

2012 PROSPECTUS

PART 6

FACULTY OF MANAGEMENT SCIENCES

ISSN 0258-7343

TSHWANE UNIVERSITY OF TECHNOLOGY





PARTS OF THE PROSPECTUS

Students' Rules and Regulations	Part 1
Faculty of Economics and Finance	Part 2
Faculty of Engineering and the Built Environment	Part 3
Faculty of Humanities	Part 4
Faculty of Information and Communication Technology	Part 5
Faculty of Management Sciences	Part 6
Faculty of Science	Part 7
Faculty of The Arts	Part 8
Distance Education	Part 9
Postgraduate Studies	Part 10

PLEASE NOTE

- Although the information in this Prospectus has been compiled as accurately as possible, the Council accepts no responsibility for any inaccuracies in this publication. This Prospectus is valid for 2012 only.
- Life Orientation and an achievement level of 1 in a subject is not considered in the calculation of the Admission Point Score (APS).
- Prospective students will not be admitted to any qualification without prior evaluation.
- The indicated non-refundable administration fee and certified copies of your identity document, Senior Certificate/National Senior Certificate and all other relevant documents must accompany the completed application form or online application.
- The closing date for applications for admission to first-semester and year courses is 15 August of the preceding year, except for certain courses and International applicants of which the closing date is 15 June. The closing date for selected second-semester courses is 15 May of the year concerned.

Important:

TUT admission requirements for entry-level programmes adhere to national legislation and therefore the following are required:

- BEd degrees: at least four subjects at a performance level 4.
- National Diplomas: at least four subjects at performance level 3.

Please verify specific and additional requirements per programme as indicated in the prospectus.

ACCEPTANCE IS SUBJECT TO AVAILABLE CAPACITY ACCORDING TO THE STUDENT ENROLMENT PLAN (SEP)

Alternative and international qualifications (e.g. HIGSCE, IGCSE, NSSCA&O Level, IB Higher and Standard Level, etc) are dealt with in a specific manner:

- While there is a legal imperative to submit the certificate of equivalence (issued by SAQA or the CHE) it is recommended that the application process be initiated while the application for certificate is in process.
- The Tshwane University of Technology cannot obtain this certificate on your behalf.



CONVERSION OF ALTERNATIVE/EQUIVALENT RECOGNISED CERTIFICATES

The following provides a guideline on how the University will evaluate the various certificates that may be offered as equivalent to the National Senior Certificate (SA). Where possible, the University will evaluate the listed qualifications as indicated, however the University retains the right to refer any application to the formal application processes through Senate.

APS	NSC	NC-V	HIGCSE	IGCSE/GCSE/ NSSC O-LEVEL		A-LEVEL	IB-HL	IB-SL	SAT
10						A	7		
9									
8						B	6		
7	7 (80 -100)	Outstanding Competent (80-100%)	1	A		C	5	7	80-100
6	6 (70 -79)	4-Highly Competent (70-79%)	2	B		D	4	6	70-79
5	5 (60-69)	3-Competent (60-69%)	3	C	A	E	3	5	60-69
4	4 (50-59)	3-Competent (50-59%)		D	B		2	4	50-59
3	3 (40-49)	Not yet Competent (40-49%)	4	E	C		1	3	40-49
2	2 (30-39)	Not achieved (0-39%)		F	D/E			2	30-39
1	1 (0-29)			G	F/G			1	0-29

NSC	National Senior Certificate
NC-V	National Certificate (Vocational)
IGCSE	International General Certificate of Secondary Education
HIGCSE	Higher International General Certificate of Secondary Education
SAT	Senior Academic Test/Senior Academic Proficiency Test
NSSC	Namibia Senior Secondary Certificate
O-LEVEL	Ordinary level
A-LEVEL	Advanced level
IB	International Baccalaureate Schools (higher and standard levels)

RECOGNITION OF PRIOR LEARNING, STATUS AND EQUIVALENCE

Candidates may also apply for recognition of prior learning or for admission via the Senate's discretionary route at the Office of the Registrar. The specific relevant documentation will be requested from these applicants, and these cases will be handled on an individual basis (refer to details on these options in the section on RPL in Part 1 of the Prospectus).



ENQUIRIES

Contact Centre

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Fax: 012 382 5701

Admission Enquiries

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The Campus Director

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MBOMBELA

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The Campus Director

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ENQUIRIES RELATING TO FEES:

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FACULTY OF MANAGEMENT SCIENCES

Acting Executive Dean: Dr AE Nesamvuni - PhD (NUT) (University of North-West)

Executive Secretary: Ms A Hartzenberg
Telephone numbers: 012 382 5581/5632
Office: Building 30, Room 288, Pretoria Campus

Research and Innovation Professor: Prof RO Rugimbaba - BSc (Ed), MBA (University of Newcastle, Australia), PhD (Marketing) (Macquarie University, Australia)

Assistant Registrar: Ms R van Wyk
Office: Building 21, Room G119 - Pretoria Campus

VISION

To be a world-class faculty of Management Sciences that provides professional leaders to improve socio-economic success in Southern Africa.

MISSION

In our quest to be a dynamic, innovative, leading business faculty, striving through lifelong learning and best practices to stay at the cutting edge of knowledge and technology, we commit ourselves to:

- The creation, application and transfer of world-class knowledge and technology through cooperative, professional, career-focused educational programmes at both undergraduate and postgraduate level.
- Empowering and serving society by addressing the relevant socio-economic needs of a developing Southern Africa.
- Extending the boundaries of technological innovation by making knowledge useful through applied research and development.
- Maintaining a vibrant, mutually beneficial partnership network with strategic local and international partners.
- Nurturing and developing committed, motivated and empowered staff.

Our graduates are sought after in industry, as they are equipped with the right mix of theory and practice, entrepreneurial skills and a sound work ethos. We care about the future of our students because they are the leaders of tomorrow.



CONTENTS

SECTION A: DEPARTMENTS AND QUALIFICATIONS	11
1. BUSINESS SCHOOL	11
1.1 PERSONNEL INFORMATION	11
1.2 MASTER'S DEGREE IN BUSINESS ADMINISTRATION (MBA)	11
1.3 DOCTOR TECHNOLOGIAE: BUSINESS ADMINISTRATION	13
1.4 MAGISTER TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP (Structured)	14
1.5 MAGISTER TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP	15
1.6 DOCTOR TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP	15
2. DEPARTMENT OF HOSPITALITY MANAGEMENT	17
2.1 PERSONNEL INFORMATION	17
2.2 MAGISTER TECHNOLOGIAE: FOOD AND BEVERAGE MANAGEMENT	17
2.3 DOCTOR TECHNOLOGIAE: FOOD AND BEVERAGE MANAGEMENT	18
2.4 MAGISTER TECHNOLOGIAE: FOOD AND NUTRITION	19
2.5 DOCTOR TECHNOLOGIAE: FOOD AND NUTRITION	19
2.6 NATIONAL DIPLOMA: HOSPITALITY MANAGEMENT	20
2.7 NATIONAL DIPLOMA: HOSPITALITY MANAGEMENT (Extended curriculum programme with foundation provision)	23
2.8 BACCALAUREUS TECHNOLOGIAE: HOSPITALITY MANAGEMENT	26
2.9 MAGISTER TECHNOLOGIAE: TOURISM AND HOSPITALITY MANAGEMENT	27
3. DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP	29
3.1 PERSONNEL INFORMATION	29
3.2 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL	30
3.3 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: GENERAL	32
3.4 BACCALAUREUS TECHNOLOGIAE: BUSINESS ADMINISTRATION	34
3.5 NATIONAL DIPLOMA: CREDIT MANAGEMENT	35
3.6 BACCALAUREUS TECHNOLOGIAE: CREDIT MANAGEMENT	37
3.7 NATIONAL DIPLOMA: ENTREPRENEURSHIP	38
3.8 NATIONAL DIPLOMA: ENTREPRENEURSHIP (Extended curriculum programme with foundation provision)	40
3.9 MAGISTER TECHNOLOGIAE: ENTREPRENEURSHIP (Structured)	41
3.10 NATIONAL DIPLOMA: MANAGEMENT	42
3.11 NATIONAL DIPLOMA: MANAGEMENT (Extended curriculum programme with foundation provision)	44
3.12 BACCALAUREUS TECHNOLOGIAE: MANAGEMENT	47
4. DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT	48
4.1 PERSONNEL INFORMATION	48
4.2 NATIONAL DIPLOMA: LOGISTICS	49
4.3 NATIONAL DIPLOMA: LOGISTICS (Extended curriculum programme with foundation provision)	51
4.4 BACCALAUREUS TECHNOLOGIAE: LOGISTICS	52
4.5 MAGISTER TECHNOLOGIAE: LOGISTICS	53
4.6 DOCTOR TECHNOLOGIAE: LOGISTICS	53
4.7 NATIONAL DIPLOMA: MARKETING	54
4.8 NATIONAL DIPLOMA: MARKETING (Extended curriculum programme with foundation provision)	56
4.9 BACCALAUREUS TECHNOLOGIAE: MARKETING	57
4.10 MAGISTER TECHNOLOGIAE: MARKETING	58
4.11 DOCTOR TECHNOLOGIAE: MARKETING	58
4.12 MASTER'S DIPLOMA IN TECHNOLOGY: PARKS AND RECREATION MANAGEMENT	59
4.13 NATIONAL DIPLOMA: RECREATION MANAGEMENT	60
4.14 NATIONAL DIPLOMA: RECREATION MANAGEMENT (Extended curriculum programme with foundation provision)	62
4.15 BACCALAUREUS TECHNOLOGIAE: RECREATION MANAGEMENT	63
4.16 NATIONAL DIPLOMA: RETAIL BUSINESS MANAGEMENT	64
4.17 NATIONAL DIPLOMA: RETAIL BUSINESS MANAGEMENT (Extended curriculum programme with foundation provision)	66



4.18	NATIONAL DIPLOMA: SPORT MANAGEMENT	67
4.19	NATIONAL DIPLOMA: SPORT MANAGEMENT (Extended curriculum programme with foundation provision).....	69
4.20	BACCALAUREUS TECHNOLOGIAE: SPORT MANAGEMENT	70
5.	DEPARTMENT OF OFFICE MANAGEMENT AND TECHNOLOGY	72
5.1	PERSONNEL INFORMATION	72
5.2	NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY	72
5.3	BACCALAUREUS TECHNOLOGIAE: OFFICE MANAGEMENT AND TECHNOLOGY	75
5.4	MAGISTER TECHNOLOGIAE: OFFICE MANAGEMENT AND TECHNOLOGY	76
6.	DEPARTMENT OF OPERATIONS MANAGEMENT.....	77
6.1	PERSONNEL INFORMATION	77
6.2	NATIONAL DIPLOMA: MANAGEMENT SERVICES	77
6.3	BACCALAUREUS TECHNOLOGIAE: MANAGEMENT SERVICES	79
6.4	NATIONAL DIPLOMA: OPERATIONS MANAGEMENT	80
6.5	BACCALAUREUS TECHNOLOGIAE: OPERATIONS MANAGEMENT	81
6.6	MAGISTER TECHNOLOGIAE: OPERATIONS MANAGEMENT.....	82
6.7	BACCALAUREUS TECHNOLOGIAE: PROJECT MANAGEMENT.....	83
7.	DEPARTMENT OF PEOPLE MANAGEMENT AND DEVELOPMENT	84
7.1	PERSONNEL INFORMATION	84
7.2	NATIONAL DIPLOMA: CONTACT CENTRE MANAGEMENT.....	85
7.3	BACCALAUREUS TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT	86
7.4	MAGISTER TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT	87
7.5	DOCTOR TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT	88
7.6	NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT	88
7.7	NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT (Extended curriculum programme with foundation provision).....	90
7.8	BACCALAUREUS TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT	92
7.9	MAGISTER TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT	93
7.10	DOCTOR TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT	93
7.11	BACCALAUREUS TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT	94
7.12	MAGISTER TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT (Structured).....	95
7.13	MAGISTER TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT	96
7.14	DOCTOR TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT	96
7.15	BACCALAUREUS TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT	97
7.16	MAGISTER TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT (Structured).....	98
7.17	MAGISTER TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT	98
7.18	DOCTOR TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT	99
7.19	NATIONAL DIPLOMA: ORGANISATIONAL LEADERSHIP	100
7.20	BACCALAUREUS TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP.....	101
8.	DEPARTMENT OF TOURISM MANAGEMENT.....	103
8.1	PERSONNEL INFORMATION	103
8.2	NATIONAL DIPLOMA: ADVENTURE TOURISM MANAGEMENT	104
8.3	BACCALAUREUS TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT	106
8.4	MAGISTER TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT	106
8.5	DOCTOR TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT	107
8.6	NATIONAL DIPLOMA: ECOTOURISM MANAGEMENT	107
8.7	BACCALAUREUS TECHNOLOGIAE: ECOTOURISM MANAGEMENT	110
8.8	MAGISTER TECHNOLOGIAE: ECOTOURISM MANAGEMENT.....	111
8.9	FIELD TRIPS	112
8.10	NATIONAL DIPLOMA: EVENT MANAGEMENT.....	113
8.11	MAGISTER TECHNOLOGIAE: TOURISM AND HOSPITALITY MANAGEMENT	115
8.12	NATIONAL DIPLOMA: TOURISM MANAGEMENT	115
8.13	BACCALAUREUS TECHNOLOGIAE: TOURISM MANAGEMENT	118
SECTION B: PHASING OUT QUALIFICATIONS		119
1.	DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT	119
1.1	BACCALAUREUS TECHNOLOGIAE: FACILITY MANAGEMENT	119



2.	DEPARTMENT OF OFFICE MANAGEMENT TECHNOLOGY	120
2.1	NATIONAL DIPLOMA: COMMERCIAL PRACTICE.....	120
3.	DEPARTMENT OF PEOPLE MANAGEMENT AND DEVELOPMENT	122
3.1	NATIONAL DIPLOMA: LABOUR RELATIONS	122
SECTION C: SUBJECT INFORMATION (OVERVIEW OF SYLLABUS).....		124





