION IN ECONOMICS AND BUSINESS**

#### **Basic Mathematics and Applications in Economics and Business A and B**

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she want to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

#### **Basic Mathematics and Applications in Economics and Business A**

**SEMESTER MODULE (COUPLET MODULE)**

**(MAEB0A1)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: KK**

- Minimum Full Period Mark for Examination Admission – 40%
- Full Period Mark Weight – 50%
- Examination Mark Weight – 50%

## **PURPOSE**

This module is foundational in nature, specifically designed to cover selected applications in the economic sciences. It has as its primary purpose, the development of specific mathematical skills (relevant to the economic sciences) for students to cope with the mathematical demands of relevant regular modules in BCom degree programmes.

## **OUTCOMES**

Students should be able to:

- perform basic algebraic operations accurately;
- apply consistently, the features of a straight line to selected problems in the economic sciences;
- solve methodically, simultaneous equations and apply them to selected problems in the economic sciences;
- apply methodically non-linear functions to selected areas in the economic sciences; and
- apply the rules of differentiation logically to selected areas in the economic sciences.

## **Basic Mathematics and Applications in Economics and Business B**

**SEMESTER MODULE (COUPLET MODULE)**

**(MAEB0B1)**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: KK**

- Minimum Full Period Mark for Examination Admission – 40%
- Full Period Mark Weight – 50%
- Examination Mark Weight – 50%

## **PURPOSE**

This module is foundational in nature, specifically designed to cover selected applications in the economic sciences. It has as its primary purpose, the development of specific mathematical skills (relevant to the economic sciences) for students to cope with the mathematical demands of relevant regular modules in BCom degree programmes.

## **OUTCOMES**

Students should be able to:

- apply consistently, the features of a straight line to selected problems in the economic sciences;
- apply the rules of differentiation to selected areas in the economic sciences, logically;

- determine, and interpret logically, selected variables/elements relating to finance; and
- interpret selected concepts relating to basic statistics clearly and undertake calculations involving such concepts.

## **CBE.256 FINANCIAL RECORDING, ANALYSIS AND MANAGEMENT**

### **Financial Recording, Analysis and Management A**

**(FRAM0A1)**

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first year modules in accounting by covering core themes in respect of the recording, analysis and evaluation of the financial activities and results of a business, in combination with academic development elements and skills.

### **OUTCOMES**

Students should be able to:

- place the study of accounting, as a discipline, clearly in context in respect of BCom degree studies and careers in the financial sciences;
- examine objectively the nature of logic and reasoning applied in accounting;
- illustrate and interpret the various analytical and graphical tools used in accounting clearly;
- explain and apply the basic concepts, requirements and principles that underlie the practice of accounting fully;



- process financial transactions, adjustments and results within a structured accounting system (entailing interpretation, analysis and recording) logically; and
- debate broadly, selected real-world situations, relating to the practice and development of accounting as a science.

## **Financial Recording, Analysis and Management B**

**(FRAM0B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

This module is foundational in nature and has as its primary purpose, the preparation of students for regular undergraduate first year and subsequent modules in financial management, by covering core themes in respect of the tools of measurement, analysis and evaluation; and other relevant issues concerning the acquisition, investment, and administration of finances, in combination with academic development elements and skills.

### **OUTCOMES**

Students should be able to:

- place the study of financial management, as a discipline, clearly in context in respect of BCom degree studies and careers in the financial sciences;
- examine objectively the nature of logic and reasoning applied in financial management;
- illustrate, interpret and apply the various analytical and other tools used in financial management clearly;
- explain and apply the core concepts and tools in financial analysis and evaluation fully;
- process relevant financial information using basic instruments, measures/indicators and calculations in financial management logically; and

- debate broadly, selected real-world situations, relating to the practice and development of financial management.

## **CBE.257 LANGUAGE FOR ECONOMIC SCIENCES**

### **Language for the Economic Sciences**

**(LES0X00)**

**YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

Continuous assessment: These modules will be assessed using continuous assessment consisting of summative assessments during the year. Students will not write a formal final summative assessment. Therefore, the year mark will also be the final mark with a year mark and last assessment mark weight contribution of 100:0.

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

This module is foundational in nature and has as its primary purpose, the development of the academic literacies that students need, thereby facilitating learning and enabling them to succeed in their chosen field of study in the economic sciences.

### **OUTCOMES**

Students should be able to:

- access, process, evaluate and use information effectively and responsibly, from a variety of sources and situations;
- apply, effectively and responsibly, language and literacy practices and conventions in academic contexts;
- produce coherent and cohesive academic texts in a style appropriate to his/her field of study in the economic sciences;
- use appropriate communication strategies for specific purposes and situations; and

- develop and apply effectively, a variety of personal management and self-reliance skills.

## **CBE.258 MASTERING OF ACADEMIC AND PROFESSIONAL SKILLS**

### **Mastering of Academic and Professional Skills**

**(APS0X00)**

#### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

Continuous assessment: These modules will be assessed using continuous assessment consisting of summative assessments during the year. Students will not write a formal final summative assessment. Therefore, the year mark will also be the final mark with a year mark and last assessment mark weight contribution of 100:0.

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

#### **PURPOSE**

This module is foundational in nature and has as its primary purpose, the development and mastering of academic and professional skills required to facilitate learning for students in the regular courses of their BCom degree studies. The module enables a student to develop a comprehensive perspective and effective strategies for successful adaptation to the higher education environment, with the aim of being successful in a chosen BCom programme.

#### **OUTCOMES**

Students should be able to:

- demonstrate effectively, the use of individualised study methods, involving summarisation and memorisation techniques, in their chosen field of study in the economic sciences;
- read on a first year Higher Education (HE) level, at a minimum required level;
- apply selected approaches towards the career development process effectively;

- demonstrate computer competence in Microsoft Office (Word, Excel, and PowerPoint), internet research and the use of email;
- apply professional and personal strategies for success in the chosen field of study in the economic sciences; and
- communicate and present written and oral information professionally, accurately and skilfully.

## **CBE.259 ECONOMIC AND BUSINESS ENVIRONMENT**

### **The Economic and Business Environment A**

**(EBE00A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first year modules in economics, by covering core themes in combination with academic development elements and skills.

#### **OUTCOMES**

Students should be able to:

- place the study of economics, as a discipline, clearly in context in respect of BCom degree studies and careers in the economic sciences;
- examine objectively the nature of logic and reasoning in economic theory;
- illustrate and interpret clearly the various analytical and graphical tools used in economics;
- explain fully, the different economic problems relating to scarcity and choice and discuss how they may be addressed, with specific attention to a market-oriented economy;
- provide a comparative analysis of the behaviour of consumers and producers under different market structures, with the use of selected microeconomic models and tools of analysis, giving particular attention to perfect competition;
- discuss in detail, macroeconomic goals and policy, with the use of selected macroeconomic models and tools of analysis; and

- debate broadly, selected real-world situations based on themes covered in this module.

## **The Economic and Business Environment B**

**(EBE00B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first year modules in business management, by covering core themes in combination with academic development elements and skills.

### **OUTCOMES**

Students should be able to:

- place the study of business management, as a discipline, clearly in context in respect of BCom degree studies and careers in the economic sciences;
- examine objectively the nature of logic and reasoning applied in business management;
- illustrate and interpret clearly the various analytical and graphical tools used in business management;
- explain basic business problems/decisions and how they may be fully approached, with a focus on the business environment and basic management; principles;
- explain in detail, basic business problems/decisions and how they may be addressed, with a focus on a functional approach to business management; and
- debate broadly, selected real-world situations, applicable to business and based on selected themes covered in this module.

## **SECTION L: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF ALL MODULES OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS FOR BACHELOR OF ARTS DEGREES, BACHELOR OF COMMERCE DEGREES AND BACHELOR DEGREE PROGRAMMES**

### **CBE. 260 4IR ACCOUNTING**

The mark achieved in the 4IR module will not be included when the calculation is done to see if the qualification has been achieved with distinction.

**4IR ACCOUNTING A and B**  
**SEMESTER MODULE**

**(ACC4IRA/ACC4IRB)**

**NQF LEVEL: 7**

**NQF CREDITS: 6**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **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 (4IR), as they relate to business and accounting.

### **OUTCOMES**

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.

### **CBE.261 ACCOUNTING**

**Accounting A and B; 1A and 1B; 2A and 2B are couplet modules**

The definition of couplet modules is 2 modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she want to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

**Accounting A**  
**COUPLET MODULE**  
**NQF LEVEL: 5**

**(ACC0AA1)**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

**PURPOSE**

The purpose of this module is to cover the basic concepts of accounting, the recording of various elementary transactions and the accounting cycle. This forms the basis for further modules in the analysis, interpretation and application of accounting. The only further module for which Accounting A is an acceptable credit is Accounting B. Accounting A and Accounting B are not modules sufficient to allow entry into any accounting module on a second-year level.

**OUTCOMES**

Students should be able to:

- discuss and apply the basic concepts in accounting;
- discuss and record simple transactions with reference to the accounting equation;
- account for information in the general ledger;
- journalise simple transactions;
- prepare a trial balance and detect and correct trial balance errors;
- discuss the accounting cycle;
- discuss and apply the different inventory methods to calculate profit;
- identify, measure, present, disclose and record the different asset categories in the annual financial statements for basic transactions;
- calculate, journalise and disclose depreciation using different methods;
- calculate, journalise and disclose the amortisation of intangible assets;
- identify, measure, record, present and disclose the disposal of assets;
- adjust the ledger accounts according to the accrual basis;
- record transactions in the relevant subsidiary journals;
- apply the basic principles of value-added tax;
- discuss and record transactions in the receivables and payables control accounts;
- discuss and apply the reconciliation of receivables and payables with their respective lists;
- identify, explain, calculate and record: sales or trade discount; settlement or cash discount; bad debts and allowance for credit losses;
- present receivables and payables in the statement of financial position;
- define inventories according to IAS 2 *Inventories*;
- name, discuss and apply the different methods to measure the cost of inventories;
- define, calculate and measure net realisable value, fair value and lower of cost;
- record transactions relevant to inventories;
- present and disclose inventories in the financial statements;
- discuss and record all cash transactions; and
- reconcile the balance of the bank account per the general ledger with the balance per the bank statement.

## **Accounting B**

**(ACC0BB1/REK0B01)**

### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## PURPOSE

The purpose of this module is to further develop the basic principles of accounting taught in Accounting A with reference to specific scenarios and entities. Accounting A and Accounting B are not modules sufficient to allow entry into any accounting module on a second-year level.

## OUTCOMES

Students should be able to:

### Non-trading entities:

- prepare a statement of receipts and payments and financial statements in respect of non-trading entities;
- account for transactions in the general ledger; and
- identify, explain, calculate, record, present and disclose receivables, payables, inventories, cash and property, plant and equipment.

### Partnerships:

- discuss and apply the principles of partnerships;
- account for information in the general ledger of a partnership; and
- prepare financial statements of a partnership.

### Company financial statements:

- discuss the company as a form of entity briefly;
- discuss, calculate and record share transactions of a simple nature; and
- prepare the following components of the annual financial statements of a company according to the minimum requirements of the Companies Act (71 of 2008) and International Financial Reporting Standards: statement of financial position; statement of comprehensive income; statement of changes in equity and accounting policies and explanatory notes.

### Statement of Cash flow:

- a simple statement of cash flow with notes, under the following headings, is prepared in accordance with IAS 7 *Statement of Cash Flows*:

- cash flows from operating activities;
- cash flow from investing activities;
- cash flow from financing activities; and
- net change in cash and cash equivalents.

### **Budgets:**

- calculate and prepare a cash budget, budgeted statement of comprehensive income, budgeted statement of changes in equity and budgeted statement of financial position; and
- prepare cash budgets and budgeted financial statements.

## **Accounting 1A**

**(ACC01A1)**

### **COUPLET MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **PURPOSE**

The purpose of this module is to understand and account for basic transactions and events in a profit orientated entity and the financial reporting thereof in a contemporary environment.

### **OUTCOMES**

Students should be able to:

- demonstrate a detailed knowledge and understanding of basic transactions and events by accounting for these transactions and events in line with the requirements of International Financial Reporting Standards (IFRS); and
- prepare financial statements to account for the following transactions and events:
  - the Conceptual Framework for financial reporting;
  - presentation of financial statements
  - the investing activities, financing activities and the operating activities of a sole trader;
  - the review and adjustments process;
  - the closing-off process;

- Value Added Tax;
- payables and receivables;
- cash and cash equivalents; and
- property, plant and equipment.

**Accounting 1B**  
**COUPLET MODULE**  
**NQF LEVEL: 5**

**(ACC01B1)**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE**

The purpose of this module is to understand and account for basic transactions and events in a profit orientated entity and the financial reporting thereof in a contemporary environment.

**OUTCOMES**

Students should be able to:

- demonstrate detailed knowledge and understanding of basic transactions and events by accounting for these transactions and events in line with the requirements of International Financial Reporting Standards (IFS); and
- prepare financial statements to account for the following transactions and events: a finance lease in the records of the lessee;
- intangible assets (trade marks);
- inventories;
- investment in another entity's equity instruments;
- loans;
- presentation of general-purpose financial statements;
- investment property;
- provisions and contingencies;
- revenue;
- statement of cash flows;

- the company as a form of entity (Companies Act of 2008 (Act 71 of 2008), share transactions, distributions to owners, auditors' remuneration, directors' remuneration, Income Tax expense, preliminary Income Tax payments; and
- demonstrate detailed knowledge and understanding of the Conceptual Framework for financial reporting.

## **Accounting 100**

**(ACC100)**

### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 28**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will** apply to these modules;
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

### **PURPOSE**

The purpose of this module is to help students attain a basic proficiency level in dealing with routine accounting transactions. An appropriate level of knowledge and understanding of routine transactions and events should be gained. This knowledge and understanding will enable students to execute practical case studies of these routine accounting transactions at a basic proficiency level, to the extent possible in an academic environment.

### **OUTCOMES**

Students should be able to gain knowledge, have an understanding and be able to execute tasks (practical applications) at a basic level relating to routine accounting transactions and events in relation to:

- the Conceptual Framework for financial reporting;
- presentation of financial statements;
- presentation of general-purpose financial statements;
- the review and adjustments process;
- the closing-off process;

- Value Added Tax;
- payables and receivables;
- accounting systems and subsidiary records;
- property, plant and equipment;
- inventories - trading entity;
- cash and cash equivalents;
- the company as a form of entity Companies Act of 2008 (Act 71 of 2008), share transactions, distributions to owners, auditors' remuneration, directors' remuneration, Income Tax expense, preliminary Income Tax payments;
- statement of cash flows;
- intangible assets (trade marks);
- investment in another entity's equity instruments;
- loans;
- leases agreements in the records of the lessee;
- borrowing costs on funds specifically borrowed to obtain a qualifying asset;
- investment property;
- provisions and contingencies;
- events after the reporting period; and
- revenue.

## **Accounting 11**

**(ACC1CP1)**

### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to understand and account for basic transactions and events in a sole proprietor and the financial reporting thereof in a contemporary environment.

### **OUTCOMES**

Students should be able to:

- understand and discuss the Conceptual Framework for the preparation and presentation of financial instruments;
- prepare and present financial statements in conformity with IFRS standards;
- identify, measure, record, present and disclose the investing activities, financing activities and the operating activities of a sole trader;
- understand and account for the review and adjustment process;
- understand and account for the closing-off process;
- understand and account for Value Added Tax;
- understand and account for payables and receivables; and
- understand and account for cash and cash equivalents.

## **Accounting 12**

**(ACC2CP1)**

### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to understand and account for basic transactions and events in a sole proprietor and the financial reporting thereof in a contemporary environment.

### **OUTCOMES**

Students should be able to:

- understand and account for property, plant and equipment;
- understand and account for inventories in a trading entity;
- understand and account for liabilities;
- understand and account for intangible assets;
- understand and account for investment in another entity's equity instruments;
- understand and account for provisions and contingencies;
- prepare and present cash flow statements; and
- understand and account for revenue.

**Accounting 2A**  
**SEMESTER MODULE (COUPLET MODULE)**  
**NQF LEVEL: 6**

**(ACT02A2)**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE (purpose the same as Accounting 2B)**

The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and to apply this knowledge to the financial reporting thereof in a contemporary environment.

**OUTCOMES**

Students should be able to:

- understand and account for the following intermediate and advanced transactions and events:
  - capitalisation of borrowing costs;
  - employee benefits;
  - financial instruments;
  - impairment assets;
  - intangible assets;
  - investment properties;
  - leases;
  - property, plant and equipment;
  - revenue; and
  - the effects of changes in foreign exchange rates.
- prepare and present financial statements to account for the above transactions and events.

**Accounting 2B**  
**SEMESTER MODULE (COUPLET MODULE)**  
**NQF LEVEL: 6**

**(ACT02B2)**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE (purpose the same as Accounting 2A)**

The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and to apply this knowledge to the financial reporting thereof in a contemporary environment.

**OUTCOMES**

Students should be able to:

- understand and account for the following intermediate and advanced transactions and events:
  - accounting policies;
  - changes in accounting estimates and errors;
  - business combinations;
  - earnings per share;
  - events after the reporting period;
  - inventories;
  - non-current assets held for sale and provisions; and
  - contingent liabilities and contingent assets;
- prepare and present financial statements to account for the above transactions and events; and
- prepare and present consolidated financial statements.

**Accounting 200****(ACC200)****YEAR MODULE****NQF LEVEL: 6****NQF CREDITS: 30**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA****SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**



- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## **PURPOSE**

The purpose of this module is to help students attain an intermediate proficiency level in dealing with routine accounting transactions. An intermediate knowledge and understanding of routine transactions and events should be gained. This intermediate knowledge and understanding will enable students to execute practical applications at an intermediate level, to the extent possible in an academic environment.

The module will also give students basic proficiency levels in dealing with non-routine transactions.

## **OUTCOMES**

Students should gain knowledge and understanding and be able to execute tasks (practical applications) at an intermediate level relating to routine events and transactions incurred in relation to:

- inventories;
- property, plant and equipment;
- intangible assets;
- investment properties;
- revenue;
- financial instruments (recognition and measurement, presentation and disclosure);
- provisions, contingent liabilities and contingent assets;
- leases; and
- impairment of assets.

Such routine events and transactions should be treated in terms of the framework for the preparation and presentation of financial statements and International Financial Reporting Standards (IFRS) requirements relating to the presentation of financial statements in single as well as group statements, taking into account the impact on sustainability reporting. The reporting of earnings per share is also discussed.

Students should gain knowledge and understanding and be able to execute tasks (practical applications) at a basic level relating to the following non-routine events and transactions:

- business combinations;

- individual non-current assets held for sale;
- accounting policies, changes in estimates and errors;
- employee benefits;
- foreign exchange transactions; and
- events after the reporting period.

**Accounting 21**  
**ONLINE MODULE**  
**NQF LEVEL: 6**

**(ACC1CP2)**

**NQF CREDITS: 15**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment.

**OUTCOMES**

Students should be able to:

- prepare and present financial statements in conformity with IAS 1 presentation of Financial Statements;
- understand and discuss the Conceptual Framework for financial reporting;
- understand and account for Property, Plant and Equipment (excl. revaluations) in accordance with IAS 16;
- understand and account for Investment Property in accordance with IAS 40;
- understand and account for Intangible assets in accordance with IAS 38;
- understand and account for Leases in accordance with IFRS 16;
- understand and account for Impairments in accordance with IAS 36;
- understand and account for Non-current assets held for sale in accordance with IFRS 5;
- understand and account for Revenue transactions in accordance with IFRS 15;
- understand and account for Employee Benefits in accordance with IAS 19;

- understand and account for Financial Instruments in accordance with IAS 32 and IFRS 9 (excluding impairments);
- understand and account for the effects of Foreign Exchange transactions in accordance with IAS 21; and
- understand the terms income and expenses, gains and losses; and know how they should be recognised in the statement of profit and loss and other comprehensive income.

## **Accounting 22**

**(ACC2CP2)**

### **ONLINE MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment. Furthermore, the purpose of this module is to understand and apply basic to intermediate consolidation procedures for the accounting for subsidiaries.

### **OUTCOMES**

Students should be able to:

- understand and account for Inventories in accordance with IAS 2;
- understand and account for Provisions, Contingent Liabilities and Contingent Assets;
- in accordance with IAS 37;
- understand and account for Events after the Reporting Period in accordance with IAS 10;
- understand and account for Share Transactions in accordance with IAS 33;
- understand and account for Changes in Accounting Estimates and Prior Period Errors in accordance with IAS 8;
- prepare the Statement of Changes in Equity in accordance with the principles of IAS 1;

- understand the theory and background to Group Statements and account for Business Combinations in accordance with IFRS 3; and
- prepare Group Financial Statements in accordance with IAS 1, IAS 27 and IFRS 10.

## **Accounting 3AB**

**(ACC3AB0)**

### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 32**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will** apply to these modules;
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

### **PURPOSE**

The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof.

### **OUTCOMES**

Students should be able to do the calculations and prepare the journal entries in accordance within the conceptual foundations of International Financial Reporting Standards (IFRS) and to prepare the financial reporting thereof for the following types of advanced transactions and events:

- revenue;
- share-based payment;
- deferred tax and Income Tax;
- provisions, contingent assets and contingent liabilities;
- accounting policies, changes in accounting estimates and prior period errors;
- earnings per share;
- borrowing costs;
- leases;
- foreign exchange transactions;
- financial instruments (hedging);

- property, plant and equipment;
- asset impairments;
- investment property;
- business combinations;
- financial instruments;
- consolidated financial statements;
- investments in associates; and
- investments in joint ventures.

Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios.

## **Accounting 300**

**(ACC300)**

### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 34**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

### **PURPOSE**

The purpose of this module is for students to develop intellectual skills to be able 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 (IFRS) 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.

### **OUTCOMES**

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 Properties;
  - 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;
  - IAS 23 – Borrowing Cost;
  - IAS 24 – Related Party Disclosures;

- IAS 33 – Earnings per Share;
- IFRS 3 – Business Combinations;
- IFRS 5 – Non-current Assets Held for Sale and Discontinued Operations;
- SIC 32 – Intangible assets – Web Site Costs;
- IFRIC 1 – Changes in Existing Decommissioning, Restoration and similar Liabilities; and
- 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.

## **Accounting 31**

**(ACC1CP3)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios.

Furthermore, the purpose of this module is to teach students the International Financial Reporting Standards (IFRS) external reporting requirements, specifically with regards to the preparation of financial statements.

### **OUTCOMES**

Students should be able to:

- do the calculations and prepare the journal entries in accordance within the conceptual foundations of (IRFS) and to prepare the financial reporting thereof for the following types of advanced transactions and events:
- conceptual Framework;
- presentation of financial statements

- revenue;
- share-based payment;
- deferred tax and Income Tax;
- provisions, contingent assets and contingent liabilities;
- accounting policies, changes in accounting estimates and prior period errors;
- earnings per share;
- borrowing costs;
- leases;
- foreign exchange transactions;
- financial instruments (hedging);
- property, plant and equipment;
- asset impairments; and
- investment property.

**Accounting 32**  
**ONLINE MODULE**  
**NQF LEVEL: 7**

**(ACC2CP3)**

**NQF CREDITS: 15**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios.

Furthermore, the purpose of this module is to understand and apply consolidation procedures in integrated scenarios and those involving basic changes in ownership.

**OUTCOMES**

Students should be able to:

- Do the calculations and prepare the journal entries in accordance within the



conceptual foundations of International Financial Reporting Standards (IRFS) and to prepare the financial reporting thereof for the following types of advanced transactions and events:

- business combinations;
- financial instruments;
- consolidated financial statements;
- investments in associates; and
- investments in joint ventures.

## **CBE.262 ACCOUNTING SOFTWARE APPLICATIONS (ASA1CP2)**

### **Accounting Software Applications 21**

#### **ONLINE MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce information systems in a business environment. This will include the introduction of an accounting software package as well as data interrogation tools.

#### **OUTCOMES**

Students should be able to:

- create a new company in an accounting software programme;
- creating customer and supplier accounts as well as inventory items;
- managing general ledger accounts;
- recording of basic accounting journals;
- capturing opening balances;
- supplier and customer processing;
- preparing monthly cashbooks; and
- performing monthly bank reconciliations.

This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA****SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

**PURPOSE**

The purpose of the module is to provide students with an understanding of the milieu in which Accounting is practiced, by addressing the historic development of the discipline and the profession in a global context, the development of Accounting regulation in practice; the theory underlying the development of Accounting as a discipline and the interaction between global economic developments and developments in Accountancy.

**OUTCOMES**

Students should be able to:

- discuss the history of Accounting as a discipline;
- explain the development of the Accounting profession in a global context;
- specify the development of the main Accounting theories underlying the developments in accounting;
- explain the development of the financial reporting environment;
- discuss the development of the global Accounting regulation in which financial reporting is done; and
- explain the interaction between global economic development and developments in Accountancy.

This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA****SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

**PURPOSE**

The purpose of this module is to introduce students to accounting research methodology and provide an understanding of the underlying theories of accounting research. Students are also exposed to a more advanced perspective on accounting theory; students are introduced to the development of accountancy and the accounting profession in South Africa; the interaction between local economic development and Accounting development; the development of the ethical, environmental and social responsibility dimensions of accounting and how that impacts on financial reporting.

**OUTCOMES**

Students should be able to:

- undertake basic accounting research;
- apply reference techniques in assignments;
- explain and apply the more advanced theories in accounting;
- explain the interaction between local economic development and accounting developments;
- comment on the corporate social responsibilities of accounting entities;
- discuss environmental and integrated accounting; and
- explain the ethical dimensions of accounting.

**Accounting Studies 21****(AST1CP2)****ONLINE MODULE**

**CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module to provide students with an understanding of the underlying theories of accounting research, the development the accounting profession and the impact of the ethical, environmental and social responsibility dimensions of accountancy on corporate financial reporting.

**OUTCOMES**

Students should be able to:

- perform accounting research and apply appropriate referencing techniques;
- explain and apply theories in accounting;
- discuss the history of accounting and the development of the accountancy profession
- explain the development of global financial reporting standards;
- identify and describe the corporate social responsibilities of accounting entities;
- discuss environmental and integrated accounting; and
- explain the ethical dimensions of accounting.

**Auditing and Ethics 200****(AAE200)****YEAR MODULE****NQF LEVEL: 6****NQF CREDITS: 24**

**This module is presented to students who are studying towards the Chartered Accountancy qualification.**

**CALCULATION CRITERIA****SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will** apply to these modules;
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## **PURPOSE**

The purpose of the module is to equip students with the skills needed to manage ethical or moral dilemmas encountered effectively and legal and governance aspects in the workplace, the business environment and the work performed by an auditor. This module further introduces students to the basic principles of auditing and risk management. This module also integrates communication, presentation and business acumen skills needed by a student to excel in the corporate environment.

## **OUTCOMES**

Students should be able to:

- demonstrate an understanding of worldviews and theoretical underpinnings to interpret key stakeholder roles and responsibilities;
- identify, describe and analyse an organisation's regulatory environment, legislative environment and governance structures and practices (including IT governance);
- demonstrate an understanding of how to align the governance structures and practices with the overall purpose of a profit company;
- identify and describe the concept 'assurance', including the need for assurance, stakeholders involved, and levels of assurance provided;
- 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;
- demonstrate an understanding of the regulatory requirements pertinent to an assurance engagement and the auditor's rights and duties; and
- demonstrate, from an ethical perspective, the conduct and practices of a firm and its staff involved in rendering assurance engagements (codes of ethics and other professional and legal requirements).

**Auditing 300**  
**YEAR MODULE**  
**NQF LEVEL: 7**

**(AUD300)**

**NQF CREDITS: 34**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

## **CALCULATION CRITERIA**

**SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will** apply to these modules;
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## PURPOSE

The purpose of this module is to introduce students to business activities and controls in the business–environment–and addresses the method–and principles for auditing each business cycles. Detailed focus is placed on risks, internal controls and audit procedures 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.

The module–also covers risk management, the steps in the completion of the audit, audit reporting, auditing in a computer environment, the statutory requirements of the Companies Act.

## OUTCOMES

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.

## **Auditing 31**

**(AUD1CP3)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce students to business activities and controls in the business cycles and addresses the method for auditing in these business cycles. Detail focus will be place on risks, internal controls and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle and the investment and finance cycle.

Furthermore, the purpose of this module is to introduce students to the computer environment with a focus on computer assisted audit techniques. The module will also focus on general and application controls.

### **OUTCOMES**

Students should be able to:

- design or identify controls necessary in each of the business cycles;
- identify controls weaknesses in a given scenario for each of the business cycles and provide recommendations for improvements;
- describe tests of controls relevant to each of the business cycles;
- describe substantive audit procedures relevant to the accounting in each of the business cycles;
- design or identify controls necessary in each of the business cycles;
- explain how the use of computers for data processing can affect the internal controls of an organisation;
- identify the audit implications of computer systems;
- propose new and analyse existing application controls in systems;



- propose new and analyse existing general controls in systems;
- test computer controls and propose actions to correct weaknesses;
- apply the use of computer assisted audit techniques; and
- describe the methods used by the auditor in auditing in a computerised environment and apply these principles to practical situations.

## **Auditing 32**

**(AUD2CP3)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce students to business activities and controls in the business cycles and addresses the method for auditing in these business cycles. Detail focus will be placed on risks, internal controls and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle and the investment and finance cycle.

Furthermore, the purpose of this module is to introduce students to the computer environment with a focus on computer assisted audit techniques. The module will also focus on general and application controls.

### **OUTCOMES**

Students should be able to:

- identify and explain the principles and compliance of the International Federations of Accountants (IFAC);
- describe and discuss the principles of assurance and review;
- 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;
- 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; 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 audit report, written representations and the final review and report.

## **CBE.264 BUSINESS INFORMATION SYSTEMS**

### **Business Information Systems 2A**

**(BIS22A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 8**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

#### **PURPOSE**

The purpose of this module is to cover the basic computer skills required by professional people in the financial world.

#### **OUTCOMES**

Students should be able to:

- perform file maintenance with the operating system;
- develop and modify electronic presentations, documents, spread sheets and databases;
- process basic transactions in an accounting information system; and
- use the internet and electronic mail.

### **Business Information Systems 2B**

**(BIS22B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 8**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## **PURPOSE**

The purpose of this module is to introduce information systems in the South African business environment and to introduce an accounting software package, data interrogation tools and audit software.

## **OUTCOMES**

Students should be able to:

- use the computer logically as a business tool in an accounting software environment in order to create, set up and prepare a set of accounting records and financial statements correctly;
- apply information technology correctly in an accounting environment;
- prepare and manage financial records correctly;
- prepare general ledger accounts accurately;
- prepare and manage master file detail regarding customers, suppliers and inventory correctly;
- manage customers and supplier processing correctly;
- prepare and manage cash book entries accurately;
- prepare a bank reconciliation correctly;
- prepare ledger balances and control accounts correctly;
- prepare and manage draft trial balance, income statement and balance sheet correctly;
- use discuss and interpret logically results from data interrogation and audit engagement software;
- clearly define, correctly identify and explain an understanding of information systems, the role of information systems in business, the features and operations of commonly used information technology hardware and software;
- clearly define, correctly identify and explain the concepts of data processing, the concepts of computers systems and data communication, the role of information systems in business, and describing of management of information systems; and
- clearly define, correctly identify and explain the process of developing new information systems, information systems risks and information systems controls.

## **CBE.265 BUSINESS INTELLIGENCE REPORT WRITING**

### **Business Intelligence Report Writing 3A**

**(BIR3AA3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to equip students with theoretical academic and practical knowledge of recent developments with regards to Business Intelligence (BI) report writing and query language as an aspect of Information Management. The purpose of this module is also to emphasise the strategic importance of internal information and knowledge, i.e. BI in order to gain a competitive advantage; and acquire the analytical skills via a query language and BI report writing. Furthermore, students are equipped with research skills through independent research, report writing and communicating research results.

#### **OUTCOMES**

Students should be able to:

- critically reflect on the concepts of Business Intelligence (BI) and report writing;
- demonstrate analytical skills in the use of a Query Language and in report writing; and
- conduct critical research on strategic information management issues and specifically Business Intelligence issues.

## **CBE.266 BUSINESS MANAGEMENT**

### **Business Management 1A**

**(BMA11A1 or BM1ACP1)**

#### **SEMESTER MODULE (BMA11A1)**

#### **ONLINE MODULE (BM1ACP1)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA FOR BMA11A1**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR BM1ACP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce students to the main themes and concepts of Business Management, the business environment and its interactive sub-environments. Furthermore, students will be provided with a global overview of general management as a management function and prepare them for challenges in the South African business environment. This module is designed to provide the student with intellectual competencies, practical skills and an understanding of management based on historical and modern approaches as well as the management tasks, namely planning, organising, leading and control.

### **OUTCOMES**

Students should be able to:

- explain the role of business in society, considering the needs and resources of the community, the main economic systems;
- identify and explain the internal and external business environment and the interaction between an organisation and its environment;
- introduce and elaborate corporate citizenship;
- identify and describe management activities;
- explain introductory entrepreneurship and the different types of entrepreneur; and
- identify and explain the four primary management tasks

**Business Management 1B**  
**SEMESTER MODULE (BMA21B1)**  
**ONLINE MODULE (BM1BCP1)**  
**NQF LEVEL: 5**

**(BMA21B1 or BM1BCP1)**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA FOR MODULE BMA21B1**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR MODULE BM1BCP1**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to develop the students fundamental theoretical and academic knowledge to provide them with an overview of management functions and prepare them for challenges in the South African business environment. This module will also develop the student with fundamental academic knowledge, intellectual competencies, and practical skills on how to apply the functional areas of a business.

## **OUTCOMES**

Students should be able to:

- Discuss and explain five different management functions:
  - Finance;
  - Human Resource Management;
  - Information;
  - Marketing; External Communication and Public Relations; and
  - Operations and Supply Chain.

**Business Management 2A**  
**SEMESTER MODULE (BMG02A2)**

**(BMG02A2 or BM2ACP2)**

**ONLINE MODULE (BM2ACP2)**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR BMG02A2**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR BM2ACP2**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of the module is to promote an understanding of two tasks, planning and organising, within the interpretation and application of a systems approach.

## **OUTCOMES**

Students should be able to discuss in detail:

- planning within the context of an organisation;
- implementation of planning within an organisation;
- organising within the context of an organisation;
- coordination within an organisation; and
- an organisational structure.

