



**VAAL UNIVERSITY  
OF TECHNOLOGY**

## **MANAGEMENT SCIENCES**

### **Prospectus**

|                 |         |        |           |         |      |
|-----------------|---------|--------|-----------|---------|------|
| First published | 2009    | Second | Edition   | 2010    |      |
| Third           | Edition | 2012   | Fourth    | Edition | 2013 |
| Fifth           | Edition | 2014   | Sixth     | Edition | 2015 |
| Seventh         | Edition | 2016   | Eighth    | Edition | 2018 |
| Ninth           | Edition | 2019   | Tenth     | Edition | 2020 |
| Eleventh        | Edition | 2021   | Twelfth   | Edition | 2022 |
| Thirteenth      | Edition | 2023   | Fourteen  | Edition | 2024 |
| Fifteenth       | Edition | 2025   | Sixteenth | Edition | 2026 |

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**NB:**

Although the information contained in this Faculty Prospectus has been compiled as accurately as possible, the Council and the Senate of the Vaal University of Technology accept no responsibility for any errors or omissions.

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## **1. WELCOMING BY THE EXECUTIVE DEAN**

Welcome to the Faculty of Management Sciences of the Vaal University of Technology (VUT). The faculty is a diverse and vibrant academic community dedicated to discovery, to making knowledge matter and to developing its staff and students to their greatest potential. The faculty boasts of a combination of expertise and innovation and in keeping with the national priorities of the country, it thrives within the fields of Accountancy, Marketing, Human Resource Management, Sport and Logistics and Supply Chain Management. The faculty is committed to the scholarship of teaching and learning, research, and community engagement. It is composed of an extraordinary group of scholars in the various management sciences related disciplines who are committed to offering quality programmes that prepare students to meet national and international priorities. Faculty members bring an unparalleled devotion to teaching and a shared goal of enabling students to succeed.

Graduates of the Faculty of Management Sciences are highly sought after and are placed in high-quality first jobs in the challenging job-market after completing their studies. It is always exciting to be a student in this faculty as it continues to grow and improve the various program offerings to maintain national prominence. All students are encouraged to embrace completely and take full advantage of the rich learning environment available at the VUT. I therefore take it as an honour to express my appreciation of your interest in the Faculty of Management Sciences.

Visit the Faculty of Management Sciences webpage on the VUT website to discover information about the faculty, its curricular, departments, staff members and more. I look forward to receiving you in this faculty where you will be treated as an important part of the lively family of staff and students at the VUT.

**Prof C. Mafini**  
**Executive Dean**

## 2. GENERIC ADMISSION REQUIREMENTS

To pass a National Senior Certificate (NSC) you must have written the following examinations:

- One Home Language
- One Home or First Additional Language
- Mathematics or Technical Maths or Mathematical Literacy
- Life Orientation
- 3 x other subjects

And achieved 40% in three subjects, one of which is an official language at Home Language level;

**Diploma:** To qualify for admission to Diploma Studies at a University, you need to pass the National Senior Certificate, with an achievement rating of 3 (moderate achievement, 40%-49%) or better in four recognised NSC 20-credit subjects, and a minimum 30% in the language of learning and teaching of the Higher Education institution concerned.

**Bachelors:** To qualify for admission to Bachelor's Degree studies at a University, you need to pass the NSC with an achievement rating of 4 (adequate achievement, 50%-59%) or better in four subjects chosen from the designated subject list determined by Higher Education, with a minimum of 30% in the language of learning and teaching of the Higher Education institution concerned.

Minimum statutory admission requirements- NC(V) 4

Prospective candidates must meet the minimum statutory requirements for students in possession of an NC(V) 4 qualification, as set laid out in the prescripts of the Government Gazette no. 32743 of 26 November 2006, to be eligible for admission to a diploma i.e. 50% in three fundamental subjects, one of which must be English; and 60% in three compulsory vocational modules.

Candidates must note that, according to Section 37 (i) of the Higher Education Act (Act 101 of 1997), the decision to admit a student to higher education study is the right and responsibility of the higher education institution concerned. This implies that *individual institutions may set additional admission requirements for specific programmes. For example, the course must include Accounting with a minimum of 50%. Applied Accounting is not accepted.*

*Admission requirements for students with N3, N4, N5 and N qualifications.*

The following admission requirements apply:

A candidate with an FET N3, N4, N5 or N6 certificate from a TVET college may qualify for admission to the first year of a diploma qualification in marketing, retail management, logistics, accountancy and human resource management:

- based on his or her seven best subjects for N4/N5 or N5/N6 and a minimum of 50% for English at N3 level. However, a candidate must meet the minimum admission requirements, including the language requirement (50%), on VUT scoring scale (see table 3 below).
- A candidate with an N3, N4, N5 or N6 certificate does not qualify for any subject recognition.
- Subject recognition may be granted to FET students who have successfully completed their FET N6 diplomas. Such subject recognition will only be considered for first-year VUT diploma subjects and will only be based on FET N6 level diploma subjects completed successfully. These subjects must be passed at N4, N5 and N6 level with a score of 50% or above.
- Programme prerequisites must be met before a candidate will be admitted to a specific programme. The programme in Accounting must include Accounting with a minimum of 50%. Applied Accounting is not accepted.

Admission is based on the above minimum criteria, *with qualification specific additional requirements* based on an academic point score (APS). The university calculates the APS as indicated in table 1.

Table 1: Academic Points Calculation (NSC and SC)

(Please note Life orientation is excluded from all points calculations and Bonus points)

| NSC %       | NSC score | SCHG % | VUT SC SCORE | SCSG % | VUT SC Score | BONUS POINTS |           |       |
|-------------|-----------|--------|--------------|--------|--------------|--------------|-----------|-------|
|             |           |        |              |        |              | Maths        | Lang uage | Other |
| 90% to 100% | 8         | A      | 8            | A      | 7            | 3            | 2         | 2     |
| 80% to 89%  | 7         | A      | 7            | A      | 7            | 3            | 2         | 2     |
| 70% to 79%  | 6         | B      | 6            | A      | 6            | 2            | 1         | 1     |
| 60% to 69%  | 5         | C      | 5            | B      | 5            | 1            | 0         | 0     |
| 50% to 59%  | 4         | D      | 4            | C      | 4            | 0            | 0         | 0     |
| 40% to 49%  | 3         | E      | 3            | D      | 3            | 0            | 0         | 0     |
| 30% to 39%  | 2         | F      | 2            | E      | 2            | 0            | 0         | 0     |
| 0% to 29%   | 1         | G      | 0            | F      | 0            | 0            | 0         | 0     |

Table 2: Academic Points Calculation - NC(V)4

(Please note Life orientation is excluded from all points calculations)

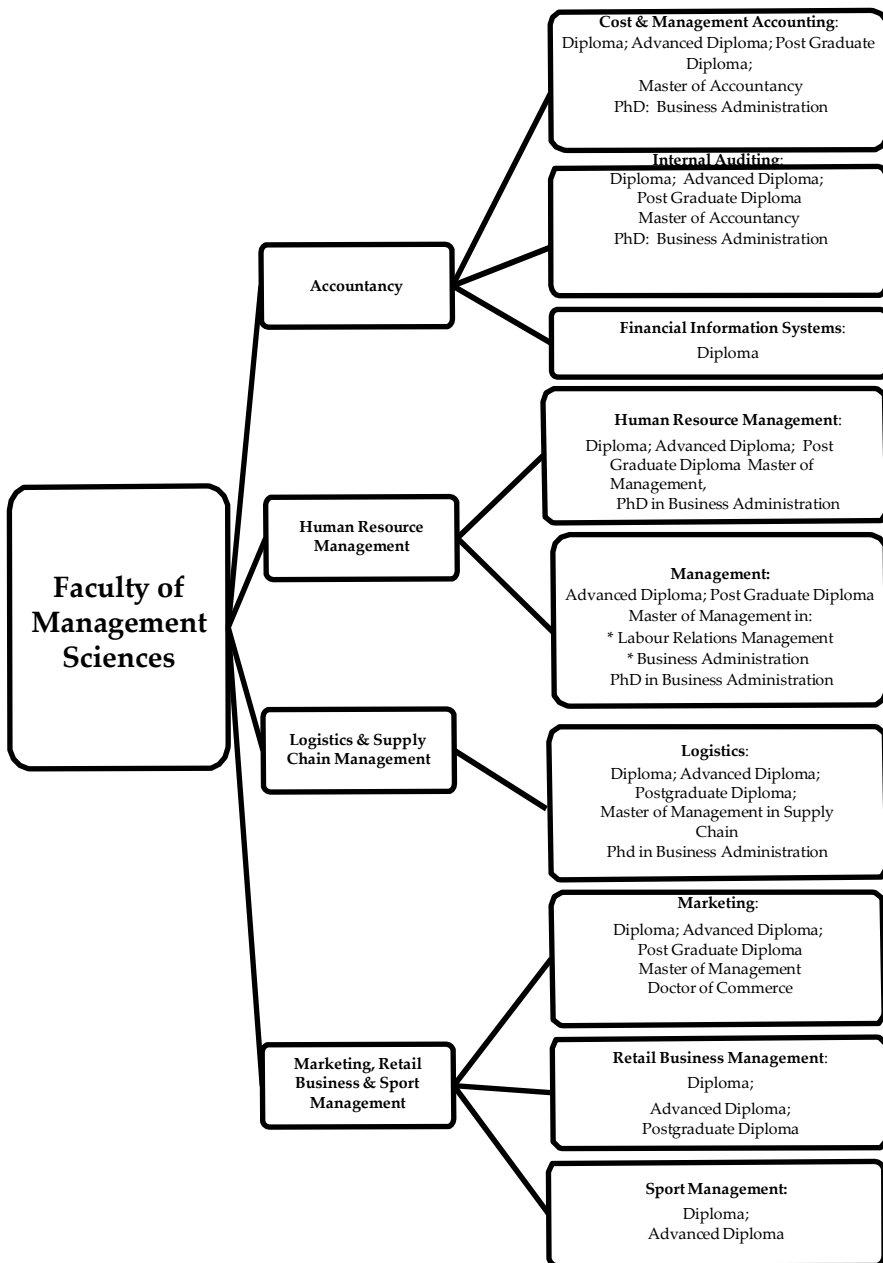
| Percentage achieved in NCV subject | 30-39% | 40-49% | 50-59% | 60-69% | 70-79% | 80-89% | 90-100% |
|------------------------------------|--------|--------|--------|--------|--------|--------|---------|
| Points rating for % value (VUT)    | 2      | 3      | 4      | 5      | 6      | 7      | 8       |

The scoring scale for candidates in possession of N3, N4, N5 and N6 qualifications is indicated in Table 4.

Table 3: VUT scoring scale for N qualifications

| Symbol achieved | N3 | N4/N5/N6 |
|-----------------|----|----------|
| A               | 6  | 8        |
| B               | 5  | 7        |
| C               | 4  | 6        |
| D               | 3  | 5        |
| E               | 2  | 4        |

### 3. DEPARTMENTAL STRUCTURE OF QUALIFICATIONS



#### 4. DEPARTMENT OF ACCOUNTANCY

##### *Departmental Staff Details*

| <i>Surname, Initials &amp; Title</i> | <i>Designation</i>  | <i>Highest Qualification</i> |
|--------------------------------------|---------------------|------------------------------|
| Maseko, GJ (Dr)                      | HoD                 | PhD                          |
| Mofoka, KTQ (Ms)                     | Administrator       | BTech                        |
| Motloutung, SM (Ms)                  | Office Assistant    | N3                           |
| Beneke, J (Prof)                     | Associate Professor | PhD                          |
| Manuel, S (Dr)                       | Senior Lecturer     | PhD                          |
| Mosai, W (Mr)                        | Senior Lecturer     | M Int. Finance               |
| Venzke, S (Ms)                       | Senior Lecturer     | M Ed                         |
| Cassim, R (Dr)                       | Senior Lecturer     | <i>PhD</i>                   |
| Mudhombo, I (Dr)                     | Senior Lecturer     | PhD                          |
| Robbetze, N (Dr)                     | Senior Lecturer     | <i>PhD</i>                   |
| Mashaphu, TSM (Dr)                   | Senior Lecturer     | <i>PhD</i>                   |
| Havenga, R (Ms)                      | Lecturer            | B Com (Hons)                 |
| Chikobvu, M (Ms)                     | Lecturer            | M Com (Risk analysis)        |
| Jiyane, N (Ms)                       | Lecturer            | M Com; CIA                   |
| Makhuvele, E (Mr)                    | Lecturer            | MTech (CMA)                  |
| Mokoena, C (Ms)                      | Lecturer            | Mech (CMA)                   |
| Radebe, L (Ms)                       | Lecturer            | M Tech (CMA)                 |
| Rafube, TGM (Ms)                     | Lecturer            | M. Accounting                |
| Sejake, L A (Mr)                     | Lecturer            | M Tech (CMA)                 |
| Sibanda, D (Mr)                      | Lecturer            | MSc (NUST)                   |
| Lisene-Kesi, M (Ms)                  | Lecturer            | M Com                        |
| Morake, MB (Ms)                      | Lecturer            | <i>M Tech (CMA)</i>          |
| Cele, S (Mr)                         | Lecturer            | Masters                      |
| Manuel, L (Dr)                       | Lecturer            | PhD                          |
| Mokotong, D (Mr)                     | Lecturer            | B Com (Accounting)           |
| Muroa, K (Ms)                        | Lecturer            | MBA                          |
| Masungini, AW (Mr)                   | Lecturer            | Masters                      |
| Sobopha, Z (Ms)                      | Lecturer            | M Com                        |
| Buthlezi, L (Mr)                     | Lecturer            | Masters                      |
| Mapalani, L (Ms)                     | Lecturer            | M-Tech (CMA)                 |
| Khumalo, R (Ms)                      | Lecturer            | M Com                        |
| Shaiknag, M (Mr)                     | Lecturer            | M Com                        |
| Radebe, T (Mr)                       | Junior Lecturer     | BSc                          |
| Greyling, R (Ms)                     | Junior Lecturer     | B Compt                      |
| Lebese, T (Mr)                       | Lecturer            | Masters                      |
| Van der Weshuizen, E                 | Contract Lecturer   | BCom                         |

#### 4.1 Diploma: Cost & Management Accounting

##### *Entry Requirements*

| Compulsory Subjects                             | Score* | Minimum APS required                   | Bonus Points                     |
|-------------------------------------------------|--------|----------------------------------------|----------------------------------|
| English                                         | 4      | 20 (Maths/Technical Maths<br>excl. LO) | Accounting<br>and<br>Mathematics |
| Accounting                                      | 4      |                                        |                                  |
| Mathematics; <b>Or</b><br>Technical Mathematics | 3 Or   |                                        |                                  |
| <b>Or</b><br>Mathematical Literacy              | 3 Or   | 22 (Maths Literacy, excl. LO)          |                                  |
|                                                 | 5      |                                        |                                  |

##### *Entry Requirements (other South African qualifications):*

- ✓ A completed N6 qualification (Nated) or completed NCV qualification from a TVET college in South Africa with specialisation in Accountancy. The course must include Financial Accounting with a minimum of 50%. Applied Accounting is not accepted.

##### *Duration*

Six semesters / three years full-time of class attendance at the University.

##### *What are the Functions of a Cost & Management Accountant Graduate?*

Management accounting is concerned with the provisions and use of accounting information to managers within organisations, to provide them with the basis to make informed business decisions that will allow them to be better equipped in their management and control functions. A management accountant needs to set up cash flow forecasts and budgets, do standard costing and analyse variances, evaluate and use various costing systems, do break-even-analysis and investment appraisals.

##### *Career Opportunities*

A career in Cost & Management Accounting offers challenging and exciting opportunities in both the private and public sectors. There is a continuous demand for trained Management Accountants.

|             |   |                                               |        |
|-------------|---|-----------------------------------------------|--------|
| Entry level | : | Costing /Accounting Clerk                     | Middle |
| level       | : | Cost Analyst / Assistant Accountant           |        |
| Top level   | : | Accountant /Chartered Management Accountant / |        |
|             |   | Financial Manager                             |        |

Research opportunities are available at both industry and research institutions.

**Curriculum**

| <b>DIPLOMA IN COST AND MANAGEMENT ACCOUNTING<br/>LEVEL 1 (YEAR 1)</b> |                                  |                |
|-----------------------------------------------------------------------|----------------------------------|----------------|
| <b>1ST SEMESTER</b>                                                   |                                  |                |
| <b>CODE</b>                                                           | <b>SUBJECT NAME</b>              | <b>CREDITS</b> |
| BAAAX1B                                                               | Financial Accounting 1           | 12             |
| BACAX1A                                                               | Cost and Management Accounting 1 | 8              |
| BBECX1A                                                               | Microeconomics                   | 12             |
| HLCAX1A                                                               | Commercial Law for Accountants 1 | 10             |
| HKCOX1A                                                               | Applied Communication Skills 1   | 8              |
| ASICT1A                                                               | ICT Skills                       | 10             |
|                                                                       | <b>TOTAL CREDITS</b>             | <b>60</b>      |
| <b>2ND SEMESTER</b>                                                   |                                  |                |
| BAAAY1A                                                               | Financial Accounting 1           | 8              |
| BACAY1B                                                               | Cost and Management Accounting 1 | 12             |
| BBECY1A                                                               | Macroeconomics                   | 12             |
| HLCAY1A                                                               | Commercial Law for Accountants 1 | 10             |
| HKCOY1A                                                               | Applied Communication Skills 1   | 8              |
| ASICT1A                                                               | Auditing 1                       | 12             |
|                                                                       | <b>TOTAL CREDITS</b>             | <b>62</b>      |
| <b>LEVEL 2 (SECOND YEAR)</b>                                          |                                  |                |
| <b>1ST SEMESTER</b>                                                   |                                  |                |
| BAAAX2B                                                               | Financial Accounting 2           | 12             |
| BACAX2B                                                               | Cost and Management Accounting 2 | 12             |
| BAAUX2A                                                               | Auditing 2                       | 12             |
| BATAX1A                                                               | Taxation 1                       | 12             |
| HLCAX2A                                                               | Commercial Law for Accountants 2 | 12             |
| BAATE1A                                                               | Accountancy Technology           | 8              |
|                                                                       | <b>TOTAL CREDITS</b>             | <b>68</b>      |
| <b>2ND SEMESTER</b>                                                   |                                  |                |
| BAAAY2B                                                               | Financial Accounting 2           | 12             |
| BACAY2B                                                               | Cost and Management Accounting 2 | 12             |
| BAAUY2A                                                               | Auditing 2                       | 12             |
| HLCAY2A                                                               | Commercial Law for Accountants 2 | 12             |
|                                                                       | <b>TOTAL CREDITS</b>             | <b>48</b>      |

| LEVEL 3 (THIRD YEAR) |                                  |           |
|----------------------|----------------------------------|-----------|
| 1ST SEMESTER         |                                  |           |
| BAAAX3B              | Financial Accounting 3           | 15        |
| CODE                 | SUBJECT NAME                     | CREDITS   |
| BACAX3B              | Cost and Management Accounting 3 | 15        |
| BATAX2A              | Taxation 2                       | 12        |
| BASTX1A              | Statistics 1                     | 10        |
| BABET1A              | Business Ethics 1                | 10        |
| <b>TOTAL CREDITS</b> |                                  | <b>62</b> |
| 2ND SEMESTER         |                                  |           |
| BAAAY3B              | Financial Accounting 3           | 15        |
| BACAY3B              | Cost and Management Accounting 3 | 15        |
| BATAY2A              | Taxation 2                       | 12        |
| BBENP1A              | Entrepreneurship 1               | 10        |
| BAATE2A              | Accounting Technology 2          | 8         |
| <b>TOTAL CREDITS</b> |                                  | <b>60</b> |

**Assessment**

Assessment takes the form of tests, assignments, practical, tutorials and final examinations.

**Articulation Options****4.2 Advanced Diploma: Cost & Management Accounting****Admission Requirements:**

- ✓ A completed 360 credits NQF level 6 relevant SAQA accredited qualification (Diploma in Cost & Management Accounting/Financial Information Systems).

**Duration:**

This is a one-year full-time course. No part time classes offered.