SECTION A: DEPARTMENTS AND QUALIFICATIONS

1. BUSINESS SCHOOL

1.1 PERSONNEL INFORMATION

On 2 August 2011, this department had the following staff members:

Head of Department: Prof K Rajah - BSc (Chemistry) (University of Salford, UK), MSc (Chem/Chemical Engineering) (University of Salford, UK), PhD (Technology Transfer) (University of Reading, UK)
Telephone number: 012 382 3037
Departmental Administrators: Ms T Komane (MBA Office), Mrs M Frouws (Research Office), and Mrs R Knighton (Director's Office)

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Dr AK Garg	Senior Lecturer	M Tech (ISMU India), FCC (Coal, DGMS India), MIE (IE India), MBA (FMS, Delhi), DBL (Unisa)
Dr TP Kele	Senior Lecturer	BSc (Mathematical Sciences) (UFS), MSc (Mathematical Statistics) (UFS), MBA (Mancosa), PhD (Higher Education Studies) (UFS)
Ms V Naidoo	Senior Lecturer	BCom (Marketing) (UKZN), MBL (Unisa)
Prof Z Worku	Associate Professor	BSc (Hons) (Mathematics, AAU), MSc (Statistics) (AAU), PhD (Statistics) (UOFS)

1.2 MASTER'S DEGREE IN BUSINESS ADMINISTRATION (MBA) Qualification code: MTMB02

Campus where offered: Pretoria Campus (Metro Skinner Street)

REMARKS

- Admission requirement(s):**
An applicant should -
 - be in possession of a National Diploma that can be followed by studies for a Baccalaureus Technologiae; **or**
 - should be in possession of any three-year bachelor's degree; **or**
 - be in possession of any other M+3 qualification or combination of qualifications that has been evaluated by the University to be the equivalent of the former; **and**
 - have successfully completed a compulsory psychometric test;
 - have been successful in a personal interview;
 - have had a minimum of five years of relevant working experience in a business-related environment; and
 - be at least 25 years old.
- Selection criteria:**
Psychometric tests and assessment. Non-refundable fee is applicable.
- Duration:**
A minimum of three years and a maximum of five years.
- Presentation:**
Compulsory workshops. Classes are held from 07:00 to 14:15 on Saturdays. Specific electives may be presented on a block basis during weekdays.



- e. *Electives:*
The offering of specific electives will be determined by the School.
- f. *Research Methodology:*
Students have to pass all the subjects in the first year and any two subjects in the second year before they will be permitted to register for Research Methodology.
- g. *Dissertation:*
Students have to pass the prerequisite subjects before they may submit their dissertations.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject.

FIRST YEAR

CODE	SUBJECT	CREDIT
BUS501T	Business Statistics	(0,100)
MGF501T	Managerial Finance	(0,100)
MMB501T	Marketing Management	(0,100)
MNE501T	Managerial Economics	(0,100)
OBE501T	Organisational Behaviour	(0,100)
OPE501T	Operations Management	(0,100)
TOTAL CREDITS FOR THE FIRST YEAR:		0,600

SECOND YEAR

BUT501T	Business Strategy	(0,100)
CGE501T	Change Management	(0,100)
FMN511T	Financial Management	(0,100)
HRM511T	Human Resources Management	(0,100)
INM501T	International Management	(0,100)
RMD101C	Research Methodology (offered in the second and third year)	(0,100)

plus one of the following subjects:

EMG511T	Environmental Management	(0,100)
INF501T	International Financing	(0,100)
MTH501T	Management of Technology	(0,100)
PJG511T	Project Management	(0,100)
QMG501T	Quality Management	(0,100)
TNO501T	Technological Entrepreneurship	(0,100)

TOTAL CREDITS FOR THE SECOND YEAR: **0,700**

THIRD YEAR

On completion of the twelve (12) compulsory subjects in the first and second year.

DIS501T	Research Dissertation	(0,500)
DIS501R	Research Dissertation (re-registration)	(0,000)

plus two of the following subjects not already passed:

EMG511T	Environmental Management	(0,100)
INF501T	International Financing	(0,100)



MTH501T	Management of Technology	(0,100)
PJG511T	Project Management	(0,100)
QMG501T	Quality Management	(0,100)
TNO501T	Technological Entrepreneurship	(0,100)

TOTAL CREDITS FOR THE THIRD YEAR: **0,700**

TOTAL CREDITS FOR THE QUALIFICATION: **2,000**

1.3 DOCTOR TECHNOLOGIAE: BUSINESS ADMINISTRATION

Qualification code: DTBA96

Campus where offered: Pretoria Campus (Metro Skinner Street)

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Business Administration, an MBA or an equivalent qualification.
- b. *Selection criteria:*
 1. A recognised Magister Technologiae conferred by a tertiary institution registered with the Department of Education. Provisionally registered institutions must be scrutinised for their standards.
 2. Submission of a preliminary doctoral proposal that complies with the protocol set by the University and the Business School.
 3. An average of at least 60% for the class work and the Magister Technologiae dissertation.
 4. At least 60% for the subject, Research Methodology.
 - 4.1 If the candidate did not obtain these marks, the following procedures may be followed:
 - 4.1.1 The candidate has to complete the subjects, Research Methodology and Statistics, to be able to apply for admission to doctoral studies again.
 - 4.1.2 On completion of the above subjects, the candidate has to sit for an oral examination to establish their abilities in both Research Methodology and Statistics.
 - 4.1.3 The successful candidate may then be admitted to the next phase of selection, the doctoral proposal.
 - 4.2 If the candidate did obtain at least 60% for the subject, Research Methodology, but their abilities are in doubt, the procedure in 4.1.1 must also be followed.
 5. Admission to doctoral studies rests with the Faculty of Management Sciences and the Director of the Business School.
 6. If the doctoral candidates have completed a full dissertation for their Magister Technologiae, items 3 and 4 do not apply.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a thesis. Before the dissertation is accepted, articles based on the research and approved by the supervisor, should have been submitted to a peer-evaluated accredited journal and accepted for publication. A draft version of the article, with acknowledgement of receipt by the journal, should be submitted with the thesis.
- e. *Presentation:*
Research



- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
BAD700T	Thesis: Business Administration	(2,000)
BAD700R	Thesis: Business Administration (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000

1.4 **MAGISTER TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP (Structured)** Qualification code: MTOLS1

Campus where offered: Pretoria Campus (Metro Skinner Street)

REMARKS

Please note: This programme will not be offered in 2012 and 2013.

- Admission requirement(s):*
A Baccalaureus Technologiae: Organisational Leadership or an equivalent qualification.
- Selection criteria:*
Admission is subject to selection.
- Duration:*
A minimum of one year and a maximum of three years.
- Presentation:*
Block-based classes
- Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BUG500T	Business Management V	(0,083)	People Skills IV
CEL500T	Capita Selecta V	(0,083)	People Skills IV
OHI500T	Organisational Leadership V	(0,084)	Leadership IV
ORG500T	Research Report: Organisational Leadership V	(0,500)	
ORG500R	Research Report: Organisational Leadership V (re-registration)	(0,000)	
PHI500T	Personal Leadership V	(0,083)	Leadership IV
RMD500B	Research Methodology V	(0,084)	Research Methodology
SHI500T	Strategic Leadership V	(0,083)	Leadership IV
TOTAL CREDITS FOR THE QUALIFICATION:		1,000	



1.5 MAGISTER TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP

Qualification code: MTOL01

Campus where offered: Pretoria Campus (Metro Skinner Street)

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Organisational Leadership or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection. All the candidates must submit a proposed research proposal to the Business School. The proposal will be evaluated by a panel for admission to the qualification.
- Registration prior to the approval of a research proposal is provisional and will be made official only if the research proposal is approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their application to the programme.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation is accepted, articles based on the research and approved by the supervisor, should have been submitted to a peer-evaluated accredited journal and accepted for publication. A draft version of the article, with acknowledgement of receipt by the journal, should be submitted with the dissertation.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
LDS500T	Dissertation: Organisational Leadership	(1,000)
LDS500R	Dissertation: Organisational Leadership (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

1.6 DOCTOR TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP

Qualification code: DTOL01

Campus where offered: Pretoria Campus (Metro Skinner Street)

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Organisational Leadership or an equivalent qualification.



- b. *Selection:*
Admission is subject to selection. All the candidates must submit a proposed research proposal to the Business School. The proposal will be evaluated by a panel for admission to the qualification. Registration prior to the approval of a research proposal is provisional and will be made official only if the research proposal is approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their application to the programme.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a thesis. Before the dissertation is accepted, an article based on the research and approved by the supervisor, should have been submitted to a peer-evaluated accredited journal and accepted for publication. A draft version of the article, with acknowledgement of receipt by the journal, should be submitted with the thesis.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
LDS700T	Thesis: Organisational Leadership	(2,000)
LDS700R	Thesis: Organisational Leadership (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000



2. DEPARTMENT OF HOSPITALITY MANAGEMENT

2.1 PERSONNEL INFORMATION

On 29 July 2011, this department had the following staff members:

Acting Head of Department: Mr JR Roberson - MBL (Unisa)
Telephone number: 012 382 6529

Departmental Administrator: Mrs E le Roux

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Ms C Bilankulu	Lab Technologist	NH Dip (Food Service Management) (TUT)
Ms C Greeff	Senior Lecturer	MEd (Human Ecology) (UWCape)
Ms A Jacobs	Junior Lecturer	M Tech (Hospitality Management) (TUT)
Ms EH Kleinhans	Senior Lecturer	MSc (Consumer Science) (SUN)
Ms ME Klerck	Lecturer	Dip (Higher Education) (Unisa)
Dr IC Kleynhans	Senior Lecturer	D Tech (Food and Nutrition) (TUT)
Ms MA Mahlare	Lecturer	B Tech (Food Service Management) (TUT)
Ms QEM Mangwane	Lab Technologist	M Tech (Food Service Management) (VUT)
Ms I Mgole	Junior Lecturer	B Tech (Food Service Management) (TUT)
Ms CE Ochse	Senior Lecturer	MBL (Unisa)
Ms A Roeloffze	Lecturer	MBA (TUT)
Ms AS Simpson	Lecturer	M Tech (Food and Nutrition) (TUT)
Ms ML Tshivhase	Lecturer	B Tech (Food Service Management) (TUT)
Ms SP Vibetti	Senior Lecturer	MEd (Community Nutrition) (University of Queensland, Brisbane, Australia)
Ms NNM Zulu	Lecturer	MEd (Food Management) (University of Surrey)

2.2 MAGISTER TECHNOLOGIAE: FOOD AND BEVERAGE MANAGEMENT Qualification code: MTFB01

Campus where offered: Pretoria campus

REMARKS

- Admission requirement(s):**
A Baccalaureus Technologiae: Food and Beverage Management or an equivalent qualification. A student must have passed Research Methodology before registration.
- Selection criteria:**
Selection is based on a personal interview with the departmental selection panel. Registration prior to the approval of a protocol is provisional and will be made official only if the protocol is approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their personal interview.
- Duration:**
A minimum of one year and a maximum of three years. Students must re-register each year for this qualification.
- Presentation:**
Research



- e. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation is accepted for examination, an article, based on the research and approved by the supervisor, should have been submitted to a peer-evaluated, accredited journal and accepted. A draft version of the article, with acknowledgement of receipt by the journal, should be submitted with the dissertation.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
FBM500T	Dissertation: Food and Beverage Management	(1,000)
FBM500R	Dissertation: Food and Beverage Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

2.3 DOCTOR TECHNOLOGIAE: FOOD AND BEVERAGE MANAGEMENT

Qualification code: DTFB01

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Food and Beverage Management or an equivalent qualification.
- b. *Selection criteria:*
Selection is based on a personal interview with the departmental selection panel. Registration prior to the approval of a protocol is provisional and will be made official only if the protocol is approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their personal interview.
- c. *Duration:*
A minimum of two years and a maximum of five years. Students must re-register each year for this qualification.
- d. *Presentation:*
Research
- e. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a thesis. Before the thesis is accepted for examination, an article, based on the research, should have been accepted by a peer-evaluated accredited journal (or a patent or artefact should have been successful). A draft version (approved by the supervisor) of a second article based on the research, with acknowledgement of receipt by a peer-evaluated accredited journal, should be submitted with the thesis.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
FBM700T	Thesis: Food and Beverage Management	(2,000)
FBM700R	Thesis: Food and Beverage Management (re-registration)	(0,000)

TOTAL CREDITS FOR THE QUALIFICATION: **2,000**



2.4 MAGISTER TECHNOLOGIAE: FOOD AND NUTRITION

Qualification code: MTFN96

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Food and Nutrition or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Selection is based on a personal interview with the departmental selection panel. Registration approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their personal interview.
- c. *Duration:*
A minimum of one year and a maximum of three years. Students must re-register each year for this qualification.
- d. *Presentation:*
Research.
- e. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation is accepted for examination, an article, based on the research and approved by the supervisor, should have been submitted to a peer-evaluated accredited journal and accepted. A draft version of the article, with acknowledgement of receipt by the journal, should be submitted with the dissertation.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
FNU500T	Dissertation: Food and Nutrition	(1,000)
FNU500R	Dissertation: Food and Nutrition (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

2.5 DOCTOR TECHNOLOGIAE: FOOD AND NUTRITION

Qualification code: DTFN96

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Food and Nutrition or an equivalent qualification.
- b. *Selection criteria:*
Selection is based on a personal interview with the departmental selection panel. Registration prior to the approval of a protocol is provisional and will be made official only if the protocol is approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their personal interview.