## **Business Management 2B**

**(BMG02B2 or BM2BCP2)**

**SEMESTER MODULE (BMG02B2)**

**ONLINE MODULE (BM2BCP2)**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR BMG02B2**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR BM2BCP2**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;

- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of the module is to promote an understanding of the two management tasks, leading and control, in an organisation through the interpretation and application of a systems approach.

## **OUTCOMES**

Students should be able to discuss in detail:

- different approaches in leadership;
- motivation;
- the approaches to communicating;
- the difference between business operations and quality management; and
- the performance measures, control and risk.

### **Business Management 3A**

**(BMA13A3 or BM3ACP3)**

**SEMESTER MODULES (BMA13A3)**

**ONLINE MODULE (BM3ACP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA FOR BMA13A3**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR BM3ACP3**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce students to the main themes and concepts of strategic management and its functions within the corporate context. Students will be



provided with intellectual competencies, practical skills and an understanding of the comprehensive strategic management processes, which will equip them to manage under VRIN (Valuable, Rare, Inimitable and Non-Substitutable) conditions in a global environment.

## **OUTCOMES**

Students should be able to:

- appraise the term 'strategic management', its origin, what it encompasses and what its function is within the corporate context in a commercial or non-commercial setting;
- identify and compare the different types of philosophies concerning strategic management and motivate the main guidelines or considerations dictating its deployment;
- by using authoritative sources, select an appropriate comprehensive corporate strategic management framework or model and explain the essential phases or steps involved in this process;
- reflect upon VRIN capabilities necessary for changing environments;
- explain how the strategy is implemented and evaluated in a business; and
- describe and reflect upon the macro-importance of building learning organisations and world class organisations in South Africa.

**Business Management 3B**  
**SEMESTER MODULES (BMG03B3)**  
**ONLINE MODULE (BM3BCP3)**  
**NQF LEVEL: 7**

**(BMG03B3 or BM3BCP3)**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR BMG03B3**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR BM3BCP3**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to provide the student with knowledge, interpretation and an understanding of risk management in any organisation. This module will further develop an appropriate understanding of global trends in sustainability as well as the possibilities for responding and adapting to operating efficiently within dynamic environments.

## OUTCOMES

Students should be able to:

- reflect upon the principles, concepts and practice of risk and risk management;
- reflect on local and global trends in sustainability development;
- distinguish between the priority areas for sustainability interventions;
- reflect upon the tenets of managing and leading in the face of complexity (change, stakeholder demands, requirement for operational efficiency, with limited resources); and
- demonstrate an ability to show flexibility, openness and a willingness to respond according to the situation.

## **CBE.267 CASE STUDY IN ACCOUNTING**

### **Case Study in Accounting 31**

**(CST1CP3)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to assess the combined knowledge and learning outcomes across all disciplines covered by the pre-requisite modules in an integrated manner through simulated case studies. This module also enables students to demonstrate their familiarity with the context and interrelationships of outcomes covered in the pre-requisite modules. Furthermore, this module develops the skills required by

students to identify, gather, integrate and disseminate information that can be used to solve cross-functional problems similar to those that will be experienced in the workplace.

## **OUTCOMES**

Students should be able to:

- Solve simulated case-study based problems similar to those faced by accountants through:
- analysing the problem;
- assessing the relevance of information within a context;
- applying the knowledge gained from pre-requisite modules;
- discussing the problem; and
- proposing possible solutions.

## **Case Study in Accounting 32**

**(CST2CP3)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to assess the combined knowledge and learning outcomes across all disciplines covered by the pre-requisite modules in an integrated manner through simulated case studies. This module also enables students to demonstrate their familiarity with the context and interrelationships of outcomes covered in the pre-requisite modules. Furthermore, this module develops the skills required by students to identify, gather, integrate and disseminate information that can be used to solve cross-functional problems similar to those that will be experienced in the workplace.

## **OUTCOMES**

Students should be able to:

- Solve simulated case-study based problems similar to those faced by accountants through:

- analysing the problem;
- assessing the relevance of information within a context;
- applying the knowledge gained from pre-requisite modules;
- discussing the problem; and
- proposing possible solutions.

## **CBE.268 COMMERCE**

### **Commerce 100**

**(COM100)**

### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 24**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide the student with intellectual competencies, practical skills and an understanding of general management based on historical and modern approaches as well as the management tasks, namely planning, organising, leading and controlling. Furthermore, the purpose of this module is to develop the students fundamental theoretical academic knowledge on how to gather, integrate and disseminate information that can be used to provide them with a global overview of management functions and prepare them for challenges in the South African business environment in a multicultural context. This module will also develop the student with fundamental academic knowledge, intellectual competencies, and practical skills on how to apply and disseminate marketing management, operational management, information management, financial management, human resource management and external communications which can be used in functional management. Finally, every student will be faced with the challenges associated with starting a business, choosing an organisational structure suitable to the environment, solving the various problems that a typical business will encounter as it grows and establishes itself within a South African

business context, identifying the functions and tasks of management. This will be done in a case study as part of the lecturing and assessment of the module.

## **OUTCOMES**

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;
- 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;
- analyse the skills, roles and characteristics of managers as important role players in establishing effective and efficient business practice;
- identify and explain planning, organising, leading and controlling as primary management tasks;
- explain the role of the marketing function within the organisation;
- explain the term market segmentation and the bases which can be used to segment the market as well as explaining the terms positioning and targeting;
- explain the product and pricing strategies that organisations can use;
- explain the distribution and marketing communication strategies used by organisations in reaching the consumer;
- comment on the developments within the field of marketing such as services' marketing and relationship marketing;
- explain financial management as a management function focusing on investment and financing decisions;
- explain the contribution of external communications as a management function in a large organisation as an essential interaction with all the stakeholders;
- describe the managerial implication and aspects relevant to e-management and managing an e-business;
- describe the role of human resource management in organisations, and discuss the contribution that human resource management makes to the management of the organisation;
- explain how the functions of job analysis and job design contribute to the successful recruitment of people to fill vacant positions in an organisation; and
- explain how selection is done in organisations in such a manner that the requirements of relevant legislation is met, and that the right candidate is

appointed to vacant positions so that the organisation can deliver products and services to its customers.

## **CBE.269 COMMERCIAL COMPUTER SYSTEMS**

### **Commercial Computer Systems**

**(CCS22B2/KRS2001)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

#### **PURPOSE**

The purpose of this module is to teach students to explain basic computer concepts used in a business and accounting environment. Perform basic computer tasks required in a business an accounting environment. Perform advanced computer tasks required in a general accounting environment using the applications and functionalities of Microsoft Windows and Microsoft Office Professional.

#### **OUTCOMES**

Students should be able to:

- perform file maintenance using the operating system;
- develop and modify electronic presentations, documents, spreadsheets and databases;
- process basic transactions in an accounting information system; and
- use the Internet and electronic email.

## **CBE.270 CONSUMER BEHAVIOUR**

### **Consumer Behaviour**

**(MMK12A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to the psychological and behavioural concepts and theories relating to consumer behaviour and the consumer decision-making process. The module will provide an overview of the macro-environmental and regulatory forces that influence consumer behaviour. The module will explore the influence of individual factors and socio-cultural factors that affect consumer behaviour.

## **OUTCOMES**

Students should be able to:

- apply the principles of consumer and/or organisational behaviour to solve problems in scenarios and case studies and reflect on the applications made;
- discuss the importance of consumer behaviour in a variety of contexts and explain how consumer behaviour fits into the overall marketing process;
- explain in detail the various external factors that influence consumer behaviour;
- identify and assess the internal variables that affect how consumers behave;
- identify how consumers make decisions and apply this knowledge to solving marketing problems;
- differentiate between household decision-making and organisational decision-making and compare the two methods; and
- explain how marketing regulations affect consumer behaviour.

## **CBE.271 COST AND MANAGEMENT ACCOUNTING**

### **Cost and Management Accounting 2B**

**(CMA02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## **PURPOSE**

The purpose of the module is to provide students with a comprehensive introduction to cost and management accounting theory and practice by equipping them with an

understanding of the different cost accounting terminology, cost components and cost classifications; the skill to use various methods and techniques to accurately cost and record the value of inventory for financial and cost accounting purposes; the skill to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

## **OUTCOMES**

Students should be able to:

- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- explain cost terminology, classify costs and compute total cost;
- calculate, analyse and evaluate material and labour cost as part of manufacturing cost;
- explain cost assignment, calculate and apply overhead rates using appropriate bases;
- prepare a manufacturing cost statement;
- evaluate and apply job costing as a costing method;
- apply digital costing as a costing method and discuss features of digital costing;
- differentiate between variable and absorption costing, prepare statements of comprehensive income under both methods, compare profits and explain the differences;
- separate cost into their fixed and variable components and use these in terms of break-even analysis;
- apply and analyse concepts of cost and revenue relevant to short-term pricing and product decisions;
- explain the purpose of standard costing, apply standard costing methods within a marginal costing; and
- prepare budgets based on forecasts and discuss developments to improve the budgeting process.

## **Cost and Management Accounting 3A**

**(CMA03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

- The Final mark will be calculated using 60% of the highest mark of the Semester mark or Exam mark and 40% of the lowest of the Semester or Exam mark;



- Students need **40%** for exam admission;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Same rules will apply for the sup exams, but the results will be capped.

## **PURPOSE**

The purpose of this module is to provide students with advanced competencies in applying cost and management accounting theory and practice by equipping them with the skill to apply different costing systems; to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

## **OUTCOMES**

Students should be able to:

- explain cost terminology, classify costs, compute manufacturing and total cost and apply job costing as a costing method;
- explain cost assignment, calculate and apply overhead rates using appropriate bases in service departments;
- calculate the value of a cost object using activity-based costing (ABC) and discuss how ABC compares with traditional marginal and absorption costing methods, including its relative advantages and disadvantages as a system of cost accounting;
- measure costs and revenues for a range of decisions and use break-even analysis as a decision-making tool;
- explain, compute and apply linear programming;
- analyse information to assess the impact on decisions of variables with uncertain values;
- apply standard costing methods within an absorption costing system and prepare a reconciliation of budgeted to actual profits;
- evaluate performance using budgets, recognising alternative approaches and sensitivity to variable factors, and discuss the broader managerial issues arising from the use of budgets in control;
- discuss various approaches that fall within the area of strategic cost management and describe contributions that have been made to the development of strategic management accounting; and
- discuss and evaluate different pricing strategies and understand the main issues in transfer pricing in decentralised companies.

## **CBE.272 CULTURAL TOURISM**

### **Cultural Tourism 1A**

**(CLT1AA1)**

## **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to unpack culture as a phenomenon and the main element of tourism as part of a globalised world. A student who has completed Cultural Tourism 1A module will have acquired the necessary knowledge about the role of various tangible and intangible elements of culture in informing the main types of cultural tourism.

### **OUTCOMES**

Students should be able to:

- demonstrate an understanding the phenomenon of culture;
- differentiate between the main stages in the evolution of cultural tourism;
- describe the influence of globalisation on culture;
- differentiate between main forms of cultural tourism;
- compare the main constituting elements of two approaches to conceptualising cultural tourism; and
- distinguish between cultural resources, cultural attractions and cultural destinations in cultural tourism.

## **Cultural Tourism 1B**

**(CLT1BB1)**

## **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to present an overview of the cultural attraction selection process and their transformation into consumable cultural products. A student who has completed the Cultural Tourism 1B module will have acquired the necessary knowledge about the principles of transforming various elements of culture and heritage into sustainable cultural attractions and competitive South African cultural tourism products for different types of cultural tourists.

## **OUTCOMES**

Students should be able to:

- explain the cultural attraction selection process;
- recognise the role of heritage as a basis for the process of cultural attraction diversification;
- identify the main principles of cultural tourism product development and the main types of South African cultural tourism products developments in selected case studies;
- categorise the main types of demand for cultural tourism; and
- outline the main attributes of popularity of cultural attractions.

## **Cultural Tourism 2A**

**(CLT2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to unpack the main principles of interpretation and presentation of cultural heritage in tourism. A student who has completed the Cultural Tourism 2A module will have acquired the necessary knowledge about the application of interpretation and presentation on various types of cultural heritage (i.e. urban and rural) with special emphasis on community-based cultural heritage tourism development.

## **OUTCOMES**

Students should be able to:

- understand the role of interpretation and presentation in cultural heritage tourism;
- understand the role and elements of community interpretative program;
- apply the main principles and forms of community-based cultural tourism developments; and
- evaluate the role of tour guides in interpretation of cultural heritage.

## **Cultural Tourism 2B**

**(CLT2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to investigate the prevailing types of cultural heritage tourism developments in Africa and South Africa. A student who has completed the Cultural Tourism 2B module will have acquired the necessary knowledge about the main types of cultural tourism developments in Africa and South Africa and the role of authenticity in cultural product development and consumption of new cultural tourist experiences.

## **OUTCOMES**

Students should be able to:

- understand the main principles of township (slum) tourism development in Africa and South Africa;
- identify a difference between cultural route developments in urban and rural environments in Africa and South Africa;
- comprehend the principles of cultural village development in Africa and South Africa;
- outline the main characteristics of political cultural heritage development in South Africa; and
- understand the importance of authenticity for cultural tourism.

## **CBE.273 DEVELOPMENT SOFTWARE**

### **Development Software 1A**

**(DEV1A01)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 24**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce the students to the fundamental concepts and models of application development so that they can understand the key processes related to building functioning applications and appreciate the complexity of application development. Students will learn the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Program development will incorporate the program development life cycle: gathering requirements, designing a solution, implementing a solution in a programming language, and testing the completed application.

#### **OUTCOMES**

students should be able to:

- use primitive data types and data structures offered by the development environment;
- choose an appropriate data structure for modelling a simple problem;
- understand key programming concepts;
- write applications that relate to a specific domain;
- design, implement, test, and debug a program that uses each of the following fundamental programming constructs: basic computation, simple I/O, standard conditional and iterative structures, and the definition of functions;
- test applications with sample data; and
- apply core program control structures.

### **Development Software 1B**

**(DEV1B01)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 24**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce the students to the fundamental concepts and models of application development so that they can understand the key processes related to building functioning applications and get grounded in tools used for applications development. Students will learn the key concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Program development will incorporate the program development life-cycle: gathering requirements, designing a solution, implementing a solution in a programming language, and testing the completed application.

## **OUTCOMES**

Students should be able to:

- students will be competent in a programming language;
- use primitive data types and data structures offered by the development environment;
- choose an appropriate data structure for modelling a simple problem;
- understand key programming concepts;
- write applications that relate to a specific domain;
- design, implement, test, and debug a program that uses each of the following fundamental programming constructs: computation, I/O, standard conditional and iterative structures and the definition of functions;
- test applications with sample data; and
- apply core program control structures.

## **Development Software 2A**

**(DEV2A01)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to apply the theoretical aspects of database modelling in regard to entity relationship modelling and the normalisation of databases.

## **OUTCOMES**

Students should be able to:

- analyse and compare different database models;
- develop an effective and efficient database solution for business problems;
- demonstrate the interaction between an entity relationship diagram (ERD) and the normalisation of databases;
- generate and criticize an Entity Relationship Diagram (ERD) based on the supplied business rules;
- show how System Development Life Cycle (SDLC) contributes to Development of the Database Life Cycle (DBLC);
- describe transaction management and concurrency control;
- review basic database performance-tuning concepts;
- analyse a Distributed Database Management System (DDBMS) review how the implementation of a database is affected by the different levels of data and process distribution;
- examine how transactions are managed in a distributed database environment;
- know how a data warehouse is implemented; and
- distinguish between the different database connectivity technologies and know the database administrator's managerial and technical roles in a database environment.

## **Development Software 2B**

**(DEV2B01)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide an introduction to information technology (IT) infrastructure issues. It covers topics related to both computer and systems architecture and communication networks, with an overall focus on the services and capabilities that IT infrastructure solutions enable in an organisational context. It gives the students the knowledge and skills that they need for communicating effectively with professionals whose special focus is on hardware and systems software technology and for designing organisational processes and software solutions that require in-depth understanding of the IT infrastructure capabilities and limitations. It also prepares the students for organisational roles that require interaction with external vendors of IT infrastructure components and solutions. The module focuses strongly on internet-based solutions, computer and network security, business continuity, and the role of infrastructure in regulatory compliance.

## **OUTCOMES**

Students should be able to:

- understand key principles of data representation and manipulation in computing solutions;
- understand the principles underlying layered systems architectures and their application to both computers and networks;
- understand the differences and similarities between the core elements of an IT infrastructure solution, such as clients, servers, network devices, wired and wireless network links, systems software, and specialised security devices;
- understand how IT infrastructure components are organised into infrastructure solutions in different organisational environments;
- understand the principles underlying service virtualisation;
- understand through practical examples how protocols are used to enable communication between computing devices connected to each other;
- configure an IT infrastructure solution for a small organisation, including a network based on standard technology components, servers, security devices, and several different types of computing clients;
- apply the core concepts underlying Internet Protocol (IP) networks to solve simple network design problems, including IP sub-netting;
- understand the role and structure of the Internet as an IT infrastructure component and design simple infrastructure solutions based on the use of the internet;



- understand the components and structure of a large-scale organisational IT infrastructure solution at a level that allows them to use it effectively;
- understand the role of IT control and service management frameworks in managing a large-scale organisational IT infrastructure solution;
- negotiate with vendors providing design and implementation solutions.
- understand the opportunities that virtual computing service provision models, such as cloud computing, create for organisations;
- analyse and understand the security and business continuity implications of IT infrastructure design solutions;
- configure simple infrastructure security solutions; and
- minimise the environmental and resource consumption impacts of IT infrastructure decisions.

## **CBE.274 DIGITAL MARKETING**

### **Digital Marketing**

**(MMK3C13)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to the theory and practice of digital marketing tools, techniques, processes, and skills to develop an integrated digital marketing plan, as well as to evaluate practical digital marketing strategies. Students will gain knowledge about the digital marketing fundamentals, the digital platforms, channels, and digital mix elements available to the digital marketer.

### **OUTCOMES**

Students should be able to:

- critically evaluate different digital marketing tools;
- develop a well-devised, integrated digital marketing plan;
- critique the major digital marketing platforms and channels;
- evaluate different digital marketing strategies; and
- analyse/interrogate a variety of new and/or developing digital technologies available to digital marketers.

**CALCULATION CRITERIA****SUBJECT TYPE: SK**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE**

The purpose of this module is to provide a comprehensive introduction to the principles of probability theory and mathematical statistics, which underpin statistical analysis in the field of economics and business science. Students who complete this module will have acquired the necessary background to achieve a mature and enduring understanding of statistical methods of inference and will be well equipped to embrace further studies in econometrics.

**OUTCOMES**

Students should be able to:

- apply descriptive statistics to a set of data;
- describe the classical, empirical, and subjective approaches to probability;
- distinguish between a discrete variable and continuous variable;
- understand the concepts of continuous random variables and probability distributions;
- explain and construct sampling distributions;
- distinguish between and calculate point estimation and interval estimation;
- understand statistical inference and hypothesis testing;
- understand and apply the analysis of variance approach to hypothesis testing;
- describe the concepts of linear regression, multiple regression and correlation analysis;
- calculate and interpret linear and multiple regressions to given sets of data with the use of Excel; and
- calculate and interpret the coefficient of correlation for given sets of data with the use of Excel.

**Econometrics 2B**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**

**(ECM02B2)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to build on the content covered in Econometrics 2A (ECM02A2) in the first semester. It gives students a proper foundation in probability theory and mathematical statistics with direct applications in the various fields of Economics and Econometrics. The module will cover distribution theory by focusing on multivariate probability distributions, moments, generating functions and multivariate sampling distributions. Statistical inference discussed in Econometrics 2A will be expanded on and the students will be introduced to non-parametric statistics and Bayesian inferences.

**OUTCOMES**

Students should be able to:

- understand conditional probability and independence of events for discrete and continuous random variables;
- explain the moments and generating functions;
- understand the difference between relative efficiency, consistency and minimum-variance (unbiased) estimation;
- distinguish between the method of maximum likelihood and method of moments;
- distinguish nonparametric tests; the Sign test, the Wilcoxon signed, Rank test and Run test;
- explain Bayesian Inferences; and
- understand and apply basic matrix algebra.

**Econometrics 3A**  
**SEMESTER MODULE**  
**NQF LEVEL: 7**

**(ECM03A3)**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to expose students to more advanced econometrics, which is the basis of complex econometric model building and forecasting in the field of econometrics. This module covers the methodology of econometric research and the econometric model-building process. This includes the properties of an econometric model, correlation and regression analysis. The purpose of applied econometrics is to apply regression analysis to various economic variables and to specify a model for forecasting. This module covers the analysis of econometric problems and second orders tests namely heteroscedasticity, autocorrelation and multi-collinearity.

## OUTCOMES

Students should be able to:

- understand concepts of advanced econometrics;
- understand, apply and interpret single- and multiple regressions;
- test hypotheses using multiple regressions;
- do forecasts, using multiple regression models, with the practical application of E-views (leading econometrics package) and Excel;
- add a dummy variable to a model;
- identify and rectify multi-collinearity, autocorrelation and heteroscedasticity problems;
- specify and test an econometric model according to the various tests with the practical use of E-views (leading econometrics package); and
- understand plagiarism and the consequences thereof.

**Econometrics 3B**  
**SEMESTER MODULE**  
**NQF LEVEL: 7**

**(ECM03B3)**

**NQF CREDITS: 16**

## CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to extend basic regression analysis covered in Econometrics 3A (ECM03A3) by introducing the student to some key econometric

techniques encountered in empirical work. Such techniques include how to deal with qualitative response variables, non-linear models, and simultaneous equation systems. The module will introduce the student to concepts involved in the rapidly expanding branch of time series econometrics. Students who complete this module will have acquired the necessary background and knowledge to undertake practical applications of econometric techniques learnt and will be well equipped to further studies in econometrics.

## OUTCOMES

Students should be able to:

- construct and apply non-linear regression models;
- identify and apply qualitative response regression models;
- debate the role of time or lags in economics and estimate dynamic models;
- understand and estimate simultaneous equation models;
- determine and identify stationarity of a time series; and
- understand and apply basic co-integration analysis.

## CBE.276 ECONOMICS

### **Economics 1A**

**(ECO01A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to introduce students to basic introductory economic concepts and basic micro-economics.

## OUTCOMES

Students should be able to:

- assess the relationship between economics and the economy fully;
- identify the different factor characteristics of the economy correctly;
- illustrate and discuss a basic model of the economy comprehensively;

- provide a critical discussion, evaluation and application of the various important principles and concepts that relate to the importance of well-functioned institutions in an economy;
- derive and apply demand and supply as a model for determining the prices of goods and services comprehensively;
- examine in what manner price and income sensitivity impacts on the revenue position of the firm correctly;
- derive, graphically illustrate and assess comprehensively the short run production function of an individual firm and indicate the effect on production of technological development;
- illustrate graphically and assess cost efficiency of the firm in the short and long run correctly;
- determine price and output equilibrium in a perfect competitive environment fully; and
- determine price and output equilibrium in an imperfect competitive environment comprehensively.

## **Economics 1B**

**(ECO01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to basic macro-economy theory, concepts and issues.

### **OUTCOMES**

Students should be able to:

- discuss and analyse business cycles and their macro-economic implications fully;
- examine how different methods are used to measure economic progress fully;
- define, discuss and evaluate the role of money and interest rates in the economy correctly;
- discuss and assess international economics and international finance comprehensively;
- derive and explain fully the total expenditure model;

- derive, discuss and apply the aggregate demand and aggregate supply model comprehensively;
- discuss the economics of development correctly;
- discuss the impact of HIC/AIDS on economic growth and development of a nation, especially for South Africa; and
- discuss and analyse the most important economic issues in South Africa comprehensively.

## **Economics 100**

**(ECO100)**

### **YEAR MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 24**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to empower students to firstly understand the macroeconomic environment of the economy and secondly to be able to determine possible impacts of economic and other exogenous variables (or events) on the South African economy.

### **OUTCOMES**

Students should be able to:

- fully discuss the different basic concepts in the field of economics;
- correctly identify the different factor characteristics of the economy;
- comprehensively illustrate and discuss a basic model of the economy;
- fully examine how different methods are used to measure economic progress;
- comprehensively derive and apply demand and supply curves;
- correctly examine in what manner elasticity (in terms of price, disposable income and interest rates) impacts on economic aggregates and economic policy;
- fully discuss and analyse business cycles and their macroeconomic implications;

- provide a critical discussion, evaluation and application of the various important principles and concepts that relates to the importance of well-functioned institutions in an economy;
- correctly define, discuss and evaluate the role of money and interest rates in the economy;
- comprehensively discuss and assess international economics and international finance;
- fully derive and explain the total expenditure model of an economy;
- comprehensively derive, discuss and apply the aggregate demand and aggregate supply model;
- correctly discuss the economics of development;
- comprehensively discuss and analyse economic issues such as inflation, unemployment, poverty and growth in South Africa;
- discuss and evaluate the impact of fiscal policy on the South African economy;
- discuss and evaluate the important linkage between the monetary and real sectors of the economy;
- discuss and evaluate the impact of foreign sector movements on macroeconomic stability;
- comprehensively discuss competition policy in South Africa; and
- comprehensively discuss the applicable aspects of the “Green Economy”.

**Economics 11**  
**ONLINE MODULE**  
**NQF LEVEL: 5**

**(ECO1CP1)**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of the module is to introduce students to economics by providing a broad perspective on the fundamental principles of economics and the influences on an economy.

### **OUTCOMES**

Students should be able to:



- demonstrate a sound understanding of micro and macroeconomics;
- interpret the relationship between economics and the economy fully;
- illustrate demand and supply as a model for determining the prices of goods and services comprehensively;
- explain the determination of prices by market forces;
- examine in what manner price and income sensitivity impacts on revenue;
- interpret price and output equilibrium in a perfect and an imperfect competitive environment fully;
- comprehend fully the total expenditure model;
- examine the role of money and interest rates in the economy correctly;
- identify the factors affecting the trade of a country with the rest of the world and its impact on business; and
- explain the functions of the main financial markets and institutions in facilitating commerce and development.

## **Economics 2A**

**(ECO2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to prepare students intellectually for the challenges in a changing global and national economic framework by acquiring skills in the acquisition, analysis, interpretation and application of knowledge relating to intermediate macroeconomic topics, concepts and issues.

### **OUTCOMES**

Students should be able to:

- critically explain the objectives of macroeconomic policy and the measurement techniques of development in South Africa;
- apply, logically and consistently, the Keynesian Model I, within a simple closed economy with consumers, producers and the government;
- analyse fiscal policy and the role of the state with the use of appropriate theory and actual South African information;

- apply, logically and consistently the Keynesian model II, within a simple closed economy by focusing on financial institutions, money and interest rates;
- analyse critically the concept of monetary policy and the functions of the Reserve Bank in South Africa;
- formulate the complete Keynesian model with a foreign sector, balance and payments, exchange rate and capital flows using relevant theory; and
- construct an aggregate macro-model with aggregate demand and aggregate supply curves, under conditions of an inflationary economy.

## **Economics 2B**

**(ECO2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to the world of more advanced micro-economic topics, concepts and issues.

### **OUTCOMES**

Students should be able to:

- explain fully and illustrate graphically the impact of price, income, preference changes and advertising strategy to consumer behaviour;
- discuss critically, evaluate, illustrate and calculate all relevant aspects that pertain to factor market conditions, game theory as a strategic tool for solving decision-making problems, risk analysis in managerial decision-making, oligopoly behaviour and the shareholder-management model for decision-making;
- explain fully and illustrate graphically allocation efficiency, productive efficiency and the theory of the second best; and
- explain correctly, graphically illustrate and calculate price and output levels for relevant pricing practices.

## **Economics 2C**

**(ECO2CA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to develop students to be able to demonstrate a well-rounded knowledge and understanding of, and an ability to critically evaluate and compare the views and economic thought of the major economic philosophers.

### **OUTCOMES**

Students should be able to:

- critically evaluate the main contributions to economic thought by the various philosophers of the classical period including Adam Smith, Malthus, Ricardo, Owen, Mills, Marx, Keynes, and Schumpeter;
- discuss the major tenets of the post classical schools of economics against their historical background including the Keynesians and Post Keynesians, Monetarists, New Classicism (including the Chicago School), Mathematical and Institutional, Welfare and Development School;
- discuss important concepts developed by the post classical schools of economics;
- discuss and compare views and debates and construct criticism around some of the schools of economic thought; and
- discuss and compare views and debates and construct criticism around some of the schools of economic thought and interpret alternative economic thought within the context of decolonisation of knowledge.

## **Economics 2D**

**(ECO2DB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce students to the aspects of economic indicators and the analyses of economic data.

## OUTCOMES

Students should be able to:

- analyse critically the performance of the South African economy theoretically and in terms of the different components of various economic indicators;
- evaluate the performance of the South African economy coherently in terms of various economic indicators;
- define and discuss the analyses of economic data by using basic econometric techniques; and
- interpret economic regression models with the use of econometric techniques.

## Economics 2E

(ECO2EB2)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to introduce students to the dynamics and importance of development economics; develop a well-rounded knowledge of issues relevant to developing countries; and develop an understanding of problems that is experienced in developing countries. Students should be in a suitable position to use the information gained in this module to critically evaluate and create policy options. In addition, the module will introduce and instil in students, concepts around justice, democracy, diversity, right, responsibility and *Ubuntu* (human dignity) in the context of citizenship.

## OUTCOMES

Students should be able to:

- analyse, from a theoretical perspective, the meaning and definition of development;
- demonstrate knowledge of the classical theories of development and the contemporary models of development;
- analyse the issues of poverty and inequality, urbanisation and migration within developing countries, education and health issues, the environment and

development, trade policy and globalisation, foreign aid and the role of government;

- synthesise the various issues within the subject of economic development as to objectively identify and constructively challenge theoretical and practical problems that become obvious to the student as the students awareness about development issues matures;
- evaluate the topical and relevant concepts of development;
- show an understanding of both their own identity and the nature of society and have an understanding of how to navigate the complex relationship of the rights and responsibilities that exist between their own identity and the nature of society; and
- use and apply citizenship knowledge and discuss the relationship between citizenship and national identity.

## **Economics 2F**

**(ECO2FA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

The purpose of this module is to cover the most important elements of labour economics. The module will deal with the structure of labour markets as well as the determinants of the supply of and demand for labour. In addition the module will cover specific topics that have implications for labour policy, such as the existence of labour shortages, the impact of the minimum wage on employment, the effect of tax policy on labour supply and demand, the impact of investment in education and training, the impact of welfare policy on labour markets, the effect of international trade on labour demand, worker mobility, pay and productivity, the labour effects of outsourcing, the role of trade unions, unemployment, and income inequality.

## **OUTCOME**

Students should be able to:

- explain and discuss the determinants of the supply and demand for labour;
- critically discuss the effects of a minimum wage on employment;
- discuss the effects of welfare policy on labour supply and demand; and
- use the knowledge and skills obtained through the module to explain the dynamics of the labour market in the South African economy; and
- engage in meaningful research activity as well as identify and discuss plagiarism and its consequences in the context of publications, business and professional practice.

## **Economics 3A**

**(ECO3AA3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to give undergraduate students a systematic knowledge of the important theories of international economics (with an emphasis on international trade, but also international investment and international migration) and the application of these theories to an African context with the aid of economic models and well-structured arguments.

### **OUTCOMES**

Students should be able to:

- explain fully how the study of international economics is approached and the value it adds to the understanding of the economy and economic development;
- apply effectively the tools of analysis used in international economics to argue the case of free international trade;
- determine accurately the most beneficial pattern of trade between countries with the aid of the basic theories of international economics;
- anticipate correctly how international trade and movements in exchange rates will affect a country's performance in regards to the five macroeconomic objectives;
- examine how trade policy can be used to facilitate economic development in developing countries;

- estimate the most likely consequences of the global process of economic integration;
- assess the effects of different kinds of foreign capital flows to developing host economies;
- analyse how migration affects source and destination countries and the appropriate policy response to these effects
- judge the likely direction of globalisation given current events in the global economy; and
- engage in meaningful research activity as well as identify and discuss plagiarism and its consequences in the context of publications, business and professional practice.

### **Economics 3B**

**(ECO3BB3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to develop students ability to demonstrate a coherent critical understanding of the role of money and what the role of money in the economy means for monetary policy in South Africa.

#### **OUTCOMES**

Students should be able to:

- analyse critically the concepts relating to money and foreign exchange in context;
- use the different theories and related models with regards to determination of interest rate in an analysis;
- use the different theories and related models with regards to the determination of exchange rate in an analysis; and
- evaluate clearly the implications of the orthodox and non-orthodox models for the execution of monetary policy.

### **Economics 3C**

**(ECO3CA3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with a critical understanding of financial economics, its applications and various related micro- and macroeconomic concepts. The module will also explain the effects of uncertainty on the global capital market.

### **OUTCOMES**

Students should be able to:

- evaluate critically the nature and macroeconomic relevance of financial markets under conditions of uncertainty;
- apply, logically and consistently, the concept of financial instability and underlying factors to conditions on the global financial market;
- evaluate fully, with the use of relevant microeconomic principles, the behaviour of investors in financial markets under conditions of uncertainty;
- evaluate fully, with the use of relevant theory and practical examples, the role of international financial institutions and alternative measures in addressing uncertainty and financial instability; and
- analyse the nature and consequences of speculative behaviour, and policy responses with the use of appropriate theory and actual case studies.

## **Economics 3D**

**(ECO3DB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to cover the most important elements of public economics. One of the goals is to understand the background, philosophy and the principles



underlying Local Economic Development (LED) in order to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities. The module will establish why, and how, governments intervene in markets to address problems associated with externalities. In addition, the module will focus on taxation and state expenditure policies to assist in explaining the role of the government in the economy through fiscal policy.

## **OUTCOMES**

Students should be able to:

- display a broad knowledge of the main fiscal tools used in public economics;
- define Local Economic Development (LED), identify the goals, objectives and advantages of LED;
- understand the basics of local economic development and the different development activities and strategies;
- apply the knowledge and understanding gained in LED context;
- evaluate the importance of LED within a particular local government;
- understand the role of the government in addressing problems that arise from externalities;
- discuss the various aspects of fiscal policy in South Africa;
- explain the reasons for the growth of government expenditure and changes in the incidence of taxation;
- analyse the substitution and income effects of taxation; and
- discuss the concepts of efficiency and equity in distribution policy.