**Curriculum:**

| ADVANCED DIPLOMA IN CMA<br>LEVEL 1 (YEAR 1) |                                |           |
|---------------------------------------------|--------------------------------|-----------|
| 1ST SEMESTER                                |                                |           |
| CODE                                        | SUBJECT                        | CREDITS   |
| BAAMX4A                                     | Advanced Management Accounting | 15        |
| BAAFx4A                                     | Advanced Financial Accounting  | 15        |
| BAAPX4A                                     | System and Project Management  | 15        |
| BAFMO4A                                     | Financial Management1          | 15        |
| <b>TOTAL CREDITS</b>                        |                                | <b>60</b> |

| 2ND SEMESTER |                                |           |
|--------------|--------------------------------|-----------|
| CODE         | SUBJECT                        | CREDITS   |
| BAAMY4A      | Advanced Management Accounting | 15        |
| BAAFY4A      | Advanced Financial Accounting  | 15        |
| BAAPX4A      | System and Project Management  | 15        |
| BARMO4A      | Research Methodology           | 15        |
|              | <b>TOTAL CREDITS</b>           | <b>60</b> |

### 4.3 Postgraduate Diploma: Cost and Management Accounting

#### *Admission Requirements:*

- ✓ A completed NQF level 7 relevant qualification (Advanced Diploma in Cost and Management Accounting or equivalent) with an average of 60% for all the core subjects.

#### *Duration:*

This is a one-year full-time course. No part time classes offered.

#### *Curriculum:*

| POSTGRADUATE DEIPLOMA IN CMA<br>LEVEL 1 (YEAR 1) |                                                    |           |
|--------------------------------------------------|----------------------------------------------------|-----------|
| 1ST SEMESTER                                     |                                                    |           |
| CODE                                             | SUBJECT                                            | CREDITS   |
| BAPCX5A                                          | Cost and Management Accounting                     | 15        |
| BAPPX5A                                          | Financial Reporting                                | 15        |
| BKPB5A                                           | Business Strategy                                  | 15        |
| BAPSX5A                                          | Strategic Financial Management                     | 15        |
| BARCA5A                                          | Research Project in Cost and Management Accounting | 15        |
|                                                  | <b>TOTAL CREDITS</b>                               | <b>75</b> |
| 2ND SEMESTER                                     |                                                    |           |
| BAPCX5A                                          | Cost and Management Accounting                     | 15        |
| BAPPX5A                                          | Financial Reporting                                | 15        |
| BKPB5A                                           | Business Strategy                                  | 15        |
| BAPSX5A                                          | Strategic Financial Management                     | 15        |
| BARCA5A                                          | Research Project in Cost and Management Accounting | 15        |
|                                                  | <b>TOTAL CREDITS</b>                               | <b>75</b> |

#### **4.4 Master of Accountancy**

##### ***Admission Requirements:***

- ✓ 60% average for a completed PGD or equivalent qualification in Accountancy related discipline. 60% average for Research Methodology. Successful achievement of the faculty selection criteria.

##### ***Duration:***

Two years full-time or three years part-time.

##### ***Curriculum:***

Research by dissertation.

#### **4.5 PhD: Business Admission Requirements:**

- ✓ Relevant Master's degree or an equivalent qualification (NQF 8) approved by SAQA with an average of 60%.
- ✓ Proof of Research Methodology course completed.
- ✓ Proof of previous research experience.
- ✓ Successful achievement of the faculty selection criteria.

##### ***Duration:***

Two years full-time or four years part-time.

##### ***Curriculum:***

Research by thesis.

##### ***Professional Bodies***

Membership to a professional body is not compulsory but is advisable. However, students at Advanced Diploma, Masters and PhD levels are advised to affiliate with the Chartered Institute of Management Accountants (CIMA) which is the world's leading and largest professional body of Management Accountants. In the Department of Accountancy, the Cost & Management Accounting qualification is accredited by CIMA (2007). Other options are the South African Institute of Professional Accountants (SAIPA) and the South African Institute of Business Accountants (SAIBA). Students can also affiliate with Accounting Technicians South Africa AT (SA). These associations require prospective members to sit an entrance examination to qualify for membership.

## 4.6 Diploma: Internal Auditing

### *Entry Requirements:*

| Compulsory Subjects   | Score<br>* | Minimum APS required      | Bonus Points                     |
|-----------------------|------------|---------------------------|----------------------------------|
| English               | 4          | 20 (Maths/ Technical      | Accounting<br>and<br>Mathematics |
| Accounting            | 4          | Maths, excl. LO)          |                                  |
| Mathematics; Or       | 3 Or       |                           |                                  |
| Technical Mathematics | 3 Or       | 23 (Maths Literacy, excl. |                                  |
| Or                    | 6          | LO)                       |                                  |
| Mathematical Literacy |            |                           |                                  |

### *Entry Requirements (other South African qualifications):*

- ✓ A completed N6 qualification (Nated) or completed NCV qualification from a TVET college in South Africa with specialisation in Accountancy. The course must include Financial Accounting with a minimum of 50%. Applied Accounting is not accepted.

### *Duration:*

Six semesters / three years full-time class attendance at the University.

### *What are the Functions of an Internal Auditing Graduate?*

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. In doing this the internal auditor will analyse the efficiency of operations, the reliability of financial reporting, detecting and investigating fraud, safeguarding assets and compliance with laws and regulations.

### *Career Opportunities*

A career in Internal Auditing offers challenging and exciting opportunities in both the private and public sectors. There is a continuous demand for certified internal auditors.

Entry level : Internal Audit Trainee

Middle level : Junior Internal

Auditor Top level: Chief Audit Executive

Research opportunities available at both industry and research institutions.

### *Duration:*

Six semesters / three years full-time class attendance at the University.

**Curriculum**

| <b>DIPLOMA: IA</b>           |                                  |                |
|------------------------------|----------------------------------|----------------|
| <b>LEVEL 1 (YEAR 1)</b>      |                                  |                |
| <b>1ST SEMESTER</b>          |                                  |                |
| <b>CODE</b>                  | <b>SUBJECT NAME</b>              | <b>CREDITS</b> |
| BAAAX1B                      | Financial Accounting 1           | 12             |
| BACAX1A                      | Cost and Management Accounting 1 | 8              |
| BBECX1A                      | Microeconomics                   | 12             |
| HLCAX1A                      | Commercial Law for Accountants 1 | 10             |
| HKCOX1A                      | Applied Communication Skills 1   | 8              |
| ASICT1A                      | ICT Skills 1                     | 10             |
|                              | <b>TOTAL CREDITS</b>             | <b>60</b>      |
| <b>2ND SEMESTER</b>          |                                  |                |
| BAAAY1A                      | Financial Accounting 1           | 8              |
| BACAY1B                      | Cost and Management Accounting 1 | 12             |
| BBECY1A                      | Macroeconomics 1                 | 12             |
| HLCAY1A                      | Commercial Law for Accountants 1 | 10             |
| HKCOY1A                      | Applied Communication Skills 1   | 8              |
| BAIAA1A                      | Internal Auditing 1              | 12             |
|                              | <b>TOTAL CREDITS</b>             | <b>62</b>      |
| <b>LEVEL 2 (SECOND YEAR)</b> |                                  |                |
| <b>1ST SEMESTER</b>          |                                  |                |
| BAAAX2B                      | Financial Accounting 2           | 12             |
| BACAX2B                      | Cost and Management Accounting 2 | 12             |
| BAAUX2A                      | Internal Auditing 2              | 12             |
| BAATE1A                      | Accountancy Technology 1         | 8              |
| HKCOX2A                      | Applied Communication Skills 2   | 8              |
| BASTY1A                      | Statistics 1                     | 10             |
|                              | <b>TOTAL CREDITS</b>             | <b>62</b>      |
| <b>2ND SEMESTER</b>          |                                  |                |
| BAAAY2B                      | Financial Accounting 2           | 12             |
| BACAY2B                      | Cost and Management Accounting 2 | 12             |
| BAAUY2A                      | Internal Auditing 2              | 12             |
| HKCOY2A                      | Applied Communication Skills 2   | 8              |
| BASTY1A                      | Statistics 1                     | 10             |
|                              | <b>TOTAL CREDITS</b>             | <b>54</b>      |

| LEVEL 3 (THIRD YEAR) |                                  |           |
|----------------------|----------------------------------|-----------|
| 1ST SEMESTER         |                                  |           |
| CODE                 | SUBJECT NAME                     | CREDITS   |
| BAAAX3B              | Financial Accounting 3           | 15        |
| BACAX3B              | Cost and Management Accounting 3 | 15        |
| BAIAX3A              | Internal Auditing 3              | 15        |
| BATAX2A              | Taxation 1                       | 12        |
| BABET1A              | Business Ethics 1                | 10        |
| HLCA02A              | Commercial Law for Accounting 2  | 12        |
|                      | <b>TOTAL CREDITS</b>             | <b>79</b> |
| 2ND SEMESTER         |                                  |           |
| BAAAY3B              | Financial Accounting 3           | 15        |
| BACAY3B              | Cost and Management Accounting 3 | 15        |
| BAIAY3A              | Internal Auditing 3              | 15        |
| BAISA3A              | Information System Auditing      | 12        |
| BAATE2A              | Accounting Technology 2          | 8         |
| BBENP1A              | Entrepreneurship                 | 10        |
|                      | <b>TOTAL CREDITS</b>             | <b>77</b> |

**Assessment**

Assessment takes the form of tests, assignments, practical, tutorials and final examinations.

**Articulation Options****4.7 Advanced Diploma: Internal Auditing****Admission Requirements:**

- ✓ A completed 360 credits NQF level 6 relevant SAQA accredited qualification (Diploma in Internal Auditing).

**Duration:**

This is a one-year full-time course. No part time classes offered.

**Curriculum:**

| ADVANCED DIPLOMA: IA |                                           |           |
|----------------------|-------------------------------------------|-----------|
| LEVEL 1 (YEAR 1)     |                                           |           |
| 1ST SEMESTER         |                                           |           |
| CODE                 | SUBJECT NAME                              | CREDITS   |
| BAAIX4A              | Advanced Internal Auditing                | 15        |
| BAAFX4A              | Advanced Financial Accounting             | 15        |
| BAAMX4A              | Advanced Management Accounting            | 15        |
| BARMO4A              | Research Methodology in Internal Auditing | 15        |
|                      | <b>TOTAL CREDITS</b>                      | <b>60</b> |

| 2ND SEMESTER |                                                       |           |
|--------------|-------------------------------------------------------|-----------|
| BAAIY4A      | Advanced Internal Auditing                            | 15        |
| BAAFY4A      | Advanced Financial Accounting                         | 15        |
| BAAMY4A      | Advanced Management Accounting                        | 15        |
| AIFAY4A      | Advanced Information Systems Auditing                 | 15        |
| HKABC4A      | Advanced Business Communication for Internal Auditors | 10        |
|              | <b>TOTAL CREDITS</b>                                  | <b>70</b> |

#### 4.8 Postgraduate Diploma: Internal Auditing

##### *Admission Requirements:*

- ✓ A completed NQF level 7 relevant qualification (Advanced Diploma in Internal Auditing or equivalent) with an average of 60%.

##### *Duration:*

This is a one-year full-time course. No part time classes offered.

##### *Curriculum:*

| POSTGRADUATE DIPLOMA: IA<br>LEVEL 1 (YEAR 1) |                                       |           |
|----------------------------------------------|---------------------------------------|-----------|
| 1ST SEMESTER                                 |                                       |           |
| CODE                                         | SUBJECT NAME                          | CREDITS   |
| BAAAX5A                                      | Financial Accounting                  | 15        |
| BAECO5A                                      | E-Commerce Auditing                   | 10        |
| BAFOR5A                                      | Forensic Auditing                     | 10        |
| BARBO5A                                      | Risk-based Auditing                   | 10        |
| BARIA5A                                      | Research Project in Internal Auditing | 15        |
|                                              | <b>TOTAL CREDITS</b>                  | <b>60</b> |
| 2ND SEMESTER                                 |                                       |           |
| BAAAY5A                                      | Financial Accounting                  | 15        |
| BACGO5A                                      | Corporate Governance                  | 15        |
| BHODO5A                                      | Environment Auditing                  | 10        |
| BARIA5A                                      | Organizational Dynamics               | 15        |
| BARIA5A                                      | Research Project in Internal Auditing | 15        |
|                                              | <b>TOTAL CREDITS</b>                  | <b>70</b> |

#### **4.9 Master of Accountancy**

##### ***Admission Requirements:***

- ✓ 60% average for a completed PGD or equivalent SAQA accredited qualification in Accountancy related discipline. 60% average for Research Methodology. Successful achievement of the faculty selection criteria.

##### ***Duration:***

Two years full-time or three years part-time.

##### ***Curriculum:***

Research by dissertation.

#### **4.10 PhD: Business Admission Requirements:**

- ✓ Relevant Master's degree or an equivalent qualification (NQF 8) approved by SAQA with an average of 60%.
- ✓ Proof of Research Methodology course completed.
- ✓ Proof of previous research experience.
- ✓ Successful achievement of the faculty selection criteria.

##### ***Duration:***

Two years full-time or four years part-time.

##### ***Curriculum:***

Research by thesis.

#### ***Professional Bodies***

Membership to a professional body is not compulsory but is advisable. However, students at Advanced Diploma level are advised to affiliate with the Institute of Internal Auditors (IIA). The IIA offers the only globally accepted Certification of Internal Auditors (CIA). Students can also affiliate with South African Institute of Professional Accountants (SAIPA) which equips its members with optimum accountancy practices, or ISACA (Information Systems Audit and Control Association) that focuses on the roles of information systems governance, security, audit, and assurance professionals. Students can also affiliate with Accounting Technicians South Africa AT (SA). These associations require prospective members to sit an entrance examination to qualify for membership.

#### 4.11 Diploma: Financial Information Systems

##### *Entry Requirements*

| Compulsory Subjects    | Score*      | Minimum APS required             | Bonus Points                     |
|------------------------|-------------|----------------------------------|----------------------------------|
| English                | 4           | 20 (Maths/ Technical             | Accounting<br>and<br>Mathematics |
| Accounting             | 4           | Maths, excl. LO)                 |                                  |
| Mathematics; <b>Or</b> | 3 <i>Or</i> | 22 (Maths Literacy, excl.<br>LO) |                                  |
| Technical Mathematics, | 3 <i>Or</i> |                                  |                                  |
| Or                     | 5           |                                  |                                  |
| Mathematical Literacy  |             |                                  |                                  |

##### *Entry Requirements (other South African qualifications):*

- ✓ A completed N6 qualification (Nated) or completed NCV qualification from a TVET college in South Africa with specialisation in Accountancy. The course must include Financial Accounting with a minimum of 50%. Applied Accounting is not accepted.

##### *Duration:*

6 semesters / three years full-time of class attendance at the University.

##### *What are the Functions of a Financial Information Systems Graduate?*

Financial Information Systems is a profession and activity involved in helping organisations achieve their objectives. It entails collecting and organising financial and operational data to enable you to advise the various levels of management as to where they stand in relation to short, medium and long-term plans. The graduate must also be able to advise the trends of inadequate profits and where opportunities exist that may be exploited in the dynamic and competitive business environment. The graduate plays a key role in day-to-day decision-making as well as in the long-term capital investment decisions. With this programming knowledge, the graduate is a vital link between the computer department and the accountants of the organisation.

##### *Career Opportunities*

A career in Financial Information Systems offers challenging and exciting opportunities in both the private and public sectors. There is a continuous demand for Financial Systems Programmers. Qualified candidates could easily be promoted from Clerk to Accountant to Management. People in possession of this qualification are in demand in commerce, industry and the public sector. They could also head the Electronic Data Processing Department using their management skills and programming knowledge.

**Curriculum**

| <b>DPLOMA: FIS<br/>LEVEL 1 (YEAR 1)</b> |                                           |                |
|-----------------------------------------|-------------------------------------------|----------------|
| <b>1ST SEMESTER</b>                     |                                           |                |
| <b>CODE</b>                             | <b>SUBJECT NAME</b>                       | <b>CREDITS</b> |
| BAAAX1B                                 | Financial Accounting 1                    | 12             |
| BACAX1A                                 | Cost and Management Accounting 1          | 8              |
| HLAX1A                                  | Commercial Law for Accountants 1          | 10             |
| HKCOX1A                                 | Applied Communication Skills 1            | 8              |
| ASICT1A                                 | ICT Skills                                | 10             |
|                                         | <b>TOTAL CREDITS</b>                      | <b>48</b>      |
| <b>2ND SEMESTER</b>                     |                                           |                |
| AIFIS1A                                 | Financial Information Systems 1           | 12             |
| BAAAY1A                                 | Financial Accounting 1                    | 8              |
| BACAY1B                                 | Cost and Management Accounting 1          | 12             |
| HLAY1A                                  | Commercial Law for Accountants 1          | 10             |
| HKCOY1A                                 | Applied Communication Skills 1            | 8              |
| BAAUA1A                                 | Auditing 1                                | 12             |
|                                         | <b>TOTAL CREDITS</b>                      | <b>62</b>      |
| <b>LEVEL 2 (SECOND YEAR)</b>            |                                           |                |
| <b>1ST SEMESTER</b>                     |                                           |                |
| <b>CODE</b>                             | <b>SUBJECT NAME</b>                       | <b>CREDITS</b> |
| AIFTX2A                                 | Financial Information Systems 2 Theory    | 7              |
| AIFPX2A                                 | Financial Information Systems 2 Practical | 8              |
| BAAAX2B                                 | Financial Accounting 2                    | 12             |
| BACAX2B                                 | Cost and Management Accounting 2          | 12             |
| BAAUX2A                                 | Auditing 2                                | 12             |
| BATAX1A                                 | Taxation 1                                | 12             |
| BAATE1A                                 | Accountancy Technology                    | 8              |
|                                         | <b>TOTAL CREDITS</b>                      | <b>71</b>      |
| <b>2ND SEMESTER</b>                     |                                           |                |
| AIFTY2A                                 | Financial Information Systems 2 Theory    | 7              |
| AIFPY2A                                 | Financial Information Systems 2 Practical | 8              |
| BAAAY2B                                 | Financial Accounting 2                    | 12             |
| BACAY2B                                 | Cost and Management Accounting 2          | 12             |
| BAAUY2A                                 | Auditing 2                                | 12             |
| BBENP1A                                 | Entrepreneurship 2                        | 10             |
|                                         | <b>TOTAL CREDITS</b>                      | <b>61</b>      |

| LEVEL 3 (THIRD YEAR) |                                           |           |
|----------------------|-------------------------------------------|-----------|
| 1ST SEMESTER         |                                           |           |
| AIFTX3A              | Financial Information Systems 3 Theory    | 9         |
| AIFPX3A              | Financial Information Systems 3 Practical | 6         |
| BAAAX3B              | Financial Accounting 3                    | 15        |
| BACAX3B              | Cost and Management Accounting 3          | 15        |
| BATAX2A              | Taxation 2                                | 12        |
| BASTX1A              | Statistics 1                              | 10        |
| BABET1A              | Business Ethics 1                         | 10        |
|                      | <b>TOTAL CREDITS</b>                      | <b>77</b> |
| 2ND SEMESTER         |                                           |           |
| AIFTY3A              | Financial Information Systems 3 Theory    | 9         |
| AIFPY3A              | Financial Information Systems 3 Practical | 6         |
| BAAAY3B              | Financial Accounting 3                    | 15        |
| BACAY3B              | Cost and Management Accounting 3          | 15        |
| BATAY2A              | Taxation 2                                | 12        |
| BAATE2A              | Accountancy Technology 2                  | 8         |
|                      | <b>TOTAL CREDITS</b>                      | <b>65</b> |

### *Assessment*

Assessment takes the form of tests, assignments, practical, tutorials and final examinations.

### *Articulation Options*

#### **4.12 Advanced Diploma: Cost and Management Accounting**

After completing the Diploma: Financial Information Systems, students can articulate to the Advanced Diploma: Cost and Management Accounting.

### *Work Integrated Learning*

Work Integrated Learning refers to that component of co-operative education that can be conducted by the employer. This learning provides the student with an opportunity to apply and develop the academic knowledge he / she received at the University to relevant problem situations in industry and exposure to typical organisational culture, human relations and working conditions.

### *Professional Bodies*

Membership to a professional body is not compulsory but is advisable. However, students at Advanced diploma level are advised to affiliate with the South African Institute of Professional Accountants (SAIPA) which furnish its members with optimum accountancy practices. Students can also affiliate with Accounting Technicians South Africa AT (SA). These associations require prospective members to sit an entrance examination to qualify for membership.