- c. **Duration:**
A minimum of two years and a maximum of five years. Students must re-register each year for this qualification.
- d. **Presentation:**
Research
- e. **Structure:**
This qualification consists of a research project that has to be recorded in the form of a thesis. Before the thesis is accepted for examination, an article, based on the research, should have been accepted by a peer-evaluated accredited journal (or a patent or artefact should have been successful). A draft version (approved by the supervisor) of a second article based on the research, with acknowledgement of receipt by a peer-evaluated accredited journal, should be submitted with the thesis. A successful defence of the thesis should take place before the degree will be conferred.
- f. **Subject credits:**
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
FNU700T	Thesis: Food and Nutrition	(2,000)
FNU700R	Thesis: Food and Nutrition (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000

2.6 NATIONAL DIPLOMA: HOSPITALITY MANAGEMENT

Qualification code: NDHM04

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification, with English at the Higher Grade (E symbol) or the Standard Grade (C symbol), a pass in Accounting and Mathematics at the Standard Grade (D symbols), another science subject at the Higher Grade (E symbol) or the Standard Grade (C symbol), and two other commercial subjects at the Higher Grade (E symbols) or the Standard Grade (C symbols).

Recommended subject(s):

Food and Beverage Management, Home Economics, Hospitality Management and Hotel and Catering.

Selection criteria:

Selection for admission is based on a TUT potential assessment and a personal interview with the departmental selection panel.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.



Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme.

Candidates with a score of 18 to 21 will be admitted to the National Diploma (Extended Curriculum).

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Student's Rules and Regulations.
- f. *Class attendance:*
Students may be absent for a maximum of only two practical classes per year, and must attend at least 85% of the theoretical lectures. Students must pass both the practical and the theoretical components of subjects.
- g. *Textbooks:*
Students are required to purchase textbooks.
- h. *Other requirements:*
The following must be submitted before the diploma will be issued:
 - First-Aid Certificate
 - Preliminary Wine Course Certificate
 - Wine Service Certificate
 - Wines of the World Certificate
- i. *Subjects and practicals:*
Students will be required to attend certain activities and practicals in the evenings and on Saturdays and Sundays. Owing to the unique character and requirements of the hospitality industry, it is compulsory for students to work for a required number of weeks, according to the official timetable, at any of the practical training facilities of the Department, regardless of weekends, University holidays or public holidays. Students have to arrange their own transport to and from training facilities that are not situated at the Pretoria and Soshanguve campuses.
- j. *Promotion:*
Students who do not pass all the subjects set for a particular year of registration will be obliged to register strictly in accordance with the departmental class timetable, and with the approval of the Head of the Department, in the following academic year.
- k. *Experiential Learning I and II:*
See Chapter 5 of Student's Rules and Regulations.

Experiential Learning I (EXP1HMA) and Food and Beverage Studies: Theory II (FBS20YT) should be taken simultaneously. Students may not register for any other subject during this period. Students are not allowed to register for Experiential Learning I if all the subjects of the first year have not been completed.



I. Subject credits:

Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * CTU30XT, CTU30YT and CTU30ZT must be taken concurrently and will count as one subject.

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ACM100T	Accommodation Management I	(0,166)	
CTU100T	Culinary Studies and Nutrition I		
CTU10PT	Culinary Studies and Nutrition: Theory I	(0,056)	
CTU10QT	Culinary Studies and Nutrition: Practical I	(0,056)	
CTU10RT	Culinary Studies and Nutrition: Nutrition I	(0,055)	
FBS110T	Food and Beverage Studies I		
FBS11PT	Food and Beverage Studies: Theory I	(0,084)	
FBS11QT	Food and Beverage Studies: Practical I	(0,083)	
HCO100B	Hospitality Communication I	(0,050)	
HFM100B	Hospitality Financial Management I	(0,133)	
HOM100B	Hospitality Management I	(0,150)	

FIRST SEMESTER

HHS101T	Hospitality Health and Safety I	(0,067)
HIS10AT	Hospitality Information Systems IA	(0,025)

SECOND SEMESTER

HIS10BT	Hospitality Information Systems IB	(0,025)
SEL101T	Service Excellence I	(0,050)

TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

FIRST OR SECOND SEMESTER

CTU201T	Culinary Studies and Nutrition II		
CTU20XT	Culinary Studies and Nutrition: Theory II	(0,033)	Culinary Studies and Nutrition I
CTU20YT	Culinary Studies and Nutrition: Practical II	(0,033)	Culinary Studies and Nutrition I
CTU20ZT	Culinary Studies and Nutrition: Nutrition II	(0,034)	Culinary Studies and Nutrition I
EXP1HMA	Experiential Learning I	(0,250)	
FBS201T	Food and Beverage Studies II		
FBS20XT	Food and Beverage Studies: Theory II	(0,034)	Food and Beverage Studies I
FBS20YT	Food and Beverage Studies: Practical II	(0,033)	Food and Beverage Studies I
HCO201B	Hospitality Communication II	(0,050)	
HFM201B	Hospitality Financial Management II	(0,100)	Hospitality Financial Management I
HIL101B	Hospitality Industry Law I	(0,067)	
HIS201B	Hospitality Information Systems II	(0,050)	Hospitality Information Systems I
HOM201B	Hospitality Management II	(0,183)	Hospitality Management I



plus one of the following subjects:

ACM201T	Accommodation Management II	(0,133)	Accommodation Management I
FBE201T	Food and Beverage Operations II	(0,133)	

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

FIRST SEMESTER

HFM301B	Hospitality Financial Management III	(0,150)	Hospitality Financial Management II
HIL201B	Hospitality Industry Law II	(0,150)	Hospitality Industry Law I
HMI101T	Hospitality Management Information Systems I	(0,050)	
HOM301B	Hospitality Management III		
HOM30XT	Hospitality Management: Theory III	(0,150)	Hospitality Management II
HOM30ZT	Hospitality Management: Retail III	(0,050)	Hospitality Management II

plus two* of the following subjects:

ACM301T	Accommodation Management III	(0,100)	Accommodation Management II
CTU301T	Culinary Studies and Nutrition III		
CTU30XT	Culinary Studies and Nutrition: Culinary Studies: Theory III*	(0,010)	Culinary Studies and Nutrition II
CTU30YT	Culinary Studies and Nutrition: Nutrition III*	(0,050)	Culinary Studies and Nutrition II
CTU30ZT	Culinary Studies and Nutrition: Culinary Studies: Practical III*	(0,040)	Culinary Studies and Nutrition II
FBE301T	Food and Beverage Operations III	(0,100)	Food and Beverage Operations II
HEN101T	Hospitality Events Management I	(0,100)	

SECOND SEMESTER

On completion of all theoretical subjects.

EXP2HMA	Experiential Learning II	(0,250)	Experiential Learning I
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TOTAL CREDITS FOR THE THIRD YEAR: **1,000**

2.7 NATIONAL DIPLOMA: HOSPITALITY MANAGEMENT (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION)
Qualification code: NDHMF0

Campus where offered: Pretoria Campus

REMARKS

- Admission requirement(s) and selection criteria:*
See qualification NDHM04.
- Minimum duration:*
Four years
- Presentation:*
Day classes



- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Student's Rules and Regulations.
- f. *Class attendance:*
Students may be absent for a maximum of only two practical classes per year, and must attend at least 85% of the theoretical lectures. Students must pass both the practical and the theoretical components of subjects.
- g. *Textbooks:*
Students are required to purchase textbooks.
- h. *Other requirements:*
The following must be submitted before the diploma will be issued:
- First-Aid Certificate
 - Preliminary Wine Course Certificate
 - Wine Service Certificate
 - Wines of the World Certificate
- i. *Subjects and practicals:*
Students will be required to attend certain activities and practicals in the evenings and on Saturdays and Sundays. Owing to the unique character and requirements of the hospitality industry, it is compulsory for students to work for a required number of weeks, according to the official timetable, at any of the practical training facilities of the Department, regardless of weekends, University holidays or public holidays. Students have to arrange their own transport to and from training facilities that are not situated at the Pretoria and Soshanguve campuses.
- j. *Promotion:*
Students who do not pass all the subjects set for a particular year of registration will be obliged to register strictly in accordance with the departmental class timetable, and with the approval of the Head of the Department, in the following academic year.
- k. *Experiential Learning I and II:*
See Chapter 5 of Student's Rules and Regulations.
- Experiential Learning I (EXP1HMA) and Food and Beverage Studies: Theory II (FBS20YT) should be taken simultaneously. Students may not register for any other subject during this period. Students are not allowed to register for Experiential Learning I if all the subjects of the first year have not been completed.
- l. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * CTU30XT, CTU30YT and CTU30ZT must be taken concurrently and will count as one subject.

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPADM01	Foundation Accommodation Management I	(0,166)	
FPHCM01	Foundation Hospitality Communication I	(0,050)	Communication I
FPHFM01	Foundation Hospitality Financial Management I	(0,133)	



FPHIS01	Foundation Hospitality Information Systems I	(0,050)
FPHMN01	Foundation Hospitality Management I	(0,150)

FIRST SEMESTER

HHS101T	Hospitality Health and Safety I	(0,067)
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SECOND SEMESTER

SEL101T	Service Excellence I	(0,050)
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TOTAL CREDITS FOR THE FIRST YEAR: **0,666**

SECOND YEAR

On completion of all foundation subjects.

CTU100T	Culinary Studies and Nutrition I	
CTU10PT	Culinary Studies and Nutrition: Theory I	(0,056)
CTU10QT	Culinary Studies and Nutrition: Practical I	(0,056)
CTU10RT	Culinary Studies and Nutrition: Nutrition I	(0,055)
FBS110T	Food and Beverage Studies I	
FBS11PT	Food and Beverage Studies: Theory I	(0,084)
FBS11QT	Food and Beverage Studies: Practical I	(0,083)

TOTAL CREDITS FOR THE SECOND YEAR: **0,334**

THIRD YEAR

CTU201T	Culinary Studies and Nutrition II		
CTU20XT	Culinary Studies and Nutrition: Theory II	(0,033)	Culinary Studies and Nutrition I
CTU20YT	Culinary Studies and Nutrition: Practical II	(0,033)	Culinary Studies and Nutrition I
CTU20ZT	Culinary Studies and Nutrition: Nutrition II	(0,034)	Culinary Studies and Nutrition I
EXP1HMA	Experiential Learning I	(0,250)	
FBS201T	Food and Beverage Studies II		
FBS20XT	Food and Beverage Studies: Theory II	(0,034)	Food and Beverage Studies I
FBS20YT	Food and Beverage Studies: Practical II	(0,033)	Food and Beverage Studies I
HCO201B	Hospitality Communication II	(0,050)	Foundation Hospitality Communication I
HFM201B	Hospitality Financial Management II	(0,100)	Foundation Hospitality Financial Management I
HIL101B	Hospitality Industry Law I	(0,067)	
HIS201B	Hospitality Information Systems II	(0,050)	Foundation Hospitality Information Systems I
HOM201B	Hospitality Management II	(0,183)	Foundation Hospitality Management I

plus one of the following subjects:

ACM201T	Accommodation Management II	(0,133)	Foundation Accommodation Management I
FBE201T	Food and Beverage Operations II	(0,133)	

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**



FOURTH YEAR

HFM301B	Hospitality Financial Management III	(0,150)	Hospitality Financial Management II
HIL201B	Hospitality Industry Law II	(0,150)	Hospitality Industry Law I
HMI101T	Hospitality Management Information Systems I	(0,050)	
HOM301B	Hospitality Management III		
HOM30XT	Hospitality Management: Theory III	(0,150)	Hospitality Management II
HOM30ZT	Hospitality Management: Retail III	(0,050)	Hospitality Management II
plus two* of the following subjects:			
ACM301T	Accommodation Management III	(0,100)	Accommodation Management II
CTU301T	Culinary Studies and Nutrition III		
CTU30XT	Culinary Studies and Nutrition: Culinary Studies: Theory III*	(0,010)	Culinary Studies and Nutrition II
CTU30YT	Culinary Studies and Nutrition: Nutrition III*	(0,050)	Culinary Studies and Nutrition II
CTU30ZT	Culinary Studies and Nutrition: Culinary Studies: Practical III*	(0,040)	Culinary Studies and Nutrition II
FBE301T	Food and Beverage Operations III	(0,100)	Food and Beverage Operations II
HEN101T	Hospitality Events Management I	(0,100)	
EXP2HMA	Experiential Learning II (on completion of all theoretical subjects)	(0,250)	Experiential Learning I
TOTAL CREDITS FOR THE FOURTH YEAR:		1,000	

2.8 BACCALAUREUS TECHNOLOGIAE: HOSPITALITY MANAGEMENT

Qualification code: BTHM04

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Hospitality Management or an equivalent qualification. However, this does not apply to students who registered for the National Diploma for the first time before 2007, and who have not since interrupted their studies.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Block-based classes offered over a period of two years.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Student's Rules and Regulations.
- g. *Class attendance:*
Students must attend at least 85% of the theoretical lectures.



- h. **Textbooks:**
Students are required to purchase textbooks.
- i. **Subjects and practicals:**
Students will be required to attend certain lectures in the evenings.
- j. **Promotion:**
Students who do not pass all subjects set for a particular year of registration will be obliged to register strictly in accordance with the departmental class timetable and, with the approval of the Head of the Department, in the following academic year.
- k. **Subject credits:**
Subject credits are shown in brackets after each subject.

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
HFM400B	Hospitality Financial Management IV	(0,267)	Hospitality Financial Management III
HIL300B	Hospitality Industry Law III	(0,133)	Hospitality Industry Law II
HOM400B	Hospitality Management IV		
HOM40PB	Hospitality Management: Theory IV	(0,200)	
RMD200C	Research Methodology		
RMD20PC	Research Methodology: Hospitality Management	(0,100)	
RMD20QC	Research Methodology: Statistics	(0,100)	
plus one of the following modules:			
HOM400B	Hospitality Management IV		
HOM40QB	Hospitality Management: Food and Beverage Operations IV	(0,200)	
HOM40RB	Hospitality Management: Accommodation Operations IV	(0,200)	
TOTAL CREDITS FOR THE QUALIFICATION:		1,000	

2.9 MAGISTER TECHNOLOGIAE: TOURISM AND HOSPITALITY MANAGEMENT

Qualification code: MTTH99

Campus where offered: Pretoria Campus

REMARKS

- a. **Admission requirement(s):**
Any relevant baccalaureus technologiae or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. **Selection criteria:**
Selection is based on a personal interview with the departmental selection panel. Registration prior to the approval of a protocol is provisional and will be made official only if the protocol is approved by the Faculty Higher Degrees Committee. These procedures will be fully explained to prospective students during their personal interview.