## **CBE.277 EMERGING AND DISRUPTIVE TECHNOLOGIES IN INFORMATION KNOWLEDGE MANAGEMENT**

### **Emerging and Disruptive Technologies in Information Knowledge**

#### **Management 3B**

**(EDT3BB3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to provide students with knowledge, interpretation and an understanding of the emerging and disruptive technologies in Information and Knowledge Management. Furthermore, students will be provided with a global overview of the Internet of Everything (IoE) and the Fourth Industrial Revolution (4IR) and prepare them for opportunities and challenges in the South African business environment in line with the Sustainable Development Goals.

## OUTCOMES

Students should be able to:

- introduce and elaborate on the pillars of the 4IR in Information and Knowledge Management;
- explain the Internet of Everything (IoE) within the constructs of the contemporary Industrial Revolution;
- identify and describe the emerging and disruptive technologies in the connected Information and Knowledge Management environment; and
- identify and elaborate on emerging opportunities and technologies aligned with the Sustainable Development Goals.

## CBE.278 ENTERPRISE DEVELOPMENT

**Enterprise Development 3B**

**(EPD3BB3)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 14**

## CALCULATION CRITERIA

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce students to the distinctive process of entrepreneurship. The module will clarify underpinning theoretical concepts with practical application examples.

## **OUTCOMES**

Students should be able to:

- conceptualise entrepreneurship;
- demonstrate and understanding of the importance of management principles in running a business;
- explore South African Public Private Partnership (PPP) enterprise opportunities;
- review the challenges of cross border business growth; and
- apply management principles practically to a tourism enterprise.

## **CBE.279 ENTREPRENEURSHIP**

### **Entrepreneurship 2A**

**(ETS12A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to the field of entrepreneurship, including the history and philosophy of entrepreneurship. Students will be provided with an outline of the characteristics and behaviours of an entrepreneur, the entrepreneurial process, legal issues in entrepreneurship as well as principles of entrepreneurial marketing. This module is designed to provide the student with intellectual competencies, practical skills and an understanding of entrepreneurship and entrepreneurial actions based on historical and modern approaches.

## **OUTCOMES**

Students should be able to:

- outline the development of the field of entrepreneurship;
- explain the characteristics and behaviours of the entrepreneur;
- discuss the entrepreneurial process;
- describe legal issues in entrepreneurship; and
- explain different approaches to entrepreneurial marketing.

### **Entrepreneurship 2B**

**(ETS22B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR (NEW MODULE CODE)**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to develop students competencies and practical skills in the understanding and application of entrepreneurship and intrapreneurial, creativity, innovation and opportunity finding. This module will equip students with the knowledge and skill to develop a business idea.

## **OUTCOMES**

Students should be able to:

- discuss the economic value of an entrepreneurial mind-set;
- apply creative processes and techniques to identify business opportunities;
- apply innovative thinking in the process of opportunity identification and/or creation;
- compare various start-up strategies for entrepreneurs;
- discuss approaches to entrepreneurship in the corporate context; and
- select methods to protect the intellectual property involved in new business ideas.

### **Entrepreneurship 3A**

**(ETS13A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to the concepts of lean start-up and business failure in entrepreneurship. Students will be provided with an outline of exit strategies for the entrepreneur, as well as strategies for business rescue and turnaround. This module is designed to provide the student with intellectual competencies, practical skills and an understanding of start-up, failure, exit strategies and business rescue based on the reality of the modern business environment.

## **OUTCOMES**

Students should be able to:

- discuss the concept of lean start-up;
- identify and evaluate the factors contributing to business failure;
- recommend exit strategies for entrepreneurs; and
- discuss approaches to business rescue and turnaround.

## **Entrepreneurship 3B**

**(ETS23B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to assist students in identifying and evaluating contemporary themes and constructs that can influence the entrepreneurial context. In this module students will be exposed to a variety of methods that can be applied to researching ideas and opportunities within a business environment

## **OUTCOMES**

Students should be able to:

- identify and explain contemporary themes within the field of entrepreneurship;
- take part in current debates within the context of entrepreneurship;

- evaluate the importance of contemporary themes or constructs within business development;
- develop a conceptual framework for a particular contemporary field in entrepreneurship; and
- apply research principles and methods relevant to entrepreneurship.

## **CBE.280 ETHICAL FOUNDATION TO COMMERCE**

### **Ethical Foundations of Commerce 11**

**(EFC1CP1)**

#### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to equip students with the skills needed to manage ethical or moral dilemmas encountered in the workplace and the business environment. This module also integrates communication, presentation and business acumen skills needed by a student to excel in the corporate environment.

#### **OUTCOMES**

Students should be able to:

- 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;
- apply knowledge of managing the ethical dimensions in organisations;
- identify the purpose, structure and contents of selected codes of ethics;
- effectively apply pervasive skills required to successfully interact and communicate in a business and professional environment;
- 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;

- apply the concepts of teamwork and effective time management through completion of the group project; and
- identify and discuss plagiarism in the context of publications as well as ideas in business and professional practice.

## **Ethical Foundation to Commerce 2B**

**(EFC02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 8**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **PURPOSE**

The purpose of this module is to equip students with the skills needed to effectively manage ethical or moral dilemmas encountered in the workplace and the business environment. This module also integrates communication, presentation and business acumen skills needed by a student to excel in the corporate environment.

### **OUTCOMES**

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;
- identify and discuss plagiarism in the context of publications as well as ideas in business and professional practice;
- 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 apply pervasive skills required to successfully interact and communicate in a business and professional environment;
- apply the concepts of teamwork and effective time management through completion of the group project;

- apply knowledge of the principles of corporate governance and its impact on business ethics; and
- apply knowledge of sustainable business practices.

## **CBE.281 EVENTS MANAGEMENT**

**(EVM3AA3)**

### **Events Management 3A**

**SEMESTER MODULE**

**NQF CREDITS: 14**

**NQF LEVEL: 7**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a series of continuous assessments;
- Students do NOT write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with an understanding and insight into the events industry and the core functional areas of event management.

#### **OUTCOMES**

Students should be able to:

- outline the various role players in the events industry;
- analyse the impact of events using the triple bottom line;
- assess and apply the sustainability principles to events;
- explain the processes of the bidding for events; and
- describe the use of various technologies in events (event digitalisation).

## **CBE.282 FINANCIAL MANAGEMENT**

### **Financial Management 1B**

**(FNM1B01)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

- The Final mark will be calculated using 60% of the highest mark of the Semester mark or Exam mark and 40% of the lowest of the Semester or Exam mark;
- Students need **40%** for exam admission;



- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Same rules will apply for the sup exams, but the results will be capped.

## **PURPOSE**

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

## **OUTCOMES**

Students should be able to:

- explain the context within which the finance function operates within organisations;
- explain the roles of the finance function in organisations;
- explain the concepts of risk and uncertainty as well as calculate basic probabilities;
- explain the time value of money concept and perform calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- calculate the value of selected financial instruments;
- explain and calculate the cost of capital of an organisation;
- explain and calculate basic capital budgeting techniques to assist in investment decisions;
- explain and calculate the working capital requirements of an organisation; and
- explain cost terminology, classify costs and calculate manufacturing cost.

## **Financial Management 11**

**(FNM1CP1)**

### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to cover advanced computer skills required by professional people in the financial world. The purpose of this module is to ensure that all candidates are proficient and efficient in the practical application of certain key software applications.

Lastly, the purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance. In addition, where each of these concepts fit into the financial management function.

## **OUTCOMES**

Students should be able to:

- develop and modify electronic spreadsheets in Microsoft Excel;
- describe the sources of short-term finance;
- describe the options of short-term cash investment that are available to an entity;
- discuss the theory of time value of money;
- apply the theory of time value of money to solving practical business problems;
- discuss the theory of valuation techniques used to value equity instruments; and
- discuss basic cost of capital techniques.

## **Financial Management 12**

**(FNM2CP1)**

### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide basic computer skills required by professional people in the financial world. The purpose of this module is to ensure that all candidates are computer literate as well as proficient in the practical application of certain key software applications.

In addition, the purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of cost accounting. In addition, where each of these concepts fit into the financial management function.

Furthermore, the purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue studies in accounting, business, finance

and economics. Students are taught various topics in fundamental algebra, graphs, financial mathematics, statistics and calculus with direct applications in the relevant fields.

## **OUTCOMES**

Students should be able to:

- perform file maintenance within an operating system;
- create and modify electronic documents in Microsoft Word;
- use the internet and electronic mail;
- accurately perform basic calculations in algebra;
- correctly apply the algebraic techniques learned to problem solving;
- apply consistently the features of a straight line to selected problems;
- solve and discuss economic and financial based problems by means of graphs, lines, functions and inequalities;
- apply methodically non-linear functions to selected areas in the economic sciences;
- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- compare and contrast the role of the management accountant and the financial accountant;
- explain cost terminology, classify costs and compute total cost;
- understand exponential and logarithmic functions;
- apply concepts of percentage, rates and ratio; and
- understand mathematical formulas and techniques in order to solve economic and financial science related problems.

## **Financial Management 2A**

**(FNM02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **PURPOSE**

The purpose of this module is to provide the student with a basic, yet applicative knowledge of fundamental concepts of finance, and where each of these concepts fits into the financial management function.

## **OUTCOMES**

Students should be able to:

- identify the basic types of financial management decisions and relate them to the role of the financial manager;
- perform and interpret advanced time value of money calculations;
- explain and perform advanced working capital management calculations;
- explain and calculate financial statement ratios;
- analyse and interpret working capital management ratios;
- explain the concepts of risk, business risk, financial risk and uncertainty as well as calculate and interpret basic probabilities;
- explain diversification and the Capital Asset Pricing Model (CAPM) within financial management;
- differentiate between basic debt instruments;
- calculate and interpret the cost of capital of an organisation;
- discuss alternative sources of financing; and
- perform equity valuation calculations relating to the dividend valuation and dividend growth model.

## **Financial Management 2B**

**(FNM02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## **PURPOSE**

The purpose of the module is to provide students with a comprehensive introduction to cost and management accounting theory and practice by equipping them with an understanding of the different cost accounting terminology, cost components and cost classifications; the skill to use various methods and techniques to accurately cost and record the value of inventory for financial- and cost accounting purposes; the skill to

measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

## **OUTCOMES**

Students should be able to:

- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- explain cost terminology, classify costs and compute total cost;
- calculate, analyse and evaluate material and labour cost as part of manufacturing cost;
- explain cost assignment, calculate and apply overhead rates using appropriate bases;
- prepare a manufacturing cost statement;
- evaluate and apply job costing as a costing method;
- calculate the value of a cost object using Activity Based Costing (ABC) and discuss how ABC compares with traditional marginal and absorption costing methods, including its relative advantages and disadvantages as a system of cost accounting;
- differentiate between variable and absorption costing, prepare statements of comprehensive income under both methods, compare profits and explain the differences;
- separate cost into their fixed and variable components and use these in terms of break-even analysis;
- apply and analyse concepts of cost and revenue relevant to short-term pricing and product decisions;
- explain the purpose of standard costing, apply standard costing methods within a marginal costing system and prepare a reconciliation of budgeted to actual profits; and
- prepare budgets based on forecasts and discuss developments to improving the budgeting process.

## **Financial Management 2C**

**(FNM02C2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

- The Final mark will be calculated using 60% of the highest mark of the Semester mark or Exam mark and 40% of the lowest of the Semester or Exam mark;

- Students need **40%** for exam admission;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Same rules will apply for the sup exams, but the results will be capped.

## **PURPOSE**

The purpose of this module is to provide students with the competence, on a second year level, to understand and apply the underlying concepts of financial management, which can be integrated as part of their study of marketing management.

## **OUTCOMES**

Students should be able to:

- describe the role of financial management in a business environment;
- explain cost terminology, classify costs and compute total cost;
- explain cost assignment, compute and apply overhead rates using appropriate bases;
- evaluate information to formulate selling prices and discuss profitability analysis;
- explain and apply the cost-volume-profit model;
- identify the relevant costs and income for different decision-making problems and list the relevant qualitative factors which impact on decision-making;
- explain and apply the components of working capital management;
- evaluate the desirability of investment proposals;
- formulate decisions under conditions of risk and uncertainty;
- discuss the concept of budgeting and prepare budgets;
- describe controls used by companies and elements of management control systems within the context of the overall control process;
- explain and apply financial performance measures, and
- analyse and interpret the performance of business entities by means of ratios.

## **Financial Management 200**

**(FMA200)**

### **YEAR MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 28**

This module is presented to students who are studying towards the Chartered Accountancy qualification. This module is divided into two separate sections, each with a separate purpose.

## **CALCULATION CRITERIA**

**SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**

- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## PURPOSE

The purpose of this module is to provide the student with basic to intermediate practical skills and knowledge of fundamental concepts of finance and costing, and where each of these concepts fits into the financial management function.

## OUTCOMES

Students should be able to:

- demonstrate his/her ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
- explain the time value of money concept and perform calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- explain and apply the concepts of risk and return as well as diversification;
- demonstrate an understanding of the capital structure of an entity and the implications of changing the capital structure;
- identify, evaluate and make decisions regarding the appropriate sources of long-term corporate capital;
- understand and apply cost of capital;
- explain and apply working capital management including calculations;
- evaluate the dividend policy of a company and make recommendations;
- analyse and interpret the financial statements of an entity;
- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- explain cost terminology, classify costs and compute total cost;
- evaluate, analyse and compute material and labour cost as part of manufacturing cost;
- explain cost assignment, compute and apply overhead rates using appropriate bases;
- evaluate and apply job costing as a costing method;
- evaluate and apply process costing as a costing method;
- differentiate between joint- and by-products and cost of both by applying different joint cost allocation methods;
- differentiate between variable and absorption costing, prepare income statements under both methods and compare profits;

- describe the influence of changes in volume on the nature of cost and perform a cost volume profit analysis; and
- demonstrate a basic understanding of the impact of sustainability on business decision-making.

## **Financial Management 21**

**(FNM1CP2)**

### **ONLINE MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide the student with an intermediate knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.

### **OUTCOMES**

Students should be able to:

- evaluate the working capital position of an entity;
- discuss policies for managing level of investment in working capital;
- discuss approaches to finance working capital;
- analyse the short-term cash position of a company;
- analyse trade receivables and -payables, as well as inventory ratios;
- calculate trade receivables and -payables, as well as inventory ratios;
- calculate cost of equity for business/incorporated entities;
- calculate after-tax cost of debt for business/incorporated entities;
- calculate weighted cost of capital for business/incorporated entities;
- evaluate capital budgeting techniques;
- apply capital budgeting techniques in order to make long term capital investment decisions;
- discuss types and sources of long-term finance for business/incorporated entities;
- explain the concept of gearing; and
- evaluate the leasing decision and alternative forms of financing.



**CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

**OUTCOMES**

Students should be able to:

- calculate, analyse and evaluate material and labour cost as part of manufacturing cost;
- explain cost assignment, calculate and apply overhead rates using appropriate bases;
- prepare a break-even analysis using simple Cost-Volume Profit calculations;
- discuss and explain various costing methods, total quality management and the role of environmental costing in various contexts;
- apply marginal (or variable) throughout and absorption accounting methods in respect of profit reporting and inventory valuation;
- apply standard costing methods including the reconciliation of budgeted and actual profit margins;
- compare and contrast activity-based costing with traditional marginal and absorption costing methods;
- explain the advantages and disadvantages of standard costing in various sectors and its appropriateness in the contemporary business environment;
- discuss, explain and analyse budgets and its use in performance management and management control; and
- prepare a budget for any account in the master budget, based on projections/forecasts and managerial targets.

**CALCULATION CRITERIA****SUBJECT TYPE: SK (Highest of)****The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

**PURPOSE**

The purpose of this module is to provide students with advanced competencies in applying cost and management accounting theory and practice by equipping them with the skill to apply different costing systems; to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

**OUTCOMES**

Students should be able to:

- explain cost terminology, classify costs, compute manufacturing and total cost and apply job costing as a costing method;
- perform and evaluate process costing as a costing method;
- differentiate between joint- and by-products and cost both by applying different joint cost allocation methods;
- measure costs and revenues for a range of decisions and use break-even analysis as a decision-making tool;
- explain, compute and apply linear programming;
- analyse information to assess the impact on decisions of variables with uncertain values;
- apply standard costing methods within an absorption costing system and prepare a reconciliation of budgeted to actual profits;
- evaluate performance using budgets, recognising alternative approaches and sensitivity to variable factors, and discuss the broader managerial issues arising from the use of budgets in control; and
- discuss various approaches that fall within the area of strategic cost management and describe contributions that have been made to the development of strategic management accounting.

## **Financial Management 3B**

**(FNM03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **PURPOSE**

The purpose of this section is to provide qualifying students with the skills to evaluate and select long-term investment options and to make decisions regarding the financing 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 analyse financial information.

### **OUTCOMES**

Students should be able to:

- calculate the cost of capital of an organisation to use in capital budgeting decisions and financial decision making;
- recommend and critically evaluate long-term capital investment decisions using different capital budgeting techniques;
- analyse and determine the optimal capital structure of an organisation;
- evaluate and recommend on a suitable dividend policy for an organisation;
- explain the role of the treasury function to manage financial risk and evaluate different techniques to hedge against these risks;
- analyse and interpret financial information;
- evaluate the value of various organisations by applying different valuation methods; and
- explain and appraise different situations that exposes an organisation to exchange rate risk.

## **Financial Management 300**

**(FMA300)**

### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 34**

**This module is presented to students who are studying towards the Chartered Accountancy qualification. This module is divided into two separate sections, each with a separate purpose.**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## **SECTION A**

### **PURPOSE**

The purpose of this section of the module is to provide students with the competence, 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.

### **OUTCOMES**

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 portion and use the effect of learning curve in calculations on cost;
- evaluate and apply expected values to enable the application thereof 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 qualifying 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.

### **OUTCOMES**

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 cost of capital;
- make long-term capital investment decisions 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.

### **Financial Management 31**

**(FNM1CP3)**

#### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the student with advanced knowledge of fundamental concepts of finance. In addition, where each of these concepts fit into the financial management function.

## **OUTCOMES**

Students should be able to:

- calculate ratios relevant to an entity's profitability, financial position and performance as well as financial adaptability;
- evaluate ratios relevant to an entity's profitability, financial position and performance as well as financial adaptability;
- discuss the limitations of ratio analysis;
- evaluate impact of changes in capital structure for an incorporated entity, on shareholders and other stakeholders;
- assess the capital structure of an entity;
- evaluate alternative methods of raising long-term debt as well as equity finance;
- compare alternative methods of raising long-term debt as well as equity finance;
- evaluate pay-out policies for an incorporated entity to meet the requirements of shareholders;
- recommend appropriate dividend policies, taking into account the shareholder requirements as well as the cash requirements of the entity;
- evaluate value of entities, both listed and non-listed, using a range of methods, taking taxation into consideration;
- evaluate the suitability of valuation methods taking into account the context of a given scenario;
- evaluate strategic, including taxation, implications of a proposed merger/acquisition;
- evaluate financial, including taxation, implications of a proposed merger/acquisition;
- evaluate alternative pricing structures and bid processes including taxation; and
- evaluate post transaction issues.

## **Financial Management 32**

**(FNM2CP3)**

### **ONLINE MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce advanced costing techniques and methods. In this module, students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

## **OUTCOMES**

Students should be able to:

- explain and analyse the concept of relevancy for short term decision making, calculate break-even and product mix using linear programming and identify cost information that provides conflicting data;
- explain the principles of decision making, including the identification and use of relevant cash flows and qualitative factors;
- explain the issues that arise in pricing decisions and the conflict between 'marginal cost' principle, and the need for full recovery of all costs incurred;
- analyse, discuss and apply risk assessment and decision models to deal with uncertainty in decision making;
- explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability;
- discuss the nature of risk and uncertainty and the attitudes to risk by decision makers;
- analyse risk using sensitivity analysis, expected values, standard deviations and probability tables;
- evaluate and apply methods of identifying and managing competitive cost advantages;
- discuss and evaluate decision making in responsibility centres, behavioural consequences of performance measurement and the impact of transfer pricing in the context of an organisational structure;
- discuss and evaluate long-term decision-making processes, its consequences and pricing strategies; and
- analyse and discuss sensitivity analysis methods used to manage risk.

## **CBE.283 FINANCIAL MANAGEMENT IN TOURISM**

### **Financial Management in Tourism 2B**

**(FNT2BB2)**

## **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip students with the necessary knowledge in applying basic accounting and financial management principles for effective financial decision-making in a tourism and hospitality organisation. Students will receive guidance on how to manage the tourism/hospitality business in a sustainable financial way by the integration of foundational, practical and reflective competence.

#### **OUTCOMES**

Students should be able to:

- prepare financial statements for various forms of business entities from a trial balance;
- use ratio analysis in order to make sound financial management decisions;
- understand and interpret budget strategies;
- develop and interpret budgets as a control and projection measure for specific operations/departments in tourism /hospitality enterprises;
- utilise cost-volume-profit analysis as a management tool to determine the revenue required at a predetermined level of profit; and
- understand and apply the concept of 'time value of money' by performing simple calculations on single amounts, annuities and perpetuities.

## **CBE.284 FINANCIAL PLANNING**

### **Financial Planning 3A**

**(FPL03A3)**

## **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.



## **PURPOSE**

The purpose of this module is to introduce the students to the concepts and working of the financial planning environment. It creates an understanding of the regulatory environment wherein the financial planner operates and focuses on the dynamics of the different products and services financial planners offer. Students acquire the necessary skills to construct a financial plan for an individual.

## **OUTCOMES**

Students should be able to:

- define financial planning;
- apply the regulatory environment to the financial planning environment;
- discuss and apply the steps in the financial planning process;
- apply time value of money and other financial calculations;
- apply the principles of tax planning to an individual's financial situation;
- apply the principles of investment planning to an individual's financial situation; and
- apply the principles of retirement planning to an individual's financial situation.

## **Financial Planning 3B**

**(FPL03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the students to the concepts and working of the financial planning environment. It creates an understanding of the environment wherein the financial planner operates and focuses on the dynamics of the different areas of financial planning.

## **OUTCOMES**

Students should be able to:

- apply provisions of the Short-Term Insurance Act and Long-Term Insurance applicable in financial planning;
- differentiate between various types of legal business entities;
- discuss and apply the different types of business insurance and the relevant implications to a client's needs;

- construct a comprehensive estate plan for a client taking into account provisions of matrimonial property law and law of succession;
- discuss the use of trusts in financial planning; and
- apply provisions of the Medical Schemes Act applicable in financial planning; and evaluate medical scheme options and benefits.

## **CBE.285 FOOD AND BEVERAGE STUDIES**

### **Food and Beverage Studies 1A**

**(FBS1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to introduce the student to food and beverage operations and covers food composition, nutrition properties, products, food preparation and safety. Students will prepare and cost basic recipes; compile and execute set menus as well as food production schedules.

#### **OUTCOMES**

Students should be able to:

- identify professional standards in order to carry out basic food and beverage service in restaurants;
- recognise the elements needed to cost basic recipes;
- describe operations for food production units in restaurants;
- discuss basic nutrition principles; and
- apply basic nutrition principles into planning of menus in restaurants.

### **Food and Beverage Studies 1B**

**(FBS1BB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the student to the knowledge and skills required for food service in a restaurant environment. The module will cover all aspects of alcoholic beverages and their production, wine and food pairing and beverage service, basic food and beverage cost control. Skills will be developed in a professional restaurant environment.

## **OUTCOMES**

Students should be able to:

- apply professional standards in order to carry out basic food and beverage service in restaurants;
- demonstrate food and wine pairing in a restaurant setting;
- incorporate proper nutrition principles into menu planning and recipes; and
- report on basic food and beverage cost control practices in a restaurant environment.

## **Food and Beverage Studies 2A**

**(FBS2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to design to expose student to advanced food and beverage control, legislative requirements and advanced food service skills. The student will also be exposed to recipe modification.

## **OUTCOMES**

Students should be able to:

- study and modify a range of menu items suited to a variety of food outlets;
- develop and modify menus to cater for the nutritional demands for consumers;
- explain recipe modification for dietary and cultural needs to consumers; and
- demonstrate advanced food and beverage service in a variety of restaurants and food service outlets in terms of legislative requirements and operations.

## **Food and Beverage Studies 2B**

**(FBS2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to design to expose students to kitchen design and international restaurant cuisines and international wines. The latest menu trends to suit health trends and cost control in restaurant development will be covered.

### **OUTCOMES**

Students should be able to:

- apply menu and nutritional planning for sustainable cooking in an international restaurant context;
- explain the impact of socio-economical perceptions on the health status of the South African population; and
- evaluate food and beverage service in a variety of restaurants and food service outlets in terms of layout and design, costing and control measures.

## **Food and Beverage Studies 3A**

**(FBS3AA3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with intermediary to advanced level skills in event management in relation to planning of an event for food and beverage operations.

### **OUTCOMES**

Students should be able to:

- plan and design a large-scale event focusing on improving the operational facilities and procedures for a food and beverage facility;
- interpret concepts of administration and production procedures for corporate providers of the food and beverage industry during event planning; and
- Interpret evaluate contracts for corporate providers in the food and beverage industry during event planning.

## **Food and Beverage Studies 3B**

**(FBS3BB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to equip students with the skills to execute yield management for food and beverage operations, focussing on integrating techniques with information technology, management issues and marketing.

### **OUTCOMES**

Students should be able to:

- create a function or event using sound business principles;
- implement yield management with the integration of IT and marketing; and
- evaluate the implementation of the event by using the principles of event management.

## **CBE.286 GOVERNANCE AND CONTROL**

### **Governance and Control 2A**

**(GAC02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

- The Final mark will be calculated using 60% of the highest mark of the Semester mark or Exam mark and 40% of the lowest of the Semester or Exam mark;

- Students need **40%** for exam admission;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Same rules will apply for the sup exams, but the results will be capped.

## **PURPOSE**

The purpose of this module is to introduce students to the basic principles of governance and risk management as well as ethical aspects governing the work performed by a professional in commerce.

## **OUTCOMES**

Students should be able to:

- apply the principles and guidelines of the regulatory and professional bodies' codes of conduct;
- describe and discuss the fundamental principles of a financial audit process;
- describe and discuss the principles of assurance and review;
- describe and discuss the risk management process;
- identify and explain business risks, audit risks, credit risks and market risks
- explain how the use of computers for data processing can affect the internal controls of an organisation and the implications of computer systems in an organisation;
- describe and explain general controls in a computerised environment;
- design and implement computer controls and identify weaknesses in a computer environment and provide recommendations for improvement;
- explain the statutory requirements of the Companies Act and the Public Finance Management Act (PFMA);
- describe and explain the principles of Corporate Governance;
- describe and explain the principles of integrated sustainability reporting; and
- apply knowledge pertaining to entrepreneurial, leadership skills in case studies and practical principles.

## **Governance and Control 3AB**

**(GOC3AB0)**

**YEAR MODULE**

**NQF LEVEL:7**

**NQF CREDITS: 32**

## **CALCULATION CRITERIA**

**SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## **PURPOSE**

The purpose of this module is to build on the knowledge gained in Governance and Control 2B. The module also covers risk management as well as the activities and controls applicable to the cycles of a business, cycle integration and Information Technology Systems (ITS). The cycles addressed are: revenue and receipts cycle, purchases and payment cycle, payroll cycle, production and inventory cycle, and the finance and investment cycle and the bank and cash cycle. The module also covers the statutory requirements of the Companies Act, CC Act and the Public Finance and Management Act (PFMA), the principles of corporate governance, integrated sustainability reporting and internal auditing.

## **OUTCOMES**

Students should be able to:

- describe, discuss and evaluate the risk management process;
- identify and evaluate business risks;
- analyse the design, implementation and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions;
- identify, design and propose controls necessary for each business cycle by using a control framework;
- assess a given scenario to identify control weaknesses for each of the business cycles and provide recommendations for improvement;
- understand and describe how the use of computers for data processing can affect the internal controls of an organisation and the implications of computer systems in an organisation;
- describe general and application controls in a computerised environment;
- design and implement general and application computer controls, identify weaknesses in a computer environment and provide recommendations for improvement of the weaknesses identified;
- apply and make recommendations on the compliance of the statutory requirements of the Companies Act, CC Act and the PFMA;
- apply as well as make recommendations on the principles and compliance of the regulatory and professional bodies codes of conduct and apply the principles and guidelines to practical situations;
- assess and apply the principles of assurance and review;
- assess and apply the principles of Corporate Governance; and
- assess and apply the principles of internal auditing.

**CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to provide the students 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.

**OUTCOMES**

Students should be able to:

- demonstrate an understanding of the concept of audit and assurance and the functions of audit, corporate governance, including ethics and professional conduct, describing the scope and distinguishing between the functions of internal and external audit for the following:
  - corporate governance;
  - external audits;
  - internal audit and governance and the differences between external audit and internal audit;
  - professional ethics and Code of Ethics and Conduct for the following professional bodies;
    - the ACCA code of ethics;
    - the IIA code of ethics; and
    - the CIMA code of ethics.
- demonstrate an understanding of sustainability and the auditor's involvement therein;
- demonstrate an understanding of the concept of audit and other assurance engagements;
- demonstrate an understanding of the scope of the internal audit function, outsourcing and internal audit assignments;



- analyse the design, implementation and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions for each of the business cycles;
- identify, design and propose controls necessary for each of the business cycles by using a control framework;
- identify control weaknesses for each of the business cycles and provide recommendations for improvement;
- describe, discuss and evaluate the risk management process;
- identify and evaluate business risks;
- identify and explain internal and external risk types;
- identify and explain enterprise risk management; and
- demonstrate an understanding of the risk management standards.

## **Governance, Risk Management and Control 22**

**(GRM2CP2)**

### **ONLINE MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide the students 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.

### **OUTCOMES**

Students should be able to:

- analyse the design, implementation and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions for each of the business cycles;
- identify, design and propose controls necessary for each of the business cycles by using a control framework;
- identify control weaknesses for each of the business cycles and provide recommendations for improvement.

- describe general and application controls in a computerised environment;
- design and implement computer controls and identify weaknesses in a computer environment and provide recommendations for improvement; and
- explain how the use of computers for data processing methods can affect the internal controls of an organisation.

## **CBE.288 HOSPITALITY FINANCIAL MANAGEMENT**

### **Hospitality Financial Management 1A**

**(HFM01A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to enable students to be capable to understand basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise (foundational, practical and reflective competence).

#### **OUTCOMES**

Students should be able to:

- identify basic principles of hospitality accounting systems to provide financial information to make economic decisions for hospitality enterprises and their different departments;
- describe controls and accounting methods adapted for the different hospitality enterprises; and
- explain why it is important for hospitality managers to understand the basic theory and practice of accounting in the hospitality industry.

### **Hospitality Financial Management 1B**

**(HFM01B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to enable students to apply basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise (foundational, practical and reflective competence).

## **OUTCOMES**

Students should be able to:

- identify the goal of financial management and explain why it is important for hospitality managers;
- briefly explain the interaction and role of finance within the hospitality industry;
- differentiate between and prepare various financial statements/records for various forms of business entities; and
- apply the different accounting principles applicable to the various financial statements.

## **Hospitality Financial Management 2A**

**(HFM02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with the skills to explain and report on higher levels of hospitality accounting principles and food costing to contribute to effective decision-making, risk management and the overall success of the hospitality enterprise (foundational, practical and reflective competence).

## **OUTCOMES**

Students should be able to:

- apply higher level principles of accounting in order to contribute to the management and execution of basic financial functions and the contribution of financial information which is required to manage a hospitality operation effectively;

- discuss the various techniques of calculating costs in a manufacturing, retail and service environment;
- use ratio analysis of a hospitality enterprise in order to make sound financial management decisions;
- illustrate the concepts of risk and return, including the application of these concepts in the hospitality industry; and
- interpret the concept of 'time value of money', including the application of these concepts in the hospitality industry by performing simple calculations on single amounts, annuities, perpetuities and mixed streams of cash flows.

## **Hospitality Financial Management 2B**

**(HFM02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to equip students with the ability to report on accounting conventions and food costing skills in order to contribute to the decision making team in a hospitality enterprise.

### **OUTCOMES**

Students should be able to:

- utilise cost-volume-profit analysis as a management tool to determine the revenue required at a predetermined level of profit;
- interpret the purpose of effective food, beverage and labour cost controls;
- investigate systems supported with records to establish standards and calculate actual food, beverage and labour costs;
- develop and interpret budgets as a control and projection measure for specific operations/departments in various hospitality enterprises; and
- interpret financial records and performance.

## **Hospitality Financial Management 3A**

**(HFM3AA3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to ensure that a student is capable of employing a range of financial management principles in their day-to-day task execution that will contribute to effective decision-making and success of a hospitality enterprise. In addition, students should also develop the skill to transfer knowledge to team members and subordinates.

### **OUTCOMES**

Students should be able to:

- utilise the concept of 'time value of money' by performing advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- analyse and report on the advantages and disadvantages of various financing methods;
- apply and critically evaluate the various investment appraisal methods used to inform management in the investment decision-making process; and
- evaluate the relationship between risk, return and cost of capital, calculate the cost of capital, and evaluate its relevance to investment decision making.

## **Hospitality Financial Management 3B**

**(HFM3BB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to equip a student with the ability to create financial management tools to contribute to effective management and success of a hospitality enterprise.

### **OUTCOMES**

Students should be able to:

- develop a cash flow projection, budget and cost-profit analysis for a hospitality enterprise;
- carry out an enterprise evaluation using both accounting and market value measures on these companies in the hospitality, tourism and leisure sectors;
- describe, calculate and interpret the rate of return on different types of hospitality investment opportunities;
- evaluate and negotiate a new hospitality venture; and
- evaluate the role of financial management in corporate strategy and assess the methods used by financial managers to create value.

## **CBE.289 HUMAN RESOURCE MANAGEMENT**

### **Human Resource Management 1A**

**(HRM1AA1 or HRMACP1)**

### **SEMESTER MODULE (HRM1AA1)**

### **ONLINE MODULE (HRMACP1)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR HRM1AA1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to understand the field, profession and practices of the Human Resources (HR) Practitioner within the context of the (HR) value chain: HR planning, recruitment, selection, appointment, performance management, performance development, organisational development, remuneration, employee relations, wellness, information systems and retention strategy. Explore people management best practices to align the HR value chain to the Line Manager functions ensuring fairness, accountability, responsibility and transparency. Students focus on the HR arena in the

business, private and public sectors within the local, national and international marketplace.