## *Enquiries*

Enquiries may be addressed to:

HoD: Department of Accountancy

Faculty of Management Sciences

Vaal University of Technology

Private Bag X021

VANDERBIJLPARK, 1900

Tel : +27 16 950 9267

Fax : +27 16 950 9576

E-Mail : [queenm@vut.ac.za](mailto:queenm@vut.ac.za)

Website : [www.vut.ac.za](http://www.vut.ac.za)

### *For Masters and Doctoral enquiries:*

Postgraduate Office

Ms F. Mnguni

Tel : +27 16 950 7711

E-Mail : [faithmn@vut.ac.za](mailto:faithmn@vut.ac.za)

## 5 DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

### Departmental Staff Details

| 5 Surname, Initials & Title | Designation         | Highest Qualification |
|-----------------------------|---------------------|-----------------------|
| Masoka, JC (Dr)             | HoD                 | PhD                   |
| Moolman, R (Ms)             | Administrator       | PGD                   |
| Marais, C (Prof)            | Associate Professor | PhD                   |
| Janse van Rensburg, C (Dr)  | Senior Lecturer     | PhD                   |
| Mahomed, FE (Dr)            | Senior Lecturer     | PhD                   |
| Van Zyl, Y (Dr)             | Senior Lecturer     | PhD                   |
| Barbosa, S (Ms)             | Lecturer            | MA                    |
| Loko, L (Ms)                | Lecturer            | Master                |
| Mampuru, MP (Mr)            | Lecturer            | M Tech                |
| Masete, LJ (Mr)             | Lecturer            | BCom Hons             |
| Matsheke, OT (Ms)           | Lecturer            | M Tech                |
| Mbuli, S (Ms)               | Lecturer            | Master                |
| Mlaza, TR (Mr)              | Lecturer            | BTech                 |
| Moletsane, M (Ms)           | Lecturer            | MComm                 |
| Mtimkulu, T (Ms)            | Lecturer            | MTech                 |
| Ndlangamandla, M (Mr)       | Lecturer            | MComm                 |
| Tsepetsi, T (Mr)            | Lecturer            | MTech                 |
| Tshabalala, M (Ms)          | Lecturer            | MComm                 |
| Nkomazana L (Mr)            | nGAP Lecturer       | MComm                 |
| Ratau L (Ms)                | nGAP Lecturer       | Master                |

### 5.1 Diploma: Human Resource Management

#### Entry Requirements

| Compulsory Subjects             | Score *     | Additional Compulsory subjects | Other subjects              | Minimum APS required   |
|---------------------------------|-------------|--------------------------------|-----------------------------|------------------------|
| English                         | 4           | None                           | 3 other                     | 20 ( <i>Maths/</i>     |
| Mathematics; <i>or</i>          | 3 <i>Or</i> |                                | subjects with               | <i>Technical</i>       |
| Mathematical Literacy <i>or</i> | 4 <i>Or</i> |                                | a minimum                   | <i>Maths</i>           |
| Technical Mathematics           | 3           |                                | score of 9.                 | 21 ( <i>Maths Lit.</i> |
| One other Subject               | 4           |                                | <b>Min of 3 points each</b> | <i>/</i> )             |

### ***Entry Requirements (other South African qualifications):***

Learners who have completed non-Senior certificate programmes of learning will be accepted into the undergraduate diploma in Human Resource Management if they meet the following entry requirements:

- ✓ A completed N6 qualification (Nated) or completed NCV qualification from a TVET college in South Africa with specialisation in Human Resources or Business Management, Or;
- ✓ A completed Higher Certificate (at the NQF Level 5) from an accredited private institution of higher learning in South Africa with specialisation in Human Resource Management.

### ***Duration:***

Three years (six semesters) full-time or four years (eight semesters) part-time class attendance at the University.

### ***Career Opportunities***

Human Resource Management offers a challenging and exciting career, as organisations in both the private and public sectors are experiencing an increasing need for people in this field.

Entry level: Job Analyst, Recruitment Officer, HR Trainee and Assistant HR Practitioner

Middle level: Managers in charge of the various functional branches of HR management

### ***Curriculum***

| MODULE CODE               | NAME OF MODULE                 | CREDITS |
|---------------------------|--------------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b> |                                |         |
| BHWPZ1A                   | Human Resource Management 1    | 12      |
| HLLWX1A                   | Labour Law 1                   | 12      |
| BBECX1A                   | Economics                      | 12      |
| BBMAX1A                   | Business Management 1          | 12      |
| HKCOX1A                   | Applied Communication Skills 1 | 8       |
| <b>YEAR 1: SEMESTER 2</b> |                                |         |
| BHSAZ1A                   | Human Resource Management 1    | 12      |
| HLLWY1A                   | Labour Law 1                   | 12      |
| BBECY1A                   | Economics                      | 12      |
| BBMAY1A                   | Business Management 1          | 12      |
| HKCOY1A                   | Applied Communication Skills 1 | 8       |
| ASICT1A                   | ICT Skills                     | 10      |

| MODULE CODE               | NAME OF MODULE                 | CREDITS |
|---------------------------|--------------------------------|---------|
| <b>YEAR 2: SEMESTER 1</b> |                                |         |
| BHFHZ2A                   | Human Resource Management 2    | 12      |
| BBMAX2A                   | Business Management 2          | 12      |
| BHIEZ2A                   | Labour Relations 1             | 15      |
| BHIDZ2A                   | Human Resource Development 1   | 12      |
| BADST1A                   | Descriptive Statistics         | 12      |
| <b>YEAR 2: SEMESTER 2</b> |                                |         |
| BHWPZ2A                   | Human Resource Management 2    | 12      |
| BBMAY2A                   | Business Management 2          | 12      |
| BHERZ2A                   | Labour Relations 1             | 15      |
| BHETZ2A                   | Human Resource Development 1   | 12      |
| BAAAS1A                   | Accounting Aspects             | 12      |
| <b>YEAR 3: SEMESTER 1</b> |                                |         |
| BHTMZ3A                   | Human Resource Management 3    | 12      |
| BHMAZ3A                   | Labour Relations 2             | 15      |
| BHEDZ3A                   | Human Resource Development 2   | 12      |
| HKCOX2A                   | Applied Communication Skills 2 | 8       |
| BBENP1A                   | Entrepreneurship               | 10      |
| <b>YEAR 3: SEMESTER 2</b> |                                |         |
| BHCMZ3A                   | Human Resource Management 3    | 12      |
| BHMIZ3A                   | Labour Relations 2             | 15      |
| BHRDZ3A                   | Human Resource Development 2   | 12      |
| HKCOY2A                   | Applied Communication Skills 2 | 8       |
| BHHRZ3A                   | HR Practice                    | 20      |

**Assessment**

Formative, summative and continuous assessment used in all qualifications.

**Professional Bodies**

After successful completion of the Diploma: Human Resource Management a student may apply for membership at the SABPP (SA Board for People Practices).

**Articulation Options****5.2 Advanced Diploma in Human Resource Management****Admission Requirements:**

- ✓ Relevant Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory and 3 600 notional hours.
- ✓ An average of 60%.

**Duration:**

One-year (two semesters) day-time or evening-time online class attendance.

**Curriculum:**

| MODULE CODE               | NAME OF MODULE                      | CREDITS |
|---------------------------|-------------------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b> |                                     |         |
| BHAHX4A                   | Advanced Human Resource Management  | 13      |
| BHADX4A                   | Advanced Human Resource Development | 13      |
| BHALX4A                   | Advanced Labour Relations           | 13      |
| BHREX4A                   | Research Methodology                | 9       |
| BBABX4A                   | Advanced Business Management        | 12      |
| <b>YEAR 1: SEMESTER 2</b> |                                     |         |
| BHAHY4A                   | Advanced Human Resource Management  | 13      |
| BHADY4A                   | Advanced Human Resource Development | 13      |
| BHALY4A                   | Advanced Labour Relations           | 13      |
| BHREY4A                   | Research Methodology                | 9       |
| BBABY4A                   | Advanced Business Management        | 12      |

**5.3 Advanced Diploma in Management****Admission Requirements:**

- ✓ Relevant Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory and 3 600 notional hours.
- ✓ An average of 60%.

**Duration:**

One-year (two semesters) day-time or evening-time online class attendance.

**Curriculum:**

| MODULE CODE               | NAME OF MODULE          | CREDITS |
|---------------------------|-------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b> |                         |         |
| BHAMX4A                   | Management Theory       | 15      |
| BHHRP4A                   | Human Resource Practice | 12      |
| BHREX4A                   | Research Methodology    | 9       |
| BBAEZ4A                   | Economics for Managers  | 12      |
| BBASZ4A                   | Supply Chain Management | 12      |

| YEAR 1: SEMESTER 2 |                                 |    |
|--------------------|---------------------------------|----|
| BHAMY4A            | Management Theory               | 15 |
| BHAEZ4A            | Employment Relations Management | 12 |
| BHREY4A            | Research Methodology            | 9  |
| BAAAM4A            | Accounting for Managers         | 12 |
| BMAMM4A            | Marketing Management            | 12 |

#### 5.4 Post Graduate Diploma in Human Resource Management

##### *Admission Requirements:*

- ✓ Relevant Advanced Diploma in Human Resource Management or equivalent qualification or relevant SAQA approved qualification on NQF level 7.

##### *Duration:*

One-year (two semesters) day-time or evening-time online class attendance.

##### *Curriculum:*

| MODULE CODE            | NAME OF MODULE                                  | CREDITS |
|------------------------|-------------------------------------------------|---------|
| YEAR 1: SEMESTER 1     |                                                 |         |
| BHPDX5A                | Strategic Human Resource Development 5          | 10      |
| BHPLX5A                | Labour Relations Management 5                   | 10      |
| BHPHX5A                | Strategic Human Resource Management 5           | 10      |
| BHPOX5A                | Organisational Behaviour 5                      | 10      |
| BHPPX5A                | Project Management 5                            | 8       |
| YEAR 1: SEMESTER 2     |                                                 |         |
| BHPDY5A                | Strategic Human Resource Development 5          | 10      |
| BHPLY5A                | Labour Relations Management 5                   | 10      |
| BHPHY5A                | Strategic Human Resource Management 5           | 10      |
| BHPOY5A                | Organisational Behaviour 5                      | 10      |
| BHPPY5A                | Project Management 5                            | 8       |
| YEAR 1: BOTH SEMESTERS |                                                 |         |
| BHPRA5A                | Research Project in Human Resource Management 5 | 30      |

#### 5.5 Post Graduate Diploma in Labour Relations Management

##### *Admission Requirements:*

- ✓ Relevant Advanced Diploma in Human Resource Management or equivalent qualification or relevant SAQA approved qualification on NQF level 7.

##### *Duration:*

One-year (two semesters) day-time or evening-time online class attendance.

**Curriculum:**

| MODULE CODE                   | NAME OF MODULE                                    | CREDITS |
|-------------------------------|---------------------------------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b>     |                                                   |         |
| BHPCX5A                       | Labour Economics 5                                | 10      |
| HLALX5A                       | Advanced Labour Law 5                             | 10      |
| BHPLX5A                       | Labour Relations Management 5                     | 10      |
| BHPOX5A                       | Organisational Behaviour 5                        | 10      |
| BHPPX5A                       | Project Management 5                              | 8       |
| <b>YEAR 1: SEMESTER 2</b>     |                                                   |         |
| BHPCY5A                       | Labour Economics 5                                | 10      |
| HLALY5A                       | Advanced Labour Law 5                             | 10      |
| BHPLY5A                       | Labour Relations Management 5                     | 10      |
| BHPOY5A                       | Organisational Behaviour 5                        | 10      |
| BHPPY5A                       | Project Management 5                              | 8       |
| <b>YEAR 1: BOTH SEMESTERS</b> |                                                   |         |
| BHPRC5A                       | Research Project in Labour Relations Management 5 | 30      |

**5.6 Post Graduate Diploma in Management****Admission Requirements:**

- ✓ Relevant Advanced Diploma in Management or equivalent qualification or relevant SAQA approved qualification on NQF level 7.

**Duration:**

One-year (two semesters) day-time or evening-time online class attendance.

**Curriculum:**

| MODULE CODE                   | NAME OF MODULE             | CREDITS |
|-------------------------------|----------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b>     |                            |         |
| BHSGX5A                       | Strategic Management 5     | 12      |
| BAPFX5A                       | Financial Management 5     | 12      |
| BHPNX5A                       | Project Management 5       | 12      |
| BHOHX5A                       | Organisational Behaviour 5 | 12      |
| <b>YEAR 1: SEMESTER 2</b>     |                            |         |
| BHSGY5A                       | Strategic Management 5     | 12      |
| BAPFY5A                       | Financial Management 5     | 12      |
| BHPNY5A                       | Project Management 5       | 12      |
| BHOHY5A                       | Organisational Behaviour 5 | 12      |
| <b>YEAR 1: BOTH SEMESTERS</b> |                            |         |

| MODULE CODE | NAME OF MODULE                   | CREDITS |
|-------------|----------------------------------|---------|
| BHPRD5A     | Research Project in Management 5 | 30      |

### 5.7 Master of Management in Human Resource Management

**Admission Requirements:**

- ✓ A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits).
- ✓ Average pass percentage of 65% with a minimum of 65% for Research Methodology or research project is required.
- ✓ Successful achievement of Faculty selection criteria.

**Duration:**

One year minimum or two years maximum.

**Curriculum:**

Research by dissertation.

### 5.8 Master of Management in Labour Relations Management

**Admission Requirements:**

- ✓ A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits).
- ✓ Average pass percentage of 65% with a minimum of 65% for Research Methodology or research project is required.
- ✓ Successful achievement of Faculty selection criteria.

**Duration:**

One year minimum or two years maximum.

**Curriculum:**

Research by dissertation.

### 5.9 Master of Management in Business Administration

**Admission Requirements:**

- ✓ A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits).
- ✓ Average pass percentage of 65% with a minimum of 65% for Research Methodology or research project is required.
- ✓ Successful achievement of Faculty selection criteria.

***Duration:***

One year minimum or two years maximum.

***Curriculum:***

Research by dissertation.

**5.10 PhD in Business Administration**

***Admission Requirements:***

Relevant Master's degree or an equivalent qualification (NQF 9) approved by SAQA.

- ✓ Proof of research Methodology course completed.
- ✓ Proof of previous research experience.
- ✓ Successful achievement of the Faculty selection criteria.

***Duration:***

Two years minimum or six years maximum.

***Curriculum:***

Research by thesis.

|                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><i>Enquiries</i></b></p> <p>Enquiries may be addressed to:<br/>HoD: Human Resource Management<br/>Faculty of Management Sciences<br/>Vaal University of Technology<br/>Private Bag X021<br/>VANDERBIJLPARK, 1900</p> <p><b><i>Masters and Doctoral enquiries:</i></b></p> <p>Postgraduate Office<br/>Ms F Mnguni</p> | <p>Tel : +27 16 950 6872<br/>E-Mail : rochelle@vut.ac.za<br/>Website : www.vut.ac.za</p> <p>Tel : +27 16 950 7711<br/>E-Mail : <a href="mailto:faithmn@vut.ac.za">faithmn@vut.ac.za</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5. DEPARTMENT OF LOGISTICS & SUPPLY CHAIN

### Departmental Staff Details

| Surname, Initials & Title     | Designation     | Highest Qualification |
|-------------------------------|-----------------|-----------------------|
| Matsheke, MJ (Dr)             | HoD             | PhD                   |
| Motaung, EC (Ms)              | Administrator   | BTech/PGDHE           |
| Chinomona, E (Prof)           | Senior Lecturer | DTech                 |
| Van Der Westhuizen, JP (Prof) | Senior Lecturer | PhD                   |
| Ntshingila, L (Dr)            | Senior Lecturer | PhD                   |
| Govuzela, S (Dr)              | Senior Lecturer | DTech                 |
| Tiale M (Dr)                  | Lecturer        | D Tech                |
| Dunga, H (Dr)                 | Lecturer        | PhD                   |
| Venter, F(Dr)                 | Lecturer        | PhD                   |
| Langton, I (Dr)               | Postdoc Fellow  | PhD                   |
| Rangaza, K (Ms)               | Lecturer        | MCom                  |
| Nwogbo, AE (Mr)               | Lecturer        | MCom                  |
| Mashiloane, MW (Ms)           | Lecturer        | MTech                 |
| Omara-Ojunga, L (Mrs)         | Lecturer        | MCom                  |
| Makumula, L (Mr)              | Lecturer        | MCom                  |
| Mashitja, RM (Ms)             | Lecturer        | MTech                 |
| Ngomane, SR (Mr)              | Lecturer        | MTech                 |
| Nkambule, E (Ms)              | Lecturer        | MBA                   |
| Mahache, NG (Ms)              | Lecturer        | MBA                   |
| Mthiyane, S (Ms)              | Lecturer        | Masters               |
| Mahlangu, L (Mr)              | Lecturer        | MCom                  |
| Shabangu, A (Ms)              | Lecturer        | BTech                 |
| Matla, M (Ms)                 | Lecturer        | BTech                 |
| Mahlatsi M (Mr.)              | nGAP Lecturer   | MTech                 |

### 6.1 Diploma in Logistics

#### Entry Requirements

| Compulsory Subjects      | Score* | Minimum APS required                   |
|--------------------------|--------|----------------------------------------|
| English                  | 4      | 20 (Maths/Technical Maths<br>excl. LO) |
| Mathematics; Or          | 3      |                                        |
| Technical Mathematics Or | 3      | 21 (Maths Literacy, excl.<br>LO)       |
| Mathematical Literacy    | 4      |                                        |
| One other subject        | 4      |                                        |

### ***Entry Requirements (other South African qualifications):***

A prospective student who possesses a non-senior certificate program will be admitted into the Diploma in Logistics Management program if he/she has completed:

- ✓ Any Business Related N6 (Nated) qualification or NCV Level 4 from a TVET college.
- ✓ A Higher Certificate at NQF Level 5 from an accredited public/private higher institution with specialisation in Logistics or any Supply Chain Related qualification.

### ***Duration:***

Six semesters / three years full-time of class attendance at the University.

### ***What are the Functions of a Logistics Management Graduate?***

Upon completion the respective student should be in the position to analyse and conceptualise Logistics processes, policies and procedures in a critical manner with the aim of executing all related dispatching, sourcing, warehousing, transportation, commodity expediting and procurement responsibilities.

### ***Career Opportunities***

A career in Logistics offers challenging and exciting opportunities in both the private and public sectors. There is a continuous demand for trained Logisticians.

|                   |   |                                                                                             |
|-------------------|---|---------------------------------------------------------------------------------------------|
| Entry level       | : | Junior Buyer and Order Clerk                                                                |
| Middle level      | : | Senior Purchaser and Assistant Logistics                                                    |
| Manager Top level | : | Logistics Manager, Procurement,<br>Manager, Chief Procurement Officer and Transport Manager |

### ***Curriculum***

| MODULE CODE               | NAME OF MODULE                   | CREDITS |
|---------------------------|----------------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b> |                                  |         |
| BBPUX1A                   | Procurement Management 1.1       | 12      |
| BBMAX1A                   | Business Management 1.1          | 12      |
| HKCOX1A                   | Applied Communication Skills 1.1 | 8       |
| BACEX1A                   | Cost and Estimating 1.1          | 12      |
| BAASX1A                   | Accounting Skills                | 12      |
| <b>YEAR 1: SEMESTER 2</b> |                                  |         |
| BBPUY1A                   | Procurement Management 1.2       | 12      |
| BBMAY1A                   | Business Management 1.2          | 12      |
| HKCOY1A                   | Applied Communication Skills 1.2 | 8       |
| ASICT1A                   | ICT Skills                       | 10      |
| BACEY1A                   | Cost and Estimating 1.2          | 12      |

| MODULE CODE               | NAME OF MODULE                   | CREDITS |
|---------------------------|----------------------------------|---------|
| <b>YEAR 2: SEMESTER 1</b> |                                  |         |
| BBPUX2A                   | Procurement Management 2.1       | 15      |
| BBLOX2A                   | Logistics Management 2.1         | 15      |
| BBMAX2A                   | Business Management 2.1          | 12      |
| HKCOX2A                   | Applied Communication Skills 2.1 | 8       |
| BBECX1A                   | Microeconomics 2.1               | 12      |
| HLCLX1A                   | Commercial Law 2.1               | 15      |
| <b>YEAR 2: SEMESTER 2</b> |                                  |         |
| BBPUY2A                   | Procurement Management 2.2       | 15      |
| BBLOY2A                   | Logistics Management 2.2         | 15      |
| BBMAY2A                   | Business Management 2.2          | 12      |
| HKCOY2A                   | Applied Communication Skills 2.2 | 8       |
| BBECY1A                   | Macroeconomics 1.2               | 12      |
| HLCLY1A                   | Commercial Law 2.2               | 15      |
| <b>YEAR 3: SEMESTER 1</b> |                                  |         |
| BBECX2A                   | Transport Economics 1.1          | 15      |
| BBENP1A                   | Entrepreneurship 1               | 10      |
| EBMAX1A                   | Operations Management 1.1        | 15      |
| BBPUX3A                   | Procurement Management 3.1       | 15      |
| BBLOX3A                   | Logistics Management 3.1         | 15      |
| <b>YEAR 3: SEMESTER 2</b> |                                  |         |
| BBECY2A                   | Transport Economics 1.2          | 15      |
| EBMAY1A                   | Operations Management 1.2        | 15      |
| BBPUY3A                   | Procurement Management 3.2       | 15      |
| BBLOY3A                   | Logistics Management 3.2         | 15      |

**Assessment**

Assessment takes the form of tests, assignments, practicals, tutorials and final examinations.