- c. *Duration:*
A minimum of one year and a maximum of three years. Students must re-register each year for this qualification.
- d. *Presentation:*
Research
- e. *Structure:*
This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation is accepted for examination, an article, based on the research and approved by the supervisor, should have been submitted to a peer-evaluated accredited journal. A draft version of the article, with acknowledgement of receipt by the journal, should be submitted with the dissertation.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
THT500T	Dissertation: Hospitality	(1,000)
THT500R	Dissertation: Hospitality (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



3. DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP

3.1 PERSONNEL INFORMATION

On 03 August 2011, this department had the following staff members:

Head of Department: Mrs Y Senne - HED (University of the North), BCom (Hons) (Industrial Psychology) (Unisa), MBL (Unisa)
Telephone number: 012 382 3576

Departmental Administrators: Mrs B Mulder, Mr LV Magagula and Ms C Zwane

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Ms Y Burger	Junior Lecturer	B Tech (Human Resource Management) (Tech Pta)
Mr Z Dhlamini	Lecturer	B Tech (Human Resource Management) (VUT)
Mr E du Plessis	Lecturer	B Tech (Credit Management) (TUT)
Mr PA Fouché	Lecturer	BCom (Transport Economics) (Unisa)
Mr JP Grundling	Senior Lecturer	N Cert (Work Study) (Tech Pta), MCom (Industrial Psychology) (Unisa)
Mr J Heymans	Lecturer	Dip (Higher Education) (UP), BCom (Hons) (Business Economics) (UP)
Ms R Kusel	Lecturer	Dip (Higher Education) (PU for CHE), BCom (Hons) (Industrial Psychology) (UP), M Tech (Tourism) (TUT)
Mr NF Lehobye	Lecturer	Dip (Commerce) (TNT), HED (Commerce) (Wits), MDip Tech (Business Administration) (VUT)
Ms KH Masilo	Sectional Head	B Tech (Educational Studies) (TNG), BCom (Management) (NWU), MBA (NWU)
Mr MS Masipa	Lecturer (Polokwane Campus)	MCom (UL)
Ms BE Monchonyane	Lecturer	BCom (Hons) (Management) (NWU), MBA (NWU)
Ms A Mvula	Lecturer	BCom (Business Economics) (UP), BCom (Hons) (Business Management) (UP), MCom (Business Economics) (UP)
Ms RR Phahlamohlaka	Lecturer	N Dip (Commercial Practice) (TNG), NH Dip (Post-School Education) (Tech SA), NH Dip (Office Management) (TNW)
Dr EM Rankhumise	Sectional Head	N Dip (Commercial Practice) (Tech SA), NH Dip (Management) (Tech SA), M Tech (Business Administration) (TSA), D Tech (Public Mananagement) (TUT)
Mr PJ Ras	Senior Lecturer	N Dip (Public Administration) (Tech Pta), NH Dip (Management Practice) (Tech Pta), M Tech (Business Administration) (Tech Pta), M Phil (Entrepreneurship) (UP)
Ms L Steynberg	Lecturer	MA (Tourism) (PU for CHE)
Mr A van der Meijde	Principal Lecturer	BCom (Ed) (RAU), BCom (Hons) (Marketing) (Unisa), MCom (Business Management) (RAU)
Mr FHJ Veldsman	Senior Lecturer	MCom (Human Resources) (UP)



3.2 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL

Qualification code: NDAF98

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification with an E symbol at the Higher Grade and a D symbol at the Standard Grade in English.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

Admission is subject to selection.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme, as determined by the Head of the Department.

b. *Minimum duration:*

Three years

c. *Presentation:*

Day classes

d. *Intake for the qualification:*

January only

e. *Readmission:*

See Chapter 3 of Students' Rules and Regulations.

f. *Subject credits:*

Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2010.)



FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM100T	Administrative Management I	(0,200)	
BMN120T	Business Management I	(0,200)	
COM150T	Communication I	(0,200)	
TPC100T	The Personnel Function	(0,200)	

FIRST SEMESTER

FAC11AT	Financial Accounting IA	(0,100)	
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SECOND SEMESTER

FAC11BT	Financial Accounting IB	(0,100)	
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

ADM200T	Administrative Management II	(0,200)	Administrative Management I
QTQ100T	Quantitative Techniques I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
FAC22AT	Financial Accounting IIA	(0,100)	Financial Accounting IA
FMN21AT	Financial Management IIA	(0,100)	Financial Accounting IB
			Financial Accounting IA
			Financial Accounting IB

SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
FAC22BT	Financial Accounting IIB	(0,100)	Financial Accounting IA
FMN21BT	Financial Management IIB	(0,100)	Financial Accounting IB
			Financial Accounting IA
			Financial Accounting IB

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

ADM310T	Administrative Management III	(0,200)	Administrative Management II
OEF150T	Organisational Effectiveness I	(0,200)	

FIRST SEMESTER

EXP3AAT	Experiential Learning* (offered in the first or second semester)	(0,200)	Administrative Management II
EXP3AAR	Experiential Learning* (re-registration) (offered in the first or second semester)	(0,000)	Financial Management IIA
FMN30AT	Financial Management IIIA	(0,100)	Financial Management IIB
TAX10AT	Taxation IA	(0,100)	Financial Management IIA
			Financial Management IIB
			Financial Accounting IA
			Financial Accounting IB



SECOND SEMESTER

FMN30BT	Financial Management IIIB	(0,100)	Financial Management IIA Financial Management IIB
TAX10BT	Taxation IB	(0,100)	Financial Accounting IA Financial Accounting IB
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	

3.3 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: GENERAL Qualification code: NDAG98

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification with an E symbol in English at the Higher Grade or a D symbol at the Standard Grade.

Recommended subject(s):

Commercial subjects

Selection criteria:

Admission is subject to selection.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme, as determined by the Head of the Department.

b. *Minimum duration:*
Three years

c. *Presentation:*
Day classes

d. *Intake for the qualification:*
January only



- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisk:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2010.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
COM150T	Communication I	(0,200)	
ADM100T	Administrative Management I	(0,200)	
BMN120T	Business Management I	(0,200)	
PRM110T	Personnel Management I	(0,200)	

FIRST SEMESTER

ECN12AT	Economics IA	(0,100)
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SECOND SEMESTER

ECN12BT	Economics IB	(0,100)
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

ADM200T	Administrative Management II	(0,200)	Administrative Management I
BMN230T	Business Management II	(0,200)	Business Management I
OEF150T	Organisational Effectiveness I	(0,200)	
PRM210T	Personnel Management II	(0,200)	Personnel Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

ADM310T	Administrative Management III	(0,200)	Administrative Management II
CAE100T	Costing and Estimating	(0,200)	
OEF240T	Organisational Effectiveness II	(0,200)	Organisational Effectiveness I

plus one of the following subjects:

BMN330T	Business Management III	(0,200)	Business Management II
PRM310T	Personnel Management III	(0,200)	Personnel Management II



FIRST OR SECOND SEMESTER

EXP3AAT	Experiential Learning*	(0,200)	Organisational Effectiveness I Administrative Management II Business Management II
EXP3AAR	Experiential Learning* (re-registration)	(0,000)	
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	

3.4 BACCALAUREUS TECHNOLOGIAE: BUSINESS ADMINISTRATION

Qualification code: BTBA96

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
Any three-year national diploma or an equivalent qualification with a final mark of at least 55% for all final-year subjects.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Evening classes offered over a period of two years.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

Key to asterisk:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FAA410T	Financial Accounting Aspects IV	(0,125)	
HRM200T	Human Resource Management II	(0,085)*	
MAA400T	Management Accounting Aspects IV	(0,125)	
MMB300T	Marketing Management III	(0,083)	
PUC200T	Production and Purchasing Management II	(0,083)	

TOTAL CREDITS FOR THE FIRST YEAR: **0,501**

SECOND YEAR

FMN440T	Financial Management IV	(0,125)	Financial Accounting Aspects IV
LRL200T	Labour Relations and Law II	(0,083)	
MPT400T	Management Practice IV	(0,125)	



FIRST SEMESTER

MEC30AT	Management Economics IIIA	(0,042)
MIS20AT	Management Information Systems IIA	(0,042)

SECOND SEMESTER

MEC30BT	Management Economics IIIB	(0,041)
MIS20BT	Management Information Systems IIB	(0,041)

TOTAL CREDITS FOR THE SECOND YEAR: **0,499**

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**

3.5 NATIONAL DIPLOMA: CREDIT MANAGEMENT

Qualification code: NDCR02

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification with an E symbol in English at the Higher Grade or a D symbol at the Standard Grade.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

Admission is subject to selection.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme, as determined by the Head of the Department.

b. *Minimum duration:*
Three years



- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
CEN160T	Communication I	(0,200)	
CMG100T	Credit Management I	(0,200)	
LCM100T	Law for Credit Managers I	(0,200)	
MAN120T	Management I	(0,200)	

FIRST SEMESTER

FAC11AT	Financial Accounting IA	(0,100)	
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SECOND SEMESTER

FAC11BT	Financial Accounting IB	(0,100)	
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

CMG200T	Credit Management II	(0,200)	Credit Management I
LCM200T	Law for Credit Managers II	(0,200)	Law for Credit Managers I
MAN220T	Management II	(0,200)	Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
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plus one of the following subjects:

ECN12AT	Economics IA	(0,125)	
FAC22AT	Financial Accounting IIA	(0,125)	Financial Accounting IA Financial Accounting IB

SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
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plus one of the following subjects:

ECN12BT	Economics IB	(0,125)	
FAC22BT	Financial Accounting IIB	(0,125)	Financial Accounting IA Financial Accounting IB

TOTAL CREDITS FOR THE SECOND YEAR: **1,050**



THIRD YEAR

BMN120T	Business Management I	(0,200)	
CMG300T	Credit Management III	(0,250)	Credit Management II
LCM300T	Law for Credit Managers III	(0,250)	Law for Credit Managers II
MAN310T	Management III	(0,250)	Management II

TOTAL CREDITS FOR THE THIRD YEAR: **0,950**

3.6 BACCALAUREUS TECHNOLOGIAE: CREDIT MANAGEMENT

Qualification code: BTCR96

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Credit Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Evening classes
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Student's Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
AST400T	Advanced Strategic Management IV	(0,250)	Management III
CMG400T	Credit Management IV	(0,250)	Credit Management III
HRM100T	Human Resource Management I	(0,250)	
RMD200A	Research Methodology	(0,250)	
TOTAL CREDITS FOR THE QUALIFICATION:		1,000	



3.7 NATIONAL DIPLOMA: ENTREPRENEURSHIP*

Qualification code: NDEU05

Campus where offered:

Pretoria and Polokwane campuses

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Commercial subjects

Selection criteria:

Selection is based on a departmental selection and a potential assessment.

Symbol values: A = 10, B = 8, C = 6, D = 4, E = 2, F = 1

The following formula will be used in the selection process:

1. Group 1 matric subjects: Accounting, Business Economics, Economics, English, Mathematics and Physical Science (weight: HG = 10, SG = 6, LG = 3).
 2. Group 2 matric subjects: All other subjects (weight: HG = 3, SG = 2, LG = 1).
- Multiply the value with the weight and add to get the total. A maximum of six subjects will be taken into consideration.
 - Preference will be given to accredited post-matric qualifications with an average of 65% per subject.
 - The cut-off point is 150. The Head of the Department reserves the right to lower or raise the cut-off point and to accept prospective students after a personal interview.
 - Competency in English is crucial.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme, as determined by the Head of the Department.

b. *Minimum duration:*

Three years

c. *Presentation:*

Day classes



- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Experiential Learning:*
See Chapter 5 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in March 2005.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
CEN150B	Communication I	(0,200)	
CRC100T	Credit Control I	(0,200)	
MRK130T	Marketing I	(0,200)	
SMB110T	Small Business Management I	(0,200)	
plus one of the following subjects:			
POM150T	Production Management I (only offered at the Polokwane Campus)	(0,200)	
PSG100T	Personal Selling I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		1,000	

SECOND YEAR

ADM100T	Administrative Management I	(0,200)	
MRK210T	Marketing II	(0,200)	Marketing I
SMB200B	Small Business Management II	(0,200)	Small Business Management I

FIRST SEMESTER

LRL20AT	Labour Relations and Law IIA	(0,100)
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SECOND SEMESTER

LRL20BT	Labour Relations and Law IIB	(0,100)
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TOTAL CREDITS FOR THE SECOND YEAR:		0,800
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THIRD YEAR

CAE100T	Costing and Estimating	(0,200)	
MRK310T	Marketing III	(0,250)	Marketing II
SMB300B	Small Business Management III	(0,250)	Small Business Management II

SECOND SEMESTER

EXP1SBM	Experiential Learning	(0,500)
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TOTAL CREDITS FOR THE THIRD YEAR:		1,200
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3.8 NATIONAL DIPLOMA: ENTREPRENEURSHIP (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDEUF0

Campus where offered: Pretoria and Polokwane campuses

REMARKS

- a. *Admission requirement(s) and selection criteria:*
See qualification NDEU05.
- b. *Minimum duration:*
Four years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Experiential Learning:*
See Chapter 5 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPCEN01	Foundation Communication I	(0,200)	
MRK130T	Marketing I	(0,200)	
PSG100T	Personal Selling I	(0,200)	