## **OUTCOMES**

Students should be able to:

- define Human Resource Management (HRM) as a profession and field consisting of the HR value chain or functions impacted by legislation, standards, policies, procedures and practices;
- explain the interrelationships of the Human Resource Management function with other organisational functions and interrelated, multi-dimensional disciplines;
- investigate the role of professional bodies and national and international strategies in Human Resource Management;
- compare past and contemporary management theories in explaining the development and practice of Human Resource Management;
- explore the implications of business challenges and opportunities for Human Resource Management as a profession; and
- explain the roles and outputs of Human Resource Management within the context of small, medium and large organisations.

### **Human Resource Management 1B**

**(HRM1BB1 or HRMBCP1)**

**SEMESTER MODULE (HRM1BB1)**

**ONLINE MODULE (HRMBCP1)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR HRM1BB1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR HRMBCP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to empower students to practice fair, valid and reliable recruitment, selection, remuneration, rewards, appointments and orientation processes when engaging with line managers to contract the right people for the right jobs to achieve the organisational strategic goals. Ensure that legislation, policy and procedures (Conditions of Service), processes, monitoring, evaluation, effective communication, quality and records are of high standards.

## **OUTCOMES**

Students should be able to:

- use flow diagrams to show the steps in the recruitment, selection, remuneration, rewards, appointments and orientation processes;
- discuss and debate the merits of how Human Resources (HR) should engage with line managers to contract the right people for the right jobs to achieve the organisational strategic goals;
- analyse the HR relevant legislation (Basic Conditions of Employment (BCE), Labour Relations Act (LRA), SDLA, EEA, Broad Based Black Economic Empowerment (BBBEE, etc.) to design HR policy and procedures or Conditions of Service with quality processes that benefit employer and employee; and
- explain how effective HR communication, maintaining high quality of service delivery, regular monitoring and evaluation and producing relevant records promote organisational strategy.

### **Human Resource Management 2A**

**(HRM2AA2 or HRMACP2)**

#### **SEMESTER MODULE (HRM2AA2)**

#### **ONLINE MODULE (HRMCP2)**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR HRM2AA2**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR HRMACP2**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;



- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to gain skills and competencies to empower line managers to manage the performance and development of employees. Understand the Human Resource Business Partner (HRBP), Human Resource Development (HRD) Practitioner and line manager roles in employee performance development and improvement within the context of established performance management and HRD theories, systems, models and frameworks. Align employee performance and development to talent management, succession planning, career paths and promotions.

## **OUTCOMES**

Students should be able to:

- describe and critique empowerment strategies for line managers to execute the HR processes of employee performance appraisal, personal development plans, performance improvement and annual performance ratings;
- analyse the Human Resource Business Partner, HRD Practitioner and line manager roles in employee performance development and improvement within the context of established performance management and HRD theories;
- investigate systems, models and frameworks that align employee performance and development to talent management, succession planning, career paths and promotions;
- explain the HRD Practitioner's role in providing cost-effective, high quality training and skills development opportunities for employees and managers to improve and sustain high quality performance; and
- employ relevant computer software and technology to record and report on performance management, development interventions and talent pipelines.

### **Human Resource Management 2B**

**(HRM2BB2 or HRMBCP2)**

**SEMESTER MODULE (HRM2BB2)**

**ONLINE MODULE (HRMBCP2)**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR HRM2BB2**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR HRMBCP2**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is for students to learn to promote effective and efficient employee relations, wellness and safety within the workplace as per legislative requirements Basic Conditions of Employment (BCOE); Labour Relations Act (LRA); Employment Equity Act (EEA); Occupational Safety and Health Administration (OSHA); ; National Skills Development Strategy (NSDS), etc. Use multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in maintaining and sustaining employee engagement, diversity integration and improved individual and team performance.

### **OUTCOMES**

Students should be able to:

- best practices (BCOE; LRA; EEA; OSHA; National Skills Development Strategy (NSDS), etc.) promote effective and efficient employee relations, wellness and safety within the workplace;
- compare multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in employee wellness;
- design strategies to maintain and sustain employee engagement, diversity integration and improved individual and team performance; and
- discuss the management of labour disputes, grievances and employee disengagement to minimise cost to company and maximise human capital development.

### **Human Resource Management 3A**

**(HRM3AA1 or HRMACP3)**

#### **SEMESTER MODULE (HRM3AA1)**

#### **ONLINE MDOULE (HRMACP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR MODULE HRM3AA1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR HRMACP3**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to equip students with technological skills and acumen to effectively and efficiently manage databases of employee records. Students use Human Resource (HR) analytics and metrics to capture, store and report on a variety of datasets within the HR value chain thereby affirming HR as a professional, strategic player in organisational development. Specialised skills and strategies are used to improve the efficiency of Human Resource Information Systems (HRIS).

### **OUTCOMES**

Students should be able to:

- use relevant technology to effectively and efficiently manage databases of employee records;
- apply HR analytics and metrics to capture, store and report on a variety of datasets within the HR value chain;
- assess the role of HRIS in affirming HR as a professional, strategic player in line manager and organisational development;
- improve on specialised IT skills, software and strategies to improve the efficiency of the HRIS function; and
- measure and critically evaluate the Return on Investment (ROI) that the HR division brings into an organisation.

### **Human Resource Management 3B**

**(HRM3BB2 or HRMBCP3)**

#### **SEMESTER MODULE (HRM3BB2)**

#### **ONLINE MODULE (HRMBCP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR HRM3BB2**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **CALCULATION CRITERIA FOR HRMBCP3**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is for students to be able to compile and submit a Portfolio of Evidence (POE) and conduct an audio-visual presentation on their evidence of EITHER the entire Human Resource (HR) value chain OR on the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated HR project AND 80 to 100 hours (2-3 Weeks) of actual workplace job shadowing, internship, studentship, apprenticeship or other form of gaining practical, experiential learning. To graduate, students must gain "Competent" status for their team simulation + individual POE + individual presentation.

### **OUTCOMES**

Students should be able to:

- **SIMULATED HR PROJECT**: In teams of 10, create a simulated HR environment and role play the HR value chain OR 1 specific HR function in action. The entire simulated activity will last 30 minutes. All relevant documents, forms, tools and techniques must be well researched and authentic and presented for assessment. This simulated project involves an integration of the specific outcomes for all HRM modules in this qualification. The team simulation project will be assessed and evaluated by a panel of industrial and academic HR experts.
- **WORK INTEGRATED LEARNING (WIL) PROJECT**: Undertake 80 to 100 hours (2-3 Weeks) of actual workplace job shadowing, internship, studentship, apprenticeship or other form of gaining practical, experiential learning. The organisational acceptance or agreement to your WIL project must be authenticated by a Director or Executive of the organisation.

- **PORTFOLIO OF EVIDENCE (POE) ASSESSMENT:** compile and submit a POE of EITHER the entire HR value chain OR on the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated HR project; and
- **AUDIO-VISUAL PRESENTATION:** conduct a 3-minute individual audio-visual presentation on your evidence gathered and presented in your POE. This presentation must reveal your understanding of the integration of the specific outcomes for all HRM modules in this qualification. Your presentation will be assessed and evaluated by a panel of industrial and academic HR experts.

### **Human Resource Management 3C**

**(HRM3CA1 or HRMCCP3)**

#### **SEMESTER MODULE (HRM3CA1)**

#### **ONLINE MODULE (HRMCCP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR MODULE HRM3CA1**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR HRMCCP3**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with an understanding of rewards management in an organisational and international context and provides students with the knowledge and understanding of environments in which reward professionals plan, implement and evaluate employee reward policies to support strategic organisational goals. Students will acquire both theoretical and normative understanding of the diverse approaches to reward management. Students will be able to critically reflect on the strengths and limitations of rewards in promoting individual and organisational performance in a fair, reasonable and equitable way.

## OUTCOMES

Students should be able to:

- apply the principles of individual and organisational performance;
- implement reward strategies and compensation policies;
- develop appropriate reward strategies and compensation policies; and
- implement reward strategies.

### **Human Resource Management 3D**

**(HRM3DB2 or HRMDCP3)**

#### **SEMESTER MODULE (HRM3DB2)**

#### **ONLINE MODULE (HRMDCP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR HRM3DB2**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR HRMDCP3**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to explore business alignment of the Human Resource Management (HRM) function by investigating the concepts of strategic HRM, Human Resource (HR) risk management and HR measurement. Students will learn how HR strategy is derived from and aligned to organisational objectives, analysing internal and external environmental factors. Students will also appreciate how various people-related risks can impact organisational objectives. They will be exposed to the manner in which governance and compliance frameworks are used to identify and manage HR risks in different business environments. The different measurement approaches, methodologies, tools and metrics used to assess the effectiveness and efficiency of the HRM function will also be critically reflected upon.

## **OUTCOMES**

Students should be able to:

- deconstruct HR strategies to determine their role in achieving specific organisational objectives;
- detect and address various positive and negative HR risks;
- determine methodologies and metrics to measure the activities of HR; and
- report on various HR activities in the form of an HR scorecard.

## **CBE.290 INDUSTRIAL PSYCHOLOGY**

**Industrial Psychology 1A** (IPS11A1 or IPAACP1 and IPABCP1)

**SEMESTER MODULE (IPS11A1)**

**NQF CREDITS: 16**

**ONLINE MODULES (IPAACP1 and IPABCP1)**

**NQF CREDITS: 8 EACH**

**NQF LEVEL: 5**

### **CALCULATION CRITERIA FOR IPS11A1**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR IPAACP1 and IPABCP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of industrial psychology concepts as related to the biological basis of behaviour, research methodology, human development, learning, perception, cognition, motivation, attitude and values, personality, attraction and affiliation, group behaviour, and social processes for development. Students need to identify, describe and distinguish concepts and theories applicable to the scientific field of Industrial Psychology, acquiring a basic understanding of the nature of problems experienced in organisations.

### **OUTCOMES**

Students should be able to:

- define, describe and explain industrial psychology;
- identify and discuss the different schools of psychology;
- describe and discuss the developments of industrial psychology;
- identify and describe the steps in the research process, considering possible errors, ethical principles and social issues;
- identify and discuss the biological basis for behaviour and illustrate the application of such knowledge to job design;
- define and explain all necessary aspects of human development, learning, perception, cognition, motivation, attitudes and values and its relevance and application in the workplace;
- define and explain the relevance of interpersonal attraction and affiliation and group behaviour in the workplace;
- define and discuss personality and the different methods of personality assessment considering its relevance and importance in the work environment; and
- describe, discuss and explain the social processes in an organisation and how their various components interact.

### **Industrial Psychology 1B**

**(IPS21B1 or IPBACP2 AND IPBBCP2)**

**SEMESTER MODULE (IPS21B1)**

**NQF CREDITS: 16**

**ONLINE MODULES (IPBACP2 AND IPBBCP2)**

**NQF CREDITS: 8 EACH**

**NQF LEVEL: 5**

#### **CALCULATION CRITERIA FOR IPS21B1**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR IPBACP2 and IPBBCP2**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**



The purpose of this module is firstly to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of the multi-dimensional nature of ergonomics, as well as the different applicable fields that contribute to the knowledge base of ergonomics. Students need to identify, describe and apply theoretical knowledge and concepts related to ergonomics in order to establish an effective, safe and healthy human-machine interface.

Secondly, the purpose of this module is to provide students with basic knowledge and understanding of the scientific literature regarding consumer psychology. Students need to identify, describe and contextualise theoretical knowledge and concepts related to consumer psychology in order to understand its basic nature and practical implications.

The above-mentioned allows for the basic awareness and understanding of the contributions of Industrial Psychology in the establishment of effective human-machine system interactions as well as consumer behaviour within the broader society.

## **OUTCOMES**

Students should be able to:

- define ergonomics;
- describe the historical development of ergonomics as well as the focus and objectives of ergonomics;
- discuss the role of the ergonomist, apply the advantages of ergonomics and apply ergonomics to specific user populations;
- know the basics regarding human abilities and limitations that can influence human reliability in systems operation;
- define and explain consumer psychology;
- describe the establishment of consumer psychology as a sub-discipline of industrial psychology and indicate its strategic applications;
- describe the intra-psychic domain of consumer behaviour and to explain how marketers go about influencing consumers' behaviour in order to stimulate buying behaviour;
- describe the mechanism of the consumer decision-making process;
- describe the organismic processes of consumption; and
- contextualise the contemporary consumer.

**Industrial Psychology 2A**  
**SEMESTER MODULE (IPS12A2)**  
**ONLINE MODULE (IPACP2)**  
**NQF LEVEL: 6**

**(IPS12A2 or IP2ACP2)**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA FOR IPS12A2**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR IP2ACP2**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with an introduction to study the field of Organisation Behaviour. Students are equipped with the intellectual competencies for acquiring and understanding knowledge about behaviour on an individual, group and organisational level. Students need to identify, describe, distinguish, apply and analyse concepts and theories related to the scientific field of organisational psychology, allowing a thorough understanding of the nature of problems experienced within organisations and options for addressing these problems.

### **OUTCOMES**

Students should be able to:

- describe and explain organisation psychology;
- differentiate between various frames of reference applicable to studying behaviour in organisations;
- demonstrate concepts and theories related to behaviour in organisations on individual, group/team and organisational level;
- examine the importance of organisational learning and renewal;
- analyse, examine and discuss the importance of leadership, strategy and organisational culture as the primary transformational variables in the organisational context;
- analyse and discuss the importance of organisational culture and dynamics of culture in high-performing organisations;
- examine and discuss theoretical foundations of organisational change and development;
- critically assess emerging trends in organising human activity and behaviour in view of available organisational theory and design perspectives; and

- analyse, examine and discuss the importance of power, conflict, communication and decision-making within group structures and critically analyse their effects on the organisation.

**Industrial Psychology 2B**  
**SEMESTER MODULE (IPS22B2)**  
**ONLINE MODULE (IP2BCP2)**  
**NQF LEVEL: 6**

**(IPS22B2 or IP2BCP2)**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR IPS22B2**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR IP2BCP2**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce students to research methods and psychological assessment in Industrial Psychology.

#### **OUTCOMES**

Students should be able to:

- describe and explain the role of research in the profession and science of Industrial Psychology;
- discuss and evaluate different strategies of research;
- know and understand the steps to follow when undertaking research in behavioural sciences, and Industrial Psychology, in particular;
- explain and understand psychological assessment and the purpose thereof, within the multicultural South African context;
- describe and understand different types of assessment;
- describe and understand the particular current issues in psychological assessment; and

- describe and understand the process of psychological assessment.

**Industrial Psychology 3A**  
**SEMESTER MODULE (IPS13A3)**  
**ONLINE MODULE (IP3ACP3)**  
**NQF LEVEL: 7**

**(IPS13A3 or IP3ACP3)**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR IPS13A3**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR IP3ACP3**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with the ability to understand and describe the field of Personnel Psychology. Core aspects of the module include research methods in Personnel Psychology, the changing nature of work, standards of effective personnel decision-making, psychological assessments in recruitment and selection, and aspects of fairness in the South African labour and legislative context.

The next part will provide students with the ability to understand and describe the field of Career Psychology. Academic content related to individual career-planning processes, life and career phases, contemporary career issues, the integration of career management principles with Human Resource (HR) systems, and industrial mental health is covered.

#### **OUTCOMES**

Students should be able to:

- outline the academic field of personnel psychology;
- develop a clear understanding of all the related research methods that are employed in the field of personnel psychology;

- examine all the key constructs, theories and strategies from the academic field of personnel psychology;
- analyse the applicability of theory to hypothetical questions within the applied field of study;
- draw conclusions and use these to formulate appropriate solutions and actions to address the theory-related issues raised in the group discussions, practical exercises and case studies;
- develop an appreciation of the complexities related to the making of sound personnel decisions, specifically within the South African labour context;
- develop a number of cross-field learning objectives;
- conceptualise the academic field of career psychology;
- comprehend all the key constructs, theories and strategies from the academic field of study;
- make inferences concerning the applicability of theory to hypothetical questions within the applied field of study;
- draw conclusions and use these to formulate appropriate solutions and actions to address the theory-related issues raised in the group discussions, practical exercises and case studies;
- develop an appreciation of the complexities related to making sound career decisions, specifically within the South African labour context;
- develop and understand the links between career psychology and HR career management;
- develop and understand the complexities of contemporary career issues;
- formulate an overview the field of industrial mental health and its practical applications; and
- develop a number of cross-field learning objectives.

### **Industrial Psychology 3B**

**(IPS23B3 or IP3BCP3)**

**SEMESTER MODULE (IPS23B3)**

**ONLINE MODULE (IP3BCP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA FOR IPS23B3**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA FOR IP3BCP3**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide students with the intellectual competencies required to identify, examine and apply ethical principles which will enable them to comprehend their professional ethical obligation as it applies to the field of Industrial Psychology.

This module will also provide students with applied competencies in Industrial Psychology in order to examine, apply and analyse the relevance of the field within organisations. This module allows for a comprehensive understanding of ethical principles within organisations as well as the practical application of Industrial Psychology.

## **OUTCOMES**

Students should be able to:

- conceptualise industrial psychology as a profession in relation to other disciplines;
- comprehend the professional ethical obligations of industrial psychology;
- construct ethical decisions based on the profession's code of ethics;
- examine ethical issues in the subfields of industrial psychology;
- present a framework of the role of industrial psychologists in enhancing organisational ethics;
- evaluate methods of evaluating the selection process in organisations;
- evaluate employee performance in the design and evaluation of employee training and development in the organisations;
- examine employee motivation, satisfaction and commitment within the new organisational context;
- evaluate the importance of leadership and group behaviour in the organisation,
- consider the importance of human factors and working conditions in organisational health; and
- develop a number of cross-field learning objectives.

## **CBE.291 INFORMATION MANAGEMENT**

**Information Management 1A** (IMA11A1 or IMAACP1 AND IMABCP1)

**SEMESTER MODULES (IMA11A1)**

**NQF CREDITS: 12**

**ONLINE MODULES (IMAACP1 and IMABCP1)**

**CALCULATION CRITERIA FOR IMA11A1****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**CALCULATION CRITERIA FOR IMAACP1 and IMABCP1****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to provide the student with 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 databases to the extent to which this knowledge can be applied to information 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.

**OUTCOMES**

Students should be able to:

- describe the elements of the information life cycle;
- demonstrate theoretical and practical knowledge on how to classify the different types of information sources;
- design and create a working database;
- demonstrate theoretical knowledge of the Internet and www as information infrastructure;
- demonstrate theoretical and practical knowledge of the role of the Internet and www tools to access information;
- evaluate the content found on the www for academic and/or personal research purposes; and

- do research on fundamental information management issues.

## **Information Management 1B**

**(IMA21B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to manage information as a resource; differentiate between information management and records management; apply techniques that can be used to add value to information and explain the concept of information entrepreneurship. A student is equipped with the necessary competencies and skills required in setting up a small business in the ICT sector of the economy and apply the principles of information entrepreneurship. Furthermore, a student is equipped with research skills through report writing and communicating research results.

### **OUTCOMES**

Students should be able to:

- describe the role of information as an economic resource;
- distinguish between information management and records management;
- identify the methods used by information managers in adding value to information;
- explain the concept of information entrepreneurship;
- compile a business plan for an information business; and
- do research on fundamental information management issues.

## **Information Management 2A**

**(IMA12A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**



- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the students with the necessary knowledge to identify the different characteristics of the information economy and the knowledge economy and to explain the impact of information on the economy of a country. Furthermore, students will have a thorough understanding on how to manage knowledge and the intangible assets of an enterprise. Extensive attention is given to the concepts of knowledge work, knowledge management and intellectual capital management. Additionally, the students are equipped with research skills through report writing regarding the abovementioned aspects.

## **OUTCOMES**

Students should be able to:

- indicate the challenges of the information economy;
- critically reflect on the information economy and the knowledge economy;
- discuss the concepts and theories of knowledge management;
- explain the skills of knowledge workers;
- describe the role of the learning organisation in value creation; and
- do research on fundamental information management issues.

## **Information Management 2B**

**(IMA22B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the students with theoretic academic knowledge on how to gather, store, process, analyse and disseminate information via corporate portals; describe theoretically as well as discuss the practical application of intranet infrastructure as used in business intelligence; and be equipped with the necessary competencies and skills to develop and maintain basic websites and portals. Furthermore, students are equipped with research skills through report writing regarding portal applications and website development.

## **OUTCOMES**

Students should be able to:

- demonstrate theoretical and practical knowledge of information portals and intranet toolsets for improved access to information;
- demonstrate theoretical and practical knowledge of the purpose and functionality of web-based content management systems;
- distinguish the different categories of the classic and semantic layers of the Web;
- apply correct website design techniques to ensure a functional and easy to navigate website;
- develop ways in which to increase presence of a website on the Internet; and
- do research on fundamental information and content management issues.

## **Information Management 3A**

**(IMA13A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the students with theoretic academic knowledge necessary to explain the importance of strategic information management and be able to apply this knowledge on a practical level. This includes advanced skill levels of how to gather, store, process, analyse and disseminate information for competitive intelligence purposes. Furthermore, students are equipped with research skills through report writing regarding strategic information management and competitive intelligence techniques.

## OUTCOMES

Students should be able to:

- critically reflect on the concepts of business intelligence and its sub-components;
- describe and apply various techniques for scanning the external environment of the enterprise;
- critically evaluate gathered data in order to determine future trends;
- effectively disseminate intelligence;
- explain why information is regarded as a strategic resource in enterprises;
- formulate an information policy for an enterprise; and
- do research on fundamental information management issues.

## Information Management 3B

(IMA23B3)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to provide the students with theoretical academic knowledge of recent developments in advanced information retrieval tools for competitive intelligence purposes; acquire the knowledge necessary to explain the technology and various tools used in support of competitive intelligence processes and be able to apply this knowledge on a practical level. Furthermore, students are equipped with research skills through report writing regarding strategic information management and competitive intelligence techniques.

## OUTCOMES

Students should be able to:

- critically reflect on the strategic role of competitive intelligence;
- judge strengths and weaknesses of various competitive intelligence analysis tools;
- demonstrate an awareness of the cognitive biases related to competitive intelligence analysis;
- critically discuss the ethical standards related to competitive intelligence;

- discuss desirable qualities of competitive intelligence content;
- demonstrate an understanding of the requirements of actionable intelligence; and
- present actionable intelligence to industry clients.

## **CBE.292 INFORMATION SYSTEMS PROJECTS**

### **Information Systems Projects**

**(PRO001)**

#### **YEAR MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 60**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to get students to integrate and use most of tools they covered in the programmes (BCom IS) to produce a complete software application that meets industry requirements.

#### **OUTCOMES**

Students should be able to:

- develop an integrated software project that must demonstrate all the skills required as a culmination of all the training during their qualification;
- present various deliverables during the different phases of the development of the project; and
- produce relevant documentation according to acceptable standards.

## **CBE.293 INFORMATION SYSTEMS**

### **Information Systems 1A**

**(ILS1A01)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 24**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to introduce students to contemporary information systems and to demonstrate how these systems are used throughout global organisations. The focus of this module is on the key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Utilising the knowledge of how IS provides a competitive advantage, students will gain an understanding of how information is used in organisations and how IT enables improvement in quality, speed, and agility. This module also introduces systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organisations and society.

## OUTCOMES

Students should be able to:

- demonstrate an understanding of how IT enables improvement in quality, speed, and agility;
- demonstrate a grasp of systems and development concepts, technology acquisition, and various contemporary application software;
- explain the technology, people, and organisational components of information systems;
- understand globalisation and the role information systems has played in this evolution;
- understand how businesses are using information systems for competitive advantage versus competitive necessity;
- understand how organisations develop and acquire information systems and technologies;
- understand the value of information systems investments and be able to formulate a business case for a new information system and estimate costs and benefits;
- know the major components of an information systems infrastructure;
- understand how information systems are enabling new forms of commerce between individuals, organisations, and governments;
- be aware of emerging technologies that enable new forms of communication, collaboration, and partnering;

- understand how types of information systems provide the information needed to gain business intelligence to support the decision making for the different functions; and
- understand how enterprise systems foster stronger relationships with customers and how these systems are used to enforce organisational structures and processes.

## **Information Systems 1B**

**(ILS1B01)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to discuss the processes, methods, techniques and tools that organisations use to determine how they should conduct their business, with a particular focus on how computer-based technologies can most effectively contribute to the way business is organised. The module covers a systematic methodology for analysing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased Commercial-Off-The-Shelf (COTS) packages.

### **OUTCOMES**

Students should be able to:

- understand business needs that can be addressed using information technology-based solutions;
- define problems, opportunities, or mandates that initiate projects;
- use at least one specific methodology for analysing a business situation, modelling it using a formal technique, and specifying requirements for a system that enables a productive change in a way the business is conducted;

- learn, and write clear and concise business requirements documents and convert them into technical specifications;
- communicate effectively with various organisational stakeholders to collect information using a variety of techniques and to propose solutions;
- manage information systems projects using formal project management methods;
- demonstrate the use of systems acquisition alternatives that include the use of Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Supply Chain Management (SCM) and outsourced design and development resources;
- use contemporary CASE tools for the use in process and data modelling; and
- design high-level logical system characteristics (user interface design, design of data and information requirements).

## **Information Systems 2A**

**(ILS2A01)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to explore the design, selection, implementation and management of enterprise Information Technology (IT) solutions. The focus is on applications and infrastructure and its fit with the business. Students learn frameworks and strategies for infrastructure management, system administration, data/information architecture, content management, distributed computing, middleware, legacy system integration, system consolidation, software selection, total cost of ownership calculation, IT investment analysis, and emerging technologies. These topics are addressed both within and beyond the organisation, with attention paid to managing risk and security within audit and compliance standards. Students also hone their ability to communicate technology architecture strategies concisely to a general business audience.

### **OUTCOMES**

Students should be able to:

- understand a variety of frameworks for enterprise architecture analysis and decision making;
- evaluate the total cost of ownership and ROI for architecture alternatives;
- Utilise techniques for assessing and managing risk across the portfolio of the enterprise;
- evaluate and plan for the integration of emerging technologies;
- administer systems using virtualisation and monitoring, power and cooling issues;
- manage proliferating types and volume of content;
- understand the core concepts of data/information architecture and evaluate existing data/information architecture designs.
- plan for business continuity;
- understand the benefits and risks of service-oriented architecture;
- understand the role of audit and compliance in enterprise architecture; and
- understand the integration of enterprise systems with inter-organisational partners such as suppliers, government, etc.

## **Information Systems 2B**

**(ILS2B01)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to discuss the processes, methods, techniques and tools that organisations use to manage their information systems projects. The module covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This module assumes that project management in the modern organisation is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This module also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organisation.

### **OUTCOMES**



Students should be able to:

- initiate, specify, and prioritise information systems projects and to determine various aspects of feasibility of these projects;
- understand the phases of the project management lifecycle;
- manage project teams, including the fundamentals of leadership and team motivation;
- manage project communication, both internal to the team, and external to other project stakeholders;
- understand how to initiate projects, including project selection and defining project scope;
- manage project schedules with appropriate techniques and tools;
- manage project resources, including human resources, capital equipment, and time;
- manage project quality, including the identification of the threats to project quality, techniques for measuring project quality, and the techniques for ensuring project quality is achieved;
- manage project risk, including the identification of project risk, and the techniques for ensuring project risk is controlled;
- manage the project procurement process, including understanding external acquisition and outsourcing, as well as the steps for managing external procurement;
- manage project execution, including monitoring project progress and managing project change, and appropriately documenting and communicating project status;
- control projects through information tracking and cost and change control techniques;
- close projects, including administrative, personnel, and contractual closure;
- understand the mechanisms for dealing with legal issues in complex project contexts; and
- appreciate ethnic cultural differences in working with global teams either internal to organisations or by engaging offshore outsourcers.

### **Information Systems 3A**

**(ILS3A01)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 24**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;

- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to introduce students to the core concepts in data and information management. It is centred around the core skills of identifying organisational information requirements, modelling them using conceptual data modelling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalisation techniques, and implementing and utilising a relational database using an industrial-strength Database Management System (DBMS). The module will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the module helps the students understand how large-scale packaged systems are highly dependent on the use of DBMSs. Building on the transactional database understanding, the module provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

## **OUTCOMES**

Students should be able to:

- understand the role of databases and database management systems in managing organisational data and information;
- understand the historical development of database management systems and logical data models;
- understand the basics of how data is physically stored and accessed;
- understand the fundamentals of the basic file organisation techniques;
- apply information requirements specification processes in the broader systems analysis and design context;
- use at least one conceptual data modelling technique (such as entity-relationship modelling) to capture the information requirements for an enterprise domain;
- link to each other the results of data/information modelling and process modelling;
- understand the purpose and principles of normalising a relational database structure;
- design a relational database so that it is at least in 3NF;
- implement a relational database design using an industrial-strength database management system, including the principles of data type selection and indexing;
- use the data definition, data manipulation, and data control language components of SQL in the context of one widely used implementation of the language;
- perform simple database administration tasks;
- understand the concept of database transaction and apply to an application context;

- understand the basic mechanisms for accessing relational databases from various types of application development environments;
- understand the role of databases and database management systems in the context of enterprise systems;
- understand the core concepts of data quality and their application in an organisational context;
- understand the difference between OLTP and OLAP, and the relationship between these concepts and business intelligence, data warehousing and data mining;
- create a simple data warehouse ("data mart"); and
- understand how structured, semi-structured, and unstructured data are all essential elements of enterprise information and knowledge management. In this context, the students will learn the principles of enterprise search.

### **Information Systems 3B**

**(ILS3B01)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 24**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to explore the issues and approaches in managing the information systems (IS) function in organisations and how the IS function integrates, supports or enables various types of organisational capabilities. It takes a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. This module addresses issues relating to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organisation. The remainder of the module is focused on developing an intellectual framework that will allow leaders of organisations to critically assess existing IS infrastructures and emerging technologies as well as how these enabling technologies might affect organisational strategy. The ideas developed and cultivated in this module are intended to provide an enduring perspective that can help leaders make sense of an increasingly globalised and technology intensive business environment.

## OUTCOMES

Students should be able to:

- understand the various functions and activities within the information systems area, including the role of IT management and the CIO, structuring of IS management within an organisation, and managing IS professionals within the firm;
- view an organisation through the lens of non-IT senior management in deciding how information systems enable core and supportive business processes as well as those that interface with suppliers and customers;
- understand the concepts of information economics at the enterprise level;
- appreciate how IS represents a key source of competitive advantage for firms;
- structure IS-related activities to maximise the business value of IS within and outside the company;
- understand existing and emerging information technologies, the functions of IS and its impact on the organisational operations;
- evaluate the issues and challenges associated with successfully and unsuccessfully incorporating IS into a firm;
- understand how strategic decisions are made concerning acquiring IS resources and capabilities including the ability to evaluate the different sourcing options;
- apply information to the needs of different industries and areas; and
- understand the role of IT control and service management frameworks from the perspective of managing the IS function in an organisation.

## CBE.294 INFORMATION PORTALS

### Information Portals 1A

(IMP11A1)

### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

### CALCULATION CRITERIA

#### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### PURPOSE

The purpose of this module is to provide the student with an understanding of what information portals are, and the value they can add to an organisation, distinguish

between different technologies utilised in an information portal and identify what information can be effectively used in an information portal. A student completing this module will be able to identify content suitable for an information portal, determine what features of information portals should be utilised and have a basic understanding of how information portals function.

## **OUTCOMES**

Students should be able to:

- define the concept information portals;
- describe the role information portals play in an organisation;
- describe the different technology used in an information portal;
- determine what information may be valuable in an information portal;
- describe the benefits of having an information portal;
- evaluate the link between information portals and knowledge management;
- setup up a basic information portal; and
- do research on the fundamental functions of information portals.

## **CBE.295 INTEGRATED MARKETING COMMUNICATIONS**

### **Integrated Marketing Communications**

**(MMK2C22)**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to the development and implementation of integrated marketing communication mix strategies. This module prepares students to implement the knowledge and skills that they have mastered to formulate an integrated marketing communication plan that will contribute, firstly, to the success of the organisation and, secondly, to the satisfaction of the consumers' needs.

## **OUTCOMES**

Students should be able to:

- describe, differentiate and apply the elements of an integrated marketing communication mix in general and to a given scenario;
- design and create an integrated marketing communications plan; and

- appreciate, select from, and apply selected technologies in the integrated marketing communications mix.

## **CBE.296 INTRODUCTION TO TOURISM AND HOSPITALITY RESEARCH METHODOLOGY (ITR3AA3)**

### **Introduction to Tourism and Hospitality Research Methodology 3A**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 14**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with a coherent, critical understanding of research principles and to develop the students capacity to identify, analyse and solve problems. The module also aims to provide students with the theory and skills to do postgraduate research under supervision and to guide students how to write up a final research proposal through which they will demonstrate their ability to access resources, to extract relevant information, to contextualise and interpret information and to use the correct referencing techniques.

#### **OUTCOMES**

Students should be able to:

- differentiate between various social research strategies design;
- identify and discuss the various social research strategies and research design;
- differentiated between different data collection and analyses techniques;
- reflect on theoretical knowledge to identify a research problem; and
- compile and present a research proposal in your respective field.

## **CBE.297 INVESTMENT MANAGEMENT**

### **Investment Management 2A**

**(IVM02A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide the student with a basic, yet applicative knowledge of fundamental concepts of finance, and where each of these concepts fits into the financial management function.

## **OUTCOMES**

Students should be able to:

- demonstrate their ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
- explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed stream of cash flows;
- explain and perform advanced calculations of the components of working capital management including current assets and liabilities;
- analyse, calculate and interpret ratios relating to working capital management;
- explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlations;
- differentiate and discuss the characteristics and working of basic debt instruments and understand the cost of capital concept by performing advanced calculations; and
- explain the basic valuations of equity capital by performing simple calculations; and
- explain basic valuations of equity capital by performing simple calculations.

## **Investment Management 2B**

**(IVM02B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide students with a foundation in the specialised subject area of equity investments. The module is comprised of a range of equity concepts, principles and theories. Mastering of the module will provide students with the ability to synthesise essential equity valuation techniques and strategies.