**Articulation Options****6.2 Advanced Diploma in Logistics****Admission Requirements:**

- ✓ Relevant National Diploma/ Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory.

**Curriculum:**

| MODULE CODE               | NAME OF MODULE                         | CREDITS |
|---------------------------|----------------------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b> |                                        |         |
| BBALX4A                   | Advanced Logistics Management Module 1 | 12      |
| BBATX4A                   | Advanced Transport Economics Module 1  | 12      |
| BBSMX4A                   | Supply Chain Management Module 1       | 12      |
| BBPRX4A                   | Procurement Management Module 1        | 12      |
| BBREX1A                   | Research Methodology 1A                | 12      |
| <b>YEAR 1: SEMESTER 2</b> |                                        |         |
| BBALY4A                   | Advanced Logistics Management Module 2 | 12      |
| BBATY4A                   | Advanced Transport Economics Module 2  | 12      |
| BBSMY4A                   | Supply Chain Management Module 2       | 12      |
| BBPRY4A                   | Procurement Management Module 2        | 12      |
| BBREY1A                   | Research Methodology 1B                | 12      |

**6.3 Postgraduate Diploma in Logistics****Admission Requirements:**

- ✓ Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory.

**Curriculum:**

| MODULE CODE               | NAME OF MODULE                            | CREDITS |
|---------------------------|-------------------------------------------|---------|
| <b>YEAR 1: SEMESTER 1</b> |                                           |         |
| BBSLX5A                   | Strategic Logistics Module 1              | 12      |
| BBASX5A                   | Advanced Supply Chain Management Module 1 | 12      |
| BBLPX5A                   | Logistics Project Management Module 1     | 12      |
| BBAPX5A                   | Strategic Procurement Management Module 1 | 12      |
| BBRPL1A                   | Research Project in Logistics (S1 and S2) | 30      |
| <b>YEAR 1: SEMESTER 2</b> |                                           |         |
| BBSLY5A                   | Strategic Logistics Module 2              | 12      |
| BBASY5A                   | Advanced Supply Chain Management Module 2 | 12      |
| BBLPY5A                   | Logistics Project Management Module 2     | 12      |
| BBAPY5A                   | Strategic Procurement Module 2            | 12      |

## **6.4 Master of Management in Supply Chain Management**

### ***Admission Requirements:***

- ✓ 60% average for a completed B.Com (Hons) degree, postgraduate diploma (NQF 8, 120 credits) or equivalent qualification in Logistics/Supply Chain Management or any related discipline.
- ✓ 60% average for Research Methodology or Research Project is also required. Successful achievement of the faculty selection criteria

### ***Duration:***

Two years minimum or four years maximum.

### ***Curriculum:***

Research- based dissertation

## **6.5 PhD in Business Administration**

### ***Admission Requirements:***

- ✓ A relevant master's degree on NQF 8/9 in a related discipline.
- ✓ Proof of research methodology course completed.
- ✓ Proof of previous research experience.
- ✓ Successful achievement of the faculty selection criteria.

### ***Curriculum:***

Research by thesis.

### ***Duration:***

Two years minimum or six years maximum.

### ***Professional Bodies***

Membership to a professional body is not compulsory but is advisable. However, students at Advanced Diploma, Masters and doctoral levels are advised to affiliate with the Chartered Institute of Procurement and Supply (CIPS) and the Chartered Institute of Logistics and Transport, which are associations that relate to matters in the field / industry of supply chain management.

***Enquiries***

Enquiries may be addressed to:

HoD: Logistics and Supply Chain Man.

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Faculty of Management Sciences

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***For Masters and Doctoral enquiries:***

Postgraduate Office

Tel : +27 16 950 7711

Ms F. Mnguni

E-Mail : [faithmn@vut.ac.za](mailto:faithmn@vut.ac.za)

## 7 DEPARTMENT OF MARKETING, RETAIL BUSINESS & SPORT MANAGEMENT

### Departmental Staff Details

| Surname, Initials & Title | Designation              | Highest Qualification                     |
|---------------------------|--------------------------|-------------------------------------------|
| Booi, C (Mr)              | Lecturer                 | Master of Business Administration         |
| Chauke, XD (Dr)           | Senior Lecturer          | PhD Business Science                      |
| Chidhuza, O (Mr)          | Lecturer                 | MTech (Marketing)                         |
| Dlodlo, N (Prof)          | HoD/ Associate Professor | PhD (Marketing Management)                |
| Lenteu, PT (Dr)           | Lecturer                 | DTech (Marketing)                         |
| Mabasa, PN (Mr)           | Lecturer                 | Masters (Business Administration)         |
| Magapa, TJ (Mr)           | Lecturer                 | Master of Business (Marketing)            |
| Mashaba, RA (Mr)          | Administrator            | BTech (Business Administration)           |
| Mazibuko, M (Mr)          | Lecturer                 | MTech Marketing                           |
| Mogwasa, LS (Mr)          | Lecturer                 | Master of Management (Marketing)          |
| Motale, MDB (Dr)          | Senior lecturer          | PhD (Marketing management)                |
| Motau, HT (Mr)            | Lecturer                 | MTech (Marketing)                         |
| Mtshali, N (Dr)           | Lecturer                 | PhD (Sport Science)                       |
| Ngobeni, TB (Ms)          | NGAP Lecturer            | MA (Sport, Recreation & Exercise Science) |
| Ngobeni, NP               | Lecturer                 | MTech (Marketing)                         |
| Phokwane, LC (Mr)         | Lecturer                 | MComm (Marketing)                         |
| Ramuthivheli, IL (Mr)     | Lecturer                 | MTech (Marketing)                         |
| Shamhuyenzanzwa, RM       | Lecturer                 | MComm (Marketing)                         |
| Simelane, BN (Ms)         | Lecturer                 | Master of Management (Retailing)          |
| Strydom, E (Dr)           | Senior lecturer          | PhD (Marketing management)                |
| Tesnear, S (Dr)           | Senior lecturer          | PhD (Recreation Science)                  |
| Tondi, NM (Ms)            | NGAP Lecturer            | Masters' in Business Administration       |
| Williams, M (Ms)          | NGAP Lecturer            | Master of Commerce (Business Man.)        |
| Peu T (Ms)                | Junior lecturer          | PGD Sport Management                      |
| Dlamini, NC (Ms)          | Tutor                    | PGD Retail Business Management            |
| Mabaso, M (Mr)            | Tutor                    | PGD Marketing Management                  |
| Solani, ZZ (Ms)           | Tutor                    | PGD Retail Business Management            |

### 7.1 Diploma: Marketing

#### Entry Requirements (Senior certificate):

| Compulsory Subjects             | Score*                                                                                                                                                                                                                                      |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English                         | 4                                                                                                                                                                                                                                           |
| Mathematics <i>Or</i>           | 3                                                                                                                                                                                                                                           |
| Technical Mathematics <i>Or</i> | 3                                                                                                                                                                                                                                           |
| Mathematical literacy           | 4                                                                                                                                                                                                                                           |
| One other subject               | 4                                                                                                                                                                                                                                           |
| <b>Total</b>                    | <ul style="list-style-type: none"> <li>Minimum of 20 APS score (With Mathematics or Technical Mathematics) excluding Life Orientation.</li> <li>Minimum of 21 APS score (With Mathematical Literacy) excluding Life Orientation.</li> </ul> |

***Entry Requirements (other South African qualifications):***

Learners who have completed non-Senior certificate programmes of learning will be accepted into the undergraduate diploma in Marketing if they meet the following entry requirements:

- ✓ A completed N6 qualification (Nated) or completed NCV qualification from a TVET college in South Africa with specialisation in Marketing Or;
- ✓ A completed Higher Certificate (at the NQF Level 5) from an accredited private institution of higher learning in South Africa with specialisation in Marketing.

***Duration of the diploma programme:***

Six semesters / three years full-time of class attendance at the University.

**What are the Functions of a Marketer?**

A marketing graduate determines market trends through systematic research and then implements set strategies, programs and sales & marketing tactical actions relevant to a marketing unit. This includes the implementation of the organisation's marketing programme relating to the product, price, promotion, distribution, processes, people, packaging, proof (physical evidence), pictures (multi-media graphics) and personality. In doing this, the early-entry marketer will be involved in overseeing and developing industry-relevant marketing campaigns, product activations, brand campaigns among other promotional activities. Control and coordinate marketing activities such as transport, storage, packaging promotions, etc. Control and monitor marketing functions and activities and measure the results. Service, warranties, etc.

***Career Opportunities***

Marketing Management offers a challenging and exciting career in the private, public and non-profit sector. There is a great demand for experts who can identify and utilise marketing opportunities.

|              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entry level  | : | Marketing intern, Junior sales consultant, Inbound and outbound marketing consultant, Promotion officer, Marketing Researcher, Brand traffic controller and Social media marketing intern.                                                                                                                                                                                                                                                                                  |
| Middle level | : | Key accounts executive, Community and engagement lead specialist, Marketing manager, Brand strategist, Export coordinator, Product development manager, Promotions coordinator, Associate brand manager, Brand affiliate, Marketing communications specialist, Marketing business support, Relationship manager, Social media manager, Junior brand manager, Digital and Internet marketing coordinator, Content marketing specialist and Web content marketing specialist. |

Top level : Regional marketing lead, Corporate brand manager, Consumer market insights executive, Marketing director

### Curriculum

#### DIPLOMA IN MARKETING QUALIFICATION AND SUBJECT CODES

| 1ST SEMESTER                          |         |                                            |           |         |
|---------------------------------------|---------|--------------------------------------------|-----------|---------|
|                                       | CODE    | MODULE NAME                                | NQF Level | CREDITS |
| Year one                              | BMMA1A  | Marketing I (Module 1)                     | 5         | 10      |
|                                       | BAAS1A  | Accounting Skills I (Module 1)             | 5         | 12      |
|                                       | BMCB1A  | Consumer Behaviour (Module 1)              | 5         | 10      |
|                                       | HKCO1A  | Applied Communication Skills I (Module 1)  | 5         | 8       |
|                                       | BMPS1A  | Personal Selling (Module 1)                | 5         | 10      |
| TOTAL CREDITS FOR THE FIRST SEMESTER  |         |                                            |           | 50      |
| 2ND SEMESTER                          |         |                                            |           |         |
| Year one                              | BMMA2A  | Marketing I (Module 2)                     | 5         | 10      |
|                                       | BAAS2A  | Accounting Skills I (Module 2)             | 5         | 12      |
|                                       | BMCB2A  | Consumer Behaviour (Module 2)              | 5         | 10      |
|                                       | HKCO2A  | Applied Communication Skills I (Module 2)  | 5         | 8       |
|                                       | BMPS2A  | Personal Selling (Module 2)                | 5         | 10      |
|                                       | ASICT1A | ICT Skills                                 | 5         | 10      |
| TOTAL CREDITS FOR THE SECOND SEMESTER |         |                                            |           | 60      |
| 1ST SEMESTER                          |         |                                            |           |         |
| Year two                              | BMMA2A  | Marketing II (Module 1)                    | 6         | 15      |
|                                       | HKCO2A  | Applied Communication Skills II (Module 1) | 6         | 8       |
|                                       | BAQUX1A | Quantitative Techniques (Module 1)         | 5         | 12      |
|                                       | BBCX1A  | Microeconomics (Module 1)                  | 5         | 12      |
|                                       | HLMWX1A | Mercantile Law (Module 1)                  | 5         | 15      |
| TOTAL CREDITS FOR THE FIRST SEMESTER  |         |                                            |           | 62      |
| 2ND SEMESTER                          |         |                                            |           |         |
|                                       | BMMA2A  | Marketing II (Module 2)                    | 6         | 15      |

|                                                           |             |                                               |                  |                |
|-----------------------------------------------------------|-------------|-----------------------------------------------|------------------|----------------|
|                                                           | HKCOY2A     | Applied Communication Skills II (Mod 2)       | 6                | 8              |
|                                                           | BAQUY1A     | Quantitative Techniques (Module 2)            | 5                | 12             |
|                                                           | <b>CODE</b> | <b>MODULE NAME</b>                            | <b>NQF Level</b> | <b>CREDITS</b> |
|                                                           | BBECY1A     | Macroeconomics (Module 2)                     | 5                | 12             |
|                                                           | HLMWY1A     | Mercantile Law (Module 2)                     | 5                | 15             |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b>              |             |                                               |                  | <b>62</b>      |
| <b>1<sup>ST</sup> SEMESTER</b>                            |             |                                               |                  |                |
| Year three                                                | BMMA3A      | Marketing III (Module 1)                      | 7                | 15             |
|                                                           | BMSMX3A     | Sales Management III (Module 1)               | 7                | 15             |
|                                                           | BMMRX3A     | Marketing Research 3 (Module 1)               | 6                | 15             |
|                                                           | BBENP1A     | Entrepreneurship                              | 5                | 10             |
|                                                           | BMIMX1A     | Integrated Marketing Communication (Module 1) | 6                | 12             |
|                                                           | BMAMX3A     | Applied Marketing Management (Module 1)       | 6                | 12             |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b>               |             |                                               |                  | <b>79</b>      |
| <b>2<sup>ND</sup> SEMESTER</b>                            |             |                                               |                  |                |
| Year three                                                | BMMA3A      | Marketing III (Module 2)                      | 7                | 15             |
|                                                           | BMSMY3A     | Sales Management 3 (Module 2)                 | 7                | 15             |
|                                                           | BMMRY3A     | Marketing Research 3 (Module 2)               | 6                | 15             |
|                                                           | BMIMY1A     | Integrated Marketing Communication (Module 2) | 6                | 12             |
|                                                           | BMAMY3A     | Applied Marketing Management (Module 2)       | 6                | 12             |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b>              |             |                                               |                  | <b>69</b>      |
| <b>TOTAL CREDITS FOR THE QUALIFICATION (DI0480) = 382</b> |             |                                               |                  |                |

### Assessment

Assessment takes the form of tests (closed book), project-based assignments, discussion threads, journals, quizzes and final summative examinations. Final year modules are externally moderated by experts in the discipline.

## Articulation Options

### 7.2 Advanced Diploma in Marketing Management

#### Admission Requirements

- ✓ A completed National Diploma/Diploma in Marketing/ bachelor's degree or equivalent qualification or SAQA approved qualification with Marketing majors on NQF level 6 with at least 360 credits (3600 notional hours) of theory.
- ✓ An average of 60% is required in all the exit level modules in the National Diploma/Diploma in Marketing completed at the NQF Level 6 of study.

#### Duration:

- ✓ This is a one-year full-time course.

#### Curriculum

### ADVANCED DIPLOMA IN MARKETING MANAGEMENT QUALIFICATION AND SUBJECT CODES

| 1ST SEMESTER                                              |                                                            |           |           |
|-----------------------------------------------------------|------------------------------------------------------------|-----------|-----------|
| CODE                                                      | MODULE NAME                                                | NQF Level | CREDITS   |
| BMAX4A                                                    | Advanced Marketing Management (Module 1)                   | 7         | 16        |
| BAFAX4A                                                   | Financial Management for Non-Financial Managers (Module 1) | 7         | 10        |
| BMSMX4A                                                   | International Marketing (Module 1)                         | 7         | 10        |
| BMIDX4A                                                   | Digital Marketing Theory                                   | 7         | 15        |
| BMMRX4A                                                   | Advanced Marketing Research (Module 1)                     | 7         | 9         |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b>               |                                                            |           | <b>60</b> |
| 2 <sup>nd</sup> SEMESTER                                  |                                                            |           |           |
| BMMAY4A                                                   | Advanced Marketing Management (Module 2)                   | 7         | 16        |
| BAFAY4A                                                   | Financial Management for Non-Financial Managers (Module 2) | 7         | 10        |
| BMSMY4A                                                   | International Marketing (Module 2)                         | 7         | 10        |
| BMIDY4A                                                   | Digital Marketing Practise                                 | 7         | 15        |
| BMMRY4A                                                   | Advanced Marketing Research (Module 2)                     | 7         | 9         |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b>              |                                                            |           | <b>60</b> |
| <b>TOTAL CREDITS FOR THE QUALIFICATION (AD0481) = 120</b> |                                                            |           |           |

#### Assessment:

Assessment takes the form of tests (closed book), project-based assignments, Research proposal writing, discussion threads, journals, quizzes and final summative examinations. Final year modules are externally moderated by experts in the discipline.

### 7.3 Postgraduate Diploma in Marketing Management

#### Admission Requirements

- ✓ A completed Advanced Diploma/ BComm/ BTech in Marketing Management or equivalent qualification or SAQA-approved qualification on NQF level 7 with at least 120 credits (1200 notional hours) of theory. All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all third-year subjects. Only the top performing applicants will be selected as part of the Departmental Student Enrolment Plan (SEP).

#### Duration:

This is a one-year full-time course.

#### Curriculum:

#### POSTGRADUATE DIPLOMA IN MARKETING MANAGEMENT QUALIFICATION AND SUBJECT CODES

| 1 <sup>ST</sup> SEMESTER                                  |                                                     |           |           |
|-----------------------------------------------------------|-----------------------------------------------------|-----------|-----------|
| CODE                                                      | MODULE NAME                                         | NQF Level | CREDITS   |
| BMSTX5A                                                   | Strategic Marketing (Module 1)                      | 8         | 12        |
| BMAGX5A                                                   | Advertising Management (Module 1)                   | 8         | 12        |
| BMIIX5A                                                   | Brand Management (Module 1)                         | 8         | 12        |
| BMCMX5A                                                   | Contemporary Marketing Management Issues (Module 1) | 8         | 12        |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b>               |                                                     |           | <b>48</b> |
| 2 <sup>ND</sup> SEMESTER                                  |                                                     |           |           |
| BMSTY5A                                                   | Strategic Marketing (Module 2)                      | 8         | 12        |
| BMAGY5A                                                   | Advertising Management (Module 2)                   | 8         | 12        |
| BMIY5A                                                    | Brand Management (Module 2)                         | 8         | 12        |
| BMCMY5A                                                   | Contemporary Marketing Management Issues (Module 2) | 8         | 12        |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b>              |                                                     |           | <b>48</b> |
| CODE                                                      | MODULE NAME                                         | NQF Level | CREDITS   |
| YEAR COURSE/S                                             |                                                     |           |           |
| BMRPM5A                                                   | Research Project                                    | 8         | 30        |
| <b>TOTAL CREDITS FOR THE YEAR COURSE/S</b>                |                                                     |           | <b>30</b> |
| <b>TOTAL CREDITS FOR THE QUALIFICATION (PG0482) = 126</b> |                                                     |           |           |

**Assessment:**

Assessment takes the form of take-home examinations (open book), closed & open book examinations, case-study assignments, journals, online blogs, discussion threads, summative portfolios and a Research Project. All the modules in this qualification are externally moderated by experts in the discipline.