FIRST SEMESTER

FPLSKAT	Foundation Life Skills (Module 1) I	(0,100)
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SECOND SEMESTER

FPLSKBT	Foundation Life Skills (Module 2) I	(0,100)
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TOTAL CREDITS FOR THE FIRST YEAR: **0,800**

SECOND YEAR

CRC100T	Credit Control I	(0,200)	
MRK210T	Marketing II	(0,200)	Marketing I
SMB110T	Small Business Management I	(0,200)	

TOTAL CREDITS FOR THE SECOND YEAR: **0,600**



THIRD YEAR

MRK310T	Marketing III	(0,250)	Marketing II
SMB200B	Small Business Management II	(0,200)	Small Business Management I

FIRST SEMESTER

LRL20AT	Labour Relations and Law IIA	(0,150)
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SECOND SEMESTER

LRL20BT	Labour Relations and Law IIB	(0,150)
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TOTAL CREDITS FOR THE THIRD YEAR: **0,750**

FOURTH YEAR

ADM100T	Administrative Management I	(0,200)	
CAE100T	Costing and Estimating	(0,200)	
SMB300B	Small Business Management III	(0,250)	Small Business Management II

FIRST SEMESTER

EXP1SBM	Experiential Learning	(0,200)
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TOTAL CREDITS FOR THE FOURTH YEAR: **0,850**

3.9 MAGISTER TECHNOLOGIAE: ENTREPRENEURSHIP (Structured) Qualification code: MTEU02

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
Any Baccalaureus Technologiae or an equivalent qualification. Prospective students who do not possess the necessary academic qualifications but have relevant work experience, may still be admitted based on the principle of recognition of prior learning (RPL). Information about this may be obtained from the Head of the Department.
- b. *Selection criteria:*
Admission is subject to selection. It should be clearly understood that possession of the required qualifications does not guarantee acceptance to the qualification. Applicants may be required to meet additional requirements, e.g. obtain additional subjects, take bridging programmes, do assignments, or take an oral or written examination before being admitted. The University reserves the right to request applicants to write a proficiency test. Computer literacy and access to the Internet are essential.
- c. *Duration:*
A minimum of eighteen months and a maximum of three years.
- d. *Presentation:*
Evening classes
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.



ATTENDANCE

CODE	SUBJECT	CREDIT
ERP500T	Research Report: Entrepreneurship V	(0,500)
ERP500R	Research Report: Entrepreneurship V (re-registration)	(0,000)

FIRST SEMESTER

ETQ50AT	Entrepreneurship Techniques VA	(0,100)
FFE501T	Finance for Entrepreneurs V	(0,050)
RMD50AE	Research Methodology A	(0,100)

SECOND SEMESTER

ETQ50BT	Entrepreneurship Techniques VB	(0,100)
TEI501T	Technological Entrepreneurship and Innovation V	(0,050)
RMD50BE	Research Methodology B	(0,100)

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**

3.10 NATIONAL DIPLOMA: MANAGEMENT

Qualification code: NDMG98

Campus where offered: Pretoria and Polokwane campuses

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Mathematics and commercial subjects

Selection criteria:

Selection is based on a departmental selection and a potential assessment.

Symbol values: A = 10, B = 8, C = 6, D = 4, E = 2, F = 1

The following formula will be used in the selection process:

1. Group 1 matric subjects: Accounting, Business Economics, Economics, English, Mathematics and Physical Science (weight: HG = 10, SG = 6, LG = 3).
 2. Group 2 matric subjects: All other subjects (weight: HG = 3, SG = 2, LG = 1).
- Multiply the value with the weight and add to get the total. A maximum of six subjects will be taken into consideration.
 - Preference will be given to accredited post-matric qualifications with an average of 65% per subject.
 - The cut-off point is 150. The Head of the Department reserves the right to lower or raise the cut-off point and to accept prospective students after a personal interview.
 - Competency in English is crucial.



- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme, as determined by the Head of the Department.

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM100T	Administrative Management I	(0,200)	
CBE100T	Communication: Business Administration I	(0,250)	
MAN120T	Management I	(0,200)	

FIRST SEMESTER

ECN12AT	Economics IA	(0,100)
FAC11AT	Financial Accounting IA	(0,100)

SECOND SEMESTER

ECN12BT	Economics IB	(0,100)
FAC11BT	Financial Accounting IB	(0,100)

TOTAL CREDITS FOR THE FIRST YEAR: **1,050**

SECOND YEAR

MAN220T	Management II	(0,250)	Management I
MRK130T	Marketing I	(0,250)	



FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
plus one of the following subjects:			
ADM200T	Administrative Management II (year subject)	(0,250)	Administrative Management I
FMN21AT	Financial Management IIA	(0,125)	Financial Accounting IA Financial Accounting IB

SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
plus the following subject if Financial Management IIA was taken in the first semester:			
FMN21BT	Financial Management IIB	(0,125)	Financial Management IIA
TOTAL CREDITS FOR THE SECOND YEAR:		0,950	

THIRD YEAR

MAN310T	Management III	(0,250)	Management II
MER100T	Mercantile Law I	(0,250)	
plus one of the following subjects:			
IRS100T	Industrial Relations I	(0,250)	
MRK210T	Marketing II	(0,250)	Marketing I
TPC100T	The Personnel Function	(0,250)	

FIRST SEMESTER

One of the following subjects:

ADM310T	Administrative Management III (year subject)	(0,250)	Administrative Management II
FMN30AT	Financial Management IIIA	(0,125)	Financial Management IIB

SECOND SEMESTER

FMN30BT	Financial Management IIIB (if FMN30AT was taken in the first semester)	(0,125)	Financial Management IIB
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	

3.11 NATIONAL DIPLOMA: MANAGEMENT (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION)

Qualification code: NDMGF0

Campus where offered: Polokwane and Pretoria campuses

REMARKS

- a. Admission requirement(s) and selection criteria:
See qualification NDMG98.



- b. *Minimum duration:*
Four years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * Information does not correspond with information on the approved AA72.
(Deviations approved by the Senate in Nov 2010.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPCBE02	Foundation Business Communication	(0,100)	
FPCLY02	Foundation Computer Literacy	(0,100)	

FIRST SEMESTER

FPECN01	Foundation Principles of Economics	(0,100)
FPFAC01	Foundation Business Finance	(0,100)
FPHRM01	Foundation Human Resource Management*	(0,100)

SECOND SEMESTER

FPMAN01	Foundation Business Economics and Entrepreneurship	(0,100)
FPMER01	Foundation Business Law	(0,100)
FPMRK02	Foundation Sales Techniques	(0,100)

TOTAL CREDITS FOR THE FIRST YEAR: **0,800**

SECOND YEAR

ADM100T	Administrative Management I	(0,100)	
CBE100T	Communication: Business Administration I	(0,100)	
MAN120T	Management I	(0,100)	Foundation Business Economics and Entrepreneurship

FIRST SEMESTER

ECN12AT	Economics IA	(0,050)
FAC11AT	Financial Accounting IA	(0,050)

SECOND SEMESTER

ECN12BT	Economics IB	(0,050)
FAC11BT	Financial Accounting IB	(0,050)

TOTAL CREDITS FOR THE SECOND YEAR: **0,500**



THIRD YEAR

MAN220T	Management II	(0,200)	Management I
MRK130T	Marketing I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
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plus one of the following subjects:

ADM200T	Administrative Management II (year subject)	(0,200)	Administrative Management I
FMN21AT	Financial Management IIA	(0,100)	Financial Accounting IA Financial Accounting IB

SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
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plus the following subject if Financial Management IIA was taken in the first semester:

FMN21BT	Financial Management IIB	(0,100)	Financial Management IIA
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TOTAL CREDITS FOR THE THIRD YEAR: **0,800**

FOURTH YEAR

MAN310T	Management III	(0,250)	Management II
MER100T	Mercantile Law I	(0,200)	

plus one of the following subjects:

IRS100T	Industrial Relations I	(0,200)	
MRK210T	Marketing II	(0,200)	Marketing I
TPC100T	The Personnel Function	(0,200)	

FIRST SEMESTER

plus one of the following subjects:

ADM310T	Administrative Management III (year subject)	(0,250)	Administrative Management II
FMN30AT	Financial Management IIIA	(0,125)	Financial Management IIB

SECOND SEMESTER

FMN30BT	Financial Management IIIB (if FMN30AT was taken in the first semester)	(0,125)	Financial Management IIB
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TOTAL CREDITS FOR THE FOURTH YEAR: **0,900**



3.12 BACCALAUREUS TECHNOLOGIAE: MANAGEMENT

Qualification code: BTMG97

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Evening classes
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

Key to asterisks:

- * FMN44AT and FMN44BT must be taken concurrently and will count as one subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
MAN420T	Management IV	(0,250)
RMD200A	Research Methodology	(0,250)

plus one of the following subjects:

ADM400T	Administrative Management IV	(0,250)
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FIRST SEMESTER

FMN44AT	Financial Management IVA*	(0,125)
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SECOND SEMESTER

FMN44BT	Financial Management IVB*	(0,125)
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plus any subject (0,250 credits), at least at level two, which is offered for the national diploma, and which has not already been passed.

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**



4. DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT

4.1 PERSONNEL INFORMATION

On 1 August 2011, this department had the following staff members:

Head of Department: Prof CH van Heerden - DCom (Marketing Management) (UP)
Telephone number: 012 382 5411

Departmental Administrator: Mrs T Marx and Mrs HM Bekker

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Mr JB Bence	Lecturer (Mbombela Campus)	NH Dip (Electrical Engineering) (Tech Pta), BCom (Hons) (Financial Management) (Unisa)
Mrs A Breytenbach	Senior Lecturer (Mbombela Campus)	MCom (Marketing) (Unisa)
Prof JW de Jager	Professor	PhD (Business Management) (PU for CHE)
Mr GS Dladla	Junior Lecturer	B Tech (Marketing) (TUT)
Mr GAP Drotsky	Lecturer	M Tech (Marketing) (UP)
Ms AT du Plooy	Lecturer	MCom (Marketing Management) (UP)
Mr WS Grimes	Section Head and Lecturer	MCom (Business Management) (RAU)
Dr T Maree	Lecturer	MCom (Business Management) (Unisa), DCom (Marketing Management) (UP)
Ms R Honiball	Lecturer	M Tech (Marketing) (TUT)
Mrs CM Joubert	Lecturer (Mbombela Campus)	B Tech (Management) (TUT)
Ms MJ Lunga	Lecturer	Masters' Programme (Supply Chain Management) (UP)
Mr MP Maseko	Lecturer	MBA (Thames Valley University, London UK)
Mrs D van der Merwe	Lecturer (Mbombela Campus)	MCom (Industrial and Organisational Psychology) (Unisa)
Mr PA Myburgh	Senior Lecturer	BCom (Hons) (Business Management) (Unisa)
Mr AS Nthangeni	Section Head and Lecturer	MDip Tech (Parks and Recreation Management) (TUT)
Mr TB Phume	Senior Lecturer	MBL (Unisa)
Ms N Potgieter	Senior Lecturer	MCom (Sport Management) (RAU)
Mr ERJ Pule	Lecturer	MDip Tech (Parks and Recreation Management) (TUT)
Ms TR Sekele	Junior Lecturer	B Tech (Business Administration) (TUT)
Ms TJ Tilo	Senior Lecturer	MCom (Business Management) (UJ)
Mr SCJ Venter	Senior Lecturer	MBA (Strategic Management) (University of Hull, UK)
Mrs EM Wannenbourg	Lecturer	M Tech (Marketing) (TUT)



4.2 NATIONAL DIPLOMA: LOGISTICS

Qualification code: NDLO01

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

Prospective students are assessed according to a formula for academic merit, based on scholastic performance.

Formula for academic merit:

SYMBOL	HG	SG
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

- Applicants who score 16 or more points (for a maximum of six subjects) according to the formula for academic merit will be accepted automatically.
- Applicants who score 8 to 15 points according to the formula for academic merit will be referred for potential assessment.
- Applicants with a score of below 8 may apply for admission to the bridging programme.
- The Head of the Department reserves the right to lower or raise the cut-off point and to accept candidates after a personal interview.
- Competency in English is crucial.

• FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme.

b. *Minimum duration:*
Three years



- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,200)	
CLW200T	Commercial Law II	(0,200)	
ENG120T	English (A level)	(0,200)	
PAU100T	Practical Accounting I	(0,200)	
PUM120T	Purchasing Management I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		1,000	

SECOND YEAR

BMN230T	Business Management II	(0,200)	Business Management I
CAE100T	Costing and Estimating	(0,200)	
LGS200T	Logistics II	(0,200)	
PUM220T	Purchasing Management II	(0,200)	Purchasing Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE SECOND YEAR:		1,000
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THIRD YEAR

BMN330T	Business Management III	(0,250)	Business Management II
LGS300T	Logistics III	(0,250)	Logistics II
PUM320T	Purchasing Management III	(0,250)	Purchasing Management II
PLC110T	Production Planning and Control I	(0,250)	

TOTAL CREDITS FOR THE THIRD YEAR:		1,000
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4.3 NATIONAL DIPLOMA: LOGISTICS (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDLOF0

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s) and selection criteria:*
See qualification NDLO01.
- b. *Minimum duration:*
Four years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBFC02	Foundation Basic Financial Calculations	(0,100)	
FPILT01	Foundation Information Literacy	(0,050)	
FPLBS01	Foundation Logistics and Business Language Skills	(0,150)	
FPLGS01	Foundation Logistics I	(0,150)	
FPLSK03	Foundation Life Skills	(0,050)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,500	

SECOND YEAR

BMN120T	Business Management I	(0,150)	
CLW200T	Commercial Law II	(0,150)	
ENG120T	English (A level)	(0,150)	
PAU100T	Practical Accounting I	(0,150)	
PUM120T	Purchasing Management I	(0,200)	Foundation Logistics I
TOTAL CREDITS FOR THE SECOND YEAR:		0,800	

THIRD YEAR

BMN230T	Business Management II	(0,150)	Business Management I
CAE100T	Costing and Estimating	(0,150)	
LGS200T	Logistics II	(0,200)	Foundation Logistics I
PUM220T	Purchasing Management II	(0,200)	Purchasing Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,050)
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SECOND SEMESTER

EUC10BT End-User Computing IB (0,050)

TOTAL CREDITS FOR THE THIRD YEAR: **0,800**

FOURTH YEAR

BMN330T	Business Management III	(0,250)	Business Management II
LGS300T	Logistics III	(0,250)	Logistics II
PUM320T	Purchasing Management III	(0,250)	Purchasing Management II
PLC110T	Production Planning and Control I	(0,150)	

TOTAL CREDITS FOR THE FOURTH YEAR: **0,900**

4.4 BACCALAUREUS TECHNOLOGIAE: LOGISTICS

Qualification code: BTLO00

Campus where offered: Pretoria Campus

REMARKS

- Admission requirement(s):*
A National Diploma: Logistics or an equivalent qualification.
- Selection criteria:*
Admission is subject to selection.
- Minimum duration:*
One year
- Presentation:*
Evening classes
- Intake for the qualification:*
January only
- Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- Subject credits:*
Subject credits are shown in brackets after each subject.