## OUTCOMES

Students should be able to:

- distinguish between different financial markets and instruments;
- explain the framework and functioning of securities markets;
- analyse financial statements;
- apply valuation principles and practices;
- conceptualise the analysis and management of common stock;
- discuss and apply company analysis and stock valuation techniques;
- explain and analyse different equity portfolio management strategies;
- discuss and apply technical analysis techniques in managing common stock; and
- discuss the framework for ethical conduct in the investment profession by focussing on the Chartered Financial Analyst (CFA) Institute Code of Ethics and Standards of Professional Conduct.

## Investment Management 3A

(IVM03A3)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide students with the fundamentals in interest-bearing, foreign exchange and property investments. The module is comprised of a range of instruments, principles and theories related to these markets. Mastering of the module will provide students with the ability to synthesise related techniques and strategies.

## OUTCOMES

Students should be able to:



- explain, interpret and apply the factors that determine the level of interest rates and those that influence their pattern;
- apply, calculate and interpret time value of money (TVM) concepts including simple and compound interest, discrete and continuous compounding, interest conversions;
- calculate and interpret spot and forward interest rates and spreads;
- discuss the significance of the money market and money market instruments;
- define, discuss, calculate and interpret issue and trading prices of money market instruments;
- apply key bond feature information;
- analyse different fixed income instruments found in most markets;
- apply the fundamental principles of bond valuation;
- discuss the different components of property investment;
- analyse and value an investment property;
- explain the foreign exchange market's origin and components;
- explain the mechanics behind foreign exchange transactions;
- calculate the appropriate foreign exchange rates;
- apply all information regarding the forward FX market;
- apply the concepts of swap transactions; and
- understand plagiarism and the consequences thereof.

### **Investment Management 3B**

**(IVM03B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide students with the fundamental knowledge to analyse interpret and understand portfolio management and derivative market and instruments. Mastering of the module will provide students with the ability to synthesise related techniques, theories and strategies.

#### **OUTCOMES**

Students should be able to:

- prove mastery of the concepts risk and return;

- make the asset allocation decision by incorporating all relevant aspects;
- demonstrate comprehension of efficient capital markets;
- apply Markowitz portfolio theory;
- show an understanding of asset pricing models and multifactor models of risk and return;
- specify the asset management industry;
- evaluate the performance of investment portfolios;
- discuss and apply introductory concepts to derivative markets and securities;
- analyse and comprehend the dynamics of forward and future contracts;
- analyse and comprehend the dynamics of option contracts,
- analyse and comprehend the dynamics of swap contracts, convertible securities and other embedded derivatives; and
- present portfolio performance compliant with Global Investment Performance Standards (GIPS).

## **CBE.298 IT APPLICATIONS FOR HOSPITALITY MANAGEMENT**

### **IT Applications for Hospitality Management 2A**

**(ITH1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 8**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce information technology (IT), statistical concepts and methods including descriptive, inferential statistics, distributions and correlation techniques to Hospitality Management students. These students will be able to manipulate files and demonstrate proficiency using word processing applications and Micros Opera Systems, front and back of house training to solve business problems and to use presentation software in the Hospitality Industry.

#### **OUTCOMES**

Students should be able to:

- apply intermediate level knowledge of concepts and terms associated with IT;
- use functions of a PC and its operating system;
- use a word processing and presentation application on a computer;
- apply basic statistical concepts and methods; and
- use the Micros Opera Systems to solve problems in a hospitality environment

## **CBE.299 KNOWLEDGE AT RISK**

### **Knowledge at Risk 3B**

**(IMR23B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce students to the theory of how knowledge can be applied when facing risk. The module is approached from two distinct perspectives, namely when organisational knowledge is at risk; and secondly the need for knowledge when faced by risk. The student will apply personal knowledge mastery as foundational to learning practices to:

- 1) describe the importance and purpose of knowledge management standards as a common goal and guideline for knowledge management in an organisation;
- 2) show cognisance of knowledge harvesting programs and platforms to mitigate knowledge attrition in organisations as a result of employee turnover and retirees;
- 3) recognise the threats and opportunities associated with the fourth industrial revolution;
- 4) differentiate the “to-know” from the “how-to-do” as depicted in the knowledge translation toolkit; and
- 5) evaluate frameworks for risk management and knowledge management in life threatening situations.

### **OUTCOME**

Students should be able to:

- application of personal knowledge mastery;

- understanding of knowledge management standards;
- understanding of knowledge harvesting programmes and platforms;
- understanding of fourth industrial revolution threats and opportunities;
- differentiation between “to-know” and “know-how-to-do” as applicable to the knowledge translation toolkit;
- evaluation of frameworks for risk management and knowledge; and
- discussion and identification of knowledge management principles in life threatening situations.

## **CBE.300 KNOWLEDGE ECONOMY**

### **Knowledge Economy 2B**

**(IMK22B2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to equip students with the necessary knowledge to identify the characteristics of a knowledge economy. The student will have a comprehensive understanding of 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 differentiate between the specific characteristics and skills necessary to contribute to the workplace in the knowledge economy. Students are equipped with research skills through report writing regarding these aspect.

#### **OUTCOMES**

Students should be able to:

- discuss the characteristics of the knowledge economy,
- discuss the concept and components of 'intellectual capital';
- describe the relationship between knowledge management and intellectual capital,
- describe the concept of 'knowledge work',

- describe the support necessary to produce a knowledge economy; and
- do research on information management issues regarding the knowledge economy.

## **CBE.301 KNOWLEDGE MENTORING**

### **Knowledge Mentoring 3A**

**(IMM13A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce students to the theory of sharing hidden know-how and design thinking in business. Students will develop their knowledge mentoring strategy based on knowledge transfer tenets, discover the link between knowledge mentoring and the commercialisation cycle, and study the role of the knowledge manager in creating business value, by means of linking the business model canvas and commercialisation cycle. This will be achieved when students are able to write two original business case studies on how their company uses information on products, customers and services more effectively than competitors in pursuing strategies, building business capabilities, and succeeding at the commercialisation of services and products.

#### **OUTCOME**

Students should be able to:

- interpret the theory of sharing hidden know-how and design thinking;
- demonstrate theoretical and practical knowledge of knowledge mentoring strategy based on knowledge transfer tenets;
- perform chiastic analysis; and
- apply the five Go-Giver laws.

## **CBE.302 LOGISTICS MANAGEMENT**

### **Logistics Management 2A**

**(LMA12A2)**

**SEMESTER MODULE****NQF LEVEL: 6****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide a global overview of logistics management and an understanding and appreciation of the value of a total system approach to the management of all those activities involved in the logistics management process. Students should possess fundamental knowledge of logistics concepts and the important role of logistics and the management thereof in supply chains and economies for management decision-making. Students should reflect on study material in the context of a logistics organisation or the logistics function of a company.

**OUTCOMES**

Students should be able to:

- explain the basic logistics concepts, discussing and reflecting on the important role of logistics and the management thereof, on a macro- and a micro level;
- identify and describe the elements of and role players in the business logistics supply chain, reflecting on the importance of each;
- identify and discuss the relationship between logistics and other important functional areas, and the management activities in the logistics function, reflecting on the importance of each;
- plan and undertake research in the logistics field, including gathering, analysing and interpreting related information, and reflecting upon the research undertaken; and
- communicate effectively, in writing and/or verbally, with respect to aspects of logistics profession, and reflect upon the communication undertaken.

**Logistics Management 2B****(LMA22B2)****SEMESTER MODULE****NQF LEVEL: 6****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of the module is to build on the foundation established in Logistics Management 2A and consequently to provide the student with a holistic overview of logistics management fundamentals by following a total system approach to the management of all those activities involved in physically moving materials and finished goods inventory from the point of origin to the point of consumption. Students should acquire knowledge about the fundamental aspects of outbound logistics (or physical distribution management) placing emphasis on transportation, warehousing, materials handling, packaging, and logistics performance management and control. Students should reflect on study material in the context of a logistics organisation or the logistics function of a company and be prepared for a career in logistics management with a basis for further learning in the field of logistics management.

## **OUTCOMES**

Students should be able to:

- identify, describe and apply the fundamental aspects of warehousing, materials handling, packaging, and transport management, as well as reflecting on the importance of each;
- identify, describe and apply fundamental aspects of logistics performance management and control;
- identify and discuss the relationship between logistics and other important functional areas, and the management activities in the logistics function, reflecting on the importance of each;
- plan and undertake research in the logistics field, including gathering, analysing and interpreting related information, and reflecting upon the research undertaken; and
- communicate effectively, in writing and/or verbally, with respect to aspects of logistics profession, and reflect on the communication undertaken.

## **Logistics Management 3A**

**(LMA13A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with an overview of strategic logistics management by following a total systems approach regarding the management of all those activities involved in physically moving materials and finished goods inventory from the point of origin to the point of use or consumption. The importance of customer service, the distribution network and network design are emphasised in the development of the strategic logistics plan. The module will provide students with a framework (logistics audit) that can be used for the development of the logistics strategy.

## **OUTCOMES**

Students should be able to:

- summarise the basic concepts of the customer service strategy, distribution networks and the logistics network relating to the strategic logistics plan;
- discuss the logistics audit that provides the information required for the development of the logistics strategy;
- describe logistics relationships and explain strategic supplier relationships; and
- evaluate different logistics strategies used by industry.

## **Logistics Management 3B**

**(LMA23B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the student to international trade and international logistics management with an emphasis on international transport, documentation, role players and clearing and forwarding of goods in global trade.

## **OUTCOMES**

Students should be able to:

- identify and summarise possible problems and solutions encountered in international trade and transport, reflecting on the important role of transport in international trade;



- identify and describe the elements of, and role players in international trade and transport, reflecting on the importance of each and the possible team work involved in organising international trade and transport;
- identify and evaluate the role and responsibilities that a logistics manager would need to undertake with respect to import and export trade; and
- plan and undertake research in the international logistics field, including gathering, analysing and interpreting related information using the appropriate management technology and reflecting upon the research undertaken.

## **CBE.303 LOGISTICS MANAGEMENT SYSTEMS**

### **Logistics Management Systems 3A**

**(LMS13A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide students with insight into the importance of quantitative analysis as a decision-making tool on a strategic, tactical and operational level in logistics. Basic quantitative analysis techniques such as linear programming, forecasting, decision analysis and simulation applicable to logistics decisions will be introduced.

#### **OUTCOMES**

Students should be able to:

- explain the basic concepts of quantitative analysis as tools for decision-making, reflecting on the important role thereof in logistics and supply chain management;
- analyse the important elements of quantitative analysis, reflecting on the applications thereof;
- apply linear programming, forecasting, decision analysis and simulation tools to enable students to make improved logistics decisions at a strategic, tactical and operational level; and
- apply the management principles of organising and coordinating resources in a quantitative analysis context, reflecting on the financial implications and the applications made.

## **Logistics Management Systems 3B**

**(LMS23B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with insight into the importance of business systems as decision-making tools at a strategic, tactical and operational level in logistics with specific reference to information systems, material - distribution - and enterprise requirements planning systems as well as warehouse management, routing and scheduling - and advanced planning systems. In addition, adjustments to the standard EOQ model and various modeling approaches to facility location analysis will be explained.

### **OUTCOMES**

Students should be able to:

- explain the importance and the framework of supply chain information systems;
- apply materials - and distribution requirement planning to address inventory issues;
- explain the role of enterprise resource – and advance planning systems, as well as warehouse management and routing and scheduling systems in a company;
- apply adjustments to the EOQ model to select a transport mode or select order quantities; and
- apply various modelling approaches to facility location that will enable you to identify the most suitable location for a logistics facility.

## **CBE.304 MANAGEMENT ACCOUNTING STRATEGY**

### **Management Accounting Strategy 2A**

**(MAS02A2)**

### **SEMESTER MODULE (COUPLET MODULE)**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

- The Final mark will be calculated using 60% of the highest mark of the Semester mark or Exam mark and 40% of the lowest of the Semester or Exam mark;

- Students need **40%** for exam admission;
- Students with a final mark between **40 – 49** will be awarded a sup exam;
- Same rules will apply for the sup exams, but the results will be capped.

## PURPOSE

The purpose of this module is to provide students with the fundamental understanding of the role of the finance function and how it interacts with and support the other functions within organisations. The module further articulates the organisations vision and the role of the finance function in a digital world.

## OUTCOMES

Students should be able to:

- explain the roles of the finance function in organisations and the activities performed to fulfil these roles;
- identify and discuss in the technologies that affect business and finance;
- explain how the finance function uses digital technologies to fulfil its roles;
- discuss the ways in which data is used by the finance function to create and preserve value for organisations;
- describe the structure and shape of the finance function and explain what each level of the finance function does; and
- describe how the finance function interacts with different functions within the organisation.

## Management Accounting Strategy 2B

**SEMESTER MODULE (COUPLET MODULE)**

**NQF LEVEL: 6**

**(MAS02B2)**

**NQF CREDITS: 12**

## CALCULATION CRITERIA

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## PURPOSE

The purpose of this module is to provide students with the understanding of business models and the management of people and projects to achieve organisational goals in a digital world. The purpose of this module is to provide students with the skills to use an organisations' business model as a framework to manage its value creation process. It is centred on the concept of strategic financial management and how organisational

goals can be implemented through managing the performance of people, and projects. 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 and the role of the management accountant in supporting strategy formulation;
- explain fundamentals of business models and how new business and operating models can be developed to improve the performance of organisations;
- discuss the ecosystems of organisations and discuss new business models in digital ecosystems;
- explain how different styles of leadership can be used to manage and improve the performance of individuals so they can achieve organisational goals; and
- discuss project management concepts and the use of project management concepts and techniques to implement strategies effectively and efficiently.

## **CBE.305 MANAGEMENT IN TOURISM AND HOSPITALITY**

### **Management in Tourism and Hospitality 1A**

**(MRH1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to introduce students to the main themes and concepts of Business Management in a tourism/hospitality context. Students will understand the concepts of planning, organising, leading and controlling a tourism and hospitality enterprise within a local and global environment.

## **OUTCOMES**

Students should be able to:

- explain the theories of management which include scientific management theory, general administrative theory, the quantitative approach and systems approach;
- discuss the factors and challenges of the business environment that can have an impact on the tourism/hospitality industry;
- describe the different competencies and skills that managers should practice within the tourism/hospitality industry;
- explain what business is about and relate it to tourism and hospitality management;
- list and describe the tourism and hospitality manager, and different levels of management;
- explain tourism and hospitality entrepreneurship, and the different types of entrepreneurs;
- explain how to establish a business and distinguish the different legal forms of ownership; and
- identify internal and external variables in the business environment.

## **Management in Tourism and Hospitality 1B**

**(MRH1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce hospitality and tourism students to the field of general management. In addition, the module aims to develop a student who can clearly demonstrate a focused knowledge on the issues of the manager and the development of management theory as well as the functional areas of a business, namely operations management, human resource management, marketing management, financial management, and purchasing and supply management. In addition, this module aims to provide students with an overall understanding of the value chain and marketing management within the hospitality and tourism industry, so that they can interpret the process from sourcing to distributing and selling of products.

### **SPECIFIC OUTCOMES**

Students should be able to:

- identify the management functions within the hospitality/tourism context;
- explore the role and importance of operations, human resources, marketing and financial management in the organisation;
- discuss the role and importance of purchasing and supply management in the organisation;
- define marketing management as a concept;
- explain the elements of the value chain;
- explain the variables of the marketing mix within the hospitality and tourism environment;
- illustrate how market research should be applied within the hospitality and tourism environment; and
- discuss the marketing challenges experienced by marketing managers within a hospitality and tourism?

## **Management in Tourism and Hospitality 2A**

**(MRH2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with an overall basic understanding of key human resource management issues in the tourism and hospitality environment. Students will acquire a working understanding of human resource functions such as job analysis, recruitment and selection processes, induction, motivation, training and development, group-work, leadership and performance management.

### **OUTCOMES**

Students should be able to:

- elaborate the function and role of Human Resource (HR) practitioners;
- explain the steps and stages of the employment process, including job analysis;
- demonstrate an understanding of motivational theories and their application in HR, including performance enhancement and management;
- determine the role of employees and unions in the labour market;
- analyse and demonstrate an understanding of the labour legislation within South Africa; and

- determine the impacts of conflict in the workplace.

## **Hospitality in Marketing Management 2B**

**(HMN2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with an overall understanding of the value chain and of marketing management within the hospitality industry, so that they can interpret the process from sourcing to distributing and selling of products and services.

### **OUTCOMES**

Students should be able to:

- define marketing management as a concept;
- explain the elements of the value chain;
- explain the variables of the marketing mix within the hospitality environment;
- illustrate how market research should be applied within the hospitality environment; and
- discuss the marketing challenges experienced by marketing managers within a hospitality context.

## **Management in Tourism and Hospitality 3A**

**(MTH3AA3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to expose students to an introduction of strategic management in the context of a tourism/hospitality business environment. The module aims to provide students with the necessary skills to formulate an outcome-orientated vision and mission, design objectives and values based on strategic planning, provide context for effective business strategy generation, implementation and evaluation. In addition, the module provides students with an understanding of the contemporary paradigms associated with the quest for building a sustained competitive advantage in a complex business environment. This includes understanding corporate culture, corporate social responsibility, environmental sustainability and management information systems.

## **OUTCOMES**

Students should be able to:

- identify the nature and process of strategic management in a business environment;
- identify business strategy formulation, implementation and evaluation;
- identify the rationale of business strategy and the quest for competitive advantage, and
- conceptualise corporate culture, corporate social responsibility, environmental sustainability, ethics and management information systems as drivers of a successful business.

## **Management in Tourism and Hospitality 3B**

**(MTH3BB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide students with intellectual and practical competencies of various entrepreneurial opportunities in establishing or acquiring, managing and growing an entrepreneurial business. The students will gain knowledge, analytical and practical skills in terms of the factors that contribute to business failure and



recommend growth methods and strategies. In addition, the module will equip students with the techniques to develop a business plan for a start-up business in the hospitality environment. Students should be able to work in a team and deliver a practically executable business plan.

## **OUTCOMES**

Students should be able to:

- assess and research a variety of entrepreneurial opportunities in acquiring a small business, for example a start-up, family business, franchising and buyout opportunities within the hospitality/tourism industry;
- conduct the feasibility and viability of the identified business ideas;
- describe the factors that contribute to business failure and Identify and recommend different growth methods;
- develop an understanding of the theories and principals involved in developing business plans;
- formulate a comprehensive business plan, including sub-plans to cover aspects such as financial, marketing, product or service plan and a human resources plan; and
- present and defend the business plan to a panel of industry adjudicators.

## **CBE.306 MARKETING MANAGEMENT**

### **Marketing Management 1A**

**(MMA11A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to marketing principles in a variety of business contexts. Students will learn how concepts such as the marketing mix elements, segmentation, targeting and positioning are developed, implemented, and evaluated. Students will further develop an understanding of the core elements of the marketing process and will acquire some practical skills needed to make marketing decisions.

## **OUTCOMES**

Students should be able to:

- conduct a marketing environment analysis for an organisation using a defined method;
- explain the importance of consumer behaviour from a marketing perspective;
- describe and apply market segmentation, targeting and positioning theories to practical scenarios;
- evaluate the product decisions that a marketer faces and indicate how it impacts the organisation;
- identify and assess the importance of the marketing mix elements; and
- explain and apply an integrated marketing communication approach to a selected task.

## **Marketing Management 1B**

**(MMA21B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to the fundamentals of marketing management, including the extended marketing mix, relationship marketing, business-to-business marketing, the marketing research process and new technologies in the marketing field.

## **OUTCOMES**

Students should be able to:

- identify and explain the extended marketing mix as it applies in services marketing;
- identify and explain the importance of relationship marketing in contemporary markets;
- demonstrate an understanding of the complexities of business-to-business marketing;
- outline the marketing research process for a given scenario;
- describe how new technologies are impacting the marketing and branding practices of a variety of organisations; and

- identify and address the legal and ethical issues that marketers need to consider in various organisations and situations.

## **Marketing Management 2A (Consumer Behaviour)**

**(MMA12A2)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce students to the psychological and behavioural concepts and theories relating to consumer behaviour and the consumer decision-making process. The module will provide an overview of the macro-environmental and regulatory forces that influence consumer behaviour. The module will explore the influence of individual factors and socio-cultural factors that affect consumer behaviour.

### **OUTCOMES**

Students should be able to:

- apply the principles of consumer and/or organisational behaviour to solve problems in scenarios and case studies and reflect on the applications made;
- discuss the importance of consumer behaviour in a variety of contexts and explain how consumer behaviour fits into the overall marketing process;
- explain in detail the various external factors that influence consumer behaviour;
- identify and assess the internal variables that affect how consumers behave;
- identify how consumers make decisions and apply this knowledge to solve marketing problems;
- differentiate between household decision-making and organisational decision-making and compare the two methods; and
- explain how marketing regulations affect consumer behaviour.

## **Marketing Management 2B (Services Marketing)**

**(MMA22B2)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide the student with the knowledge and understanding of services marketing as an integral part of the 21<sup>st</sup> century. Due to the immense growth of the service sector in recent years, it is imperative that students develop intellectual competencies and practical skills to be future marketers within a service environment.

This module will introduce students to the basic principles underlying services marketing and will more specifically address the importance of service quality management, service development and design, the service delivery process, 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.

## **OUTCOMES**

Students should be able to:

- discuss the importance of service quality and how marketers should manage it;
- discuss the gaps model of service quality and apply it to an example;
- comment on the unique demands of service design and explain how a new service can be developed;
- differentiate between the pricing strategies that are available for services;
- discuss the service delivery process and the various considerations that should be kept in mind;
- explain how marketers should manage employees', customers' and the physical environments' roles in service delivery;
- explain the unique demands of services marketing communication and discuss the various communication strategies that can be implemented when marketing services;
- discuss how marketers can match service demand and capacity;
- explain how organisations can build relationships with their customers; and
- differentiate between the different types of service failures and explain how organisations can recover from these failures.

## **Marketing Management 3B (Strategic Marketing)**

**(MMA23B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this capstone module 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 module is to provide students with a holistic view of the role, power and strategic importance of the marketing function in an organisation.

## **OUTCOMES**

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:
  - analyses 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.

## **CBE.307 MARKETING RESEARCH**

### **Marketing Research**

**(MMK13A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module 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.

## **OUTCOMES**

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.

## **CBE.308 ORGANISATIONAL BEHAVIOUR**

### **Organisational Behaviour 2B**

**(OGB2BB2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of the module is to provide the student with general principles of organisational behaviour and exposure to the workplace so that they can apply these principles in the workplace.

## **OUTCOMES**

Students should be able to:

- Identify organisational culture and the role of human resources;

- define and apply organisational behaviour (OB) for the individual hospitality employee;
- discuss aspects-group behaviour in hospitality organisations to address communication, leadership, power, politics, conflict, and negotiations; and
- describe organisational change and stress management within the hospitality organization

## **CBE.309 PRINCIPLES OF BUSINESS**

### **Principles of Business 11**

**(PRB1CP1)**

#### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with an introduction to the operating context and nature of a business to enable students to understand the management of an organisation and the interaction between the internal and external environments within which the organisation functions.

Additionally, the module will introduce students to management theory and the primary management tasks of planning, organising, leading and controlling. The module will also provide a broad overview of the ethical considerations for business managers.

#### **OUTCOMES**

Students should be able to:

- examine the influence of change on the nature of business management;
- display an understanding of the influence of the internal and external business environment of an organisation;
- discuss the interaction between an organisation and its environment;
- distinguish between the main economic systems and the corresponding influence on the nature of business management;

- differentiate between how organisations are managed, administered, governed and regulated in different economic systems;
- examine 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;
- evaluate all the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks;
- describe the purpose of different types of businesses; and
- display an understanding of the nature and legal status of different types of businesses.

With regards to planning:

- examine the purpose of an organisational mission and how it influences goal setting and planning;
- display an understanding of the management tools and techniques involved in innovative planning as well as strategic management;
- examine the different approaches to decision making as well as the types and characteristics of decisions; and
- analyse the managerial decision-making process in light of the different decision making styles of managers.

With regards to organising:

- explain the different business organisation structures;
- examine the management tools and techniques involved in managing an organisational change process; and
- evaluate the function of Human Resources (HR) and how it relates to the process of individuals and teams being recruited, selected, rewarded and managed.

With regards to leading:

- analyse different approaches and styles of leadership as well as how trends have shaped changes in leadership approaches;
- examine the tactics as well as the sources of power leaders use to influence others;
- distinguish between the different sources of motivation and how managers can use theoretical insights to motivate and empower employees; and
- display an understanding of the role of communication for effective management.

With regards to controlling;

- analyses the control process as well as different approaches to applying control in an organisation; and
- examine the different techniques and trends relevant to the control function.



With regards to ethical considerations:

- demonstrate an understanding of personal and business ethics;
- examine the role of business in society, considering the needs and resources of the community;
- examine the interaction of the business with key stakeholders;
- describe the role of corporate governance; and
- explain the role of social responsibility in a business.

## **Principles of Business 12**

**(PRB2CP1)**

### **ONLINE MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to introduce the role and function of the finance function, marketing and communication and the legal environment that businesses operate in.

Firstly, this module will provide students with an overview of the purpose and role of the finance function in an organisation. The module also introduces students to the activities associated with the finance function and the role of financial information in a business. Secondly, this module provides students with an overview of the principles of marketing and insight into the marketing function. The module also introduces students to the marketing mix and different approaches to marketing.

Lastly, this module aims to provide a framework for understanding the legal environment in which international business operates. The module provides a foundation for understanding the basic principles of international business law.

### **OUTCOMES**

Students should be able to:

With regards to the finance function:

- explain the purpose of the finance function and its relationships with other parts of the business;

- examine the contribution the finance function makes to the organisations operations and the sustainable delivery of the organisation's strategies;
- demonstrate an understanding of the activities fundamental to the role of the finance function (accounting operations, analysis, planning, decision making and control);
- examine how the function of accountancy and audit assists in communicating, reporting and assuring financial information, managing risk, and in effective financial control and compliance;
- display an understanding of the sources and purpose of financial information, provided by business; and
- examine the purpose of the marketing function and its relationship with other parts of a business.

With regards to the marketing function:

- display an understanding of the marketing process, elements of marketing strategies and the scope of marketing in the context of an organisation;
- describe the marketing communication strategies used by organisations in reaching the consumer;
- understand the process, tools and techniques involved in formulating an organisations' marketing strategies; and
- explore the marketing mix and the role it plays in targeting customers. Examine the role of communication with customers, including the use of emerging technologies and different media.

With regards to the legal environment:

- formulate a framework of the legal environment in which international business operates that would help students make sense of the potential legal implications of international endeavours;
- identify and discuss the three major forms of international businesses;
- describe the theoretical and concrete foundations of international business law including public law and private law;
- critically assess different legal systems, including common law, civil law and Islamic law system; and
- analyse dispute resolution of international business transactions.

## **CBE.310 PROJECT MANAGEMENT**

### **Project Management**

**(PRM3BB3 or PMT3CP3)**

### **SEMESTER MODULE (PRM3BB3)**

### **ONLINE MODULE (PMT3CP3)**

**NQF LEVEL: 7**

**NQF CREDITS: 14**

## **CALCULATION CRITERIA FOR PRM3BB3**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR PMT3CP3**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the student with a wide range of theoretical and practical knowledge in the field of project management.

## **OUTCOMES**

Students should be able to:

- understand the introduction to generic project management including project definition, life cycle, management functions, project constraints, terminology and general education and ethical issues;
- analyses project initiation including project proposal and scoping, statement of work, selection, organisation;
- demonstrate an understanding of project implementation including planning, financing, scheduling, resourcing, monitoring and control; project termination including auditing, termination and reporting; and
- understand the latest developments in project management including future considerations, impacts on private and public sector, demographics, information technology, and career paths of the project manager.

## **CBE.311 PROPERTY VALUATION AND MANAGEMENT**

### **Property Valuation and Management 2A**

**(PVM02A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to relate knowledge of basic building construction, building contracts and the construction process to the valuation of property.

**OUTCOMES**

Students should be able to:

- show an understanding of the structure of the building and property industry in South Africa and the relationship thereof with the valuation industry;
- analyse and comprehend the different elements in building design and construction;
- identify and evaluate problems in existing buildings;
- apply the principles of environmental control in buildings; and
- show an understanding of the construction process and the different types of building contracts.

**Property Valuation and Management 2B****(PVM02B2)****SEMESTER MODULE****NQF LEVEL: 6****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to conduct a valuation of a single residential property.

**OUTCOMES**

Students should be able to:

- prove mastery of the concept of market value;
- demonstrate comprehension of the sources of information available to the valuer;
- collect and analyse market information;
- show an understanding of the different methods of valuation; and
- apply the market approach to single residential property.

## **Property Valuation and Management 3A**

**(PVM03A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to conduct mass valuations and valuations on income producing properties.

### **OUTCOMES**

Students should be able to:

- prove mastery of the concepts “potential” and the “highest and best use” of property;
- demonstrate comprehension of the influence of leases on value;
- determine the market value of an income producing property;
- determine the replacement cost of a property for insurance purposes;
- produce a valuation report; and
- apply the techniques applicable to mass valuation.

## **Property Valuation and Management 3B**

**(PVM03B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to conduct valuations of undeveloped property by applying discounted cash flow and feasibility studies methodologies.

### **OUTCOMES**

Students should be able to:

- prove mastery of the concepts discounted cash flow and feasibility studies to value property;
- assess the influence of servitudes on the value of property;
- show an understanding of the factors influencing the value of agricultural property;
- apply the principles underlying the valuation of special properties; and
- apply the principles of valuation as contained in the Expropriation Act.

## **CBE.312 PUBLIC LEADERSHIP AND LOCAL GOVERNANCE**

### **Public Leadership and Local Governance 1A**

**(PLG1AA1)**

**(Blended learning)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to orientate first year students in regional and local governance institutions and functions within the context of the statutory and regulatory framework within which it must operate. This includes identifying and distinguishing various provincial and municipal processes, and an exploration of the institutional roles and activities to operationalise service delivery objectives. It further includes all the core constitutional and legislative stipulations and obligations of municipalities as well as key regulatory guidelines, regulations and directives for specific municipal functions.

### **OUTCOMES**

Students should be able to:

- explain the role of regional and local government within the South African constitutional system of co-operative governance and intergovernmental relations;
- identify core regional and local government institutions and explain their power and functions;
- identify and explain the manifestation of local government as a formal governmental agency in South Africa;
- explain the general institutional regulatory and policy contexts within which local government operates in South Africa;

- explain the different spheres of government and inter-governmental relations in South Africa;
- assess local government structures and functions in South Africa and how to apply effective leadership and management in South African local government;
- demonstrate an understanding of the constitutional obligations of local government;
- explain the structural and functional frameworks for municipalities in South Africa;
- explain the roles and functions of public office bearers in local government;
- demonstrate an understanding of the municipal function-specific legislative and regulatory frameworks;
- demonstrate an understanding of the strategic frameworks required for continuous municipal improvement;
- demonstrate an understanding of local democracy, public participation mechanisms and election processes;
- identify local government and service delivery specifications;
- demonstrate an understanding of local governance landscape including the socio-economical, demographical and developmental realities; and
- demonstrate an understanding of the performance management and public accountability issues in local governance.

## **Public Leadership and Local Governance 1B**

**(PLG1BB1)**

**(Blended learning)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA:**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to orientate first year students in the significance of good local governance through the promotion of ethical conduct and effective leadership. This orientation includes the normative principles of municipal management and governance, the different forms of unethical conduct among political office-bearers and municipal officials; 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 government; political and administrative leadership challenges in local governance, as well as leadership fundamental, styles, traits and attributes, skills and development.

## OUTCOMES

Students should be able to:

- identify the tenets of good local governance;
- demonstrate an understanding of the ethical foundations including the prevalence of corruption, nepotism and maladministration in municipalities;
- analyse a theoretical exposition of ethics, norms, values, professionalism and accountability;
- demonstrate an understanding of how unethical conduct implicates legitimate local governance;
- identify the official mechanisms to curb unethical conduct in local government;
- demonstrate an understanding of managerial measures and remedies to prevent unethical conduct in municipalities;
- analyse a case study in unethical conduct in a municipality;
- identify the leadership challenges in local governance;
- identify the requirements of political and administrative leadership in local governance;
- identify and apply leadership fundamentals, leadership styles, traits, skills and attributes in local governance; and
- identify the processes and techniques for ensuring continuous leadership development within municipalities.

### **Public Leadership and Local Governance 2A**

**(PLG2AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to provide a broad overview concerning the challenges in addressing gender issues in leadership with specific reference to the local government context and its programmes to address women's leadership and development. 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 budgeting techniques and how to translate a strategic overview into an operating budget.

## **OUTCOMES**

Students should be able to:

- explore historical and current contexts for women's leadership;
- explore issues and considerations in women's leadership and how this applies to the local government context;
- identify what men and women need to know about leadership development;
- explore practical strategies to develop talented women leaders;
- explore self-development strategies, mentorship and coaching programmes to introduce to developing leaders within local government;
- explore present and future leadership;
- demonstrate an understanding of how to set budget parameters within a local government context in line with overall strategy and related programmes;
- demonstrate an understanding of how to integrate legislative framework within budget;
- determine the impact of internal and external environments in setting budget parameters within a local government context;
- establish how budgeting reporting procedures are implemented and how they are relayed to all relevant role players;
- apply contingency plans and list solutions to problems relating to budget constraints;
- determine methods of allocation in relation to budget parameters and how these are relayed to relevant stakeholders according to overall local government budgetary allocation procedures; and
- demonstrate an understanding of how budgetary processes and procedures are monitored and evaluated.

## **Public Leadership and Local Governance 2B**

**(PLG2BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to orientate second year students regarding selected public governance leadership issues with specific reference to managerial, national and provincial leadership; leadership and local service delivery; leading a learning organisation; government leaders as network agents and social architects; team leadership; leadership communication, strategic 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 global leadership, African and Ubuntu-leadership, the module further seeks to impart knowledge regarding traditional leadership and the role of tribal authorities in local governance.

## **OUTCOMES**

Students should be able to:

- demonstrate an appropriate level of knowledge and understanding of public governance leadership with specific reference to managerial, national and provincial political leadership;
- explain the significance of leadership to create an innovative learning organisation for local service delivery;
- demonstrate the ability to contextualise team leadership and leadership communication;
- demonstrate knowledge and understanding of selected leadership issues with specific reference to strategic and visionary leadership, transformational leadership and leading change;
- explore the significance of traditional and African leadership;
- explain the leadership role of the South African Government on the African continent and in the BRICS;
- identify the need for systematic local leadership and management capacity-building for effective public services delivery in developing societies, and especially in South Africa,
- define and break down problems and challenges such as capacity-building in manageable issues; and
- develop and apply strategies for maximising capacity development and improvement for improved local service delivery.