## 7.4 Master of Management in Marketing

**Admission Requirements:**

- ✓ An average of 60% for a completed Post Graduate Diploma in Marketing or equivalent Degree qualification in Marketing or a related discipline, recognised at NQF level 8 by SAQA.
- ✓ An average of 60% in a Research Methodology subject with a Research Project component at NQF Level 8.
- ✓ Successful achievement of the selection criteria determined by the faculty as deemed necessary.

**Duration:**

Two years minimum (Full-time) or four years maximum (Part-time).

**Curriculum:**

Research by dissertation within the discipline.

| MASTER OF MANAGEMENT IN MARKETING (MD0480)         |                          |           |         |
|----------------------------------------------------|--------------------------|-----------|---------|
| Subject code                                       | Subject name             | NQF Level | Credits |
| BMMAR6A                                            | Research by dissertation | 9         | 1.0     |
| TOTAL CREDITS FOR THE QUALIFICATION (MD0480) = 1.0 |                          |           |         |

## 7.5 Doctor of Commerce in Marketing

**Admission Requirements:**

- ✓ A relevant Masters' degree at the NQF Level 8 (old SAQA standard) or NQF Level 9 (new SAQA standard) in Marketing, with an average score of 60%.
- ✓ Submission of a research concept document as determined by faculty is also a requirement.
- ✓ Proof of previous research experience.
- ✓ Successful achievement of the selection criteria determined by the faculty, as deemed necessary.

Duration:  
Two years minimum (Full-time) or six years maximum (Part-time).

**Curriculum:**

Research by thesis.

| DOCTOR OF COMMERCE IN MARKETING (DP0480)                  |                    |           |         |
|-----------------------------------------------------------|--------------------|-----------|---------|
| Subject code                                              | Subject name       | NQF Level | Credits |
| BMMAR7A                                                   | Research by thesis | 10        | 2.0     |
| <b>TOTAL CREDITS FOR THE QUALIFICATION (DP0480) = 2.0</b> |                    |           |         |

***Professional Bodies:***

Membership with a professional body is not compulsory but recommended since the department is a patron member of the Marketing Association of South Africa (MASA). Therefore, staff and students who have attained any Marketing qualification at the NQF level 6, are encouraged to register as affiliates at the MASA. The entry-level designation status for affiliation with the professional body is the Associate Marketer status.

**7.6 Diploma: Retail Business Management*****Entry Requirements (Senior certificate):***

| Compulsory Subjects             | Score*                                                                                                                                                                                                                                      |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English                         | 4                                                                                                                                                                                                                                           |
| Mathematics <i>Or</i>           | 3                                                                                                                                                                                                                                           |
| Technical Mathematics <i>Or</i> | 3                                                                                                                                                                                                                                           |
| Mathematical literacy           | 4                                                                                                                                                                                                                                           |
| One other subject               | 4                                                                                                                                                                                                                                           |
| <b>Total</b>                    | <ul style="list-style-type: none"> <li>Minimum of 20 APS score (With Mathematics or Technical Mathematics) excluding Life Orientation.</li> <li>Minimum of 21 APS score (With Mathematical Literacy) excluding Life Orientation.</li> </ul> |

***Entry Requirements (other South African qualifications):***

Learners who have completed non-Senior certificate programmes of learning will be accepted into the undergraduate diploma in Retail Business Management if they meet the following entry requirements:

- ✓ A completed N6 qualification (Nated) or complete NCV qualification from a TVET college in South Africa with specialisation in Business Management Or;
- ✓ A completed Higher Certificate (at the NQF Level 5) from an accredited private institution of higher learning in South Africa with specialisation in Business Management.

### ***Duration of the Diploma in Retail Business Management:***

Six semester / three years full-time of class attendance at the University.

### ***What are the Functions of a Retail Business Manager?***

The Retail Business Manager determines all the activities in the sale of goods and services to the consumer as well as the management of a retail establishment. These activities include supervising retail employees, managing inventory, developing tactical action plans for marketing retail products and services, bookkeeping, security, shopping centre management, purchasing, customer service, merchandising and enforcing company policy.

### ***Career Opportunities***

Retail Business Management offers a challenging and exciting career in the private sector. There is a great demand for professionals in the retail business sector.

|              |   |                                                                                                                                                                                                                                                                       |
|--------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entry level  | : | Retail store intern, Sales assistant, Distribution and Stock controller, Junior branch store manager or Trainee store manager.                                                                                                                                        |
| Middle level | : | Territory manager for retail sales, Retail pharmacist, Fashion consultant, Senior consultant (Retail product development), Store fulfilment operations manager, Footwear buyer, store leader, Store manager, Buyer, Category manager, Brand manager and Merchandiser. |
| Top level    | : | Regional retail lead, corporate retail manager, Retail consumer insights executive, international buyer.                                                                                                                                                              |

This qualification also offers the opportunity to start your own business.

### ***Curriculum***

#### ***DIPLOMA IN RETAIL BUSINESS MANAGEMENT QUALIFICATION AND SUBJECT CODES***

| <b>1<sup>ST</sup> SEMESTER</b>              |             |                                           |                  |                |
|---------------------------------------------|-------------|-------------------------------------------|------------------|----------------|
|                                             | <b>CODE</b> | <b>MODULE NAME</b>                        | <b>NQF Level</b> | <b>CREDITS</b> |
| <b>Year one</b>                             | BMRMX1A     | Retail Business Management I (Module 1)   | 5                | 10             |
|                                             | BMROX1A     | Retail Operations Management I (Module 1) | 5                | 10             |
|                                             | BAASX1A     | Accounting Skills I (Module 1)            | 5                | 8              |
|                                             | BMCBX1A     | Consumer Behaviour (Module 1)             | 5                | 10             |
|                                             | HKCOX1A     | Applied Communication Skills I (Module 1) | 5                | 8              |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b> |             |                                           |                  | <b>46</b>      |

| 2 <sup>ND</sup> SEMESTER              |         |                                             |           |         |
|---------------------------------------|---------|---------------------------------------------|-----------|---------|
|                                       | CODE    | MODULE NAME                                 | NQF Level | CREDITS |
| Year one                              | BMRMY1A | Retail Business Management I (Module 2)     | 5         | 10      |
|                                       | BMROY1A | Retail Operations Management I (Module 2)   | 5         | 10      |
|                                       | BAASY1A | Accounting Skills 1 (Module 2)              | 5         | 12      |
|                                       | BMCBY1A | Consumer Behaviour (Module 2)               | 5         | 10      |
|                                       | HKCOY1A | Applied Communication Skills I (Module 2)   | 5         | 8       |
|                                       | ASICT1A | ICT Skills                                  | 5         | 10      |
| TOTAL CREDITS FOR THE SECOND SEMESTER |         |                                             |           | 60      |
| 1 <sup>ST</sup> SEMESTER              |         |                                             |           |         |
| Year two                              | BMRMX2A | Retail Business Management II (Module 1)    | 6         | 15      |
|                                       | BMROP2A | Retail Operations Management II (Module 1)  | 6         | 15      |
|                                       | HKCOX2A | Applied Communication Skills II (Module 1)  | 6         | 8       |
|                                       | BBLGX1A | Logistics I (Module 1)                      | 5         | 10      |
|                                       | HLMWX1A | Mercantile Law (Module 1)                   | 5         | 15      |
| TOTAL CREDITS FOR THE FIRST SEMESTER  |         |                                             |           | 63      |
| 2 <sup>ND</sup> SEMESTER              |         |                                             |           |         |
| Year two                              | BMRMY2A | Retail Business Management II (Module 2)    | 6         | 15      |
|                                       | BMROY2A | Retail Operations Management II (Module 2)  | 6         | 15      |
|                                       | HKCOY2A | Applied Communication Skills II (Module 2)  | 6         | 8       |
|                                       | BBLGY1A | Logistics I (Module 2)                      | 5         | 10      |
|                                       | HLMWY1A | Mercantile Law (Module 2)                   | 5         | 15      |
| TOTAL CREDITS FOR THE SECOND SEMESTER |         |                                             |           | 63      |
| 1 <sup>ST</sup> SEMESTER              |         |                                             |           |         |
| Year three                            | BMRMX3A | Retail Business Management III (Module 1)   | 7         | 15      |
|                                       | BMROX3A | Retail Operations Management III (Module 1) | 7         | 15      |
|                                       | BMSMX1A | Shopping Centre Management I (Module 1)     | 6         | 12      |
|                                       | BBENP1A | Entrepreneurship                            | 5         | 10      |
|                                       | BMPSX1A | Personal Selling (Module 1)                 | 5         | 10      |
|                                       | BMARX1A | Applied Retail Management (Module 1)        | 6         | 12      |

| TOTAL CREDITS FOR THE FIRST SEMESTER               |         |                                             |           | 74      |
|----------------------------------------------------|---------|---------------------------------------------|-----------|---------|
| 2 <sup>ND</sup> SEMESTER                           |         |                                             |           |         |
|                                                    | CODE    | MODULE NAME                                 | NQF Level | CREDITS |
| Year three                                         | BMRMY3A | Retail Business Management III (Module 2)   | 7         | 15      |
|                                                    | BMROY3A | Retail Operations Management III (Module 2) | 7         | 15      |
|                                                    | BMSMY1A | Shopping Centre Management 1 (Module 2)     | 6         | 12      |
|                                                    | BMPsy1A | Personal Selling (Module 2)                 | 5         | 10      |
|                                                    | BMARY1A | Applied Retail Management (Module 2)        | 6         | 12      |
| TOTAL CREDITS FOR THE SECOND SEMESTER              |         |                                             |           | 64      |
| TOTAL CREDITS FOR THE QUALIFICATION (DI0490) = 370 |         |                                             |           |         |

**Assessment**

Assessment takes the form of take-home examinations (open book), closed & open book examinations, case-study assignments, journals, online blogs, discussion threads, summative portfolios and a Research Project. All the modules in this qualification are externally moderated by experts in the discipline.

**Articulation Options****7.7 Advanced Diploma in Retail Business Management****Admission Requirements**

- ✓ A completed National Diploma/Diploma in Retail Business Management/ bachelor's degree in business administration or equivalent qualification or SAQA approved qualification with Retailing majors on NQF level 6 with at least 360 credits (3600 notional hours) of theory.
- ✓ All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all third-year subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP).

**Duration:**

This is a one-year full-time course.

**Curriculum:**

**ADVANCED DIPLOMA IN RETAIL BUSINESS MANAGEMENT  
QUALIFICATION AND SUBJECT CODES**

| <b>1ST SEMESTER</b>                                       |                                                  |                  |                |
|-----------------------------------------------------------|--------------------------------------------------|------------------|----------------|
| <b>CODE</b>                                               | <b>MODULE NAME</b>                               | <b>NQF Level</b> | <b>CREDITS</b> |
| BMABX4A                                                   | Advanced Retail Business Management (Module 1)   | 7                | 20             |
| BMAOX4A                                                   | Advanced Retail Operations Management (Module 1) | 7                | 16             |
| BMRRX4A                                                   | Research Methodology (Module 1)                  | 7                | 9              |
| BMRLX4A                                                   | Advanced Retail Logistics Management             | 7                | 15             |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b>               |                                                  |                  | <b>60</b>      |
| <b>2ND SEMESTER</b>                                       |                                                  |                  |                |
| BMABY4A                                                   | Advanced Retail Business Management (Module 2)   | 7                | 20             |
| BMAOY4A                                                   | Advanced Retail Operations Management (Module 2) | 7                | 16             |
| BMRRY4A                                                   | Research Methodology (Module 2)                  | 7                | 9              |
| BMRLY4A                                                   | Advanced Retail Supply Chain Management          | 7                | 15             |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b>              |                                                  |                  | <b>60</b>      |
| <b>TOTAL CREDITS FOR THE QUALIFICATION (AD0490) = 120</b> |                                                  |                  |                |

**Assessment**

Assessment takes the form of tests (closed book), project-based assignments, Research proposal writing, discussion threads, journals, quizzes and final summative examinations. Final year modules are externally moderated by experts in the discipline.

**Professional Bodies**

Students enrolled for the Advanced Diploma programme are encouraged to affiliate with various professional bodies including the South African Institute of Management Scientists (SAIMS). The Wholesale and Retail Sectoral and Educational Training Authority (W&RSETA) also offers exciting opportunities for special projects, discretionary grants and tuition funding as well as post-Diploma internships aimed at students within the Retail Business Management programme.

## 7.8 Postgraduate Diploma in Retail Business Management

### *Admission Requirements*

- ✓ A completed Advanced Diploma/ BComm/ BTech in Retail Business Management or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits (1200 notional hours) of theory.
- ✓ All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all third-year subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP).

### *Duration:*

This is a one-year full-time course.

### *Curriculum:*

#### POSTGRADUATE DIPLOMA IN RETAIL BUSINESS MANAGEMENT QUALIFICATION AND SUBJECT CODES

| 1ST SEMESTER                                       |                                             |            |           |         |
|----------------------------------------------------|---------------------------------------------|------------|-----------|---------|
| CODE                                               | MODULE NAME                                 |            | NQF Level | CREDITS |
| BMABX5A                                            | Strategic Retailing (Module 1)              |            | 8         | 15      |
| BMPMX5A                                            | Project Management (Module 1)               |            | 8         | 15      |
| BMCRX5A                                            | Contemporary Issues in Retailing (Module 1) |            | 8         | 15      |
| TOTAL CREDITS FOR THE FIRST SEMESTER               |                                             |            |           | 45      |
| 2 <sup>ND</sup> SEMESTER                           |                                             |            |           |         |
| BMABY5A                                            | Strategic Retailing (Module 2)              |            | 8         | 15      |
| BMPMY5A                                            | Project Management (Module 2)               |            | 8         | 15      |
| BMCRY5A                                            | Contemporary Issues in Retailing (Module 2) |            | 8         | 15      |
| TOTAL CREDITS FOR THE SECOND SEMESTER              |                                             |            |           | 45      |
| YEAR COURSE/S                                      |                                             |            |           |         |
| BMRES5A                                            | Research Project                            | Compulsory | 8         | 30      |
| TOTAL CREDITS FOR THE YEAR COURSE/S                |                                             |            |           | 30      |
| TOTAL CREDITS FOR THE QUALIFICATION (PG0490) = 120 |                                             |            |           |         |

### *Assessment:*

Assessment takes the form of tests (closedbook), take-home examinations (open book), case-study assignments, journals, discussion threads, summative portfolios and a Research Project. All the modules in this qualification are externally moderated by Retailing experts.

## Articulation

Students who complete the Postgraduate Diploma in Retail Business Management are eligible to articulate into the Master of Management in Marketing or the Master of Management (General) offered within the Faculty of Management Sciences.

## 7.9 Diploma: Sport Management

### *Entry Requirements (Senior certificate):*

| Compulsory Subjects      | Score*                                                                                                                                                                                                                                          |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English                  | 4                                                                                                                                                                                                                                               |
| Mathematics Or           | 3                                                                                                                                                                                                                                               |
| Technical Mathematics Or | 3                                                                                                                                                                                                                                               |
| Mathematical literacy    | 4                                                                                                                                                                                                                                               |
| One other subject        | 4                                                                                                                                                                                                                                               |
| <b>Total</b>             | <ul style="list-style-type: none"> <li>• Minimum of 20 APS score (With Mathematics or Technical Mathematics) excluding Life Orientation.</li> <li>• Minimum of 21 APS score (With Mathematical Literacy) excluding Life Orientation.</li> </ul> |

### *Entry Requirements (other South African qualifications):*

Learners who have completed non-Senior certificate programmes of learning will be accepted into the undergraduate diploma in Sport Management if they meet the following entry requirements:

- ✓ A completed Higher Certificate (at the NQF Level 5) from an accredited private institution of higher learning in South Africa with specialisation in Sport Administration, Sport Science or cognate field.

### *Duration:*

Six semester / three years full-time of class attendance at the University.

### *What are the Functions of a Sports Manager?*

A Sports Manager is responsible for the administration of various sports facilities including stadium, clubhouses, athletes and community recreation centres. Their roles and responsibilities include managing the human resource function to do with athletes, identifying and recruiting school talent, negotiating athletes' contracts, coaching, organising training resources for athletes, managing various club programmes, identifying the nutritional programme for athletes, facility and event maintenance, procuring supplies for a sports facility, controlling the finances of a sports facility and motivating and supporting the athletes in the sports facility.

### *Career Opportunities*

Sport Management offers a challenging and exciting career in the private, public and non-profit sector. Sport Managers are regularly required to run the local and

provincial government institutions, metropolitan sub-structures, industries, tertiary institutions and sport clubs. As an alternative, candidates can also follow a career in sports broadcasting, public relations or start their own sport enterprises and clubhouses.

|              |   |                                                                                                                                                                                                                        |
|--------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entry level  | : | Sports facility intern, Assistant coach, Fitness instructor or Sales consultant at a fitness centre.                                                                                                                   |
| Middle level | : | Athletic coach, Sport agent, Fitness manager, Athletics development specialist, Contract administrator, Business development coordinator, Contract negotiations manager, Sport events coordinator or Facility manager. |
| Top level    | : | Athletics director or Sports facility executive or Athletics association president.                                                                                                                                    |

### *Curriculum*

#### **DIPLOMA IN SPORT MANAGEMENT QUALIFICATION AND SUBJECT CODES**

| 1ST SEMESTER                                 |         |                                           |           |           |
|----------------------------------------------|---------|-------------------------------------------|-----------|-----------|
|                                              | CODE    | MODULE NAME                               | NQF Level | CREDITS   |
| Year one                                     | BMSPX1A | Sport Management I (Module 1)             | 5         | 10        |
|                                              | BMSRX1A | Sport & Physical Recreation I (Module 1)  | 5         | 10        |
|                                              | BMMSX1A | Sport Marketing 1 (Module 1)              | 5         | 10        |
|                                              | HKCOX1A | Applied Communication Skills I (Module 1) | 5         | 8         |
|                                              | HTREX1A | Public Relations 1 (Module 2)             | 5         | 12        |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b>  |         |                                           |           | <b>50</b> |
| 2ND SEMESTER                                 |         |                                           |           |           |
| Year one                                     | BMSPY1A | Sport Management I (Module 2)             | 5         | 10        |
|                                              | BMSRY1A | Sport & Physical Recreation I (Module 2)  | 5         | 10        |
|                                              | BMMSY1A | Sport Marketing 1 (Module 2)              | 5         | 10        |
|                                              | HKCOY1A | Applied Communication Skills I (Module 2) | 5         | 8         |
|                                              | HTREY1A | Public Relations 1 (Module 2)             | 5         | 12        |
|                                              | ASICT1A | ICT Skills                                | 5         | 10        |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b> |         |                                           |           | <b>60</b> |
| YEAR COURSE/S                                |         |                                           |           |           |
| Year One                                     | BMSPR1A | Sport Practical 1                         | 5         | 10        |
| <b>TOTAL CREDITS FOR THE YEAR COURSE/S</b>   |         |                                           |           | <b>10</b> |

| 1 <sup>ST</sup> SEMESTER                           |         |                                           |           |         |
|----------------------------------------------------|---------|-------------------------------------------|-----------|---------|
|                                                    | CODE    | MODULE NAME                               | NQF Level | CREDITS |
| Year two                                           | BMSMX2A | Sport Management II (Module 1)            | 6         | 12      |
|                                                    | BMSRX2A | Sport & Physical Recreation II (Module 1) | 6         | 12      |
|                                                    | BMMSX2A | Sport Marketing II (Module 1)             | 6         | 15      |
|                                                    | HKCOX2A | Applied Communication Skills 2 (Module 1) | 6         | 8       |
|                                                    | BMCSX1A | Sport Consumer Behaviour (Module 1)       | 5         | 10      |
|                                                    | BAASX1A | Accounting Skills I (Module 1)            | 5         | 10      |
| TOTAL CREDITS FOR THE FIRST SEMESTER               |         |                                           |           | 67      |
| 2 <sup>ND</sup> SEMESTER                           |         |                                           |           |         |
| Year two                                           | BMSMY2A | Sport Management II (Module 2)            | 6         | 12      |
|                                                    | BMSRY2A | Sport & Physical Recreation II (Module 2) | 6         | 12      |
|                                                    | BMMSY2A | Sport Marketing II (Module 2)             | 6         | 15      |
|                                                    | HKCOY2A | Applied Communication Skills 2 (Module 2) | 6         | 8       |
|                                                    | BMCSY1A | Sport Consumer Behaviour (Module 2)       | 5         | 10      |
|                                                    | BAASY1A | Accounting Skills I (Module 2)            | 5         | 10      |
| TOTAL CREDITS FOR THE SECOND SEMESTER              |         |                                           |           | 67      |
| YEAR COURSE/S                                      |         |                                           |           |         |
| Year Two                                           | BMSPR2A | Sport Practical 1I                        | 6         | 16      |
| TOTAL CREDITS FOR THE YEAR COURSE/S                |         |                                           |           | 16      |
| 1 <sup>ST</sup> SEMESTER                           |         |                                           |           |         |
| Year three                                         | BMSMA3A | Sport Management III                      | 7         | 20      |
|                                                    | BMSRX3A | Sport & Physical Recreation III           | 7         | 20      |
|                                                    | BBENP1A | Entrepreneurship                          | 5         | 10      |
|                                                    | BMSPR3A | Sport Practical 3                         | 7         | 20      |
| TOTAL CREDITS FOR THE FIRST SEMESTER               |         |                                           |           | 70      |
| 2 <sup>ND</sup> SEMESTER                           |         |                                           |           |         |
| Year 3                                             | BMWIL1A | Work integrated Learning                  | 6         | 30      |
| TOTAL CREDITS FOR THE SECOND SEMESTER              |         |                                           |           | 30      |
| TOTAL CREDITS FOR THE QUALIFICATION (DI1901) = 370 |         |                                           |           |         |

***Assessment:***

Assessment takes the form of tests (closed book), written assignments, Sport practical and exercises, discussion threads, journals, quizzes reports, logbooks and summative examinations. Please note that all final-year modules in this course are externally moderated by experts in the discipline.