ATTENDANCE

CODE	SUBJECT	CREDIT
LGS400B	Logistics IV	(0,250)
PUM400T	Purchasing Management IV	(0,250)
RMD200D	Research Methodology	(0,250)

FIRST SEMESTER

BMN41AT Business Management IVA (0,125)

SECOND SEMESTER

BMN41BT Business Management IVB (0,125)

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**



4.5 MAGISTER TECHNOLOGIAE: LOGISTICS

Qualification code: MTLO97

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Logistics or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
An interview with an admission committee.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
LGS500T	Dissertation: Logistics	(1,000)
LGS500R	Dissertation: Logistics (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

4.6 DOCTOR TECHNOLOGIAE: LOGISTICS

Qualification code: DTLO97

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Logistics or an equivalent qualification.
- b. *Selection criteria:*
An interview with an admission committee.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
LGS700T	Thesis: Logistics	(2,000)
LGS700R	Thesis: Logistics (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000



4.7 NATIONAL DIPLOMA: MARKETING

Qualification code: NDMK95

Campus where offered: eMalahleni, Mbombela and Pretoria campuses

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification. An exception may be made when an applicant has a post-matric qualification.

Recommended subject(s):

Accounting, Business Economics, Economics and Mathematics.

Selection criteria:

Prospective students are assessed according to a formula for academic merit, based on scholastic performance.

Formula for academic merit:

SYMBOL	HG	SG
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

- Applicants who score 18 or more points (for a maximum of six subjects) according to the formula for academic merit are accepted.
- Applicants who score 9 to 17 points may/will be referred for TUT potential assessment
- Applicants with less than 9 points will not be accepted.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme.

b. *Minimum duration:*
Three years

c. *Presentation:*
Day classes



- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ACB100T	Accounting for Marketers I	(0,200)	
ENG120T	English (A level)	(0,200)	
MRK130T	Marketing I	(0,200)	
PSG100T	Personal Selling I	(0,200)	

FIRST SEMESTER

ECN12AT	Economics IA	(0,100)	
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SECOND SEMESTER

ECN12BT	Economics IB	(0,100)	
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

CNV100T	Consumer Behaviour I	(0,200)	
LMK100T	Law for Marketers I	(0,200)	
MRK210T	Marketing II	(0,200)	Marketing I
QTQ100T	Quantitative Techniques I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
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TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

ASP120T	Advertising and Sales Promotion I	(0,250)	Marketing I
MRK310T	Marketing III	(0,250)	Marketing II
MRS300T	Marketing Research III	(0,250)	Marketing II
SMG310T	Sales Management III	(0,250)	Personal Selling I

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**



4.8 NATIONAL DIPLOMA: MARKETING (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDMKF0

Campus where offered: Mbombela and Pretoria campuses

REMARKS

- a. *Admission requirement(s) and selection criteria:*
See qualification NDMK95.
- b. *Minimum duration:*
Four years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBFC02	Foundation Basic Financial Calculations	(0,100)	
FPILT01	Foundation Information Literacy	(0,050)	
FPLSK03	Foundation Life Skills	(0,050)	
FPMBS01	Foundation Marketing and Business Language Skills	(0,150)	
FPMRK01	Foundation Marketing I	(0,150)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,500	

SECOND YEAR

ACB100T	Accounting for Marketers I	(0,100)	
ENG120T	English (A level)	(0,100)	
MRK130T	Marketing I	(0,100)	Foundation Marketing I
PSG100T	Personal Selling I	(0,100)	

FIRST SEMESTER

ECN12AT	Economics IA	(0,100)
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SECOND SEMESTER

ECN12BT	Economics IB	(0,100)
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TOTAL CREDITS FOR THE SECOND YEAR:		0,600
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THIRD YEAR

CNV100T	Consumer Behaviour I	(0,200)	
LMK100T	Law for Marketers I	(0,100)	
MRK210T	Marketing II	(0,200)	Marketing I
QTQ100T	Quantitative Techniques I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE THIRD YEAR: **0,900**

FOURTH YEAR

ASP120T	Advertising and Sales Promotion I	(0,250)	Marketing I
MRK310T	Marketing III	(0,250)	Marketing II
MRS300T	Marketing Research III	(0,250)	Marketing II
SMG310T	Sales Management III	(0,250)	Personal Selling I

TOTAL CREDITS FOR THE FOURTH YEAR: **1,000**

4.9 BACCALAUREUS TECHNOLOGIAE: MARKETING

Qualification code: BTMK95

Campus where offered: Mbombela and Pretoria campuses

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Marketing or an equivalent qualification.

Students with an equivalent three-year qualification (a Baccalaureus Technologiae, National Diploma and/or a Diploma in Marketing), who have not passed all the subjects or modules required for the National Diploma: Marketing, have to pass those subjects before the degree will be conferred.

Students with a National Diploma: Marketing and Sales Management have to pass the subject, End-User Computing I before the degree will be conferred.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Mbombela Campus (evening classes) and Pretoria Campus (day classes).
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.



- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
AMF400T	Advanced Marketing Finance IV	(0,250)
MRK410T	Marketing IV	(0,250)
MRS400T	Marketing Research IV	(0,250)
QTQ200T	Quantitative Techniques II	(0,250)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

4.10 MAGISTER TECHNOLOGIAE: MARKETING

Qualification code: MTMK95

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Marketing or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
A structured interview with a selection committee. The candidate will, *inter alia*, be judged according to the following criteria:
- A research proposal, which has to be submitted
 - Certificate of conduct
 - Motivation for further studies
 - Previous academic performance
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
MRK500T	Dissertation: Marketing	(1,000)
MRK500R	Dissertation: Marketing (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

4.11 DOCTOR TECHNOLOGIAE: MARKETING

Qualification code: DTMK96

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Marketing or an equivalent qualification.



- b. *Selection criteria:*
A structured interview with a selection committee. The candidate will, *inter alia*, be judged according to the following criteria:
- A research proposal, which has to be submitted
 - Certificate of conduct
 - Motivation for further studies
 - Previous academic performance
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
MRK710T	Thesis: Marketing	(2,000)
MRK710R	Thesis: Marketing (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000

4.12 MASTER'S DIPLOMA IN TECHNOLOGY: PARKS AND RECREATION MANAGEMENT

Qualification code: MDPK92

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
Any Baccalaureus Technologiae or an equivalent qualification.
- b. *Selection criteria:*
All applications are subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
PRA500T	Research Project and Dissertation: Parks and Recreation Management	(1,000)
PRA500R	Research Project and Dissertation: Parks and Recreation Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



4.13 NATIONAL DIPLOMA: RECREATION MANAGEMENT

Qualification code: NDRC04

Campus where offered: Pretoria campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Economic Sciences and English.

Selection criteria:

All applications will be subject to a selection process based on academic potential. If necessary, applicants will be invited to sit for a series of tests to determine their potential for recreation management studies. The results of those tests will determine whether the applicants may proceed with mainstream studies or have to take alternative additional subjects.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme.

b. *Minimum duration:*
Three years

c. *Presentation:*
Day classes

d. *Intake for the qualification:*
January only

e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.

f. *Experiential Learning I, II and III:*
See Chapter 5 of Students' Rules and Regulations.

g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.



FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
SDC120T	Sport Didactics and Coaching I	(0,175)	

FIRST SEMESTER

AHE101T	Amenity Horticulture I	(0,175)	
CRA111T	Commercial Recreation Management I	(0,175)	

SECOND SEMESTER

CME111T	Community Recreation Management I	(0,175)	
EXP1RCM	Experiential Learning I	(0,166)	
LEI111T	Leisure and Tourism I	(0,175)	
ODR111T	Outdoor Recreation I	(0,175)	

TOTAL CREDITS FOR THE FIRST YEAR: **1,216**

SECOND YEAR

AHE200T	Amenity Horticulture II	(0,175)	Amenity Horticulture I
CME210T	Community Recreation Management II	(0,175)	Community Recreation Management I
CRA210T	Commercial Recreation Management II	(0,175)	Commercial Recreation Management I
ODR210T	Outdoor Recreation II	(0,175)	Outdoor Recreation I

SECOND SEMESTER

EXP2RCM	Experiential Learning II	(0,167)	
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TOTAL CREDITS FOR THE SECOND YEAR: **0,867**

THIRD YEAR

AYM310T	Amenity Management III	(0,250)	Amenity Horticulture II
CME310T	Community Recreation Management III	(0,250)	Community Recreation Management II
CRA310T	Commercial Recreation Management III	(0,250)	Commercial Recreation Management II

SECOND SEMESTER

EXP3RCM	Experiential Learning III	(0,167)	
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TOTAL CREDITS FOR THE THIRD YEAR: **0,917**



4.14 NATIONAL DIPLOMA: RECREATION MANAGEMENT (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDRCF04

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s) and selection criteria:*
See qualification NDRCF04.
- b. *Minimum duration:*
Four years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Experiential Learning I, II and III:*
See Chapter 5 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBFC02	Foundation Basic Financial Calculations	(0,100)	
FPILT01	Foundation Information Literacy	(0,050)	
FPLSK03	Foundation Life Skills	(0,050)	
FPRBS01	Foundation Recreation Management and Business Language Skills	(0,150)	
FPRCM01	Foundation Recreation Management I	(0,150)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,500	

SECOND YEAR

SDC120T	Sport Didactics and Coaching I	(0,150)
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FIRST SEMESTER

AHE101T	Amenity Horticulture I	(0,100)	
CRA111T	Commercial Recreation Management I	(0,100)	Foundation Recreation Management I

SECOND SEMESTER

CME111T	Community Recreation Management I	(0,100)
EXP1RCM	Experiential Learning I	(0,200)
LEI111T	Leisure and Tourism I	(0,100)
ODR111T	Outdoor Recreation I	(0,100)

TOTAL CREDITS FOR THE SECOND YEAR:		0,850
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THIRD YEAR

AHE200T	Amenity Horticulture II	(0,125)	Amenity Horticulture I
CME210T	Community Recreation Management II	(0,175)	Community Recreation Management I
CRA210T	Commercial Recreation Management II	(0,175)	Commercial Recreation Management I
ODR210T	Outdoor Recreation II	(0,175)	Outdoor Recreation I

SECOND SEMESTER

EXP2RCM	Experiential Learning II	(0,200)	
TOTAL CREDITS FOR THE THIRD YEAR:		0,850	

FOURTH YEAR

AYM310T	Amenity Management III	(0,200)	Amenity Horticulture II
CME310T	Community Recreation Management III	(0,200)	Community Recreation Management II
CRA310T	Commercial Recreation Management III	(0,200)	Commercial Recreation Management II

SECOND SEMESTER

EXP3RCM	Experiential Learning III	(0,200)	
TOTAL CREDITS FOR THE FOURTH YEAR:		0,800	

4.15 BACCALAUREUS TECHNOLOGIAE: RECREATION MANAGEMENT

Qualification code: BTRC01

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Recreation Management or an equivalent qualification. This, however, does not apply to students who registered for the National Diploma for the first time before 2007, and who have not since interrupted their studies.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Day classes
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.



Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
CME400T	Community Recreation Management IV	(0,333)
CRA400T	Commercial Recreation Management IV	(0,333)
RMD100Y	Research Methodology	(0,334)*
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

4.16 NATIONAL DIPLOMA: RETAIL BUSINESS MANAGEMENT Qualification code: NDRB97

Campus where offered: Pretoria campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Accountancy, Business Economics, Business Management, Economics, English and Mercantile Law or Commercial Law.