## **Public Leadership and Local Governance 3A**

**(PLG3AA1)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

## **CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## PURPOSE

The purpose of this module is to provide a broad overview of the essential nature and successful implementation of integrated development planning as well as local economic development imperatives through the application of performance management instruments and project management practices.

## OUTCOMES

Students should be able to:

- demonstrate an appropriate level of knowledge and understanding of the context of integrated development planning and local economic development in local government;
- differentiate the theoretical underpinnings of local economic development;
- explore the core processes and steps for Integrated Development Planning;
- demonstrate an understanding of the statutory basis for local government planning in South Africa;
- analyse the relationship between local economic development and integrated development planning;
- explain and apply processes associated with integrated development planning and local economic development;
- analyse the rationale for integrated development planning;
- explore the key drivers for local economic development in South Africa, and the good practices required to support successful LED projects;
- discuss the expected outcomes for developmental local government;
- evaluate and apply performance management systems and performance monitoring and evaluation instruments in municipalities;
- explore the components of local economic strategy development;
- explore the various types of local economic development interventions and projects;
- explain and apply project management principles and life cycle phases;
- analyse the significance of political oversight in project governance;
- provide an exposition of municipal service partnerships, outsourcing, contract management and service level agreements;
- explore performance management from a foundational local government perspective; and identify the processes and techniques for designing performance management systems, monitoring and evaluation programmes;
- examine the significance of policy design for sustainable local economic development;

- ascertain the status of local economic development interventions in South Africa: Contemporary Case Studies; and
- examine the role of the Fourth Industrial Revolution technologies (4IR) technologies in advancing the LED programmes and projects in South Africa.

## **Public Leadership and Local Governance 3B**

**(PLG3BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide a broad overview of the important requirements of financial management in the context of the principles of corporate governance and the application thereof in practice.

### **OUTCOMES**

Students should be able to:

- demonstrate an appropriate level of knowledge and understanding of the context of the government's macro organisation;
- demonstrate an understanding of the theoretical principles and underpinnings of organisational design;
- demonstrate an understanding of organisational structures with respect to the dimensions and typology;
- explore organisational dynamics;
- explore the organisational arrangements for effective municipal governance;
- demonstrate an understanding of the importance of political oversight and administrative and managerial roles in coordinating, communicating, implementing and evaluating local government development programmes;
- critically distinguish between 'leadership' and 'management' within South African government departments, and identify the various challenges experienced by leaders and managers that can compromise organisational development;
- explore the interrelationship of developmental, democratic and outcomes-based governance in the context of municipal financial management;

- explain the legislative requirements relating to the roles and responsibilities of key political and administrative structures and stakeholders in the financial administration of municipalities;
- identify and apply the principles of sound governance in the financial administration of a municipality;
- explore the legislative requirements relating to the roles and responsibilities of key stakeholders in the financial administration in municipalities;
- identify and apply the principles of developing and implementing sound financial policies in accordance with best practice;
- explore the importance of accountable government in achieving sustainability;
- explore the concept of ethics and how it applies in a local government context, identify and apply key financial governance structures;
- differentiate between governance and the notion of good governance in the context of municipal financial management;
- explore the importance of accountability, transparency and public participation for good corporate governance;
- examine what constitutes sound financial risk management;
- demonstrate an understanding of delegations and reporting procedures in municipal financial management processes; and
- correlate the King reports and the principles and guidelines for sound financial management practices in municipalities to the present-day King IV, and how this can support the legislative framework for practical implementation.

## **CBE.313 PUBLIC MANAGEMENT AND GOVERNANCE**

### **Public Management and Governance 1A**

**(PMG1AA1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to orientate first year students about the nature, structure and functions of the state as well as the different roles of stakeholders in the public sector. This includes an overview of power relationships, functions and processes within the state, good governance, and public management.

## **OUTCOMES**

Students should be able to:

- explain the concept of governance and its importance in public administration;
- identify the composition, roles and functions of governance in institutions;
- demonstrate an understanding of the regulatory and legislative framework impacting governance in institutions, and
- identify and apply the competencies in governance, public administration and public management.

## **Public Management and Governance 1B**

**(PMG1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to orientate first year students in the complexities associated with environmental management and sustainable development and to introduce students to ethics management as an integral part of good, developmental governance. This includes identifying and distinguishing various government process, institutional roles and activities and service delivery objectives. It includes analysing the concept of ethics in relation to public sector service delivery objectives and what constitutes ethical behaviour in public administration and management practices.

## **OUTCOMES**

Students should be able to:

- appreciate the complexities that government faces in terms of striking a delicate balance between environment protection, sustainable development and economic growth;
- explore the demographical and socio-economic realities of the South African governance landscape;
- evaluate policies, strategies and programmes of the South African Government to facilitate development within a developmental state;
- apply ethical practices to public administration and management; and
- manage ethical dilemmas in a public sector context.

## **Public Management and Governance 2A**

**(PMG2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to orientate first year students about service delivery objectives and approaches and mechanisms to achieving effective service delivery in a public 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.

### **OUTCOMES**

Students should be able to:

- identify and analyse the environment of public service delivery;
- identify and integrate public service delivery objectives into a variety of functional contexts; and
- democratise service delivery.

## **Public Management and Governance 2B**

**(PMG2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to orientate students in the theories about public administration, public management and good governance and to provide the student with sound decision-making skills and practices for good governance.

## OUTCOMES

Students should be able to:

- identify and analyse the influential factors and interrelations between public service and politics;
- identify, analyse and integrate key theories in public management, administration and governance; and
- apply decision-making skills to achieve good governance in public sector work situations.

## **Public Management and Governance 3A**

**(PMG3AA3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to orientate students in public policy management including understanding the impact of policy processes, problem identification and proposals for policy formulation and enhancement and integrating policy into overall service delivery and monitoring and evaluating the efficacy thereof.

## OUTCOMES

Students should be able to:

- assess and prioritise sector-specific policy issues, the causes and consequences;
- identify contemporary, local and international trends and developments that may affect the outcomes of potential policies developed to address critical policy issues in South Africa;
- identify and prioritise policy problems and mobilise appropriate programme resources for sustainable development purposes;
- evaluate other existing policies and how any new policies that are formulated will integrate effectively with such policies, and where relevant, if other policies need to be revised in order to ensure effective integration and implementation of all policies;
- identify and determine stakeholder input in order to ensure effective policy formulation and implementation in line with critical policy issues;
- formulate appropriate programmes responses in the restructuring of sector specific policy programmes;



- identify key issues that influence policymakers and have an impact on policy formulation and determine ways to seek collaboration around critical, sensitive and political issues;
- identify key approaches for policy implementation, monitoring and evaluation; and
- identify and formulate public sector policy monitoring and evaluation tools.

## **Public Management and Governance 3B**

**(PMG3BB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is 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.

### **OUTCOMES**

Students should be able to:

- demonstrate the direct correlation between the quality of human resource management (HRM) and the economic prosperity of countries.
- demonstrate an understanding of human resources management and planning in public management and administrative functions;
- identify typical local and international trends and developments in human resources management in both commercial and public sector organisations;
- demonstrate an understanding of appropriate human resources management tools within the public sector environment;
- identify typical labour and employment legislation that affects human resources planning and management;
- determine job functions and roles in relation to the overall goals of government;
- apply recruitment and selection procedures in the provincial and national government;
- analyse processes used in the public sector to improve present work performance and develop skills for future work activities;
- identify and determine appropriate performance management systems, including procedures for handling grievances and disciplinary issues;
- design and implement appropriate training, mentoring, coaching and overall development strategies to ensure ongoing skills and upliftment within public sector

- environment;
- determine resources of the human resources in accordance with the overall budget constraints;
- develop appropriate talent management programmes and reward systems for the purposes of succession planning;
- design and implement appropriate appraisal management systems that are linked to service delivery objectives and clearly equate performance to reward and remuneration;
- capacitate managers and leaders in their roles in managing and developing human resources; and
- evaluate the role of the Fourth Industrial Revolution (4IR) technologies in human resources management.

## **Public Management and Governance 3C**

**(PMG3C13)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide the student with an insight into all the skills and techniques required to fulfil the role of public financial and asset manager in an integrated way that ensures successful planning, implementation, monitoring and evaluation of public sector funds in a transparent and accountable way.

### **OUTCOMES**

Students should be able to:

- utilise budgeting techniques and processes to meet service delivery demands;
- determine budget parameters for a variety of government initiatives and goals and identify and utilise approaches and sound budgeting methodologies to integrate into overall budget and legislative requirements pertaining to budget management;
- apply standard professionally accepted accounting principles and procedures in the preparation of reports and decision-making;
- identify and implement overall auditing and accountability practices for financial management throughout government sector;
- identify risk profiles of specific government sector projects and build into budgeting and financial management processes;

- determine contingency measures in budgeting processes;
- determine methods of allocation in relation to budget parameters and how they are relayed to all relevant stakeholders in ensuring efficacy of budget implementation, monitoring and evaluation; and
- identify the challenges for procurement in a governance environment and implement procurement procedures for government sector organisations and monitor and evaluate accordingly.

## **Public Management and Governance 3D**

**(PMG3D23)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF Credits: 24**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to orientate students in the theories and practices of public organisational development and management so that public sector programmes and projects are effectively planned, implemented, monitored according to good governance and ethics and integrated effectively to ensure effective, efficient and economical (3Es) service delivery.

### **OUTCOMES**

Students should be able to:

- analyse and apply concepts of organisational development and management in a public sector context;
- analyse the communication and hierarchical structures of the public sector;
- analyse the requirements for good governance and ethics in a public sector environment in order to strengthen service delivery;
- identify and apply the theories to public organisational structures and effectively fielding the dynamics of public sector organisations;
- determine appropriate change management policies to ensure that the public sector can meet the challenges of its continual improvement processes in service delivery;
- identify and plan integrated approaches for public sector operational management and approaches for good governance practices, including horizontal and vertical integration;

- identify critical issues regarding the centralisation and decentralisation of governmental relations and how these can be effectively integrated to ensure that all public sector programmes and projects are cohesively administered;
- identify critical concepts and tools to ensure effective public sector organisational development and management;
- identify ways in which to implement stakeholder management in the delivery of public sector programmes and projects; and
- identify risk and conflict management strategies to proactively manage any hindrances to effective service delivery in the operationalisation of public sector programmes and projects;
- evaluate the effects of the Fourth Industrial Revolution (4IR) technologies on organisational design and effectiveness;
- analyse the international best practices of public organisational development and management; and
- apply the best international public organisational development and management practices to the South African government.

## **CBE.314 QUANTITATIVE ECONOMICS**

### **Quantitative Economics 2A**

**(QTE2AA2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide a comprehensive introduction to the quantitative methods required to comprehend economic models and econometrics. The module focuses more specifically on introducing students of economics to the fundamental notions and instruments in linear algebra. Understanding linear algebra is fundamental in studying economics. Linear algebra is widely used to formalise economic theory. Moreover, the statistical component of econometrics relies heavily on linear algebra concepts and tools. The students studying this module will acquire a necessary

background to achieve a mature and enduring understanding of economic models and of the basic principles of econometrics.

## OUTCOMES

- Students should be able to:
- apply the fundamentals of the different techniques for solving systems of linear equations used in economic models;
- execute basic matrix operations (addition, subtraction, scalar multiplication and matrix multiplication) with application in economic models;
- identify the definition of a determinant, its computations and its properties as used in economic models;
- recognise Euclidean Spaces and related concepts such as the inner product, lines and planes;
- understand the concepts of linear dependence, spanning sets, basis and dimensions;
- recognise examples of linear models relating to macroeconomics and microeconomics such as linear models of production, Markov Models of Employment, IS-LM Analysis, Investment and Arbitrage; and
- understand economic applications of Euclidean Spaces such as Budget Sets in Commodity Space, Input Space, probability simplex, The Investment Model and IS-LM Analysis.

## Quantitative Economics 2B

(QTE2BB2)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: SH

- 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;
- Sup results capped.

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.

- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## **PURPOSE**

The purpose of this module is to provide a comprehensive extension of Quantitative Economics 2A (ECQ02A2). Quantitative Economics 2B (ECQ02B2) elaborates on the quantitative methods required to comprehend economic models and econometrics. The module focuses on multivariate calculus and its economic applications. A primary goal in economic analysis is to understand how changes in economic variables affect other economic variables. Multivariate calculus is a primary tool used for understanding how variables affect others in economic relationships described by functions of several variables. The module will provide students with the necessary mathematical foundation to achieve a mature and enduring understanding of economic models and of the basic principles of econometrics.

## **OUTCOMES**

Students should be able to:

- explain concepts such as limits, sequences, open sets, closed sets and compact sets as used in economic models;
- apply the following concepts in economic exercises and problems: functions between Euclidean spaces (functions from  $\mathbb{R}^n$  to  $\mathbb{R}$ , functions from  $\mathbb{R}^k$  to  $\mathbb{R}^n$ ), special kinds of functions (linear functions on  $\mathbb{R}^k$ , quadratic forms, matrix representation of quadratic forms, polynomials), inverse functions and the composition of functions;
- draw graphs of functions of two variables, level curves, and draw graphs from level sets;
- understand concepts related to calculus of several variables: Total derivative, chain rule, directional derivatives and gradients, explicit functions from  $\mathbb{R}^n$  to  $\mathbb{R}^m$ , higher order derivatives and Hessians;
- derive the economic interpretation of marginal products, elasticity and other derivatives commonly used in economics;
- apply the total derivative, chain rule, higher order derivatives and Hessians to economic problems;
- understand implicit functions and their derivatives and solve exercises implying implicit functions; and
- solve economic problems using multiple integral calculus.

## **Quantitative Economics 3A**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**(QTE3AA3)**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide a comprehensive introduction to complex quantitative methods required to understand economic models and econometrics. The module focuses on optimisation techniques. Optimisation plays a major role in Economic theory. The central question for the economist is how the economic agent will adjust maximising behaviour if a variable undergoes a change and it cannot be controlled.. The students studying this module will acquire a necessary mathematical foundation to achieve a mature and enduring understanding of economic models and the advanced principles of econometrics.

### **OUTCOMES**

Students should be able to:

- explain the concepts of quadratic forms, definiteness of quadratic forms, linear constraints and bordered matrices;
- understand the procedure of unconstrained optimisation;
- know how to derive first and second order conditions;
- solve exercises implying unconstrained optimisation and derivation of first and second order conditions;
- understand the procedure of constrained optimisation either with equality or with inequality constraints;
- solve exercises involving constrained optimisation;
- understand the meaning of the multiplier, envelope theorems and apply those concepts in economic applications;
- understand the concepts of homogeneous functions and homothetic functions;
- understand the concave and quasi-concave functions; and
- skilfully engage in economic applications of optimisation techniques such as utility maximization, the demand function, the indirect utility function, the expenditure and compensated demand functions, the Slutsky equation, profit maximisation, competitive equilibrium and fundamental theorems of welfare economics.

## **Quantitative Economics 3B**

**(QTE3BB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide a comprehensive extension of Quantitative Economics 3A (QTE3AA3). Quantitative Economics 3B (QTE3BB3) elaborates on more complex quantitative methods required to comprehend economic models and econometrics. The module focuses on dynamics. Dynamical methods play an important role in economical methods and in econometrics. The students study this module will acquire a necessary mathematical foundation to achieve a mature and enduring understanding of economic models and of the more complex principles of econometrics.

## **OUTCOMES**

Students should be able to:

- understand advanced concepts of matrix algebra like orthogonality and partitioned matrices;
- explain concepts of eigenvalues and eigenvectors;
- solve exercises and problems involving eigenvalues and eigenvectors;
- solve linear difference equations and systems of linear difference equations;
- solve scalar ordinary differential equations;
- explain conditions of existence and uniqueness of solutions of differential equations;
- solve systems of ordinary differential equations; and
- skilfully engage in applying these dynamical methods to solve complex economic problems.

## **CBE.315 ROOMS DIVISION AND REVENUE MANAGEMENT**

### **Rooms Division and Revenue Management 1A**

**(RDM1AA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;



- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide knowledge and understanding of effective operational practices specifically focused within the front office department within Rooms Division of a hotel.

### **OUTCOMES**

Students should be able to:

- identify the role of Rooms Divisions in hotel;
- discuss the responsibilities of the front office department in relation to guest satisfaction;
- distinguish the roles and stages of the guest cycle within the reception area; and
- explain the various functions between shifts within the reception area.

### **Rooms Division and Revenue Management 1B**

**(RDM1BB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to give students an understanding of effective operational practices associated with the front office department pertaining to guest accounting and provide an introduction into housekeeping operations within Rooms Divisions in a hotel.

### **OUTCOMES**

Students should be able to:

- describe effective front office practices;
- explain and demonstrate the basic housekeeping operations within Rooms Divisions; and

- evaluate the state of a public area of a hotel with regard to cleanliness and occupational safety and make suggestions for improvement where necessary.

## **Rooms Division and Revenue Management 2A**

**(RDM2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to provide students with knowledge and effective practice associated with night audit and a deeper understanding of housekeeping management within Rooms Divisions.

### **OUTCOMES**

Students should be able to:

- identify the processes and functions of a night audit shift;
- draw up and evaluate a Night Audit Report with the application of appropriate formulae; and
- explain processes involved in housekeeping management within a hotel environment.

## **Rooms Division and Revenue Management 2B**

**(RDR2BB2) (RDM2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to develop the students ability to effective practices associated with facilities management within Rooms Divisions.

## **OUTCOMES**

Students should be able to:

- explain the role, cost and management of hospitality facilities;
- identify maintenance needs and various facility systems; and
- describe waste and energy management.

### **Rooms Division and Revenue Management 3A**

**(RDM3AA3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 14**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to ensure that a student is capable of employing a range of revenue management concepts specialising in forecasting and pricing techniques in developing rate strategies within the Hospitality Industry.

## **OUTCOMES**

Students should be able to:

- identify the need for forecasting within revenue management in a hospitality environment;
- evaluate the necessary information for proper forecasting within a hospitality environment;
- explain the various approaches to pricing and developing room rates; and
- calculate rooms rates with appropriate use of formulae in conjunction with forecasting and pricing techniques.

### **Rooms Division and Revenue Management 3B**

**(RDM3BB3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 14**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to ensure that a student is capable of employing a range of revenue management concepts specialising in budgeting and yield management techniques in developing rate strategies within the Hospitality Industry.

## **OUTCOMES**

Students should be able to:

- compare and contrast the different types of budgets pertaining to revenue management in a hospitality environment;
- apply the concept of yield management in a hospitality environment; and
- implement rate strategies and measure yield% using the appropriate calculations.

## **CBE.316 SEARCH ENGINE OPTIMISATION**

### **Search Engine Optimisation 1B**

**(IMO21B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to provide the knowledge and skill to enhance a website and its content within the modern connected business environment. A student shall be equipped with the necessary competencies and skills required in optimising and

enhancing a website and the content of a website to ensure ease of finding and ranking on search engine result pages. Furthermore, a student shall be equipped with research skills through report writing and communicating research results.

## **OUTCOMES**

Students should be able to:

- describe the elements of a website and a search engine;
- understand the method of information retrieval on the internet;
- explain the concept of search engine optimisation;
- describe the elements of search engine optimisation; and
- compile a search engine optimisation strategy.

## **CBE.317 SERVICES MARKETING**

### **Services Marketing 2B**

**(MMK22B)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 14**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with the knowledge and understanding of service sector marketing needs as an integral part of contemporary business. Due to the immense growth of the service sector, it is imperative that students develop the intellectual competencies and practical skills to work as marketers within a service environment. This module will introduce students to the theoretical principles underlying services marketing. Students will develop the skills needed to manage service development and design, service quality, and service delivery in ways that demonstrate an appreciation of importance of service quality management.

## **OUTCOMES**

Students should be able to:

- develop the ability to identify appropriate service quality and apply the Gaps Model of service, including how marketers should manage the service scope, in their business;

- evaluate the unique demands of service design and describe how a new service can be developed by demonstrating knowledge of how marketers may match service demand and capacity;
- outline and explain the key characteristics, benefits and disadvantages of the different pricing strategies available for services;
- critically analyse issues relating to how marketers should manage employees', customers' and the physical environments' roles in service delivery;
- outline the unique demands of services marketing communication and discuss the various communication strategies that can be implemented when marketing services; and
- develop insights into the service delivery process by explaining the different types of service failures and by indicating how organisations can recover from these failures to build relationships with their customers.

## **CBE.318 SOCIAL MEDIA MANAGEMENT**

### **Social Media Management 2A**

**(IMS12A2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with theoretic academic knowledge on how to effectively engage with, and manage social media activities; describe and discuss the practical application of social media tools, both personally and for business purposes; and be equipped with the necessary competencies and skills to develop and maintain a basic social media presence. Furthermore, students are equipped with research skills through report writing regarding social media.

#### **OUTCOMES**

Students should be able to:

- describe social media tools and techniques;
- discuss the purpose and functionality of social media tools and techniques;

- distinguish between the different platforms of social media in terms of suitability for business purposes;
- discuss strategies that will increase a business' social media presence; and
- do research on fundamental issues surrounding social media.

## **CBE.319 STRATEGIC MARKETING**

### **Strategic Marketing 3B**

**(MMK23B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this capstone module 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 module is to provide students with a holistic view of the role, power and strategic importance of the marketing function in an organisation.

#### **OUTCOMES**

Students should be able to:

- integrate the knowledge acquired concerning 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.

**CALCULATION CRITERIA****SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

**PURPOSE**

The purpose of this module is to introduce well-rounded basic theoretical concepts and ground rules regarding Income Tax and value-added tax. The module lays the theoretical and practical foundation for concepts and principles covered in Taxation 3A, 3B, Taxation 300 and on Honours and Postgraduate Diploma level.

**OUTCOMES**

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 “world-wide”;
- 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 income derived from carrying on a trade – s23 and;
- 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 expense 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 on 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 taxable income of a company starting with the accounting net profit before tax;
- prepare a basic STC calculation;
- categorise Small Business Corporations (SBC);
- formulate the special allowances available to a SBC;
- apply the Income Tax principles to calculate the Income Tax liability of a 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 slots 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 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 service;
- 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 practises regarding tax and the payment thereof.

## **Taxation 200**

**SEMESTER MODULE PRESENTED OVER A YEAR**

**NQF LEVEL: 6**

**(TAX2AB0)**

**NQF CREDITS: 12**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

## **PURPOSE**

The purpose of this module is to introduce well-rounded basic theoretical concepts and ground rules regarding Income Tax and value-added tax. The module lays the theoretical and practical foundation for concepts and principles covered in Taxation 300 and on Honours and Postgraduate diploma level.

## **OUTCOMES**

Students should be able to:

- identify amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act in respect of residents and non-residents;
- identify amounts exempt from taxable income;
- identify and calculate allowable deductions for Income Tax purposes by applying the general deduction formula and special deductions;
- calculate various capital allowances, as well as recoupments and scrapping allowances;
- calculate taxable Capital Gains;
- calculate (using the above principles) the taxable income and Income Tax payable by a taxpayer;
- calculate the taxation consequences of dividend declarations;
- calculate the amount payable in terms of provisional tax for a taxpayer;
- discuss whether turnover tax will be applicable to a taxpayer and calculate the amount of tax due;
- calculate the amount of value-added tax payable; and
- identify and calculate the tax implications in respect of farming.

### **Taxation 3A and 3B are couplet modules**

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she wants to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

### **Taxation 3A**

**(TAX03A3)**

#### **COUPLET MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SK (Highest of)**

##### **The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

#### **PURPOSE**

The purpose of this module is to increase a students practical and theoretical tax knowledge by building on the ground rules regarding Income Tax as well as value-added tax (VAT) as introduced in Taxation 2A, and to apply the knowledge to non-residents. The module deals with the inclusion of complex taxable amounts and recoupments in the gross income of individuals and enterprises as well as the deductions available to these tax payers.

#### **OUTCOMES**

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 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 prior to 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.

### **Taxation 3B**

**(TAX03B3)**

#### **COUPLET MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

#### **PURPOSE**

The purpose of this module is to practically and theoretically apply 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.

#### **OUTCOMES**

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 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.

**Taxation 300**  
**YEAR MODULE**  
**NQF LEVEL: 7**

**(TAX300)**

**NQF CREDITS: 34**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

### **CALCULATION CRITERIA**

**SUBJECT TYPE: JR (Highest of)**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue unless otherwise approved.**

- **The Best Mark X Highest Percentage rule will apply to these modules;**
- Students need **40%** for exam admission;
- Semester mark and Exam mark contribute highest of **40:60** towards Final 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.

### **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 Taxation 200. It

deals with more complex issues of the taxation calculation that was introduced in Taxation 200.

## **OUTCOMES**

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 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 according to the rating formula 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.

## **CBE.321 TAXATION PLANNING**

### **Taxation Planning 2A and 2B are couplet modules**

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she wants to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

### **Taxation Planning 2A**

**(TXP02A2)**

#### **COUPLET MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

## PURPOSE

The purpose of this module is firstly to introduce the basic concepts and ground rules regarding Income Tax. Thereafter taxation consequences for individuals will be discussed.

## OUTCOMES

Students should be able to:

- explain difference between different taxes;
- explain how to use the taxation legislation and;
- recognise different taxpayers;
- demonstrate how the levying section (s5(1)) is applied;
- analyse elements of gross income definition;
- interpret definition of resident as per Income Tax Act;
- discuss the “days” test in definition of a resident;
- compare the concepts of source, and deemed source;
- apply the concept of “world-wide”;
- 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 the exempted;
- illustrate the taxation consequences of the income from collective investment schemes;
- use the two tests for deductibility: section 11(a); and income derived from carrying on a trade – s23;
- demonstrate that certain amounts will not be allowed as deductions for tax purpose;
- 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;
- explain how to calculate taxable income of a company starting with the accounting net profit before tax;
- compare repairs and improvements;
- analyse and apply the case law on repairs;
- recognise assets subjects to the basic capital allowances;
- calculate the Income Tax consequences of the disposal of assets (excluding Capital Gains tax effect);
- illustrate where CGT fits on the tax framework;
- examine the Capital Gains tax provisions in respect of an individual;
- formulate the Income Tax consequences of different salary structures and fringe benefits;



- calculate the Income Tax consequences of employer/employee insurance agreements;
- apply the taxation consequences of certain types of investment income;
- predict the tax consequences of a sole-proprietor;
- distinguish and apply assessed losses in terms of S20A;
- list the taxation consequences of certain insurance benefits;
- illustrate the principles of employees' taxation;
- argue whether transactions will be subject to donations tax;
- discuss the difference in terms of taxation treatment between residents and non-residents in respect of employment income;
- explain the Income Tax treatment of a partnership;
- demonstrate a basic knowledge regarding the basic taxation treatment of trusts;
- discuss the tax planning opportunities in respect of trusts and estates;
- use the framework to calculate estate duty; and
- practise the basic concepts in respect of estate planning.

## **Taxation Planning 2B**

**(TXP02B2)**

### **COUPLET MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: SK (Highest of)**

**The Best Mark X Highest Percentage 40:60 rule will apply to these modules;**

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

### **PURPOSE**

The purpose of this module is to expand on the basic concepts and ground rules regarding Income Tax studied during the first semester and introduce Value Added Tax (VAT). The student will be introduced to the types of business taxation rules and requirements likely to affect a company (in respect of itself and its employees). The basic concepts regarding withholding tax and international tax principles will be discussed.

### **OUTCOMES**

Students should be able to:

- apply the concept of *ad valorem* taxes;
- differentiate that VAT is a tax separate from Income Tax;

- describe the mechanism of value-added tax, in which businesses are liable for tax on their outputs less 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;
- choose the tax rates applicable to different kinds of companies;
- discuss the basic taxation consequences of trading stock;
- prepare a basic STC calculation;
- sketch the tax consequences of a leasehold premium;
- sketch the tax consequences of a leasehold improvement;
- apply the tax consequences of various types of intellectual property;
- sketch the tax consequences of finance leases;
- list the tax allowance in respect of studentship agreements;
- list the tax allowances in respect of strategic development projects and urban development zones;
- 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;
- 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;
- explain the CGT consequences on transactions typical to companies;
- identify and calculate the Capital Gains tax implications of part disposal of assets;
- select the method to value assets acquired prior to 1 October 2001;
- examine assessed losses;
- integrate the assessed loss in the current year Income Tax calculation;
- identify assessed losses that should be ring fenced;
- calculate payments subject to withholding taxes;
- argue who should withhold the tax;
- discuss who is responsible for the tax liability;
- formulate the basic concepts of international taxation;
- apply the connected persons provisions;
- illustrate the effect of connected person transactions on capital allowances and VAT;
- formulate the concept of 'group of companies';
- assess whether companies will qualify for the relief of terms of s42 and s45;
- predict the relief available in terms of s42 and s45;
- compare tax evasion and tax avoidance;

- differentiate the three provisional tax payments due by a company and individual;
- classify how provisional tax payments slots into the Income Tax calculation;
- argue the need for record-keeping and record retention that may be additional to that required for financial accounting purposes;
- argue the need for deadlines for reporting (filling returns) and tax payments; and
- arrange the types of powers of tax authorities to ensure compliance with tax rules.

## **CBE.322 TOURISM DESTINATIONS**

### **Tourism Destinations 2A**

**(TRD2AA2)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

This purpose of this module is to develop the students competencies in destination development. The student will gain the necessary skills and knowledge regarding the interaction of the ecological system that links human beings to their environment, and spatial systems that link geographic regions for tourism.

### **OUTCOMES**

- illustrate/explain key geographic concepts (e.g. species, ecosystems) and their functioning within spatial systems for tourism;
- describe diverse environmental aspects (e.g. seasonality, vegetation zones, crime) that influence local, regional and national tourism;
- describe the fundamentals of travel between locations for tourism; and
- identify how the world climate affects travel impacting on attractions, access and activities.

### **Tourism Destinations 2B**

**(TRD2BB2)**

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of the growth, development and changes that are occurring within tourism, leisure and recreation. The student will gain an understanding of the positioning of tourism, leisure and recreation within contemporary settings.

## **OUTCOMES**

Students should be able to:

- examine key features of contemporary tourism, leisure and recreation, as they find expression in particular places, and to locate them within broader processes of local-global interaction;
- employ a series of well-recognised concepts that relate to tourism, leisure and recreation in order to achieve a more progressive level of understanding of the spatial processes at work;
- demonstrate a critical awareness of the role of theory in providing understanding of the spatial dimensions of tourism, leisure and recreation; and
- explain the demand, supply, performance and sustainability of tourism, leisure and recreation within spatial settings.

## **CBE.323 TOURISM DEVELOPMENT**

### **Tourism Development 1A**

**(TDV11A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with an understanding of the tourism industry as an interrelated system. The module unpacks the various interrelated sectors and role players in tourism, the role of tourist destinations, as well as the demand and supply factors of tourism.

## **OUTCOMES**

Students should be able to:

- explore the role and importance of the tourism industry as a interrelated system;
- demonstrate an understanding of transportation, accommodation, attractions, events and the role of intermediaries as part of the tourism system, discuss demand and supply factors in tourism; and
- demonstrate and understand the role of tourist destinations part of the tourism system.

## **Tourism Development 1B**

**(TDV1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with insight and knowledge to understand the different types of tourism impacts on economic, social and environmental aspects of various types of tourism attractions and destinations in the developing world.

## **OUTCOMES**

Students should be able to:

- describe third world trends in tourism product development;
- distinguish between the main type of tourism products;
- describe the interconnectedness between rural and urban communities and tourism development;
- appreciate positive and negative economic, social, cultural and environmental impacts of developing tourism attractions;
- describe the main characteristics of sustainable and responsible tourism development in South Africa; and

- identify and discuss new world and South African trends in tourism product development.

### **Tourism Development 2A**

**(TDV2AA2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to provide students with knowledge about the effective use of various levels and models of tourism planning in South Africa.

#### **OUTCOMES**

Students should be able to:

- distinguish between different planning levels in tourism development;
- discuss the respective roles and responsibilities of different agents of tourism development;
- understand the relationship and interdependence between national, regional and local tourism destination planning; and
- understand the main methods for monitoring and evaluating tourism impacts.

### **Tourism Development 2B**

**(TDV2BB2)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to equip students with knowledge on ongoing debates on sustainable and responsible principles.

**OUTCOMES**

Students should be able to:

- understand tourism destination development in context;
- understand and contribute in the ongoing debates around sustainable and responsible tourism;
- apply principles of sustainable and responsible tourism on local destination development; and
- understand the role of destination development in poverty alleviation and job creation in South Africa.

**Tourism Development 3A****(TOU13A3)****SEMESTER MODULE****NQF LEVEL: 7****NQF CREDITS: 16****CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to provide students with an understanding of the main issues relevant to development and management of tourism destinations.

**OUTCOMES**

Students should be able to:

- conceptualise evolutionary models of tourism developments at the destination level;
- differentiate between the main types of tourism destination developments;
- evaluate environmental assessment strategies applicable to destination; and
- understand the role of Destination Management Organisations (DMO) in securing sustainable growth of tourism destinations.

### **Tourism Development 3B**

**(TOU23B3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is for students to understand the main elements and principles fundamental to sustainable development and management of tourism development in Africa and South Africa.

#### **OUTCOMES**

Students should be able to:

- conceptualise the models of urban and rural destination development and management;
- differentiate between the main types of community-based tourism developments;
- examine the effectiveness of tourism development in poverty alleviation and job creation in developing economies; and
- illustrate the effectiveness of South African tourism development strategic and policy framework.

### **CBE.324 TOURISM AND HOSPITALITY RESEARCH PROJECT**

#### **Tourism and Hospitality Research Project 3B**

**(TRP3BB3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 14**

#### **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;
- **No sup** exams awarded.

**PURPOSE**

The purpose of this module is for students to complete field work, analyse and compile a final research report based on their chosen research topic.

**OUTCOMES**

Students should be able to:

- produce a final research report on a chosen research topic from Introduction to Tourism and Hospitality Research Methodology 3A in your respective field.