***Work Integrated Learning***

The diploma in Sport Management includes integrated learning, which is implemented using the workplace-based-learning (WBL) modality. In the WIL module, authentic learning takes place through direct placement of students at various sport organisations for a minimum duration of 720 notional hours. Work placement provides students with an opportunity to apply theoretic knowledge in practice. This priceless opportunity introduces students to the typical administrative and managerial functions of a sports manager, including first-hand experience with diverse organisational culture/s, human relation effects and working conditions of various sports institutions. A student is required to complete all the theoretical modules within the diploma programme before embarking on work placement.

***Articulation Options***

**7.10 Advanced Diploma in Sport Management**

***Admission Requirements***

- ✓ A completed National Diploma/Diploma in Sport Management/ bachelor's degree in Sport Science or equivalent qualification or SAQA approved qualification with Sports majors on NQF level 6 with at least 360 credits (3600 notional hours) of theory.
- ✓ All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all third-year subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP).

***Duration:***

This is a one-year full-time course.

**Curriculum:**

**ADVANCED DIPLOMA IN SPORT MANAGEMENT QUALIFICATION  
AND SUBJECT CODES**

| <b>1ST SEMESTER</b>                                       |                                                |                  |                |
|-----------------------------------------------------------|------------------------------------------------|------------------|----------------|
| <b>CODE</b>                                               | <b>MODULE NAME</b>                             | <b>NQF Level</b> | <b>CREDITS</b> |
| BMASX4A                                                   | Advanced Sport Management (Module 1)           | 7                | 10             |
| BMSSO4A                                                   | Sport Sociology                                | 7                | 10             |
| BMATX4A                                                   | Advanced Sport Research Methodology (Module 1) | 7                | 10             |
| BAFAX4A                                                   | Finance for non-financial Managers (Module 1)  | 7                | 12             |
| BMAKX4A                                                   | Advanced Sport Marketing (Module 1)            | 7                | 10             |
| BMSEO4A                                                   | Sport and Exercise Fitness                     | 7                | 10             |
| <b>TOTAL CREDITS FOR THE FIRST SEMESTER</b>               |                                                |                  | <b>62</b>      |
| <b>2<sup>ND</sup> SEMESTER</b>                            |                                                |                  |                |
| BMASY4A                                                   | Advanced Sport Management (Module 2)           | 7                | 10             |
| BMSPO4A                                                   | Aspects of Sport Psychology                    | 7                | 10             |
| BMATY4A                                                   | Advanced Sport Research Methodology (Module 2) | 7                | 10             |
| BAFAY4A                                                   | Finance for non-financial Managers (Module 2)  | 7                | 12             |
| BMAKY4A                                                   | Advanced Sport Marketing (Module 2)            | 7                | 10             |
| HLALS4A                                                   | Aspects of Law in Sports                       | 7                | 10             |
| <b>TOTAL CREDITS FOR THE SECOND SEMESTER</b>              |                                                |                  | <b>62</b>      |
| <b>TOTAL CREDITS FOR THE QUALIFICATION (AD1901) = 124</b> |                                                |                  |                |

**Assessment:**

Assessment takes the form of tests (closed book), project-based assignments, Research proposal writing, discussion threads, journals, quizzes and final summative examinations. Final year modules are externally moderated by experts in the discipline.

**Professional Bodies**

Membership of a professional body is not compulsory but recommended. Students enrolled for the Advanced Diploma in Sport Management are encouraged to look out for local and international organisations to be affiliated with such as the South African Football Association, Athletics South Africa, the World Leisure Organisation, the North American Society for Sport Management (NASSM) and the European Association for Sport Management (EASM), among others.

***Enquiries***

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## **8 SYLLABI**

### ***Accounting for Managers***

Understand the fundamental principles of financial management, basic accounting and economics within the economy. Appreciate their contribution to the strategic financial plan for an organisation, department and businesses they are operating in. Demonstrate an understanding of the role played by financial markets and institutions. Demonstrate the understanding of the preparation of the comprehensive income statement, comprehensive statement of financial position and the cash flow statement. Analyse these financial statements and the use of ratios. Understand and apply the concept of time value of money

### ***Accounting Skills***

Basic financial accounting concepts, double entry system, VAT, Bank reconciliation statements, financial statement and analysis, Cost accounting concepts and price determination, break-even analysis and budgets.

### ***Accounting Technology 1***

Advanced Microsoft Word, Advanced Microsoft Excel, Microsoft PowerPoint, Microsoft Access and the use of E Mail and Cloud.

### ***Accounting Technology 2***

Accounting package, Auditing package, Tax package, Payroll package.

### ***Advanced Business Management 4***

The nature of operations management, importance and development of operations strategies, competitive priorities in operations management, operations decisions and processes, global trends and challenges in operations management, operations management as a competitive tool, operational innovation, quality management in operations. Marketing environment, marketing research process, segmentation and target markets, positioning the firm and its products, marketing mix: product concepts; promotion, place and pricing, and strategic marketing and marketing plan.

### ***Advanced Business Communication for Internal Auditors***

Important business communication aspects for managers, building blocks of effective communication, business communication, the role of interpersonal and group communication in the business environment, public presentations and job resumes.

### ***Advanced Financial Accounting (Module 1)***

IFRS 15: Revenue, IAS 12: Income taxes, IAS 16: Property, plant and equipment, IAS 36: Impairment of assets, IAS 38: Intangible assets and IFRS 5: Non-current assets held for sale and discontinued operations.

### ***Advanced Financial Accounting (Module 2)***

IA 8: Accounting policies, changes in accounting estimates and errors, IAS 37: Provisions and contingencies, IAS 10: Events after reporting period. IFRS 10: Consolidated Financial Statements. IAS 28: Investments in Associates and Joint Ventures. IAS 32: Financial Instruments: Presentation, IFRS 7: Financial Instruments: Disclosures and IFRS 9: Financial instruments.

### ***Advanced Human Resource Development 4***

The theoretical foundation of the Human Resource Development field, introducing the strategic role of HRD, the concepts of training for activity and training for performance improvement; and the systematic approach to Human Resource Development. The importance of marketing the HRD function, exposing to the students the elements of an HRD marketing plan. It is also empowers the students with knowledge and skills to formulate a marketing strategy for an HRD function in an organisation. Issue pertaining managing quality in HRD and evaluation of HRD interventions are also dealt with in the module.

### ***Advanced Human Resource Management 4***

Wellness management; health management; occupational health, safety and risk. Policies and strategic analysis with emphasis on awareness and decision making on safety issues. Efficiency of human resource operations, human resource and best practice indexes, casual chains and human resource dashboards or scorecards with emphasis on reducing unnecessary production costs at the same time improve the working relations with the workforce.

### ***Advanced Information Systems Auditing***

IS audit overview, IS governance, legal and ethical issues for IS auditors, IS risks and controls, IS deployment risks, IS networks and telecommunications risks, E-business risks and controls, Computer Assisted Tools and techniques, conducting an IS audit, fraud and forensic auditing.

### ***Advanced Internal Auditing (Module 1)***

Applying the IPPF in management of the internal audit activity, Control self-assessment, Enterprise risk management, internal auditing in the public sector, performing operational/performance internal audits.

### ***Advanced Internal Auditing (Module 2)***

Reporting internal audit findings and the relevant legislation and regulations in internal auditing, for example King Code of Governance, Company Act, Sarbanes Oxley Act, PFMA, MFMA, COBIT, Regulatory bodies and Contemporary legislations.

### ***Advanced Labour Law***

Introduces concepts of both Individual Labour law and Collective Labour Law. The subject is broken down into 10 chapters during a twelve-month period. Each chapter goes through different aspects of understanding Labour Law which consist of the following: The historical underpinning of the labour relations system (including various labour legislations and amendments to labour laws), The Labour Relations Act, Unfair Dismissals, Unfair Labour Practices, Dispute Resolution, Basic Conditions of Employment Act, Unfair Discrimination and Employment Equity, Collective Bargaining, Strikes and lockouts, Workplace Forums. Introduces concepts of both Individual Labour law and Collective Labour Law. The subject is broken down into 10 chapters during a twelve-month period. Each chapter goes through different aspects of understanding Labour Law which consist of the following: The historical underpinning of the labour relations system (including various labour legislations and amendments to labour laws), The Labour Relations Act, Unfair Dismissals, Unfair Labour Practices, Dispute Resolution, Basic Conditions of Employment Act, Unfair Discrimination and Employment Equity, Collective Bargaining, Strikes and lockouts, Workplace Forums.

### ***Advanced Labour Relations 4***

The concept of an industrial psychological approaches to labour relations, conflict generation, conflict handling, power dynamics, the nature of negotiation, preparation for negotiations, the conduct of negotiations, skills to facilitate negotiations, and third-party intervention. The concept of negotiating for climate, negotiating for common ground, persuasive communication, handling aggression during collective bargaining, and specialised negotiation areas.

### ***Advanced Logistics Management***

Overview of information systems within logistics, Electronic Data Interchange (EDI) and Extended Mark-up Language (XML) route planning, Enterprise Resource Planning (ERP), track & trace, customer relationship management (CRM) and order management systems, decision-making support systems, system integration, product data management (PDM) systems, WMS warehouse management, system support for production, developments within logistical system support.

### ***Advanced Management Accounting (Module 1)***

Strategic performance management systems budgeting and standard setting, activity-based costing (service firms) and activity-based management, pricing and revenue maximization.

### ***Advanced Management Accounting (Module 2)***

Apply appropriate techniques to support short decision making, advanced management accounting control systems -quality management methodologies, strategic custom performance management - value management techniques.

### ***Advanced Marketing Finance***

Introduction and definition of financial management; relationship between financial management, management accounting, financial accounting and economics; goal of financial management; The agency problem; Financial markets and institutions; The flow of funds in an economic system; Identify the different types of financial statements; Preparation of the Income statement and Balance Sheet in accordance with GAAP; Preparation of the Cash flow statement and the cash management principle; Cash management, cash cycle, cash turnover rate and minimum operating cash balance; Different types of budgets, advantage and disadvantages of budgeting; preparation and importance of a cash budget; the debtors collection schedule and the creditors payment schedules; Calculations of the different types of ratios: Profitability, Liquidity, Activity, Debt; The time value of money concept, present value and future value; Management of working capital: stock, debtors, creditors, cash and cash equivalent, bank overdraft and marketable securities.

### ***Advanced Marketing Management***

Introduction to the marketing strategies, market opportunities analysis, formulating marketing strategies for specific situations, implementation and control of marketing strategy, marketing plan and trends affecting the strategic role of marketing.

### ***Advanced Marketing Research***

Introduction to research methods and research methodology, sampling techniques, sampling applications, strategic marketing studies, forecasting techniques and research approaches specific to the marketing sector.

### ***Advanced Procurement Management***

Procurement capital equipment, contract buying, retail buying, engineering and construction contracting, state and industrial procurement, international buying, make or buy, negotiations, procurement research, measuring procurement management and total cost of ownership, strategic procurement, evaluation techniques, staffing, advanced negotiation techniques, project procurement, buying

decision models, research, procurement for small business, procurement administration, supply dynamics, system design modelling, logistics, maneuverability, marketing and reporting techniques.

### ***Advanced Retail Logistics Management***

Relationships in the supply chain, the internalisation of supply chains, On-shelf, in-store and order fulfilment, the development of eTail logistics, Improving the environmental performance of retail logistics, transportation and the flow of retail supply chains, Managing cold supply chains.

### ***Advanced Retail Operations Management***

Introduction to cost and management accounting, Materials and inventory management and control, Retail employees, Classification and analysis of retail overheads, analysis of Cashflow statements, Cost-volume-profit-analysis, Preparing budgets for retailing organisations, Standard Costing.

### ***Advanced Retail Supply Chain Management***

Introduction to supply chain management, Procurement, Demand management, order management and customer service, Inventory and warehouse management, Packaging and materials handling, Supply chain technology and understanding the Supply chain management practices in the public sector.

### ***Advanced Retail Business Management***

Building and sustaining relationships in retailing, strategic planning in retailing, retail institutions in the strategy mix, web, non-store and non-traditional retailing, identifying and understanding consumer information gathering and processing in relationships. Trade area analysis, site location, developing merchandise plans, establishing and maintaining a retail image and integrating and controlling the retail strategy.

### ***Advanced Sport Management***

This subject examines the management of risk in a wide range of sport and recreation settings. The subject explores current and important safety issues in the field, such as lightning safety, heat illness, aquatics safety, playground equipment, drug abuse and action plans for medical emergencies.

### ***Advanced Sport Research Methodology***

Introduction and approaches to research in sport, the research process, Research ethics, Research methods, Reviewing the literature, Secondary data sources, Sampling, Observation research in sport management, Qualitative data collection methods, Surveys, Experimental designs, Analysing qualitative data, Analysing quantitative data, Statistical analysis.

### ***Advanced Supply Chain Management***

Strategic supply chain management, globalised supply chains, supply chain risk and vulnerability, supply chain agility, supply chain resilience, supply chain balance, supply chain efficiency and effectiveness, supply chain robustness, supply chain ambidexterity, supply chain flexibility, dynamic capabilities, supply chain execution, supply chain competitiveness.

### ***Advanced Transport Economics***

History and development of transportation, network planning, evaluation of transport proposals, key performance indicators and their influence on transport infrastructure strategy, transportation modes and models, materials handling packaging and transportation systems, cost-benefit considerations in transport management, infrastructure financing and investment decisions, fleet management, intermodal and special carriers, international transportation.

### ***Advertising Management***

Advertising planning and management process, structuring of advertising messages, creativity and country culture influence in advertising, advertising strategies, analysing the advertising environment and emerging trends, advertising media planning, advertising media selection, formulating advertising strategies, advertising strategy implementation and evaluating advertising effectiveness (role of marketing metrics).

### ***Applied Communication Skills I (Module 1)***

The subject has as exit level outcome that the student must be able to communicate clearly and appropriately in a range of business and marketing contexts. The specific outcome expects the student to demonstrate advanced writing and presentation skills in all communication.

### ***Applied Communication Skills I (Module 2)***

Elements of the communication process, types of non-verbal communication, effective business writing, compile forms of business correspondence, compile curriculum vitae with covering letter, follow appropriate meeting procedures and write short formal investigative reports.

### ***Applied Logistics***

Logistics Operation Processes – Managing products and services, logistics process management and logistics design decisions. Channel transaction and relationship management – Channel management and channel decisions.

### ***Applied Marketing Management***

Aims to bring authenticated learning experiences that involve contact with existing marketing organisations that students can relate to. The industry engagement culminates in project-based learning on solving various problems in the functioning of marketing, culminating in the development of a summative portfolio of evidence related to a chosen marketing organisation.

### ***Applied Promotion IV***

Promotion strategy, forms of promotion, promotion control and evaluation and promotion budget and control.

### ***Applied Retail Management***

Aims to bring authenticated learning experiences that involve contact with existing retail organisations that students can relate to. The industry engagement culminates in project-based learning on solving various problems in the retail business sphere, culminating in the development of a summative portfolio of evidence related to a chosen retailing organisation.

### ***Aspects of Law in Sports***

Introduction to the South African legal system, sport law and product liability, risk management and agency law. A comprehensive guide on the fundamental legal issues in sport and sport management using a jargon-free approach. The content covers legal and management matters commonly found in sport management, including liability issues, protecting the legal rights of athletes and employees and managing legal risk. This module will help students to understand the types of laws that are most relevant to sport management professionals.

### ***Aspects of Sport Psychology***

Introduction to sport psychology, sport physiology, psychological aspects of human beings including personality, motivation, arousal, aggression and anxiety, Group cohesion, the influence of steroids and other substances of the body in Sport, Anorexia and Bulimia among sportspersons.

### ***Auditing 1***

Introduction to auditing; The accounting profession; Introduction to the financial statement audit (audit/review, roles of various parties, various acts, ISA's, assertions, professional skepticism and professional judgement) auditing postulates; Principles of Internal control.

### ***Auditing 2 (Module 1)***

Introduction to the auditing profession, Regulatory and standard setting procedure, Financial Statement Audit Engagement, ethics governing the profession and business, rights, duties, responsibilities and liabilities of auditors, audit evidence, the audit process, reporting.

### ***Auditing 2 (Module 2)***

Internal control framework, business cycles and control activities: Revenue and receipt cycle, Acquisition and payment cycle, Bank and cash, Inventory and production; Human resources and payroll cycle.

### ***Auditing 3 (Module 1)***

Managing the engagement and audit approach, IT concepts, the audit of the business cycles and control activities: Revenue and receipt cycle, Acquisition and payment cycle, Bank and cash, communicating results.

### ***Auditing 3 (Module 2)***

Corporate governance codes and legislation, organisational ethics, Computer Assisted Auditing Techniques and Tools (CAATTs), Quantitative methods, Sampling, Fraud and the internal auditor, Human resources and payroll.

### ***Brand Management***

Brand and brand management, Customer-based brand equity and brand positioning, Brand resonance and brand value, Choosing brand elements, Designing brand marketing programmes, Branding in the digital era, Leveraging secondary branding associations, Developing a brand equity management and measurement system, Measuring sources of brand equity, Measuring market performance of a brand, Designing and implementing brand architecture strategies, Managing brands over time, Managing brands over geographical boundaries and market segments.

### ***Business Ethics***

Principles of ethics, Philosophical foundations, Ethical decision-making, resolving ethical dilemmas, Macro ethics, Aspects of business ethics, Professional ethics

### ***Business Information Systems 3***

This module introduces BIS concepts, terms and components. It focuses on evaluating BIS choices and the acquisition methods, system development lifecycle (SDLC), waterfall model and BIS project management. BIS acquisition related ethics and laws would also be considered.

### ***Business Management I***

Business and its challenges; the business environment; the task of management; planning, leading and motivation; Entrepreneurship and business plan; operations management; logistics management; human resource management; financial management and marketing management.

### ***Business Management II***

*Module 1:* Introduction to Corporate Financial Management; Measurement of business performance by means of financial statement and ratios; Investment decisions: calculating the time value of money and Investment Appraisal methods; Appraising Investment Risk and the Capital Structure.

*Module 2:* Essentials of Project Management; Project Management Life Cycle and Project Documentation; Organisational Arrangements and Project Governance; Project Management Knowledge Areas.

### ***Business Management III***

The management function, the marketing function, the procurement function, the HR function, supply dynamics, systems design and logistics.

### ***Business Strategy Module 1 (PGD: CMA)***

The nature of strategic management, business vision and mission, external assessment, internal assessment and strategies in action.

### ***Business Strategy Module 2 (PGD: CMA)***

Strategy analysis and choice, implementing strategies, evaluating strategies and social responsibility.

### ***Business Studies***

The introduction of management as a science, examining the operation of the business enterprise, the interplay between the enterprise and its environment as well as the critical role of the business enterprise in providing for the needs of the society.