Selection criteria:

Selection is based on school results and a psychometric test. In borderline cases, a personal interview with a selection panel may be required.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme.

b. *Minimum duration:*

Three years

c. *Presentation:*

Day classes



- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,167)	
ENG120T	English (A level)	(0,166)*	
PAU100T	Practical Accounting I	(0,167)	
PSG100T	Personal Selling I	(0,167)	
RBM100T	Retail Business Management I	(0,167)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,834	

SECOND YEAR

BMN230T	Business Management II	(0,200)	Business Management I
CNV120T	Consumer Behaviour I	(0,200)	
LGS200T	Logistics II	(0,200)	
RBM200T	Retail Business Management II	(0,200)	Retail Business Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,084)	
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,083)	
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TOTAL CREDITS FOR THE SECOND YEAR: **0,967**

THIRD YEAR

BMN330T	Business Management III	(0,333)	Business Management II
IRS200T	Industrial Relations II	(0,333)	Business Management II
RBM300T	Retail Business Management III	(0,333)	Retail Business Management II
SHM100T	Shopping Centre Management I	(0,200)	Retail Business Management II

TOTAL CREDITS FOR THE THIRD YEAR: **1,199**



4.17 NATIONAL DIPLOMA: RETAIL BUSINESS MANAGEMENT (EXENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDRBF0

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s) and selection criteria:*
See qualification NDRB97.
- b. *Minimum duration:*
Four years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBFC02	Foundation Basic Financial Calculations	(0,100)	
FPILT01	Foundation Information Literacy	(0,050)	
FPLSK03	Foundation Life Skills	(0,050)	
FPRBL01	Foundation Retail and Business Language Skills	(0,150)	
FPRBM01	Foundation Retail Business Management I	(0,150)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,500	

SECOND YEAR

BMN120T	Business Management I	(0,150)	
ENG120T	English (A level)	(0,150)	
PAU100T	Practical Accounting I	(0,150)	
PSG100T	Personal Selling I	(0,150)	
RBM100T	Retail Business Management I	(0,150)	Foundation Retail Business Management I
TOTAL CREDITS FOR THE SECOND YEAR:		0,750	

THIRD YEAR

BMN230T	Business Management II	(0,150)	Business Management I
CNV120T	Consumer Behaviour I	(0,150)	
LGS200T	Logistics II	(0,150)	
RBM200T	Retail Business Management II	(0,200)	Retail Business Management I



FIRST SEMESTER

EUC10AT End-User Computing IA (0,100)

SECOND SEMESTER

EUC10BT End-User Computing IB (0,100)

TOTAL CREDITS FOR THE THIRD YEAR: **0,850**

FOURTH YEAR

BMN330T	Business Management III	(0,300)	Business Management II
IRS200T	Industrial Relations II	(0,150)	Business Management II
RBM300T	Retail Business Management III	(0,300)	Retail Business Management II
SHM100T	Shopping Centre Management I	(0,150)	Retail Business Management II

TOTAL CREDITS FOR THE FOURTH YEAR: **0,900**

4.18 NATIONAL DIPLOMA: SPORT MANAGEMENT

Qualification code: NDSM01

Campus where offered: Pretoria campus

REMARKS

a. Admission requirement(s) and selection criteria:

• FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

Admission requirement(s):

A Senior Certificate or an equivalent qualification. A minimum mark of 55% at the Standard Grade and 50% at the Higher Grade for English.

Recommended subject(s):

Accounting and Business Economics.

Selection criteria:

Selection is based on academic assessment, TUT potential assessment and an interview.

Evaluation of scholastic performance will be based on the student's M-score by using the following method:

SYMBOL	M-SCORE (HG)	M-SCORE (SG)
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

A minimum M-score of 12 points is required.

TUT potential assessment:

Students' potential will be assessed by means of the TUT potential assessment, based on the student profile identified. Dimensions in the assessment will, *inter alia*, measure the student's potential to solve problems, think creatively, show initiative and act responsibly.



Interview:

Students who have achieved acceptable scores for scholastic/academic performance and in the TUT potential assessment will be invited for an interview. The purpose of the interview is to determine whether the applicants are committed to a career in the chosen field, are aware of the broader content of the programme, and have a clear view of what they wish to achieve.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme.

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Golf Specialisation (only for Golf Academy students):*
No new intake as from 2012.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
MRK140T	Marketing I	(0,200)	
PRS120T	Public Relations I	(0,200)	
SFR100T	Sport and Physical Recreation Studies I	(0,200)	
SRT100T	Sport Management I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE FIRST YEAR:	1,000
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SECOND YEAR

MRK220T	Marketing II	(0,250)	Marketing I
PRS210T	Public Relations II	(0,250)	Public Relations I
SFR200T	Sport and Physical Recreation Studies II	(0,250)	Sport and Physical Recreation Studies I
SRT200T	Sport Management II	(0,250)	Sport Management I
TOTAL CREDITS FOR THE SECOND YEAR:		1,000	

THIRD YEAR

CNV100T	Consumer Behaviour I	(0,250)	
PSG100T	Personal Selling I	(0,250)	
SFR300T	Sport and Physical Recreation Studies III	(0,250)	Sport and Physical Recreation Studies II
SRT300T	Sport Management III	(0,250)	Sport Management II
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	

4.19 NATIONAL DIPLOMA: SPORT MANAGEMENT (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION)

Qualification code: NDSMF0

Campus where offered: Pretoria campus

REMARKS

- Admission requirement(s) and selection criteria:*
See qualification NDSM01.
- Minimum duration:*
Four years
- Presentation:*
Day classes
- Intake for the qualification:*
January only
- Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- Golf Specialisation (only for Golf Academy students):*
No new intake as from 2012.
- Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBFC02	Foundation Basic Financial Calculations	(0,100)	
FPILT01	Foundation Information Literacy	(0,050)	
FPLSK03	Foundation Life Skills	(0,050)	
FPSBS01	Foundation Sport Management and Business Language Skills	(0,150)	
FPSMN01	Foundation Sport Management I	(0,150)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,500	



SECOND YEAR

MRK140T	Marketing I	(0,150)	
PRS120T	Public Relations I	(0,150)	
SFR100T	Sport and Physical Recreation Studies I	(0,150)	Foundation Sport Management I
SRT100T	Sport Management I	(0,150)	Foundation Sport Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,075)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,075)
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TOTAL CREDITS FOR THE SECOND YEAR: **0,750**

THIRD YEAR

MRK220T	Marketing II	(0,200)	Marketing I
PRS210T	Public Relations II	(0,200)	Public Relations I
SFR200T	Sport and Physical Recreation Studies II	(0,200)	Sport and Physical Recreation Studies I
SRT200T	Sport Management II	(0,200)	Sport Management I

TOTAL CREDITS FOR THE THIRD YEAR: **0,800**

FOURTH YEAR

CNV100T	Consumer Behaviour I	(0,225)	
PSG100T	Personal Selling I	(0,225)	
SFR300T	Sport and Physical Recreation Studies III	(0,250)	Sport and Physical Recreation Studies II
SRT300T	Sport Management III	(0,250)	Sport Management II

TOTAL CREDITS FOR THE FOURTH YEAR: **0,950**

4.20 BACCALAUREUS TECHNOLOGIAE: SPORT MANAGEMENT

Qualification code: BTSM01

Campus where offered: Pretoria campus

REMARKS

- Admission requirement(s):*
A National Diploma: Sport Management or an equivalent qualification. This, however, does not apply to students who registered for the National Diploma for the first time before 2007, and who have not since interrupted their studies.
- Selection criteria:*
Admission is subject to selection.
- Minimum duration:*
One year.
- Presentation:*
Day classes



- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

ATTENDANCE

CODE	SUBJECT	CREDIT
REM400T	Recreation Management IV	(0,250)
SRT400T	Sport Management IV	(0,250)
STK400T	Sport Marketing IV	(0,250)
RMD20PB	Research Methodology A	(0,125)
RMD20QB	Research Methodology B	(0,125)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



5. DEPARTMENT OF OFFICE MANAGEMENT AND TECHNOLOGY

5.1 PERSONNEL INFORMATION

On 2 August 2011, this department had the following staff members:

Head of Department: Mr C Badenhorst - MDip Tech (Office Administration)
(OFS Tech)
Telephone number: 012 382 5562
Department Administrator: Mrs M van der Berg

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Mrs E Bruhns	Lecturer	M Tech (Office Management and Technology) (VUT)
Mrs CPJ Harmse	Senior Lecturer	MBA (University of Wales)
Prof EC Hoffmann	Research Professor	D Tech (Commercial Administration) (VUT)
Mrs GM Majola	Lecturer	B Tech (Business Administration) (TNG)
Mr JSF Marcus	Principal Lecturer	M Tech (Business Administration) (Tech Pta)
Mr LJ Masehela	Junior Lecturer	B Tech (Business Administration) (TUT)
Miss SS Mkhomazi	Lecturer	M Tech (Business Information System) (TUT)
Mrs SA Ngoloyi	Senior Lecturer	MEd (Ed Tech) (Sydney University)
Mr PE Ralepeli	Lecturer	MBA (TUT)
Miss TL Ramalepe	Lecturer	B Tech (Office Management and Technology) (TUT)
Mrs EA Strydom	Senior Lecturer	M Tech (Quality) (TUT)
Mrs PZ Thobela	Lecturer	B Tech (Business Administration) (Tech SA)
Mrs HJ Thomas	Senior Lecturer	MA (Info Sc) (UJ)
Mrs S van Antwerpen	Lecturer	M Tech (Office Management and Technology) (VUT)
Mrs MB van der Westhuizen	Lecturer	MA (Soc Sc) (UP), PostGrad Dip (Information Management) (RAU)
Mrs DM van Vuuren	Senior Lecturer	MEd (TUT)

5.2 NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY Qualification code: NDOM03

Campus where offered: eMalahleni, Polokwane, and Pretoria campuses

REMARKS

a. Admission requirement(s) and selection criteria:

- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification, including Afrikaans or English with a D symbol at the Higher Grade or a C symbol at the Standard Grade.

Recommended subject(s):

Accounting, Business Economics, Economics and Typing or Computer Typing.



Selection criteria:

Selection is based on Grade 12 and N3 results and subjects. If necessary, a TUT potential assessment will be done.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree, a diploma, or an equivalent qualification, with an achievement level of at least 3 for English (Home language or first additional language) and 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment.

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Offering of subjects:*
Subjects of choice are offered at the location as determined by the Head of the Department.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Office Management and Technology Practice I (experiential learning):*
See Chapter 5 of Students' Rules and Regulations.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD150B	Business Administration I	(0,230)	
CEN160B	Communication I	(0,230)	
IAD100T	Information Administration I	(0,230)	

FIRST SEMESTER

One of the following subjects:

FAC11AT	Financial Accounting IA	(0,115)
LEP120T	Legal Practice I (year subject)	(0,230)
MER100T	Mercantile Law I (year subject)	(0,230)
PRM110T	Personnel Management I (year subject)	(0,230)



SECOND SEMESTER

FAC11BT Financial Accounting IB (only if FAC11AT (0,115)
was taken in the first Semester)

TOTAL CREDITS FOR THE FIRST YEAR: **0,920**

SECOND YEAR

BAD220B	Business Administration II	(0,230)	Business Administration I
CEN220T	Communication II	(0,230)	Communication I
IAD200T	Information Administration II	(0,230)	Information Administration I

plus one of the following subjects (if not already passed) if a year subject is taken, or two subjects (A and B) if semester subjects are taken:

FAC11AT	Financial Accounting IA (first semester subject)	(0,115)	
FAC11BT	Financial Accounting IB (second semester subject)	(0,115)	
FAC22AT	Financial Accounting IIA (first semester subject)	(0,115)	Financial Accounting IA
FAC22BT	Financial Accounting IIB (second semester subject)	(0,115)	Financial Accounting IB
LEP120T	Legal Practice I (year subject)	(0,230)	
MER100T	Mercantile Law I (year subject)	(0,230)	
MER210T	Mercantile Law II (year subject)	(0,230)	Mercantile Law I
PRM110T	Personnel Management I (year subject)	(0,230)	
PRM210T	Personnel Management II (year subject)	(0,230)	Personnel Management I
LEP201T	Legal Practice II		
LEP20XT	Legal Practice: Conveyancing II (second semester subject)	(0,115)	Legal Practice I
LEP20YT	Legal Practice: Administration of Estates II (first semester subject)	(0,115)	Legal Practice I

TOTAL CREDITS FOR THE SECOND YEAR: **0,920**

THIRD YEAR

BAD310B	Business Administration III	(0,250)	Business Administration II
IAD300T	Information Administration III	(0,250)	Information Administration II

FIRST SEMESTER

OMP101T	Office Management and Technology Practice I (offered in both semesters)	(0,200)	Business Administration I Communication I Information Administration I
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plus two of the following subjects (one subject if a year subject is taken), if not already passed:

FAC11AT	Financial Accounting IA	(0,115)	
FAC22AT	Financial Accounting IIA	(0,115)	Financial Accounting IA
LEP120T	Legal Practice I (year subject)	(0,230)	Financial Accounting IB
LEP201T	Legal Practice II		
LEP20YT	Legal Practice: Administration of Estates II	(0,115)	Legal Practice I
MER100T	Mercantile Law I (year subject)	(0,230)	
MER210T	Mercantile Law II (year subject)	(0,230)	Mercantile Law I
PRM110T	Personnel Management I (year subject)	(0,230)	
PRM210T	Personnel Management II (year subject)	(0,230)	Personnel Management I



SECOND SEMESTER

Two of the following subjects, if not already passed:

FAC11BT	Financial Accounting IB	(0,115)	
FAC22BT	Financial Accounting IIB	(0,115)	Financial Accounting IA Financial Accounting IB
LEP201T	Legal Practice II		
LEP20XT	Legal Practice: Conveyancing II	(0,115)	Legal Practice I
TOTAL CREDITS FOR THE THIRD YEAR:		1,160	

5.3 BACCALAUREUS TECHNOLOGIAE: OFFICE MANAGEMENT AND TECHNOLOGY

Qualification code: BTOM01

Campus where offered: Pretoria Campus

REMARKS

- Admission requirement(s):*
A National Diploma: Office Management and Technology or an equivalent qualification.
- Selection criteria:*
Admission is subject to selection.
- Minimum duration:*
One year
- Presentation:*
Day classes, or two years of evening classes. Evening classes are offered subject to the number of students being sufficient.
- Intake for the qualification:*
January only
- Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
BAD400T	Business Administration IV	(0,250)
IAD400T	Information Administration IV	(0,250)
OAB100T	Office Administration: Behavioural Aspects	(0,200)
RMD100D	Research Methodology	(0,100)

FIRST SEMESTER

LIL10AT	Labour and Immaterial Law A	(0,100)
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SECOND SEMESTER

LIL10BT	Labour and Immaterial Law B	(0,100)
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TOTAL CREDITS FOR THE QUALIFICATION: **1,000**