**CBE.325 TOURISM MARKETING****Tourism Marketing 1A****(TOM1AA1)****SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 12****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to introduce tourism students to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary knowledge to identify and understand basic consumer behaviour and market segmentation.

**OUTCOMES**

Students should be able to:

- understand the basic introduction to the purpose of marketing;
- understanding of consumer behaviour and consumer expectation;
- provide an overview of market segmentation;
- understanding of positioning in a competitive environment; and
- understanding and identifying marketing ethics and principles.

## **Tourism Marketing 1B**

**(TOM1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce the student with the product, pricing, distribution and promotion elements of the marketing mix.

### **OUTCOMES**

Students should be able to:

- investigate and develop the tourism industry (tangible and intangible products and services) using relevant models to analyse the environment;
- understand the concept of product or service: including life cycle and development, branding and packaging;
- investigate price: strategies applying relevant models;
- investigate distribution: strategies applying relevant models; and
- investigate promotion: methods and utilising various models and information systems.

## **Tourism Marketing 2A**

**(TOM2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to equip tourism students with knowledge to apply aspects of service and relationship marketing in tourism service businesses.

## **OUTCOMES**

Students should be able to:

- focus on the unique challenges of developing marketing strategies for service products;
- understanding the role of public relations as a marketing tool;
- investigate the role of customer relationship management;
- extend the 7Ps into the digital environment; and
- introduction to marketing research.

## **Tourism Marketing 2B**

**(TOM2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip tourism students with knowledge and understanding of value creation as derived from marketing activities from an open systems perspective. Students will be introduced to the concept of value chain analysis for the marketing function.

## **OUTCOMES**

Students should be able to:

- understand the interrelatedness of value creation as derived from marketing activities across all business functions;
- understand the concept of value chains and value chain analysis for the marketing function; and
- understand the requirement to continuously adapt the marketing product/service as a value creator in response to business challenges in line with the business strategy.

**CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide the students with intellectual knowledge and applied competence in the understanding and interpreting of the functions of transport and its contribution to the national economy. Students should be prepared to apply principles of supply and demand to the transport sector; and should have developed the intellectual competency to be able to analyse the relationships between transport facilities, economic growth and development and between transport costing and tariff setting. The student should be able to reflect on the transport function in the field of supply chain management.

**OUTCOMES**

Students should be able to:

- explain and apply micro- and macro-economic principles in transport markets;
- reflect on the link between economic development and the levels of both freight and passenger transport;
- understand the role of transport in the operation of the economy;
- understand the law of demand and supply the main factors that impact upon the general demand and supply of transport services as well as individual transport modes;
- be equipped with knowledge of elasticity of demand and to understand its importance in the planning of transport services and in the analysis of such markets;
- understand how time is divided in economics, the behaviour of transport costs in the short and long runs, position of profit maximisation for the provider of transport services;
- reflect on perfect and imperfect market structures and their high prevalence in transport markets and price discrimination in the pricing of transport markets;
- understand forms of regulation and the rationale for and drawbacks of regulatory measures and transport subsidies; and

- reflect on some of the major economic issues surrounding road haulage, rail freight, air cargo and maritime transport.

## **Transport Economics 1B**

**(TRE21B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with the intellectual competence on the operation of road freight transport; be able to scan the internal as well as external environment of a road transport undertaking and reflect on the importance of planning, selection of vehicles, replacement of vehicles, customer service, etc. Students must apply sound road transport management principles.

### **OUTCOMES**

Students should be able to:

- reflect on the way in which a road transport operation is structured managerially; the approach to business by public and private transport operators; the advantages and disadvantages of private transport; and the role of transport in the economy of a country;
- formulate a strategic plan to reach objectives for the organisation in a transport environment, and apply this concept in a defined environment;
- reflect on the need to select the correct vehicle for a particular operation which is essential to enable an organisation to perform according to the needs of its clients;
- assess the investment opportunity within the road freight transport industry; and
- reflect on the necessity to satisfy client demand and measure performance in the road freight operations in this and other respects.

## **Transport Economics 2A**

**(TRE12A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **Rail transport**

### **PURPOSE**

The purpose of this part of the module is to introduce the student to the role and importance of rail transport in South Africa and the national economy. The student will be required to apply various operational and management principles to rail transport and to reflect on the applications made. The module will develop the students intellectual competency to be able to analyses, transform and evaluate the aspects of costing and pricing in rail transport.

### **OUTCOMES**

Students should be able to:

- describe the historical development of railways in South Africa since 1860;
- explain the competitive position of railways in relation to road transport;
- identify the factors that influence inter-regional cooperation between railways in Southern Africa; and
- discuss future strategies for railway management.

## **Urban transport**

### **PURPOSE**

The purpose of this part of the module is to introduce the students to the theory of public passenger transport and enable the students to reflect on its impact on the economy. The legislative background and policy issues which affect cost and efficiency will be highlighted. The students will be prepared to analyse and evaluate information on aspects with regard to the role of institutional structures in public passenger transport and reflect on the policy and legislation involved in resolving transport problems.

### **OUTCOMES**

Students should be able to:

- describe the characteristics of transport modes and reflect on the importance of public transport in facilitating orderly urban development;
- explain the nature of urban transport problems, their interrelationships, and the objectives of government policy in addressing the problems;
- distinguish between formal and informal public transport, compare the different approaches towards the regulation of transport and comment on the effectiveness of transport administration; and

- describe the concept of “social equity” in transport and the measures required to achieve social equity.

## **Transport Economics 2B**

**(TRE22B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **Maritime transport**

### **PURPOSE**

The purpose of this part of the module is to provide the student with an overview of the role and importance of maritime transport in global supply chain management. Upon completion of the module, the student should have developed the intellectual competency to understand the maritime industry and analyses and apply various maritime models and aspects useful in management decision-making.

### **OUTCOMES**

Students should be able to:

- critically explain maritime economics and the shipping environment from a local and international perspective;
- distinguish between the different market forms in the shipping industry;
- discuss port economics and trends in the shipping industry;
- evaluate the role and importance of maritime transport in South Africa and the national economy;
- apply various operational and management principles and concepts in maritime transport and reflect on the applications made to resolve contextual and abstract problems; and
- analyse and evaluate various aspects of port management and operations.

## **Air transport**

### **PURPOSE**

The purpose of this part of the module is to provide the student with an overview of the role and importance of air transport as a mode of transport. Upon completion of the

module, the student should have developed the intellectual competency to understand the air transport environment and analyse important air transport factors useful in decision-making.

## **OUTCOMES**

Students should be able to:

- discuss the introduction and background to air transport;
- describe important air transport associations and organisations;
- explain the demand for and supply of air transport;
- distinguish between the various airfreight activities;
- identify and discuss the steps involved in the fleet planning and selection process; and
- evaluate the airport planning process.

## **Transport Economics 3A**

**(TRE13A3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce the student to the field of transport policy in a manner that is useful for decision-making and the important role of transport policy development within the public sector. The student can reflect on policy processes such as policy needs, design, implementation, evaluation and project management as well as assess public sector policy and decisions impacting on the transport and logistics sectors. The student needs to comprehend the social dimension of transport by examining the linkage between social policy goals and transport policy.

## **OUTCOMES**

Students should be able to:

- summarise transport policy, its role and importance to the contemporary socio-economic environment;
- evaluate the impact of policy on the economy and the corporate sector;
- relate and contextualise public policy to transport sector policies;
- apply the public policy principles of regulation, equity and liberalisation in order to



- assess efficiencies in the transport sector;
- examine the function of key role players (both the public and corporate sectors) in policy decision making;
- examine the social dimension of transport and the connection between social policy goals and transport policy; and
- describe the contribution of mega transport projects and government's role in the facilitation of such projects.

## **Transport Economics 3B**

**(TRE23B3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to introduce the student to the field of transportation planning within an urban area. The importance of transportation planning is emphasised by highlighting aspects such as urbanisation, mobility and accessibility. Current transport problems in urban areas are also identified and solutions to these are proposed. The module will enable the student to acquire knowledge on the importance of transportation planning, especially from a South African perspective. Finally, the importance of creating sustainable urban transport environments through transportation planning will be emphasised.

### **OUTCOMES**

Students should be able to:

- explain urbanisation by evaluating the role of mobility and accessibility in people's lives;
- identify and analyse transport problems that are present in urban areas;
- analyse urban form with regard to the interaction of transport and land-use;
- describe the urban transportation planning process;
- propose solutions to urban transport problems that are demand and supply related; and
- summarise sustainability in transportation planning.

## SECTION M: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY THE COLLEGE OF BUSINESS AND ECONOMICS FOR DEGREES PROGRAMMES IN OTHER FACULTIES

### CBE.327 COMPUTER COMPETENCE 1

#### Computer Competence

(CCE1EXT)

#### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 6

#### 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;
- **No sup** exams awarded.

#### PURPOSE

The purpose of the module is to expose students to the basic concepts of information technology. Students will also be introduced to the use of word processing, spreadsheets, graphical presentations and the Internet.

#### OUTCOMES

Students should be able to:

- Apply basic principles and concepts of IT;
- Use of MS Windows systems;
- Use of the MS Office environment;
  - MS Word;
  - MS PowerPoint; and
  - MS Excel.

### CBE.328 ENTREPRENEURSHIP

#### Entrepreneurship 1

(BAEN6A1)

#### SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

#### CALCULATION CRITERIA

##### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to equip students with a thorough introduction to entrepreneurship theories, and the entrepreneurial mind-set, in order to prepare them to successfully plan, launch and manage their own venture in various occupational contexts. To equip students to think conceptually about business start-up strategies and legal issues, as well as how to protect their interests, ideas and concepts.

## **OUTCOMES**

Students should be able to:

- identify the legal challenges in entrepreneurship ventures;
- understand the legislative requirements that may affect business such as the impact of debt agreements security, surety understand the impact of bankruptcy know how to protect your interests, ideas and concepts;
- know the difference between franchises and own start-up; and
- know different start-up strategies.

## **Entrepreneurship 2**

**(BAEN6A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to identify opportunities through the use of creativity and innovation for a new or existing venture and be able to analyse the feasibility of different ideas, and turn it into a business plan. To understand the business environment as well

as the successful management of a business venture. This includes the productive management of limited resources to obtain a profitable result.

## **OUTCOMES**

Students should be able to:

- understand the importance of integrity to small businesses;
- discuss the broad-based strategy options and focus strategies for a new venture;
- demonstrate an understanding of pros and cons of franchising and the reasons for buying an existing business;
- write a business plan and understand other components of a business plan; and
- fully grasp the meaning and purpose of financial statements.

## **CBE.329 HUMAN RESOURCE MANAGEMENT**

### **Human Resource Management 1A**

**(MHB1A01)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to provide students with the ability to understand and describe the field of Human Resource Management (HRM) and its associated fields of study with specific reference to the history, roles and functions of Human Resource Management. The module focuses on the national and world class HR practices within the organisational context.

## **OUTCOMES**

Students should be able to:

- define HRM as a field of study explaining the meaning of strategic HRM;
- explain the interrelationships of HRM with psychology, industrial psychology, sociology, communication, etc.;
- discuss the role of professional bodies in HRM;
- compare the different management theories in explaining the development of HRM;
- discuss the systems theory and apply it to HRM processes;

- discuss the impact of different variables and changing trends at global level on HRM in South Africa;
- discuss the implications of business challenges for HRM as a profession;
- illustrate and discuss the HRM function as part of the organisational structure;
- explain the outcomes and roles of Human Resource Management within the context of small, medium and large organisations; and
- discuss the different HRM functions.

## **Human Resource Management 1B**

**(MHB1B01)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with the ability to define Human Resource (HR) provisioning in the Southern African context as part of the larger organisational system and the global village. A systems planning focus for the attraction, recruitment, selection, induction of staff and individual career management in the organisation is explained. Students will further be introduced to various concepts in career planning and will be assisted in applying career planning and management concepts to themselves.

### **OUTCOMES**

Students should be able to:

- define HR provisioning;
- describe the history of Human Resource Management (HRM);
- debate the challenges of managing diversity in the workplace;
- discuss the history of HR planning and its links with organisational strategy;
- compile an HR provisioning plan;
- develop a recruitment and selection strategy; and
- analyse the Basic Conditions of Employment Act and other relevant information.

## **CBE.330 INFORMATION TECHNOLOGY MANAGEMENT**

### **Information Technology Management 1A**

**(ITM11A1)**

## SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

### 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;
- **No sup** exams awarded.

### 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 be able to manipulate files and use various applications to solve business problem.

### OUTCOMES

Students should be able to:

- explain concepts and terms associated with IT;
- demonstrate the ability to use common functions of a PC and its operating system; and
- demonstrate the ability to use a word processing, spreadsheet and presentation application.

## Information Technology Management 1B

(ITM21B1)

### SEMESTER MDOULE

NQF LEVEL: 5

NQF Credits: 1

#### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### PURPOSE

The purpose of this module is to expose students to the management of enterprise technologies and how these enterprise technologies can be used to implement the organisational strategies. The focus is on positioning information technology (IT) within the organisation as well as the management of the infrastructure component of IT management.

## **OUTCOMES**

Students should be able to:

- describe the role of IT in supporting the organisation as an entity;
- define information systems and describe the various types of information systems and categorise specific systems;
- understand the role of networking, communications and collaboration capabilities for organisations;
- describe electronic commerce, its scope, benefits, limitations and types; and
- discuss the characteristics and attributes of mobile computing and mobile commerce.

## **Information Technology Management 2A**

**(ITM12A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF Credits: 16**

## **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;
- **No sup** exams awarded.

## **PURPOSE**

The purpose of this module is to contextualise information technology (IT), and to provide students with background knowledge on the IT service delivery processes.

## **OUTCOMES**

Students should be able to:

- explain the context in which IT service delivery takes place;
- explain the major processes and activities required for IT service delivery; and
- explain each individual process and its activities required for IT service delivery.

## **Information Technology Management 2B**

**(ITM22B2)**

### **SEMESTER 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;
- **No sup** exams awarded.

**PURPOSE**

The purpose of this module is to contextualise information technology (IT) service support, and to provide students with background knowledge on the IT service support processes.

**OUTCOMES**

Students should be able to:

- explain the context in which IT service support takes place;
- explain the major processes and activities required for IT service support; and
- explain each individual process and its activities required for IT service support.

**CBE.331 PROJECT MANAGEMENT****Project Management 3B****(PJB3B21)****SEMESTER MODULE****NQF LEVEL: 7****NQF CREDITS: 14****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide the student with a wide range of theoretical and practical knowledge in the field of project management.

**OUTCOMES**

Introduction to generic project management including project definition, life cycle, management functions, project constraints, terminology and general education and ethical issues; project initiation including project proposal and scoping, statement of



work, selection, organisation and administration, communication and negotiation; project implementation including planning, financing, scheduling, resourcing, monitoring and control; project termination including auditing, termination and reporting; latest developments in project management including future considerations, impacts on private and public sector, demographics, information technology, and career paths of the project manager.

## **CBE.332 METHODOLOGY AND PRACTICUM: SUPPORT ROLE SCHOOL LIBRARY & INFORMATION CENTRE**

### **Methodology and Practicum: Support Role School Library & Information Centre 3A** **(SLI13A3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 8**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on the school library and information centre in the knowledge economy. Attention is given to the concepts of the knowledge economy, mobile technologies, etc. and students are equipped with research skills through report writing regarding these aspects.

#### **OUTCOMES**

Students should be able to:

- critically reflect on the information economy and the knowledge economy;
- indicate the challenges of the school library and information centre in the knowledge economy;
- demonstrate an understanding of the application of mobile technologies in the school library and information centre;
- describe the application of knowledge management principles in the school library and information centre environment;

- do research on fundamental knowledge economy issues; and
- clarify key concepts.

**Methodology and Practicum: Support Role School Library & Information Centre 3B** (SLI23B3)

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF Credits: 8**

**CALCULATION CRITERIA**

**SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on the school library and information centre in the Fourth Industrial Revolution (4IR). Attention is given to the concepts of 4IR, disruptive technologies, etc. and students are equipped with research skills through report writing regarding these aspects.

**OUTCOMES**

Students should be able to:

- critically reflect on the 4IR and school library and information centre in South Africa;
- critically debate the positive (opportunities) as well as the negative (threats) sides of the 4IR and the school library and information centre;
- demonstrate an understanding of the concept of disruptive technologies as applicable to the school library and information centre environment;
- do research on fundamental 4IR issues; and
- clarify key concepts.

**Methodology and Practicum: Support Role School Library & Information Centre 4** (SLI1400)

**YEAR MODULE**

**NQF LEVEL: 7**

**NQF Credits: 40**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on the school library and information centre in the Fourth Industrial Revolution (4IR). Attention is given to the concepts of 4IR, disruptive technologies, etc. and students are equipped with research skills through report writing regarding these aspects.

## **OUTCOMES**

Students should be able to:

- critically reflect on the 4IR and school library and information centre in South Africa;
- critically debate the positive (opportunities) as well as the negative (impediments) sides of the 4IR and the school library and information centre;
- demonstrate an understanding of the concept of disruptive technologies as applicable to the school library and information centre environment;
- do research on fundamental 4IR issues; and.
- clarify key concepts.

## **CBE.333 SCHOOL LIBRARY AND INFORMATION CENTRE SUPPORT**

### **School Library and Information Centre Support 1A**

**(SLI11A1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;

- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on the development of an understanding of the role and function of the school library and information centre.

## **OUTCOMES**

Students should be able to:

- demonstrate theoretical knowledge the history of recorded information;
- differentiate between the types of libraries;
- demonstrate a general orientation to library and information services;
- describe the different components of the bibliographic chain; and
- clarify key concepts.

## **School Library and Information Centre Support 1B**

**(SLI21B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF Credits: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on the development of an understanding of the administration and management of a school library and information centre.

## **OUTCOMES**

Students should be able to:

- identify and compare the different technical services in a school library and information centre;

- describe the library and information technologies inside the school library and information centre;
- demonstrate theoretical knowledge the information sources and tools available for reference works; and
- clarify key concepts.

## **School Library and Information Centre Support 2A**

**(SLI12A2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF Credits: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on the development of information collections.

### **OUTCOMES**

Students should be able to:

- demonstrate theoretical knowledge information organisation and retrieval;
- demonstrate an understanding for developing and managing information collections;
- demonstrate theoretical knowledge of information classification theory; and
- clarify key concepts.

## **School Library and Information Centre Support 2B**

**(SLI22B2)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF Credits: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;

- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) support specialist in a secondary school. For this module, the IM support specialist role focuses on online information searching and retrieval.

## **OUTCOMES**

Students should be able to:

- demonstrate theoretical knowledge of the history of the internet and the Web;
- demonstrate an understanding of how to use Web search engines;
- discuss the importance of information literacy;
- explain the importance of information ethics in information seeking behaviour; and
- clarify key concepts.

## SECTION N: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY OTHER FACULTIES FOR DEGREE PROGRAMMES IN THE COLLEGE OF BUSINESS AND ECONOMICS

### CBE.334 AFRICAN INSIGHTS

#### African Insights

(AFINSA1)

FULLY ONLINE

NQF LEVEL: 5

NQF CREDITS: 15

African Insights (AFRINY1) is a compulsory module for all first-year undergraduate students of the University of Johannesburg. Upon completing the module, a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights (AFRINY1) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this online module is required to graduate.**

#### PURPOSE

The purpose of the module is to develop an appreciation of Africa's many and rich inheritances and to familiarise students with Africa's "great" ideas and issues. An appreciation will be developed for Africa and its place in the world by providing the theoretical underpinning and a platform for students to read and respond to a number of key African texts with a focus on concerns with contemporary significance.

#### OUTCOMES

Students should be able to:

- develop an informed appreciation of the role of Africa in the world and of its inheritances;
- discuss key historical and political concepts in African studies;
- display a basic understanding of South African rights paradigm; and
- display a basic understanding of epistemology / African epistemology.

## **CBE.335 ARTIFICIAL INTELLIGENCE IN THE 4TH INDUSTRIAL REVOLUTION**

### **Artificial Intelligence in the 4<sup>th</sup> Industrial Revolution**

**(AI4IR00)**

**FULLY ONLINE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

Artificial Intelligence in the 4IR (AI4IR00) is an online elective module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a students academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. Artificial Intelligence in the 4IR (AI4IR00) is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. **The completion of this elective online module is required to graduate.**

### **PURPOSE**

The purpose of this module is to develop students awareness of artificial intelligence (AI), its applications, and its implications for society and the future of work in the Fourth Industrial Revolution (4IR). This module will encourage students to reflect on their role in a world that is being transformed by AI-driven technologies.

### **OUTCOMES**

Students should be able to:

- develop an understanding of the 4IR and automation;
- understand the evolution of AI;
- discuss foundational concepts and techniques of AI and their application to real-life problems;
- explore advances in AI research, application and commercialisation in the United States and the West;
- explore advances in AI research, application and commercialisation in China;
- unpack the implications of AI for the future of the world of work;
- be aware of social and ethical considerations of AI technology; and
- reflect on the future of AI for society.

## **CBE.336 ANALYTICAL TECHNIQUES**

### **Analytical Techniques 1A**

**(ATE01A1 or ATEACP2)**

**SEMESTER MODULE (ATE01A1)**

**ONLINE MODULE (ATEACP2)**

**NQF LEVEL: 5**

**NQF CREDITS: 15**



## **CALCULATION CRITERIA FOR ATE01A1**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **CALCULATION CRITERIA FOR ATEACP2**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

A student credited with this module will have developed a basic ability to define terms commonly used in statistics, to show how a set of data can be organised in a meaningful way and presented so as to reveal or enhance its fundamental properties. The student will also be able to measure and model the linear relationship between two variables. A student credited with this module will have developed a basic ability to analyse a time series, understand and implement the basic concepts of probability, probability distributions, sampling distributions and elementary matrix operations.

## **OUTCOMES**

Students should be able to:

- demonstrate the ability to use statistical terminology in the appropriate way and distinguish between different measurement scales;
- show how the raw data can be tabulated and presented graphically;
- calculate and interpret measures of central tendency and spread for a set of data and perform elementary probability calculations;
- identify different methods used to gather sample data and understand the basic concepts of sampling distributions and statistical inference;
- show how to analyse a time series and forecast values for future time periods; and
- determine and use least squares regression lines and the coefficients of correlation.

## **Analytical Techniques 1B**

**(ATE01B1)**

### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 15**

## **CALCULATION CRITERIA FOR ATE01B1**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

To develop a basic understanding of inferential statistics and the ability to apply the methodology to a variety of business-oriented problems. This module is also intended to equip students with mathematical skills involving the differential and integral calculus and the optimisation of functions subject to constraints and to apply these to understand modern theories about the functioning of the economy.

**OUTCOMES**

Students should be able to:

- apply various inferential methods to data;
- apply the rudiments of the differential and integral calculus to business applications; and
- find the maximum or minimum of a multivariable function subject to linear constraints on the variables.

**CBE.337 APPLIED BUSINESS COMMUNICATION****Applied Business Communication 1A****(ABC1AA1)****SEMESTER MODULE****NQF LEVEL: 5****NQF CREDITS: 12****CALCULATION CRITERIA****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

The purpose of this module is to equip students with the skills to communicate effectively in the Tourism and Hospitality industry. Further, implicit in this outcome is the need to equip students with the necessary English skills for successful study in their discipline.

**OUTCOMES**

Students should be able to:

- use the appropriate form of English when communicating;
- demonstrate knowledge of communication theory and apply this to everyday and work contexts;
- demonstrate competence in writing a memorandum;
- use the professional language associated with electronic mail;
- write the different types of business letters professionally;
- demonstrate critical and innovative thinking skills;
- describe the process of communication and show how it applies to various situations in the industry;
- identify typical problems that could arise in the communication process and demonstrate skills to overcome them;
- manage specific contexts for communication, including giving presentations and producing work related documents;
- use the six non-verbal factors to decode body language;
- 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 Business Communication 1B**

**(ABC1BB1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

#### **PURPOSE**

The purpose of this module is to equip students with the skills essential to communicate ~~to~~ effectively in the Tourism and Hospitality industry. Further, implicit in this outcome is the need to equip students with the necessary English and research skills for successful study in their discipline. In addition, this outcome indicates the vital role of equipping students with the necessary English and research skills for successful study in their discipline.

## OUTCOMES

Students should be able to:

- write a research assignment showing the ability to reference, quote, paraphrase and summarise;
- identify cultural norms and values held by guests and colleagues in the workplace;
- identify cross-cultural communication barriers and techniques for overcoming these in a hospitality context;
- determine the corporate culture of an organisation;
- identify the appropriate chain of command when communicating in the hospitality industry;
- distinguish between formal and informal lines of communication;
- communicate assertively in a hospitality context;
- describe the nature of conflicts, types of conflicts and causes of conflicts in a hospitality environment;
- use appropriate communication strategies to manage and solve conflicts; and
- develop, organise, and deliver an oral presentation.

## CBE.338 BUSINESS COMMUNICATION

### Business Communication

(CBS1BB1)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CE (CONTINUOUS EVALUATION)

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## PURPOSE

The purpose of this module is to prepare students for the world of work where interpersonal relationships form the foundation of the business environment. Also, by providing them with the necessary interviewing abilities and skills.

## OUTCOMES

Upon completion of this module students should be able to:

- use the communication theory to identify needs and enhance interpersonal relationships in any situation;

- identify cultural barriers to effective communication;
- find solutions to overcome cultural barriers;
- demonstrate skill in preparing and delivering a formal oral presentation;
- write formal reports;
- conduct themselves professionally during an interview;
- draw up a competent curriculum vitae (CV);
- write various business letters;
- write a memorandum;
- write the notice, agenda and minutes of a meeting; and
- distinguish between different types of meeting.

## **CBE.339 BUSINESS MATHEMATICS**

### **Business Mathematics 100**

**(MAT100)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 14**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The module consists of a basic introduction to mathematical topics in the fields of algebra, calculus, financial mathematics, discrete mathematics and statistics. A few applications of these mathematic topics in accounting, economics and finance are covered. This will allow students to observe and practice the practical applications of mathematics to the relevant fields.

#### **OUTCOMES**

Students should be able to:

- accurately perform basic calculations in algebra;
- accurately determine limits, continuity intervals, derivatives and integrals using various techniques and rules;
- accurately perform basic calculations in financial mathematics;
- accurately perform basic calculations in discrete mathematics;

- accurately perform basic calculations in statistics; and
- correctly apply all the skills that they have learnt in accounting, economics and business.

## **CBE.340 COMMERCIAL LAW**

### **Commercial Law 1A**

**(COL41A1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

### **PURPOSE**

After successfully completing this module, a student would have gained knowledge and a broad understanding of the basic components/principles of the law of contract and its requirements for validity of contracts.

### **OUTCOMES**

Students should be able to:

- demonstrate the necessary knowledge of the history of the South African legal system;
- have a deep understanding of the structure of the South African legal system;
- highlight and analyse the different sources of South African law;
- understand, at a practical level, the various rules and presumptions of interpretation;
- understand the general principles of the law of obligations;
- demonstrate a clear understanding of consensus as a requirement for a valid contract;
- demonstrate a clear understanding of contractual capacity as a requirement for a valid contract;
- demonstrate a clear understanding of legality and physical possibility as requirements for a valid contract;
- demonstrate a clear understanding of formalities as a requirement for a valid contract;

- illustrate a thorough knowledge of the parties involved in the conclusion of a valid contract; and
- illustrate a thorough knowledge of the various forms of breach of contract.

### **Commercial Law 1B**

**(COL41B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to equip the student with a broad overview of general principles relating to the law of partnership, company law, close corporations law and business trust law.

#### **OUTCOMES**

Students should be able to:

- provide basic legal advice regarding the choice of business form;
- discuss the legal structure of the partnership, company, close corporation and business trust; and
- explain the rights and duties of the different role players in the partnership, the company, the close corporation and the business trust.

### **Commercial Law 100**

**(CML1B01)**

#### **SEMESTER MODULE**

**NQF LEVE: 6**

**NQF CREDITS: 12**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to familiarise a student with the statutory regulation of specific contracts as well as the legal framework in which entities operate. A student will be able to integrate the principles learned in Introduction to Law for BAcc students and build on this foundation. A student who has successfully completed this module should be equipped to deal with the challenges and difficulties a Chartered Accountancy student will experience during the module of his/her studies and profession.

## **OUTCOMES**

Students should be able to:

- apply the relevant principles pertaining to credit agreements and consumer protection in terms of the National Credit Act 34 of 2005 as well as the Consumer Protection Act 68 of 2008;
- apply the legal principles relating to the law of insurance as well as discuss the purpose and objective of the Financial Advisory and Intermediary Services Act 37 of 2002 (FAIS), also with reference to intermediaries and the broader regulatory framework;
- apply the legal principles underpinning the law of security;
- consider the role of important tax case law in the interpretation of tax principles;
- critically evaluate the general principles relating to the law of insolvency, formulate and recognise the main principles with regard to the initiation process of the winding-up of a company and demonstrate knowledge and understanding of the principles relating to business rescue;
- consider various pieces of legislation that regulate labour law in South Africa;
- consider the importance of corporate governance especially with reference to fiduciary duties of directors and whistle-blowing; and
- evaluate the supervision of banks from a legal perspective.

## **CBE.341 MATHEMATICS: FINANCE AND BUSINESS**

### **Mathematics: Finance and Business 1A**

**(MATDCA1 or MT1ACP1)**

### **SEMESTER MODULE (MATDCA1)**

### **ONLINE MODULE (MT1ACP1)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR MATDCA1**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **CALCULATION CRITERIA FOR MT1ACP1**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue studies in accounting, business, finance and economics. Students are taught various topics in fundamental algebra and graphs with direct applications in the relevant fields.

### **OUTCOMES**

Students should be able to:

- accurately perform basic calculations in algebra;
- correctly apply the algebraic techniques learned to problem solving;
- apply consistently the features of a straight line to selected problems;
- functions and inequalities;
- apply methodically non-linear functions to selected areas in the economic sciences;
- calculate and apply exponential and logarithmic functions to selected problems;
- apply concepts of percentage, rates and ratio;
- logically reason problems using the skills that they have learned; and
- reproduce formulas and apply techniques in order to solve economic and financial science related problems.

### **Mathematics: Finance and Business 1B**

**(MATDCB1 or MAT1BCP1)**

#### **SEMESTER MODULE (MATDCB1)**

#### **ONLINE MODULE (MAT1BCP1)**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA FOR MATDCB1**

#### **SUBJECT TYPE: SH**

- 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;

- Sup results capped.

## **CALCULATION CRITERIA FOR MAT1BCP1**

### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

## **PURPOSE**

The purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue studies in accounting, business, finance and economics. Students are taught various topics in fundamental algebra and graphs with direct applications in the relevant fields.

## **OUTCOMES**

Students should be able to:

- accurately perform time value of money calculations;
- correctly apply time value of money to problem solving;
- solve methodically, simultaneous equations and apply them to selected problems in the economic sciences;
- determine by means of linear programming solutions to constrained problems;
- perform and interpret descriptive statistics calculations;
- determine and discuss probability related problems;
- apply the rules of differentiation logically to selected areas in the financial and economic sciences;
- logically reason problems using the skills that they have learned; and reproduce formulas and apply techniques in order to solve economic; and financial science related problems.

## **CBE.342 INFORMATICS**

### **Informatics 100**

**(IFM100)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide information technology (IT) professionals who can analyse, design and develop algorithms into programmes demonstrating correctness using a visual computer language such as visual basic.

### **OUTCOMES**

Students should be able to:

- solve programming problems using a computer;
- analyse, design and programme algorithms;
- use control structures in algorithms and computer programmes;
- demonstrate the use of arrays and records in computer programmes; and
- demonstrate computer programmes.

## **CBE.343 INTRODUCTION TO LAW**

### **Introduction to Law 100**

**(INL100)**

### **YEAR MODULE**

### **NQF LEVEL: 5**

**NQF CREDITS: 24**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: JH**

**Progress mark captured in the middle of the year – a mark less than 40% cannot continue 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to familiarise a student with the structure of the legal system and legal framework in which entities operate. A student will be equipped with a general understanding of basic legal concepts relevant to his/her profession.

A student who has successfully completed this module should be equipped to deal with the challenges and difficulties a chartered accountancy student will experience during the module of his/her studies and profession. For this reason, the module comprises three components:

- (1) theory (i.e. weekly lectures and written academic assignments);
- (2) practical exposure (e.g. guest lectures by members of the chartered accountancy profession; and
- (3) skills training (i.e. library orientation and workshops aimed at enhancing study and life skills).

## **OUTCOMES**

Students should be able to:

- demonstrate that he/she is familiar with the structure of the legal system and the legal framework;
- demonstrate a basic understanding of the concept of “law”;
- identify the various sources of the South African law;
- demonstrate the necessary knowledge of the history of the South African legal system;
- obtain a basic understanding of the classification of the law – understand the basic tenets of the law of civil procedure, criminal law and law of evidence;
- understand the general principles of the law of contract; demonstrate a clear understanding of consensus as a requirement for a valid contract; demonstrate a clear understanding of contractual capacity as a requirement for a valid contract; demonstrate a clear understanding of legality and physical possibility as requirements for a valid contract; demonstrate a clear understanding of formalities as a requirement for a valid contract and illustrate basic insight regarding the impact of contracts in everyday life;
- provide basic legal advice regarding the choice of business form, discuss the legal structure of a partnership, company, close corporation and business trust and explain the rights and duties of the different role players in the partnership, the company, the close corporation and the business trust;
- comprehend the importance of the Constitution of 1996 and human rights in the South African context;
- have a basic understanding of legal argument and logic and know what legal language entails;
- understand the relevance of legal comparison; and
- comprehend basic philosophy.

**Introductory Labour Law**  
**SEMESTER MODULE (ILL41A0)**

**(ILL41A0 or ILL2CP2)**

**CALCULATION CRITERIA FOR ILL41A0****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**CALCULATION CRITERIA FOR ILL2CP2****SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

**PURPOSE**

Upon completion of this module students will have the basic competence and the basic practical skills that will enable them to apply the substantive law formally in practical situations.

A student who has successfully completed this module will have sufficient knowledge to be able to identify and classify basic labour law disputes. The student will gain a general insight into substantive law as contained in common law, individual service contracts and collective labour law as contained in legislation.

**OUTCOMES**

Students should be able to:

- identify and solve basic labour law disputes;
- recognise the application of equity legislation in the employment relationship;
- explain the notion of freedom of association in South African labour law;
- recognise and describe the regulation of collective labour relations in South Africa;
- recall the main rights and obligations of the individual employment relationship; and
- list and distinguish the relevant dispute routes and procedures for labour law disputes.