### ***Commercial Law I***

A brief overview of South African Law, general principles of the Law of Contract with special reference to purchase contracts, credit agreements and agency, insolvency, lease, and Labour Relations Act. Business entities, competition law, consumer protection and business ethics.

### ***Commercial Law for Accountants 1 (Module 1)***

A brief overview of South African Law, stressing its origin and administration, general principles and the Law of Contracts, special reference to the purchase and

sales contracts and the Law of Agency and to understand the Constitution of 1996.

***Commercial Law for Accountants 1 (Module 2)***

Know the basic principles governing specific contracts such as, the Contract of Sale, Lease and Occupancy, Agency, Employment. Know the most important principles of Credit Agreements, Labour Legislation, Law of Insolvency, Internet Law and Securities.

***Commercial Law for Accountants 2 (Module 1)***

The principles of corporate personality and limited liability, a detailed knowledge of current Companies Act and Close Corporation Act, their interpretation and practical application and partnership as a business form.

***Commercial Law for Accountants 2 (Module 2)***

Gain knowledge and understanding of the principles of Corporate Law and the procedures of meetings.

***Commercial law for Accountants 2 (Only for internal auditing students)***

Companies Act; Shareholders and company meetings; Directors and board meetings; Financial records and reporting; auditors, audit committees and company secretary; remedies, enforcement agencies and alternative dispute resolutions.

***Consumer Behaviour***

Consumer decision making process, impact of individual and environment influencing variables, diffusion and adoption process, purchasing behaviour, consumer decision-making process on individual and group factors.

***Contemporary Issues in Retailing***

Dark Stores, Offshore sourcing, the Spatial Transformation of Retail Structures and the Township Economy, International retail operations, Social and Green Retailing Issues, Ethical Issues in Retailing, Retailing in the 4IR and 5IR.

***Contemporary Marketing Management Issues***

Evolution and growth of marketing ethics, consumerism as a social marketing movement, consumer response behaviour towards green marketing, neuromarketing, implications of green marketing on marketing strategy, place marketing, marketing of politicians and religion and marketing.

***Corporate Governance***

Corporate governance in South Africa and the regulatory framework; International developments in corporate governance; Governance, risk management and internal control; Composition and role of the board of directors; Duties and liabilities of

directors; Board committees; Combined assurance; Good corporate governance practices; Financial Reporting and communication; Integrated reporting.

***Costing & Estimating (Module 1)***

Basic cost accounting, cost classification, behaviour and estimation; Inventory management and control; Labour cost and control; Manufacturing overheads; Statement of cost of goods manufactured and sold.

***Costing & Estimating (Module 2)***

Budgets; Standard costing and variance analysis; Cost-volume profit analysis.

***Cost & Management Accounting 1 (Module 1)***

Introduction to management accounting; Cost concepts, classification, and behavior; Material and inventory control; Labour, Basic calculations of labour to be done in detail emphasis on labour cost per unit using hours minutes, and conversions of minutes to hours.

***Cost & Management Accounting 1 (Module 2)***

Classification analysis, calculation and apportionment; Calculation of total product cost using absorption and ABC methods; New CIMA cost classification digital costing; Cost flows in manufacturing entities; Operational budgets; Cash budgets

***Cost & Management Accounting 2 (Module 1)***

Contract costing; Direct throughput and absorption costing; Job costing system; Integrated and interlocking accounting systems; Process costing.

***Cost & Management Accounting 2 (Module 2)***

Cost volume profit (CVP) analysis; Pricing decisions; Operational, Cash and Flexed budgets more than one product; Standard Costing, variance analyses and reconciliation of actual versus budgeted

***Cost & Management Accounting 3 (Module 1)***

Budgets and budgetary control, Standard costing and variance analysis and reconciliation of actual and budgeted profit, integrating marginal cost accounting, absorption cost accounting.

***Cost & Management Accounting 3 (Module 2)***

Decision making, risk and uncertainty, Break-even analysis.

***Cost & Management Accounting (Module 1) (PGD: CMA)***

Pricing strategies for maximizing profit in imperfect markets and financial consequences of pricing strategies, managing and controlling the performance of

responsibility units, behavioral and transfer price issues related to the management of responsibility centers integrated operational case studies

### ***Cost & Management Accounting (Module 2) (PGD: CMA)***

Cost management and cost transformation methodology to manage costs and improve profitability, compare and contrast quality management methodologies, apply value management techniques to manage costs and improve value creation, risk and uncertainty associated with medium- term decision making integrated operational case studies.

### ***Corporate Governance***

Corporate governance in South Africa and the regulatory framework; International developments in corporate governance; Governance, risk management and internal control; Composition and role of the board of directors; Duties and liabilities of directors; Board committees; Combined assurance; Good corporate governance practices; Financial Reporting and communication; Integrated reporting.

### ***Digital marketing theory***

Introduction to the online marketing environment, digital marketing strategy, digital media and the marketing mix, relationship marketing using digital platforms, delivering the digital customer experience, campaign planning for digital media and marketing communications using digital media channels.

### ***Digital marketing practice***

Students participate in practical exercises in digital marketing including developing a social media strategy for a marketing organization, content creation, search engine optimization, mobile marketing and dummy website content creation. The students also get an opportunity to complete an international Google certification course.

### ***E-Commerce Auditing***

Introduction to e-commerce: Components of e-commerce, Regulatory guidelines; E-commerce law; E-commerce risks and controls; E-commerce auditing: Compliance and operational e-commerce audits, Plan and development an e commerce audit based on the risk assessment, Tools and techniques used in e-commerce auditing, Reporting and recommendations.

### ***Economics for Managers***

Knowledge of fundamental principles of micro-economics and macro-economics and their relevance to managerial decision-making. The module will cover the following topics: Principles and key concepts for economics for business, Demand and Supply, Demand theory analysis, Elasticity of demand, Production theory and analysis, Cost theory and analysis, Market structures, The labour market, National

income/Economic growth, Business cycles, Unemployment and inflation, International trade and finance, Fiscal and monetary policy, Economic theory and policy debate.

#### ***Employee Relations Management 4***

origins of contract of employment, labour relations, trade unions, Employment equity, affirmative action, dismissals, disciplines and procedural fairness in the case of disciplinary matters, substantive fairness, retrenchment and redundancy (operational requirements) and HIV and Aids in the workplace.

#### ***Entrepreneurial Skills I***

Entrepreneurship defined, creativity and innovation, business opportunities, business start-up, franchising, the entrepreneurial management team, marketing plan, operations, financial plan, business plan.

#### ***Entrepreneurship (Innovation) I***

Principles of entrepreneurship, explaining entrepreneurs, creativity and innovation, identification of opportunities, entrepreneur options, identification of supporting sources, feasibility studies, market research, marketing plan, financing and provision of manpower, operational and administrative plan, business plan and aspects of the law.

#### ***Environmental Auditing***

Background of environmental auditing; Environmental management systems; Environmental auditing, distinguish between compliance and operational environment audits, perform an environmental risk assessment, plan and development an environmental audit, apply the tools and techniques used in environmental auditing, prepare an audit report and make relevant recommendations.

#### ***Financial Accounting 1 (Module 1)***

Introduction to accounting concepts and terminology, financial calculations, conceptual framework, books of prime entry, reconciliations of debtors, creditors and bank, posting to the general ledger, trial balance, financial statements of sole trader with adjustments, incomplete records.

#### ***Financial Accounting 1 (Module 2)***

Incomplete records; Establishment of a partnership; Cash flow statement; Introduction to Financial Statements for Companies and Close Corporation

### ***Financial Accounting 2 (Module 1)***

Conceptual Framework and presentation of financial statements IAS1; Share Capital IAS21; Inventories IAS2; Property, Plant and Equipment IAS16; Investment Properties IAS40; Intangible assets IAS38

### ***Financial Accounting 2 (Module 2)***

Provisions, contingent liabilities and events after reporting period IAS37; Revenue from contracts with customers IFRS15; The effects of changes in foreign exchange rates IAS21; Accounting policies, changes in accounting estimates and errors IAS8; Statement of cash flows IAS7

### ***Financial Accounting 3 (Module 1)***

IAS 33: Earnings per share; IAS 12: Income taxes; IAS 36: Impairment of assets; IAS 16: Property, plant and equipment; IFRS 16: Leases.

### ***Financial Accounting 3 (Module 2)***

Analysis and interpretation of financial statements; Investment accounting; Accounting for groups; IFRS 15: Revenue from contracts with customers.

### ***Financial Information Systems 1***

The stages of the SDLC – Theoretical, Advantages & Disadvantages of File systems and databases Role-players in systems etc. Design a database (degrees of relationships, supertypes & subtypes, normalisation) Implement a database in Access.

### ***Financial Information Systems II***

Stovepipes and how to get rid of it, Applications of patterns in Database design, Value Systems, Value chain and business process diagrams, Data flow diagrams for different business processes, Converting conceptual framework to logical framework (ERDs to tables). Sale and collection business process, Acquisition and payment business process, Merging different business processes. The conversion, financing and HR business processes, Risk controls, ERP systems, and E-Commerce modelling. Excel basic operations, functions and formulas, simple VBA programs with Excel, program control, Arrays.

### ***Financial Information Systems III***

Project Management in IT, MS Project, Advanced database management techniques, different architectures, data quality concepts and the beginning of ETL and data warehousing. More advanced VBA programming with Excel, macros, VBA and Access, SQL, Data validation and error trapping, Programming with ADO.

### ***Financial Management for Advanced Diploma***

Fundamentals of financial management; Analyse financial markets, institutions and securities; Time value of money; Capital budgeting techniques; Cost of capital; Financial management reports.

### ***Financial Management for Postgraduate Diploma in Management***

Understand the role and environment of financial management. Understand the principles underlying business strategy and the strategic planning process. Understand the importance of financial markets and institutions in the economy. Understand the three main types of financial statements. Understand the impact of time value of money on financial decision-making. Understand the impact of risk and return on financial decision-making. Read and interpret financial statements and understand the effect of qualitative factors on quantitative analysis. Understand the importance different shares and bonds in the economy.

### ***Financial Management 1 (Module 1)***

Fundamentals of financial management; Financial markets, institutions and securities; Sources of short-term and long-term finance; The concept of time value of money; Capital budgeting techniques; Analysing financial statements; Valuation of shares and debentures.

### ***Financial Management 1 (Module 2)***

Working capital management; Leasing finance and convertible securities; Risk and return; Cost of capital; Bonds Valuation; Leverage and capital structure; Dividend policy

### ***Financial Reporting/Accounting (Module 1) (PGD: CMA & IA)***

Conceptual framework and companies act. Investment properties. Borrowing costs. Government grants and assistance.

### ***Financial Reporting/Accounting (Module 2) (PGD: CMA & IA)***

Employee benefits. Foreign currency. Hedge accounting. Earnings per share. Financial instruments. Liquidation of companies.

### ***Forensic Auditing***

Understand the history of fraud and the Anti-fraud Profession; Explain the fraud cycle, profile of a fraudster; Understand the keys to effective fraud investigation and fraud taxonomies; Define and distinguish between: Fraud, Theft, and Embezzlement; Understand the evolution of a typical fraud; Knowledge of financial statement schemes, corruption schemes and asset misappropriation schemes; Identify common and specific red flags; Understanding of risk assessment models;

Identification of risk factors; Knowledge of Risk Assessment Best Practices; Applying a Risk Management Checklists in a simple organisation Documentation of risk assessment outcome; Appreciation of the role of the control environment on prevention of fraud and perception of detection; Understanding of fraud prevention models and other prevention measures; Fraud Detection Sayings; Knowledge of common and specific detection methods; Understand the Fraud Policy and its components; Understand the composite Fraud Response Team; Evaluate the fraud management plan; Plan and development a forensic audit/investigation; Apply the tools and techniques to obtain and evaluate evidence used in forensic auditing/investigation; Prepare an audit report and make relevant recommendations; History and Evolution of Computer Crimes; Computer Crime Theories and Categorisations; Characteristics of the Computer Environment; Information Security (INFOSEC); Profile Internet Fraudsters.

### ***Human Resource Development 1 (Module 1)***

Training and development in the south African context, Global models shaping the South African training and development system, The basic psychology of learning, an overview of Education, Training and Development legislation in South Africa, statutory training and development structures in South Africa. The south African occupational learning system.

### ***Human Resource Development 1 (Module 2)***

The concepts, Education, Training and Development, Generalised approaches to training, determining training and development needs, programme design and development, preparing and presenting training, assessment of learning and programme evaluation.

### ***Human Resource Development 2 (Module 1)***

Managerial approach to training and development, Strategic human resource development, the administration of training and development, Management development, sustaining training and development capability in an organisation, the profession and practice of training and development, Contemporary issues in human resource development.

### ***Human Resource Development 2 (Module 2)***

Assessment of training needs, planning and designing outcomes-based learning, facilitating and assessing learning, Methods, media in learning facilitation, assessment and moderation of learner achievement, Evaluation of programme effectiveness, on and off the job development interventions, assessment centres and management by objectives (MBO) as training interventions, Organisational development as a means to address change in an organisation.

### ***Human Resource Management 1 (Module 1)***

Introduction to the nature of psychology, subfields, nature and identity of Industrial and Organisational Psychology (IOP), frameworks for thinking and practice in IOP, human and career development, sensory and perceptual processes, cognitive processes, motivation and emotion, attitudes and values, psychological well-being, psychological assessment.

### ***Human Resource Management 1 (Module 2)***

Human social institutions & social relationships; Industrial sociology; Social theory; Social organisation & structure; Family structures; Social groups; Human impact on the environment.

### ***Human Resource Management 2 (Module 1)***

The foundation and challenges of Human Resource Management; professionalisation of Human Resource Management; Information Technology for Human Resources; managing diversity; strategic HR planning; HR research.

### ***Human Resource Management 2 (Module 2)***

Job design; job analysis; recruitment; selection; induction; motivation; retention.

### ***Human Resource Management 3 (Module 1)***

Introduction of talent management; talent management challenges; focus areas of talent management; inclusive leadership; in-market action learning; performance management linked to rewarding talent; managing local talent; talent fit for emerging countries.

### ***Human Resource Management 3 (Module 2)***

Remuneration strategy; broad-banding; individual performance-, competence-, team- and skills-based pay; pay structures; total packages; payroll management; remuneration governance.

### ***Human Resource Practice 3***

Introduction to human resources management: overview, manpower planning and job analysis techniques; manpower provisioning and maintenance processes; performance appraisal mechanisms; job evaluation and compensation principles; Absenteeism and labour turnover methodology; motivation theories and applications; health and safety issues; Quality of work life and social responsibility concepts; training and development – functional application; interpersonal relationships –stress, alcoholism and stereotypes. Introduction to labour and industrial relations; monitoring and auditing industrial relations; labour market analysis; unfair labour practices and resultant action; trade unions and trade unions

structures; coping with trade unions; concluding an agreement; labour relations policy; discipline and grievances; handling discipline and grievances; collective bargaining; the negotiator; negotiation; regulating industrial conflict.

### ***ICT Skills***

ICT Skills is a module that focuses on promoting computer literacy through both simulated and real environments. Computer literacy is the knowledge and ability to use computers and technology efficiently. On completion of this module, learners should have a thorough understanding of what a personal computer is and how it can be broadly and efficiently utilised in higher education life and beyond. This module will also provide learners with computer literacy skills in the utilisation of the following applications: Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, Microsoft Outlook 2010, and Internet Explorer.

### ***Human Resource Practices 4***

Staffing, job design and analysis, training and development, diversity management, performance management and improvement and compensation and reward. The application of theoretical principles and practice is contextualised in international and local best practice environments, including aspects of globalisation, embracing new technology and developing human capital, ethics and competitive advantage through people.

### ***Information Systems Auditing***

Concept of Computerised Assisted Audit Techniques (CAATS); Access database for storing and manipulating large amounts of information and creating tables, reports and queries. Make use of Mail Merge to prepare letters for verification purposes; Use Excel for spreadsheets, financial calculations, pivot tables, advance filtering and conditional formatting to analyse information. Introduce ACL to assist the internal or external auditor with sampling and analysing.

### ***Integrated Marketing Communication***

Planning of a marketing promotion programme, selection of promotional mix elements, measuring the success of an integrated marketing communication plan, types of promotion and managing the promotions budget of a marketing organisation.

### ***Internal Auditing 1***

Introduction to auditing; The accounting profession; Introduction to the financial statement audit (audit/review, roles of various parties, various acts, ISA's, assertions, professional scepticism and professional judgement) auditing postulates; Principles of Internal control.

### ***Internal Auditing 2 (Module 1)***

Introduction to the internal auditing profession, Relationship between the internal audit function and other role players, the International Professional Practices Framework (Core principles, Definition, code of Ethics, Attribute Standards), Internal audit process, tools and techniques, Health and safety in the workplace.

### ***Internal Auditing 2 (Module 2)***

Internal control framework, System descriptions, risks and typical control activities and control effectiveness procedures for the following business cycles in a manual set-up: Revenue and receipt cycle, Purchases and payment cycle, Inventory, production and warehousing cycle.

### ***Internal Auditing 3 (Module 1)***

Performing the IA engagement, IT concepts, the audit of the business cycles and control activities: Inventory & warehousing cycle, Bank and cash, Communicating results.

### ***Internal Auditing 3 (Module 2)***

About the business, Introduction to governance, Introduction to Enterprise Risk Management, Organisational ethics, Advanced Computer Assisted Auditing Techniques and Tools (CAATTs), Fraud and the internal auditor, the audit of the business cycles and control activities of Human resources and payroll cycle.

### ***International Marketing***

Formulation and implementation of global marketing strategies, the production, pricing, distribution, promotion and complexities associated with international/global markets.

### ***Labour Economics 5***

Introduce the concept of a labour market, the supply for and demand for labour, wages and the cost of labour, trade unions, collective bargaining and minimum wages. Provides an overview of productivity and labour market flexibility, globalisation, unemployment, human capital, labour market inequalities and social dialogue and codetermination in the workplace.

### ***Labour Law I***

Common law contract of service, Compensation for Occupational Injuries and Diseases Act, Wage Act, Skills Development Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Labour Relations Act and Employment Equity Act.

### ***Labour Relations 1 (Module 1)***

A conceptual analysis of the employment relationship, Understanding the concept, The impact of power on the employment relationship, Traditional approaches to the employment relationship, The labour relations system as a societal structure, The composition of a labour relations system, The role of the state, Employer and employee representation.

### ***Labour Relations 1 (Module 2)***

Labour economics: theory and application, classical and neo classical labour market theory, labour market models and wage determinations, The South African labour market: labour market principles of demand and supply, labour market problems, labour market issues, unemployment, Labour market issues. Intergroup conflict: analysis and facilitation, the conflict phenomenon, variables determining conflict levels, conflict escalation, conflict resolution, incapacity, operational requirements, mergers, transfers, dismissals, retrenchment, redundancy, outsourcing.

### ***Labour Relations 2 (Module 1)***

SA labour legislative framework, managing labour relations in the workplace, collective bargaining and organisational rights, negotiation.

### ***Labour Relations 2 (Module 2)***

Labour disputes and resolutions, strikes and lock-outs, international labour relations, industrial democracy and workers participation.

### ***Labour Relations Management 5***

Introduce the concept of origins of unfair dismissals, disciplines and dismissals, procedural fairness in the case of disciplinary matters, substantive fairness, retrenchment and redundancy (operational requirements), the contract of employment, HIV and Aids in the workplace. Introduce the concept of unfair discrimination, affirmative action, employment equity plan, conducting organisational audit, general provisions of the Employment Equity Act, psychometric testing, employment equity, outsourcing of labour and diversity management.

### ***Logistics I***

General introduction to logistics foundations, system and market foundations. Capacity foundations, movement process, foundations and performance foundations.

### ***Logistics Project Management***

Principles of project management, logistics project life cycle, logistics project

planning, project-driven vs. non-project driven logistics, constraints and problems in logistics project management, skills and capabilities required for effective management of logistics projects.

### ***Macroeconomics***

Macroeconomic theory, national income, monetary policy, fiscal policy, unemployment, inflation and deflation, international trade and public finance.

### ***Management Theory 4***

The concept of management, the nature of organisations, managerial competencies, ethics and corporate social responsibility, strategic analysis with focus on an organisation's external and internal environments, planning and strategy formulation and decision-making. Organisational change and learning, the dynamics of leadership, motivation for performance, organisational communication, group work and teams, organisational culture and workforce diversity and control in organisations.