**CBE.344 INTRODUCTORY MATHEMATICAL ANALYSIS****Introductory Mathematical Analysis A****(MAA00A1)**

## **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue further studies in accounting, business, finance and economics. Students are taught various topics in fundamental algebra, graphs, financial mathematics, statistics and calculus with direct applications in the relevant fields.

#### **OUTCOMES**

Students should be able to:

- define and apply fundamental concepts of algebra;
- determine and apply fundamental concepts of domains and functions;
- display relevant skills in the areas of graphs and systems;
- solve exponential and logarithmic equations;
- solve problems around basic linear programming and linear equations geometrically;
- discuss and determine various probability and statistical techniques; and
- apply fundamental concepts of calculus.

## **CBE.345 MATHEMATICAL ANALYSIS**

### **Mathematical Analysis B**

**(MAA00B1)**

#### **SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 12**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to teach students more advanced mathematical skills needed to pursue future studies in economics and econometrics. Students are taught many topics in calculus and matrix algebra with direct applications in economics and econometrics.

## OUTCOMES

Students should be able to:

- calculate arithmetic and geometric sequences, convert sums into summation notation and evaluate sums;
- apply symmetry to curve-sketching, be familiar with the shapes of the graphs of six basic functions and to consider translation, reflection, and vertical stretching or shrinking of the graph of a function and to discuss functions of several variables and to compute function values;
- define and analyse the fundamentals of matrix algebra;
- apply limits and basic continuity;
- apply differentiation theoretically and practically;
- graphically display knowledge of curve-sketching; and
- apply integration.

## CBE.346 POLITICS AND INTERNATIONAL RELATIONS

### Politics 1A

(POL1AA1/PIR1AA1)

### SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 16

## CALCULATION CRITERIA

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## PURPOSE

This module forms part and parcel of the overall programme in Politics, which consists of the following:

- To empower students to contribute towards the maintenance and improvement of the

conditions of life of South African society; all students of Politics living in South Africa must be introduced to those debates and events impacting on the country's political future.

- To teach students the art and skills of governance, with a strong focus on:
  - respect for human rights;
  - open and accountable government;
  - defensible security and economic policies;
  - the normative limits in the exercise of power and authority in political orders.
- To educate students to become competent critics and users of social science knowledge claims.
- To teach students how to use the intellectual tools of social science research in acquiring, assessing and applying knowledge in the discipline of Politics.
- To offer knowledge of various theories relating to South African politics.
- To offer insight into how to link theoretical influences with implementation by examining a number of national case studies.
- To offer an understanding of the indicators that can be used to analyse a key event in South African politics.
- To aid students in acquiring cognitive skills in assessing and applying knowledge claims contained inter alia in editorials, research reports, journal articles, literary sources, and government / official documents.
- To help students acquire skills in information retrieval in libraries and high technology information systems.
- To educate students the art of governance (international, national and local) including
  - how to rule;
  - how to regulate;
  - showing restraint in the exercise of power.

## **OUTCOMES**

Students should be able to:

- define key political concepts;
- discuss critically the democracy debate and applying it to South Africa;
- explain the various views how democratic systems work in practice;
- explain different theories of the state as well as the many roles of the state;
- discuss the politics of identity;
- explain the functions of political parties by applying these functions to political parties in South Africa;
- explain party systems and, using the theory, evaluate South Africa's party system;
- describe political institutions in the contemporary world;
- compare political institutions in different political systems;
- analyse key issues/events in South African politics by using a framework of indicators (i.e. historical, social, political, economic and others) that precede the



- event, are responsible for the event, or are likely to be a consequence of the event;
- add to the existing popular discourse on issues in South African politics;
- compile a short comparative and evaluative essay on a politically relevant topic in contemporary political systems;
- assess the process of governance through political institutions in contemporary political systems.

## **Politics 1B**

**(POL1BB1/PIR1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

This module provides a necessary grounding in the conceptual understanding of the core terms of international relations and international political economy.

The module aims at achieving the following objectives:

- In-depth knowledge of the historical roots of international relations theory and international political economy theory.
- To offer students the intellectual tools to be able to apply the essential qualitative research skills associated with international relations and international political economy.
- To offer a supporting platform upon which students can build their appreciation of the subject material.

### **Outcomes**

Students should be able to:

- explain and apply introductory concepts and theory in IR;
- demonstrate an elementary understanding of the context within which key concepts and theories are applied and cite appropriate practical examples;

- develop sensitivity towards new theoretical and practical insights in IR.

## **Politics 2A**

**(POL2AA2/PIR2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

This module provides a critical introduction to key ideas and concepts in the history of political thought, understood in their historical context and as applicable to our current context in South Africa, Africa and beyond and offers knowledge of a range of arguments and debates in modern political thought and philosophy across a range of thinkers including Constant, Weber, Fanon, Rawls and Mandela. Deep political thinking will provide the grounding for the second half of the module, where students will develop a set of general conceptual skills for tackling policy problems and providing solutions. The module aims at achieving the following objectives:

- In-depth knowledge of the contexts within which these various thinkers developed their ideas.
- To offer means and techniques of engagement with the content of the central arguments of these texts and ideas.
- To offer the analytical tools for students to apply such knowledge and skills to contemporary political and social problems.
- To offer skills of exegesis and critique of these texts and arguments in comparison with the works of others and in relation to problems and issues in contemporary politics.

### **OUTCOMES**

Students should be able to:

- describe and define the key elements of the various ideas and arguments studied in the module;
- engage critically with these ideas both in terms of the original context and in terms of ethical and practical political relevance for our time and context;
- outline and critically evaluate the main arguments and ideas of one of the theories and theorists;
- analyse critically the various arguments in terms of the practical application to contemporary politics;
- analyse critically the various arguments in terms of their utility in enhancing political judgement;
- explain how government addresses policy problems and the various stages of the decision-making process;
- identify the socio-economic and political conditions of a country that determine or shape particular policies;
- demonstrate the ability to use select policy analysis tools to compare the consequences of proposed policy options for public problems, and make an appraisal of the various likely outputs;
- produce one real public problem 'policy memo' on a short research they would have conducted.

## **Politics 2B**

**(POL2BB2 / PIR2BB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

### **PURPOSE**

This module provides an in-depth study of the major theories of International Relations (IR) and introduces students to Peace and Security Studies as a sub-field of IR.

The module aims at achieving the following objectives:

- To ground students in classical and critical theories of IR.
- To expose students to a variety of conceptual, theoretical and analytical approaches and perspectives in the study of global peace and security issues.
- To provide an overview and critique of African and global peace and security institutions.

## OUTCOMES

Students should be able to:

- demonstrate a critical understanding of the key ideas, assumptions and arguments of major IR theories;
- apply IR theories to explain and interpret international affairs, including peace and security issues;
- engage critically with the central debates within international relations in respect of peace and security issues; and
- evaluate critically the role of African and global peace and security institutions.

## Politics 3A

(POL3AA3/PIR3AA3)

### SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 22

## CALCULATION CRITERIA

### SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## PURPOSE

This module provides a critical introduction to key ideas and concepts in the methods used in the academic study of the field of Politics and International Relations. This knowledge is essential in both the understanding of politics and in understanding its dynamic interaction with society. This knowledge is an important grounding not only for postgraduate work but also for the workplace where the formulation, adoption, implementation and evaluation of public policy in the policymaking process. The comparative politics part of the module examines the interaction of national and external dynamics on the politics of a given system, country, state, or region and applies various

comparative methods to examine variations of government structures and behaviour across four different regions of the world: Africa, the Americas, Asia, and the Middle East.

Practical's are related directly to the subject matter investigated in this module and offer a necessary platform in which students can experience practical application of the theory.

The module aims at achieving the following objectives:

- In-depth knowledge of the historical context of the Positivist and Post-positivist methods used in Politics and International Relations.
- To offer an understanding of the relationship of Politics to cognate disciplines.
- To offer the analytical tools for students to apply qualitative and quantitative methods to real-world examples.

## **OUTCOMES**

Students should be able to:

- understand and explain the place of Politics and International Relations in the Social Sciences;
- describe and define the key elements of the various ideas and arguments studied in the module;
- show a capacity to differentiate between qualitative and quantitative method;
- engage critically with these ideas both in terms of the original context and in terms of the practical relevance in the field of politics;
- show capacity to differentiate between Positivist and Post-positivist methods of research;
- outline and critically evaluate the two main approaches in an essay of around 2 500 words;
- explain the importance of method in the Social Sciences, especially in Politics and International Relations;
- apply a range of comparative methods in political and analysis and select important variables for the chosen theme;
- define and differentiate between and amongst key political concepts and track their application across the globe;
- design comparative studies (select cases) and compare political phenomena (themes/variables) within and across countries;
- explain the variations in structuring of the nation-state and identify contemporary polarising and crosscutting challenges (cleavages), and how different states respond to and manage these internal pressures.

**Politics 3B**  
**SEMESTER MODULE**  
**NQF LEVEL: 7**

**(POL3BB3/PIR3BB3)**

**NQF CREDITS: 22**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: CD (HYBRID 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
- Students with a final mark between **40 – 49** qualifies for a sup exam.
- **Sup exam:**
- For the sup exam – **only the Exam mark counts** and is capped on 50.
- For students writing a sick exam – students must have a progress mark of at least 40%.
- Only the exam mark counts, not capped on 50.

## **PURPOSE**

This module provides an important examination of the theory and practice of foreign policy in the African context.

The module aims at achieving the following objectives:

- To offer knowledge of various theories of foreign policy-making as well as the instruments and actors that influence the choices made by foreign policy practitioners.
- To offer and develop the critical analysis needed to identify and explain the courses of action taken by states in international relations.
- To offer insight into how to link theoretical influences with implementation by examining a number of case studies and the practice of diplomacy in general.
- To offer an understanding of the major foreign policy agendas of respective African governments.

## **OUTCOMES**

Students should be able to:

- explain and apply key concepts and theory in Foreign Policy Analysis;
- demonstrate a solid understanding of the context within which key concepts and theories regarding FPA are applied;
- cite appropriate practical examples, and apply in case studies;
- develop sensitivity towards new theoretical and practical insights in FPA.

## **CBE.347 PSYCHOLOGY**

### **Psychology 1A**

**(PSY1AA1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of the module is to introduce students to the fundamentals of psychology. The module is aimed at providing students with a broad theoretical foundation for further studies in psychology. To this end students, encounter topics that encompass three inter-related explanatory approaches, namely biological, e.g. the role of the brain in human behaviour; psychological, e.g. cognition, motivation, and emotion; and environmental explanations, e.g. socio-cultural influences.

### **OUTCOMES**

Students should be able to:

- explain the nature and origins of psychology and critically differentiate between the major perspectives associated with the field of psychology;
- describe the nature of scientific psychology, including ethical issues, and be able to differentiate between major research strategies;
- discuss the role of biological factors in human functioning;
- describe the processes of sensation and perception and evaluate the role of these processes in everyday functioning; and
- differentiate between various states of consciousness and the implications of these states for human functioning.

## **Psychology 1B**

**(PSY1BB1)**

### **SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of the module is to introduce students to major fields in psychology. The module is aimed at providing students with an introduction to four defining fields in contemporary psychology, namely developmental psychology, personality psychology and social psychology. Familiarity with the major concepts and issues related to each of

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these fields should enable students to engage with these fields on an advanced level in further studies.

## **OUTCOMES**

Students should be able to:

- explain and critically evaluate various issues, theories, and concepts in Developmental Psychology;
- explain and critically evaluate various issues, theories, and concepts in Personality Psychology; and
- explain and critically evaluate various issues, theories, and concepts in Social Psychology.

## **Psychology 2A (Developmental Psychology)**

**(PSY2AA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of the module is to introduce the basic principles of human development, which helps the psychology student to conceptualise and understand the ever-changing human being from conception to death. This conceptualisation and understanding are useful in everyday life (enhances understanding of e.g. family members, friends and work colleagues of different ages) and imperative for the psychologist-to-be.

## **OUTCOMES**

Students should be able to:

- critically discuss and describe different theories of human development;
- describe prenatal development, the process of birth and relevant developmental factors pertaining to the new-born;
- discuss the relevant developmental processes pertaining to the infant's readiness for life and refer to changes in the infant's sensory capabilities;
- discuss physical development by referring to relevant changes in the brain, motor skills and sexual development;
- describe Piaget and Vygotsky's theories of cognitive development;
- explain cognitive development by comparing it to the information processing



perspective;

- discuss the emotional development, temperament and attachment formation as it occurs in the infant;
- explain the development of the self as well as the process of becoming socially aware;
- discuss the development of aggression, altruism and morality; and
- list and explain relevant factors pertaining to the family that impact on development.

## **Psychology 2C (Social Psychology)**

**(PSY2CA2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to:

- provide an intermediate to advanced understanding of the scope and aims of social psychology, as well as its position within the larger discipline of scientific psychology;
- provide an intermediate to advanced understanding and comprehension of key social psychology topic areas, as well as the empirical basis that underlies them;
- provide an intermediate to advanced ability to distinguish between social psychology research areas and contrast its methods of research to those used in other sub-disciplines in psychology;
- provide an introduction to the application of selected empirical methods to answer current scientific questions within the discipline of social psychology; and
- provide an introduction to the application of social psychology research to real-world social interactions, and current psychosocial problems in South Africa.

### **OUTCOMES**

Students should be able to:

- describe the differences between social psychological research methodology and that of other sub-disciplines within psychology by citing appropriate examples from the empirical literature;
- demonstrate a complex understanding of key theories with supporting evidence in selected topic areas within social psychology in formal assessments and formative exercises; and

- apply social psychological theory and data to real-world issues and social problems.

## **Psychology 2D (Positive Psychology)**

**(PSY2DB2)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

### **PURPOSE**

The purpose of this module is to provide students with knowledge on the basic theory and concepts of the emerging field of positive psychology. Some of these concepts include: positive emotions, happiness, signature strengths, flow and creativity, psychological well-being, optimism, hope, wisdom, forgiveness, altruism, spirituality, meaning and purpose in life.

### **OUTCOMES**

Students should be able to:

- distinguish between the principles of positive psychology and other theoretical principles of psychology;
- identify and describe the core concepts of positive psychology;
- reflect on the application of one or more concepts of positive psychology to their own lives; and
- know research that supports the principles, strategies and skills of positive psychology.

## **Psychology 2F (Contemporary Psychology)**

**(PSY2FB2)**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of this module is to introduce students to current and relevant topic areas within modern scientific psychology that are not covered in detail by other modules within the BA Psychology qualification. Contemporary scientific psychology is a fast-developing, highly dynamic discipline that often contains a myriad of different sub-disciplines and topic areas. To ensure that students are familiarised with some of the key topic areas that are currently shaping the discipline of psychology as a whole, Contemporary Psychology 2F will offer a selected overview of one-two key topic areas, depending on current developments within psychology, and moderated by departmental teaching resources.

## **OUTCOMES**

Students should be able to:

- describe the relevance of the selected key topic area/s within contemporary psychology with reference to other sub-disciplines of psychology in formal assessments and formative assessments;
- demonstrate a thorough understanding of the main theoretical and empirical tenets of the selected key topic area/s by analyses of key theoretical and empirical scholarly material; and
- critically discuss how the selected key topic area/s has/have shaped current scientific psychology and is/are currently directing the development of the discipline within formal assessments and class discussions.

## **Psychology 2H (Personality Psychology 2H)**

**(PSY2HB2)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

Students will be required to complete a number of continuous formative assessments which will contribute to their semester mark. Students will also be allowed to complete up to three formative assessments (but no fewer than two) and their two best marks will be considered when calculating the final semester mark.

## OUTCOMES

- Upon completion of this module students should be able to:
- critically evaluate the concept of personality and core issues related to personality;
- critically discuss Freudian theory and research related to concepts in this theory;
- critically discuss Neo-Freudian theory and research related to concepts in this theory;
- critically discuss Trait theory and research related to concepts in this theory;
- critically discuss the Biological personality theory and research related to concepts in this theory;
- critically discuss Humanistic theory and research related to concepts in this theory;
- critically discuss the Behavioural/Social Learning theory and research related to concepts in this theory; and
- critically discuss cognitive personality theory and research related to concepts in this theory.

### **Psychology 3A (Research Psychology)**

**(PSY3AA3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 22**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of the module is to introduce students to advanced research design in the behavioural sciences; develop an understanding of the practical applications of specific research design; familiarise students with the description and manipulation of data using data analysis software; and develop students skills in interpreting and analysing both descriptive and inferential statistics.

## OUTCOMES

Students should be able to:

- differentiate between different experimental and non-experimental designs;
- understand the varieties of experimental research design and analyses by using relevant case studies; and
- understand the varieties of non-experimental research design and analyses by using relevant case studies.

## **Psychology 3C (Child and Family Psychology)**

**(PSY3CA3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 22**

### **CALCULATION CRITERIA**

#### **SUBJECT TYPE: CE (CONTINUOUS EVALUATION)**

- Semester mark / Year mark is calculated from a **series of continuous assessments**;
- Students do **NOT** write an Examination;
- Therefore, no exam admission required;
- Semester mark = Final Mark;
- No supplementary exams awarded.

### **PURPOSE**

The purpose of this module is to gain knowledge of theory and the applicatory value of various constructs presented in this module. To develop a theoretical conceptualisation of Child Psychology and a critical insight into the various explanatory models thereof. To integrate intervention framework and models with the aforementioned theory and demonstrate academic writing skills and critical insight. This module will cover, among other topics relating to the ecology of the child, socialisation, family, parenting and community.

### **OUTCOMES**

Students should be able to:

- demonstrate an understanding of the term 'ecology' and apply the four ecological models by Bronfenbrenner;
- situate the aims and methods of socialisation by referring to relevant examples;
- reflect on the role that family characteristics play in influencing child's development;
- analyse the different parenting styles and report on how they impact on child development;
- evaluate and apply three methods of socialisation utilised by the peer group;
- apply existing community resources in resolving problems facing the community; and
- evaluate the effectiveness of the module.

## **Psychology 3D (Psychopathology)**

**(PSY3DB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 22**

### **CALCULATION CRITERIA**

**SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to expose students to a multidimensional approach to understanding psychopathology. This model is aimed at exposing students to the historical context of understanding psychopathology as well as current approaches, including assessment and diagnostic criteria. Students will be introduced to a scope of categories of psychological disorder, with an emphasis on conceptualisations of multiple causality.

**OUTCOMES**

Students should be able to:

- apply a multidimensional approach to understanding psychopathology;
- critically discuss the historical approaches to understanding psychopathology;
- explain current approaches, including assessment, diagnostic practices, and treatment modalities;
- describe the clinical picture of major psychological disorder categories;
- differentiate between the major psychological disorder categories;
- explain the multi-dimensional aetiological contributions to the development and presentation of psychological disorders; and
- critically discuss current trends in the understanding of psychopathology.

**Psychology 3E (Community Psychology)****(PSY3EA3)****SEMESTER MODULE****NQF LEVEL: 7****NQF CREDITS: 22****CALCULATION CRITERIA****SUBJECT TYPE: SH**

- 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;
- Sup results capped.

**PURPOSE**

The purpose of this module is to provide students with a broad understanding of what community psychology entails and the importance of context in working in South African communities. Focus on the different theories in community psychology. On completion of this module, students will have knowledge about the theories and contextual issues

in community psychology and be able to apply this knowledge in the broad discipline of psychology.

## **OUTCOMES**

Students should be able to:

- situate basic theoretical principles in community psychology;
- demonstrate the different understanding of the term “community” from their own communities;
- analyse the three different models (mental health model; social action model; social community approach) in community psychology;
- evaluate and apply the concept of empowerment’ and “prevention” in a South African context;
- reflect on the role of the community psychologist as a consultant within South African context;
- apply skills of research and intervention in a community project in their respective communities; and
- evaluate the effectiveness of the module.

## **Psychology 3F (Psychotherapy: Theory and Models)**

**(PSY3FB3)**

### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 22**

## **CALCULATION CRITERIA**

### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

## **PURPOSE**

The purpose of the module is to expose students to a comparative analysis of various psychotherapy systems by introducing students to a number of the older and newer models of psychotherapy within the contexts of the psychological theories that inform them. Students will encounter concepts pertaining to the basic change processes that underlie contemporary systems of psychotherapy, as well as a means to compare and evaluate their relative efficacies in offering treatments to specific clients/patients with specific presenting problems. The module aims to equip students with the ability to discuss a trans theoretical analysis of various psychotherapy systems.

## **OUTCOMES**

Students should be able to:

- define and discuss psychotherapy as a mental health field;
- explain the role of theory in the practice of psychotherapy;
- discuss the theories of personality, psychopathology and psychotherapy for various schools of thought;
- describe the implications for psychotherapy that the theoretical underpinnings of various psychological schools of thought hold for their treatment practices;
- identify and discuss the content and the change processes of psychotherapy;
- differentiate between the common and approach-specific factors across psychotherapeutic models;
- critically evaluate the effectiveness of the psychotherapeutic systems and criticisms levelled against each model; and
- describe the combination of independent psychotherapeutic models into integrative and eclectic approaches.

### **Psychology 3G (Cognitive Psychology)**

**(PSY3GA3)**

#### **SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 22**

#### **CALCULATION CRITERIA**

##### **SUBJECT TYPE: SH**

- 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;
- Sup results capped.

#### **PURPOSE**

The purpose of this module is to expose students to one of the most important and influential sub disciplines within scientific psychology, cognitive psychology, and to train them in the most important methodological approaches in investigating cognitive processes in human and non-human animals. Topics that will be discussed and studies include: Attentional and perceptual processes, memory systems, representation and organisation of knowledge and information, language, reasoning and problem-solving, cognitive neuroscience and artificial intelligence.

#### **OUTCOMES**

Students should be able to:

- list and explicate the basic tenets of cognitive psychology and its underlying philosophy;
- explain the nature of research methods employed within cognitive psychological research using relevant examples of empirical research;



- describe the major subfields within cognitive psychology by defining and explaining key concepts within each of the module's units in both formal and formative assessments;
- demonstrate competence in the use of cognitive psychological theory within the larger psychological discipline; and
- explain the relevance of cognitive psychological theory and apply it to real-world examples.

## SECTION O: UNDERGRADUATE QUALIFICATIONS PHASED OUT OR PHASING OUT IN THE COLLEGE OF BUSINESS AND ECONOMICS AND THE LAST DATE OF OFFERING

### CBE.348 QUALIFICATIONS PHASING OUT

Qualification Code	Qualification Name	Last first year intake	Last Year to complete
<b>EXTENDED DIPLOMAS</b>			
D1HRME	Dip in Human Resources Management	2021	2026
D1LOGE	Diploma in Logistics	2017	Current
D34PEQ	Dip in People Management	2022	
D1SBME	Dip in Small Business Management	2017	Current
D1TRME	Dip in Transportation Management	2017	Current
NDHE01	ND: Human Resources Management	2010	2015
NDHE02	ND: Human Resources Management	2012	2017
NDHE03	ND: Human Resources Management	2016	2021
NDLE01	ND: Logistics	2010	2015
NDLE02	ND: Logistics	2012	2017
NDLE03	ND: Logistics	2014	2019
NDLE04	ND: Logistics	2016	2021
NDME01	ND: Management	2010	2015
NDME02	ND: Management	2012	2017
NDME03	ND: Management	2013	2018
NDME04	ND: Management	2016	2021
NDNE01	ND: Small Business Management	2010	2015
NDNE02	ND: Small Business Management	2012	2017
NDNE03	ND: Small Business Management	2016	2021
NDTE02	ND: Transportation Management	2012	2017
NDTE03	ND: Transportation Management	2014	2019

NDTE04	ND: Transportation Management	2016	2021
<b>DIPLOMAS</b>			
DIP303	Dip in Accounting	2012	2016
D3A13Q	Dip in Accountancy	2014	2018
D3A15Q	Dip in Accountancy	2015	Current
DIP301	Dip in Banking	2014	2018
D11401	Dip in Business Information Technology	2011	Current
DIP302	Dip in Credit Management	2014	2018
DIP304	Dip in Financial Information Systems	2013	2017
D3F15Q	Dip in Financial Services Operations	2018	2022
D34F9Q	Dip in Financial Services Operations	2019	Current
D1FBOQ	Dip in Food and Beverage Operations	2021	2025
D34FBQ	Dip in Food and Beverage Operations	2022	
D1HOMQ	Dip in Hospitality Management	2018	2022
D1HRMQ	Dip in Human Resources Management	2021	2025
D1LOGQ	Diploma in Logistics	2017	Current
D1MKTQ	Dip in Marketing	2023	Current
D34P2Q	Dip in People Management	2022	
D1RBMQ	Dip in Retail Business Management	2023	Current
D1SBMQ	Dip in Small Business Management	2017	Current
D1TOUQ	Dip in Tourism Management	2021	2025
D34TMQ	Dip in Tourism Management	2022	
D1TRMQ	Dip in Transportation Management	2017	Current
ND303	ND: Accounting	2010	2014
ND301	ND: Banking	2010	2014
ND302	ND: Credit Management	2010	2014
ND304	ND: Financial Information Systems	2010	2014
ND1415	ND: Hospitality Management	2016	2020
398 – 1	ND: Human Resources Management	2010	2014
ND1416	ND: Human Resources Management	2016	2020

ND1409	ND: Logistics	2011	2015
ND1419	ND: Logistics	2014	2018
ND1429	ND: Logistics	2016	2020
ND1410	ND: Management	2010	2014
ND1418	ND: Management	2013	2017
ND1425	ND: Management	2016	2020
ND1414	ND: Marketing	2010	2014
ND1424	ND: Marketing	2013	2017
ND1427	ND: Marketing	2016	2020
ND1404	ND: Retail Business Management	2011	2015
ND1421	ND: Retail Business Management	2013	2017
ND1428	ND: Retail Business Management	2016	2020
ND1406	ND: Small Business Management	2010	2014
ND1417	ND: Small Business Management	2016	2020
446-3	ND: Tourism Management	2015	2019
ND1431	ND: Tourism Management	2016	2020
ND1408	ND: Transportation Management	2011	2015
ND1420	ND: Transportation Management	2014	2018
ND1430	ND: Transportation Management	2016	2020
<b>ADVANCED DIPLOMAS</b>			
A1BITQ	Advanced Diploma in Business Information Technology	2016	Current
A34BMQ	Advanced Diploma in Business Management		Current
ADIE01	Advanced Diploma in Economics	2017	2018
A3F15Q	Advanced Diploma in Financial Markets	2016	2016
A3F17Q	Advanced Diploma in Financial Markets	2017	Current
A34FMP	Advanced Diploma in Financial Markets (Fully Online)	2020	Current
A34HMQ	Advanced Diploma in Hospitality Management		Current
A34LGQ	Advanced Diploma in Logistics (Fully Online)	2019	Current

A34MGQ	Advanced Diploma in Management	2019	Current
A34MMQ	Advanced Diploma in Marketing Management	2021	Current
A34PPQ	Advanced Diploma in People Performance Management		Current
A34PPP	Advanced Diploma in People Performance Management	2020	Phase our 2025
ADPVM1	Advanced Diploma in Property Valuation and Management	2013	2021
A1DRTQ	Advanced Diploma in Retailing	2015	2017
A1DREQ	Advanced Diploma in Retailing	2020	Current
A34RAO	Advanced Diploma in Real Estate Management (Fully Online)	2019	Current
A34TRQ	Advanced Diploma in Tourism Management		Current
A34TMQ	Advanced Diploma in Transportation Management	2019	Current
A34TRP	Advanced Diploma in Transportation Management (Fully Online)	2019	Current
<b>EXTENDED DEGREES</b>			
BCOE13	BCom (Accounting)	2011	2016
BCGE12	BCom (Accounting)	2013	2018
BCGE14	BCom (Accounting)	2016	2021
B1CBME	BCom (Business Management)	2017	2022
B1CB2E	BCom (Business Management)	2018	2023
B34BEQ	Bachelor of Commerce in Business Management	Current	
B3NE3Q	Bachelor of Commerce in Economics and Econometrics	2013	2018
BCOE68	BCom (Economics and Econometrics)	2010	2015
BCOE69	BCom (Economics and Econometrics)	2011	2016
BCEE12	BCom (Economics and Econometrics)	2013	2018
B3NE4Q	BCom (Economics and Econometrics)	2014	Current
BCOE50	BCom (Finance)	2011	2016
BCFE12	BCom (Finance)	2013	2018
BCFE14	BCom (Finance)	2016	2021

B3FE7Q	Bachelor of Commerce in Finance	2017	Current
BCE141	BCom (General)	2014	2019
BCE142	BCom (General)	2016	2021
BCOE49	BCom (General)	2011	2016
<b>DEGREES</b>			
B34HMQ	Bachelor of Hospitality Management	2021	2025
B34HOQ	Bachelor of Hospitality Management	2022	
B34HNQ	Bachelor of Hospitality Management	Starting 2024	
BA1401	BA (Human Resource Management)	2010	2015
BA1405	BA (Human Resource Management)	2018	2022
BA1421	BA (Human Resource Management)	2011	2015
BA1402	BA (Information Management)	2010	2014
BA1403	BA (Information Management)	2011	2015
BA1406	BA (Information Management)	2012	2016
B1AIMQ	BA (Information Management)	2015	2020
BA0063	BA (Public Management and Governance)	2010	2014
BA0066	BA (Public Management and Governance)	2010	2014
BA0073	BA (Public Management and Governance)	2011	2015
BA0075	BA (Public Management and Governance)	2013	2017
BA0093	BA (Public Management and Governance)	2013	2017
BA1408	BA (Public Management and Governance)	2015	2019
BA1409	BA (Public Management and Governance)	2015	2019
BA1411	BA (Public Management and Governance)	2016	2020
BA1412	BA (Public Management and Governance)	2016	2020
B1APKQ	Bachelor of Arts in Public Management and Governance (APK)	2018	2022
B34PKQ	Bachelor of Arts in Public Management and Governance (APK)	2019	Current
B1APSQ	Bachelor of Arts in Public Management and Governance (SWC)	2018	2022
B34PSQ	Bachelor of Arts in Public Management and Governance (SWC)	2019	Current
BA1404	BA (Tourism Development)	2015	2019

BA1410	BA (Tourism Development)	2018	2022
B34TMQ	Bachelor of Tourism Development and Management	2021	2025
B34TDQ	Bachelor of Tourism Development and Management	Starting 2024	
B34TOQ	Bachelor of Tourism Development and Management	2022	
BCO113	BCom (Accounting)	2011	2015
BCG012	BCom (Accounting)	2013	2017
BCG014	BCom (Accounting)	2016	2020
BCA012	Bachelor of Accounting	2012	Current
B1CBSQ	BCom (Business Management)	2017	2021
B1CB2Q	BCom in Business Management	2018	2022
B34BMQ	Bachelor of Commerce in Business Management	2019	Current
BCO068	BCom (Economics and Econometrics)	2010	2014
BCO069	BCom (Economics and Econometrics)	2011	2015
BCE012	BCom (Economics and Econometrics)	2012	2016
B3N13Q	BCom (Economics and Econometrics)	2013	2017
B3N14Q	Bachelor of Commerce in Economics and Econometrics	2014	Current
BCO062	BCom (Entrepreneurial Management)	2010	2014
BCO063	BCom (Entrepreneurial Management)	2011	2015
BC1405	BCom (Entrepreneurial Management)	2012	2016
BC1411	BCom (Entrepreneurial Management)	2014	2018
BC1413	BCom (Entrepreneurial Management)	2016	2020
B1CEMQ	Bachelor of Commerce in Entrepreneurial Management	2017	Current
BCO050	BCom (Finance)	2011	2015
BCF012	BCom (Finance)	2013	2017
BCF014	BCom (Finance)	2016	2020
BCO049	BCom (General)	2011	2015
BC1401	BCom (General)	2013	2017
BC1414	BCom (General)	2016	2020
BCO060	BCom (Human Resource Management)	2010	2014

BCO065	BCom (Human Resource Management)	2011	2015
BC1402	BCom (Human Resource Management)	2018	2022
B34HRQ	Bachelor of Human Resource Management	2019	Current
B34HRP	Bachelor of Human Resource Management (Fully online)	2019	Current
BCO043	BCom (Information Management)	2011	2015
BC1404	BCom (Information Management)	2012	2016
B1CIMQ	BCom (Information Management)	2014	2018
B1CIM2	BCom (Information Management)	2015	2019
B34IMQ	Bachelor of Commerce in Information Management	2023	Current
B1CISQ	Bachelor of Commerce in Information Systems	2016	Current
BCO035	BCom (Logistics Management)	2011	2015
BC1407	BCom (Logistics Management)	2012	2016
B1CLMQ	BCom (Logistics Management)	2017	2021
B1CL2Q	Bachelor of Commerce in Logistics Management	2020	2024
BCO035	BCom (Logistics Management)	2011	2015
BCO066	BCom (Marketing Management)	2011	2015
BC1408	BCom (Marketing Management)	2012	2016
BC1410	BCom (Marketing Management)	2016	2020
B1CMMQ	Bachelor of Commerce in Marketing Management	2017	Current
BCO061	BCom (Industrial Psychology)	2011	2015
B1CIPQ	BCom (Industrial Psychology)	2018	2022
B34IPQ	BCom (Industrial Psychology)	2019	Current
BCO044	BCom (IT Management)	2010	2014
BCO064	BCom (IT Management)	2011	2015
BC1406	BCom (IT Management)	2013	2017
BC1412	BCom (IT Management)	2015	2019
BCO014	BCom (Transport)	2011	2015
BC1409	BCom (Transport)	2012	2016
B1CTMQ	BCom (Transport Economics)	2013	2017



B1CT2Q	BCom (Transport Economics)	2015	2019
B34TLQ	BCom (Transport and Logistics Management)	2021	Current
<b>B TECH DEGREES</b>			
404-1	BTECH: Business Administration	2019	2021
BT1405	BTECH: Hospitality Management	2019	2021
	BTECH: Human Resource Management	2019	2021
BT1402	BTECH: IT (IS and Technology Management)	2016	2017
BT1406	BTECH: IT (IS and Technology Management)	2016	2017
421-2	BTECH: Logistics	2018	2019
BT1408	BTECH: Marketing	2019	2021
BT1410	BTECH: Tourism Management	2019	2021
449-1F	BTECH: Transportation Management	2018	2019