### ***Marketing I***

The influence of the marketing environment on the firm, market segmentation and the role of the consumer. Introduction to marketing, the generic marketing mix elements including product, price, distribution, wholesalers and retail – basic principles and marketing communication. The market concept. The SA marketing environment, market segmentation and the marketing mix.

### ***Marketing II***

The management of service quality, service development and design (Process), managing employees' roles in service delivery (People), the role of the physical environment in service delivery (Physical evidence), managing demand and capacity and service recovery.

### ***Marketing III***

Introduction to Branding, the role and place of branding, elements of branding, packaging the brand, components of branding, branding in the digital era, branding in the South African landscape, service branding, branding of organisational employees, branding of individuals, planning, Leveraging & Extending a brand.

### ***Marketing Management 4***

Marketing environment, marketing research process, segmentation and target markets, positioning the firm and its products, marketing mix: product concepts; promotion, place and pricing, and strategic marketing and marketing plan.

### ***Marketing Research III***

Introduction to marketing research, The marketing research process, Problem definition and research objectives, Research design and proposal writing, Collection of secondary data, primary data (qualitative and quantitative), questionnaire design and fieldwork, sampling methods, data processing and reports.

### ***Mercantile Law***

A brief review of the SA Law and general principles of the Law of Contract, Purchasing and Exchange Controls.

### ***Microeconomics***

Nature and scope of economics, economics systems and working economy, microeconomic theory: price theory, market mechanism, consumer equilibrium, cost and price formation, market forms and factors of production.

### ***Operations Management I***

The organisation; mission, strategies, objectives and operational tasks. Introduction to operations management; activities and responsibilities of operations managers. Strategic operations management; SWOT analysis and operations planning. Functional operations management; aggregate planning, forecasting techniques, productivity, make or buy decision, value analysis and value engineering. Functions of the operations system. Management problem areas in operations management. Operational management; operations scheduling, operations control and work-study.

### ***Organisational Behaviour 5***

Organisational behaviour, organisational culture and ethics, diversity in the workplace (national and global), groups and teams, motivation and engagement of the South African workforce and communication in the information age. Power, empowerment, decision making, leadership and followership, wellness and stress, conflict management, organisational design, change and innovation.

### ***Organisational Development 5***

The concepts Organisational Development and Organisational Transformation, strategic Organisational Development, leadership, the Organisational Development consulting process, Organisational Development Interventions, communication, skills development, Organisational Development In the workplace today, change In the workplace, the learning organisation. Knowledge management, technology, ethics, diversity and employment equity, performance management, employee well-being, emotional Intelligence, talent management.

### ***Organisational Dynamics***

Organisations and Organisational Effectiveness, Stakeholders, Managers, and Ethics, Organising in a Changing Global Environment, Basic Challenges of Organisational Design, Designing Organisational Structure, Creating and Managing Organisational Culture, Organisational Design and Strategy in a Changing Global Environment, Organisational Design, Competences, and Technology, Types and Forms of Organisational Change, Organisational Transformations, Decision Making, Learning, Knowledge Management, and Information Technology, Innovation, Intrapreneurship, and Creativity, Managing Conflict, Power, and Politics.

### ***Procurement Management I***

Procurement role in business, relationships with other departments, procedures, forms and records, basic policies / planning, organisations, procurement control and budgeting ethics / public relations.

### ***Procurement Management II***

Sourcing quality, quality determination, right time, price and surplus materials. The organisation; mission, strategies, objectives and operational tasks. Introduction to production management; activities and responsibilities of production managers. Strategic production management; SWOT analysis and production planning. Functional production management; aggregate planning, forecasting techniques, productivity, make or buy decision, value analysis and value engineering. Functions of the production system. Management problem areas in production management. Operational production management; production scheduling, production control and work-study.

### ***Procurement Management III***

Procurement capital equipment, contract buying, retail buying, engineering and construction contracting, state and industrial procurement, international buying, make or buy, negotiations, procurement research, measuring procurement management and total cost of ownership.

### ***Project Management 5***

Introduction to project management and the Project management body of knowledge (PMBOK), which is the paradigm adopted in the teaching of project management in this module. Processes critical to effective project management, project selection and prioritisation, organisational capability, structure, culture and roles, chartering & stakeholder planning for a retail project, scope planning and scheduling of a retail project, project management knowledge areas, resourcing projects, budgeting and risk planning for a retail project, project quality planning, project supply chain management, leading and managing project teams, project ethics and governance.

***Quantitative Techniques / Descriptive Statistics 1 (Module 1)***

Basic Mathematics; Statistics in Management (The language of statistics, components of statistics, data types and measurement scales, data sources, data collection methods); Exploratory Data Analysis - Summarising Data: Summary Tables and Graphs, Numeric Descriptive Statistics (measure of central and non-central location, measure of dispersion, measure of skewness); Basic Probability Concepts and Probability Distributions (Binomial, Poisson and Normal distributions); Excel (based on all content covered).

***Quantitative Techniques / Descriptive Statistics 1 (Module 2)***

Inferential Statistics: Sampling and Sampling Distributions, Confidence Interval Estimation, Hypothesis Testing: Single population (means and proportions), Hypothesis Testing: Difference between two means, Chi-squared hypothesis tests; Statistical Models for Forecasting and Planning: Simple Linear Regression and correlation Analysis, Index Numbers, Time Series Analysis; Excel (based on all content covered).

***Research Methodology Advanced Diploma (CMA & Internal Auditing)***

Introduction to the theory of research methodology, including different types of research design, literature studies, sampling, data collection, statistical methods ensuring reliability and validity, formulation of problem statements, research questions, hypotheses and variables, as well as interpretation and report writing.

***Research Methodology (Advanced Diploma in Retail Business Management)***

The basics of market research, research objectives, ethics and ethics principles, philosophies, designs and methodologies. An introduction to quantitative and qualitative research and sampling. Questionnaire design and fieldwork, turning data into findings, reporting on and communicating findings, professional development and the market research industry.

***Research Methodology (Generic)***

The concept research, focus on the application of scientific writing principles, distinguish between the various research paradigms and methodologies, provide an overview of the lay-out and content of a research proposal, and critical engagement with scholarly literature. An overview of both qualitative and quantitative research methods as it relates to design, sampling, data collection, data analysis, and the presentation of findings.

***Research Methodology 4 (HR department)***

The concept research, be able to apply the principles of scientific writing, distinguish between the various research paradigms and methodologies, comprehend what constitutes a research proposal, and critically engage with scholarly literature. describe the relevance of research design. Distinguish between methods available for sampling, Comprehend the application value of the various data collection methods, Conduct elementary data collection and interpretation of results, Realise the implications of research findings, Address issues of quality and ethics within the context of both qualitative and quantitative methodologies.

***Research Project (PGD: CMA & IA)***

Compiling a research proposal consisting of all or some of the following items depending on the research methodology to be used: Introduction; Background to the problem; Problem statement; Main and sub-objectives; Research methodology; Ethical considerations; Limitations to the study; Chapter layout.

***Research Project 5 (PGD: HR & Management)***

This year course will focus on the contextualization of a discipline-specific research problem, the independent undertaking of a critical literature review, the justification of sampling decisions, the design and application of a self-constructed data collection instrument, the analysis of collected data, the presentation of findings and recommendations for future research. The research project will culminate in the draft of a publishable journal article.

***Research Methodology (PGD: Logistics)***

Application of research methodology to resolve logistics and supply chain management problems in organisations. Development of a research proposal and mini dissertation under the guidance of a supervisor.

***Research Project (PGD: Marketing & Retail Business Management)***

In this year course, the students will be expected to complete a research project. This will comprise, defining a discipline-specific research problem, the independent undertaking of a critical literature review, the justification of sampling decisions, the design and application of a self-constructed data collection instrument, the analysis of collected data through a pilot survey, the presentation of findings and recommendations for future research. The project will culminate in the writing of mini-Dissertation Chapters as well as a project presentation using PowerPoint slides.

***Retail Business Management I***

Introduction to the nature and evolution of retailing, the six Rs' of retailing, the Retailing environment, Selection of suppliers and supplier relations, being in the right place, Selecting the right quantity, the right price and the right service.

### ***Retail Business Management II***

The role of Retailing, the Marketing structures in the Retail industry, Location strategy, Retail shopper behaviour, Retailer stakeholders, Retail store layout and design, Retail communication, Managing and determination of retail pricing, Retail Merchandising, Online and Mobile Retailer channel options.

### ***Retail Business Management III***

The Buyer's role in retail buying and merchandising, planning the purchase, additional buying responsibilities and making the purchase (local and international buying).

### ***Retail Operations Management I***

The Retail business management, The Retail Business environment, Retail business planning, organising, leading, motivating and controlling activities and resources. Introduction to various retail operations including; logistics management, financial management, Employment Relations management, Marketing management and the management of retail assets and risks.

### ***Retail Operations Management II***

Introduction to Retail Marketing management, retail Marketing strategy, Retail consumer behaviour, Segmentation, Retail product and brand management, Retail buying and merchandising principles, Retail Buying, Retail communications, Legislation and ethics in Retailing, International retail marketing and emerging issues, Customer loyalty, Customer care and Customer complaints handling.

### ***Retail Operations Management III***

The employment relationship within the Retail sector, the labour relations system, labour legislation, employee representation, collective bargaining and traditional negotiation, the South African labour market, employee grievances, termination of employment, employment equity, dispute resolution and coercion.

### ***Risk-based Auditing***

Introduction to Enterprise Risk Management; Evaluating the risk management process; Compilation of risk and audit universe; Assurance role of the internal auditor; Consulting role of the internal auditor; Setting an audit strategy; Current trends in risk-based auditing.

### ***Sales Management III***

Selection and appointment of salespeople, training and remuneration of salespeople, sales planning, organisation and sales budgeting.

### ***Shopping Centre Management***

What is a shopping centre? site selection for a shopping centre, shopping centre design principles, shopping centre maintenance, tenant mix, insurance and safety management, feasibility study, customer services, finance and administration, presentation, refurbishments, financial feasibility and centre promotion.

### ***Sport and Exercise Fitness***

This module focuses on the interaction among the energy system and muscle metabolism, hormonal control during exercise, the cardiovascular and respiratory response to acute exercise, interaction between resistance training and diet, resistance training for special populations, adaptations to aerobic and anaerobic training and environmental influences on performance.

### ***Sport Management I***

The Sport Industry Environment, Sport management and decision-making, Club Management and Records management, planning for Sports Events, Organising sports functions, managing change and Human resource management at a sports facility including the behaviour, motivation and leading of staff and employees in Sport facilities.

### ***Sport Management II***

Introduction to sports Events, ensuring Bids for the Sports Event, Human Resource Management during the sports event, Budgeting for the sport event, Sponsorships, Marketing the Sport Event, Managing the Media and Public Relations of the Sports Event, Legal aspects involved in Sports Event Management, Introduction to risk Management of the Sports Event, Services and Logistics involved during sports event management, Event-day Management and Evaluation of the success of a Sports Event.

### ***Sport Management III***

Introduction to Labour relations in Sport, an overview to Facility Management, Efficient tour and team management, Introduction to Sport risks, including Financial Risks and Ethics in Sport Management.

### ***Sport Marketing 1***

The special nature of sport marketing, Strategic Marketing Management, Understanding the Sport Consumer, Market Research in the Sport Industry, Market Segmentation, the Sport Product, Managing Sport Brands, Sport Sales and Service, Delivering and Distributing Core Sport Products as well as an introduction to the Legal Aspects of the Sport Marketing business.

## ***Sport Marketing II***

Understanding fans and their consumption of sport, Sport distribution and media rights, Formulating and implementing sports marketing strategies, ticket strategies in the sports industry, the sports product and brand building decisions, globalisation of the sport product, managing sports sponsorship programs, sport marketing under uncertainty, sport promotions and paid media, the use of social media in sports, direct marketing techniques in sport and guerrilla marketing techniques.

### ***Sport Practical 1***

In this practical-based course, the students participate in outdoor activities which will introduce them to at least 5 contact-based Sporting codes including Hockey, Football, Rugby, Basketball and Boxing. In the latter half of the year, the students will be introduced to at least 5 semi-contact Sporting codes including Volleyball, Netball, Softball, Cricket and Karate.

### ***Sport Practical II***

In this practical-based course, the students participate in outdoor activities which will introduce them to at least 4 or 5 Sporting codes that are non-contact including Aerobics, Athletics, Tennis and Chess. In addition, the students are introduced to various indigenous games so they may understand their value and position in the South African sporting industry. In the latter half of the year, the students are introduced to various teaching and learning modalities such as workshops and seminars that will help to enhance their administrative skills (such as meeting preparation and diary-management), soft skills (such as communication, motivation and self-confidence, problem-solving and critical thinking skills). The practicals also comprise several hours of volunteering around the community.

### ***Sport Practical III***

In this module, the students initiate a sporting event based on the project-based design and application of the theory they would have completed in the second-year course in Sport Management 2. In addition, the practical component of this module comprises the completion of a SAFA/CAF D Licensing course as well as the completion of a First Aid course.

### ***Sport and Physical recreation I***

Introduction to leisure and recreation, understanding the power, potential and possibilities of parks, recreation and leisure, theoretical underpinning of leisure, recreation and play, delivery systems, public recreation and the non-profit sector, commercial recreation and tourism, & unique groups, leisure programming concepts, the leisure service programmer, understanding leisure behaviour, leisure

programming, leisure needs identification and assessment, establishing direction of a leisure programme, leisure programme development & leisure programme areas, leisure programme formats, delivering leisure programs as well as the evaluation and quality assurance of leisure programmes.

### ***Sport and Physical recreation II***

An overview of the structure and functioning of the body, chemical aspects influencing athletic participation, cells and tissues of the human organism in relation to physical activity, organ systems of the body, the physiology of the skeletal systems, the physiology of the muscular system, the role of the nervous system in physical activity, the influence of the endocrine system on physical activity, digestive organ's role for physical activity, nutrients and metabolisms impact on athletic performance, acid-base balance influencing physical activity, structures and movements of human body, understanding kinetic anatomy including the upper extremity (shoulder, elbow, forearm, wrist and hand), the lower extremity (hip, thigh, knee, lower leg, ankle and foot) as well as the injuries prone to the head, spinal column, thorax and pelvis.

### ***Sport and Physical recreation III***

Introduction to sport and exercise fitness, the warm-up, energy production, metabolic training principles and adaptation, cardiorespiratory training principles and adaptation and introduction to thermo-regulation.

### ***Sport Sociology***

Introduction to sport sociology, children in sport, aggression among athletics, women and gender in sport, training principles, individual differences in sport, muscular fitness components, energy systems and programme development. The subject also includes, sport programme budgeting, resource alignment, programme promotion and delivering leisure programmes.

### ***Strategic Financial Management (Module 1)***

Overview of financial management, business strategy and risk, time value of money, risk and return, portfolio management, cost of capital, and financial statement analysis.

### ***Strategic Financial Management (Module 2)***

Sources of finance, practical issues of capital budgeting, capital structure and leverage, liquidity management, dividend policy, mergers and acquisitions, business failure and business rescue mechanisms.

### ***Strategic Human Resource Development 5***

Provides a framework from which professionals can practice impact driven HRD in organisational context. It focuses on specific aspects to which contemporary HRD professionals/practitioners should pay attention for improved organisational performance. The module explores the concepts of “impact driven HRD”, emphasising the need of training for performance improvement as opposed to training for activity, managing quality in HRD and evaluation of HRD interventions. This module develops a range of people management, academic and HR practitioner skills. During the course students are expected to develop a number of specific skills regarding the analysis of business situations and understanding how the HR contextual elements are applied. There is a range of underpinning knowledge that will have been learnt and provided in other modules that will be re-applied in this module. Develops a range of personal, academic and HRD practitioner skills. During the module students are expected to develop a number of specific skills regarding the analysis of business situations and understanding how the HRD contextual elements are applied. It also focuses on the strategic impact an HRD function should have in meeting the challenges face the new world of work. There is a range of underpinning knowledge that will have been learnt and provided in other modules that will be re-applied in this module.

### ***Strategic Human Resource Management 5***

Organisational objectives, internal and external socio-economic, political and technological environment, strategic direction and sustainable people practices, framework of HR element of the organisational governance, risk and compliance, HR structure and HR strategic objectives. HR risk management in the South African context, benefits and key areas of HR risk management, people risk, governance, risk and compliance, problem-risk-crisis chain reaction, type of risks in organisations, strategic approaches to compliance, the SABPP HR management system standard model, the ISO 31000 international standard on risk, objectives of HR risk management standard, HR risk management application standard, implementation of HR risk management in the workplace, elements included in risk (identification, evaluation, mitigation and monitoring), practical ideas of how to manage risks in organisations, creation and development of a risk culture, the effect of macro risks on organisations, HR's role in responding to macro risks, positive versus negative side of HR risk, opportunities and challenges for HR risk management of the future.

### ***Strategic Logistics***

Logistics and the supply chain, customer relationship management, value and logistics costs, International logistics, managing the lead time frontier, logistics planning and control

### ***Strategic Management 5***

The assessment of the internal and external environments of any organisation and the impact these environments may have on the vision and mission of organisations remain pivotal pillars of the module. Coupled with this, the module considers formulation of the vision statement, strategic intent and mission statement to be critically important for organisations, let alone the inextricable interwoven of the three strategic processes. To this end, students are introduced to these three concepts. Furthermore, the module focuses on industry analysis that ascertains that organisations remain competitive. The module considers the critical role played by various strategic drivers (e.g. leadership, organisational structure, organisational culture, compensation, resources) and instruments (e.g. policies, action plans) in the effective implementation of strategies chosen. The module introduces students to a variety of control and evaluation techniques to appraise the extent to which the strategy has been implemented effectively. Various strategic techniques for non-profit organisations are also unravelled.

### ***Strategic Marketing***

Strategic planning process for a marketing organisation, development of strategic marketing plans, internal analysis and its role in strategic marketing planning, strategic positioning and differentiation of the organisation's market offerings, assessment and evaluation of marketing segments, strategy implementation and control, drivers for and barriers against strategy implementation, communicating marketing strategies to key stakeholders, marketing strategy evaluation and control and the strategic marketing process and decision making.

### ***Strategic Procurement Management***

Public sector and sustainable procurement, Contract management, Category and commodity procurement, procurement as driver of business performance, e-procurement, sustainability and socially responsible procurement, procurement risk management, procurement 4.0 (adoption of i4.0 into procurement)

### ***Strategic Retailing***

Strategic planning process for a retail organisation, internal analysis, Competitor analysis, Strategic positioning and differentiation of the retail organisation's market offerings, assessment and evaluation of retailing segments, strategy implementation and control, drivers for and barriers against strategy implementation. Apply a case study approach to understand retailing strategy.

### ***Supply Chain Management 4***

Introduction to supply chain management, theories, strategies, practices, determinants, benefits and challenges, public vs private supply chain management, green supply chain management, supply chain performance.

***Systems and Project Management for Advanced Diploma (Module 1)***

Project management: Concepts, characteristics of the different phases within a project, tools and techniques, management and leadership issues.

***Systems and Project Management for Advanced Diploma (Module 2)***

Information systems (the purpose and role of information systems); Evaluation and opportunities for the use of information technology and information systems.

***Taxation 1 (Module 1)***

The student gains a thorough knowledge of the current Income Tax Act and its practical applications, especially to individuals.

***Taxation 2 (Module 1)***

The student gains a thorough knowledge of the current Income Tax Act and its practical application. Focusing on tax for partnerships, companies, close corporations and labour brokers.

***Taxation 2 (Module 2)***

The student gains a thorough knowledge of the current Income Tax Act and its practical applications, especially to farmers, Value Added Tax and Capital Gains Tax.

***Transport Economics (Module 1)***

Transportation's role in the supply chain, transportation's role in the economy; essentials and SA regulations and policy on transportation, transportation modes/models and roles in supply chain/economy, key issues and challenges of transportation, transport technology.

***Transport Economics (Module 2)***

Intermodal and transportation costing/pricing, transportation outsourcing, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> party logistics, international transportation, monitoring and evaluation of the transport operations; and transportation risk management, relationship management in transportation.

***Work Integrated Learning (Diploma in Sport Management)***

In Semester 6 of the diploma in Sport Management, students are exposed to workplace-based learning under the supervision of mentors and supervisors at various sports bodies and federations.







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