5.4 MAGISTER TECHNOLOGIAE: OFFICE MANAGEMENT AND TECHNOLOGY
Qualification code: MTOM96

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Office Management and Technology or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
OMT500T	Dissertation: Office Management and Technology	(1,000)
OMT500R	Dissertation: Office Management and Technology (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



6. DEPARTMENT OF OPERATIONS MANAGEMENT

6.1 PERSONNEL INFORMATION

On 4 August 2011, this department had the following staff members:

Head of Department: Mr E Morrison - MBA (PU for CHE)
Telephone number: 012 382 5582

Departmental Administrator: Mrs A de Almeida

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Ms F du Plessis	Senior Lecturer	M Tech (Business Administration) (Tech Pta)
Mr L Madiba	Junior Lecturer	B Tech (Production Management) (TUT)
Mr J Mashala	Lecturer	B Tech (Production Management) (Tech Pta)

6.2 NATIONAL DIPLOMA: MANAGEMENT SERVICES

Qualification code: NDMS98

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Selection criteria:

Students must undergo a TUT potential assessment.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree, a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18-21 will be invited to do the TUT potential assessment.

b. *Minimum duration:*
Three years

c. *Presentation:*
Day classes. Organisational Effectiveness III is offered in the form of evening classes. Evening classes will be offered only if there is a sufficient number of students.

d. *Intake for the qualification:*
January only



- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Practical work:*
Practical assignments form an integral part of the qualification.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,200)	
ENG120T	English (A level)	(0,200)	
OEF150T	Organisational Effectiveness I	(0,200)	
QTQ100T	Quantitative Techniques I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,800	

SECOND YEAR

BMN230T	Business Management II	(0,200)	Business Management I
CAE100T	Costing and Estimating	(0,200)	
OEF240T	Organisational Effectiveness II	(0,200)	Organisational Effectiveness I
ORS310B	Operational Research	(0,200)	Quantitative Techniques I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

BMN330T	Business Management III	(0,250)	Business Management II
LLA100T	Labour Law	(0,250)	
OEF320T	Organisational Effectiveness III	(0,250)	Organisational Effectiveness II

FIRST SEMESTER

MSP30AT	Management Services Practice A	(0,125)
SAD20AT	System Analysis and Design A	(0,100)

SECOND SEMESTER

MSP30BT	Management Services Practice B	(0,125)
SAD20BT	System Analysis and Design B	(0,100)

TOTAL CREDITS FOR THE THIRD YEAR: **1,200**



6.3 BACCALAUREUS TECHNOLOGIAE: MANAGEMENT SERVICES

Qualification code: BTMS98

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Management Services or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Evening classes offered over a period of two years. Evening classes are offered subject to the number of students being sufficient.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Practical work:*
Practical assignments form an integral part of the qualification.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject.

Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
OEF400T	Organisational Effectiveness IV	(0,166)
MEC300T	Management Economics III	(0,170)*
QMM400T	Quality Management for Management Services	(0,166)
RMD100Z	Research Methodology	(0,166)

FIRST SEMESTER

AST40AT	Advanced Strategic Management IVA	(0,083)
BMN41AT	Business Management IVA	(0,083)

SECOND SEMESTER

AST40BT	Advanced Strategic Management IVB	(0,083)
BMN41BT	Business Management IVB	(0,083)

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**



6.4 NATIONAL DIPLOMA: OPERATIONS MANAGEMENT

Qualification code: NDOS04

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Mathematics

Selection criteria:

Students must undergo a TUT potential assessment.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree, a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or 5 for Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18** (with Mathematics) or a minimum of **20** (with Mathematical Literacy).

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment.

b. *Minimum duration:*

Three years

c. *Presentation:*

First two years - day classes. Third year - evening classes. The subjects OMA10AT and OMA10BT are offered as day classes.

d. *Intake for the qualification:*

January only

e. *Readmission:*

See Chapter 3 of Students' Rules and Regulations.

f. *Subject credits:*

Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)



FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPO100T	Financial Principles in Operations Management I	(0,186)*	
OEF150T	Organisational Effectiveness I	(0,250)	
ORM100T	Operations Management I	(0,250)	
OTE100T	Operations Management Techniques I	(0,250)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,936	

SECOND YEAR

MPP100T	Management Principles and Practice I	(0,188)	
OEF240T	Organisational Effectiveness II	(0,250)	Organisational Effectiveness I
ORM200T	Operations Management II	(0,250)	Operations Management I
OTE200T	Operations Management Techniques II	(0,250)	Operations Management Techniques I
WPD100T	Workplace Dynamics I	(0,188)	
TOTAL CREDITS FOR THE SECOND YEAR:		1,126	

THIRD YEAR

OEF320T	Organisational Effectiveness III	(0,188)	Organisational Effectiveness II
ORM300T	Operations Management III	(0,250)	Operations Management II
OTE300T	Operations Management Techniques III	(0,250)	Operations Management Techniques II

FIRST OR SECOND SEMESTER

OMA10AT	Operations Management Practice IA	(0,125)	
OMA10BT	Operations Management Practice IB	(0,125)	
TOTAL CREDITS FOR THE THIRD YEAR:		0,938	

6.5 BACCALAUREUS TECHNOLOGIAE: OPERATIONS MANAGEMENT
Qualification code: BTOS04

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Operations Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Evening classes. This qualification will be offered only if there is a sufficient number of students.



- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
FPC300T	Financial Planning and Control III	(0,250)
IDM100T	Introduction to Marketing Management I	(0,200)
OTE400T	Operations Management Techniques IV	(0,250)
ORM400T	Operations Management IV	(0,250)
RMD100G	Research Methodology	(0,050)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

6.6 MAGISTER TECHNOLOGIAE: OPERATIONS MANAGEMENT Qualification code: MTOS04

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Operations Management or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research. In the dissertation, the student has to prove that they understand a particular problem in the industry in which they have done research that they can analyse and set it out logically, arrive at logical conclusions or a diagnosis, and make proposals for the solution or the elimination of the problem. The dissertation has to comply with the usual general technical requirements and rules regarding scope, quality and layout. The chosen research theme should be based on one or more of prerequisite Level IV subjects.
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
OPN500T	Dissertation: Operations Management	(1,000)
OPN500R	Dissertation: Operations Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



6.7 BACCALAUREUS TECHNOLOGIAE: PROJECT MANAGEMENT

Qualification code: BTPJ00

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
An applicable National Diploma or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection by a panel interview.
- c. *Recommendation:*
Preference will be given to applicants who are working in a project environment.
- d. *Minimum duration:*
One year (the Department recommends that studies for this qualification take place over a period of two years).
- e. *Presentation:*
Evening and block-based classes.
- f. *Intake for the qualification:*
January only
- g. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject.

ATTENDANCE

FIRST SEMESTER

CODE	SUBJECT	CREDIT
ENT401B	Entrepreneurship IV	(0,100)
PJP40AT	Project Management Process IVA	(0,125)
PJQ401T	Project Quality IV	(0,100)
PJR401T	Project Research IV	(0,100)
TOTAL CREDITS FOR THE SEMESTER:		0,425

SECOND SEMESTER

ORS411T	Operational Research IV	(0,100)
PJP40BT	Project Management Process IVB	(0,125)
PJU401T	Project Accounting IV	(0,100)
PRR401T	Project Resources IV	(0,125)
STI401T	Strategic Management IV	(0,125)
TOTAL CREDITS FOR THE SEMESTER:		0,575
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



7. DEPARTMENT OF PEOPLE MANAGEMENT AND DEVELOPMENT

7.1 PERSONNEL INFORMATION

On 3 August 2011, this department had the following staff members:

Head of Department: Dr K Lessing - MA (Industrial Sociology) (PU for CHE), PhD (Industrial Sociology) (Labour Relations) (PU for CHE)
Telephone number: 012 382 5630
Departmental Administrator: Mrs I Pienaar

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Ms A Berg	Lecturer	MCom (Human Resources Management) (UP)
Dr A Bezuidenhout	Senior Lecturer	BA (Communication) (<i>cum laude</i>) (RAU), BA (Hons) (Industrial Psychology) (RAU), M Tech (Human Resource Management) (TUT), DLitt et Phil (Industrial and Organisational Psychology) (Unisa)
Mr CT Botha	Senior Lecturer	BAdmin (Hons) (Public Management) (UP), MAdmin (Labour Relations) (UP)
Ms N Dube	Junior Lecturer	B Tech (Human Resource Development) (TUT)
Mr C.J Jordaan	Lecturer	BA (Hons) (Public Management) (UP), M Tech (Human Resources Management) (TUT)
Ms FN Mankga	Lecturer	NH Dip (Human Resources Management) (Univ of KwaZulu-Natal)
Mrs M McCabe	Lecturer (Polokwane Campus)	BAdmin (Public Relations) (UP), BCom (Human Resources Management) (RAU), MPhil (Labour Relations and Labour Law) (RAU)
Ms M Mmako	Lecturer	BA (Public Admin) (Unisa), BA (Hons) (Industrial Psychology) (Unisa), M Tech (Human Resources Management) (TUT)
Mr SP Mncwabe	Junior Lecturer	BTech (Human Resources Management) (TUT)
Ms CR Motshwene	Lecturer	MDip (Human Resources Management) (RAU), HDE (Vista), BA (Hons) (Psychology and English) (UNIN)
Dr CM Schultz	Senior Lecturer	MCom (Industrial Psychology) (Unisa), D Tech (Human Resources Management) (TUT)
Ms NP Sinthumule	Departmental Administrator (Polokwane Campus)	N Dip (Office Management and Technology) (TUT)
Mr PK Smit	Lecturer	M Tech (Human Resources Management) (TUT)
Dr PA Smit	Senior Lecturer	BA (Hons) (History) (PU for CHE), MA (Economic Development) (PU for CHE), Postgraduate Teachers Diploma (PU for CHE), PhD (Labour Relations) (University of Natal), PhD (Labour Relations Management) (UP)
Dr I Swarts	Sectional Head and Senior Lecturer (Polokwane campus)	MCom (Industrial Psychology) (Stellenbosch Univ), PhD (Organizational Behaviour) (UP)
Ms CE van Hoek	Lecturer	BA (Industrial Psychology) (PU for CHE), BA (Hons) (Industrial Psychology) (PU for CHE), M Tech (Human Resources Management) (TUT)



Mr ES White	Lecturer	N Dip (Business Administration) (Modern Commercial Institute, Monrovia, Liberia), Bachelor of Theology (Liberia Baptist Theological Seminary, Liberia), Master of Divinity (NIST, Nairobi), MSc (Management and Organisational Development) (USIU-Africa), MBA (USIU-Africa)
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7.2 NATIONAL DIPLOMA: CONTACT CENTRE MANAGEMENT

Qualification code: NDCC01

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification. An exception may be made in the case of a candidate with a post-matric qualification.

Selection criteria:

Selection is based on a TUT potential assessment.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the National Diploma: Human Resources Management (Extended Curriculum).

b. *Minimum duration:*
Three years

c. *Presentation:*
Day classes. No new intake from 2012 for block-based classes.

d. *Intake for the qualification:*
January only

e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.

f. *Dates allocated for subjects:*
Please keep in mind that certain dates are allocated for certain subjects.

g. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.



FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
CCC100T	Contact Centre Management I	(0,200)	
COS140T	Communication Skills I	(0,200)	
CUR100T	Customer Relations I	(0,200)	
CYC100T	Contact Centre Technology I	(0,200)	
PEO100T	People Management I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		1,000	

SECOND YEAR

CCC200T	Contact Centre Management II	(0,200)	Contact Centre Management I
CUR200T	Customer Relations II	(0,200)	Customer Relations I
CYC200T	Contact Centre Technology II	(0,200)	Contact Centre Technology I
FTS100T	Financial and Statistical Methods I	(0,200)	
PEO200T	People Management II	(0,200)	People Management I
TOTAL CREDITS FOR THE SECOND YEAR:		1,000	

THIRD YEAR

CCC300T	Contact Centre Management III	(0,350)	Contact Centre Management II
CUR300T	Customer Relations III	(0,350)	Customer Relations II
PEO300T	People Management III	(0,300)	People Management II
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	

7.3 BACCALAUREUS TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT**Qualification code: BTCC01**

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Contact Centre Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Block-based classes, offered over a period of two years.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.



Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

SUBJECTS ARE OFFERED AS DETERMINED BY THE HEAD OF DEPARTMENT.

YEAR SUBJECTS		
CODE	SUBJECT	CREDIT
ARI400T	Applied Business Principles IV (not offered in 2012)	(0,165)*
AST400B	Advanced Strategic Management IV (not offered in 2012)	(0,167)
CCC400T	Advanced Contact Centre Management IV (not offered in 2012)	(0,167)
PJG400E	Project Management IV	(0,167)
RLT400T	Advanced Relations Management IV	(0,167)
RMD100L	Research Methodology	(0,167)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

7.4 MAGISTER TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT
Qualification code: MTCC01

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Contact Centre Management or an equivalent qualification.
A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
CCC500T	Dissertation: Contact Centre Management	(1,000)
CCC500R	Dissertation: Contact Centre Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



7.5 DOCTOR TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT

Qualification code: DTCC01

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Contact Centre Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
CCC700T	Thesis: Contact Centre Management	(2,000)
CCC700R	Thesis: Contact Centre Management (re-registration)	(0,000)

TOTAL CREDITS FOR THE QUALIFICATION: **2,000**

7.6 NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT

Qualification code: NDHR96

Campus where offered: eMalahleni, Polokwane and Pretoria campuses

REMARKS

- a. *Admission requirement(s) and selection criteria:*
 - **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):
A Senior Certificate or an equivalent qualification. Applicants for the block qualification must be employed in a human resource environment or have a fundamental knowledge of human resource management.

Selection criteria:
Selection is based on a TUT potential assessment.
 - **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):
A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Selection criteria:
To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.



Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the relevant Foundation Programme.

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisk:

- * Compulsory practical programmes are additional to the normal syllabus.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,200)	
ENG120T	English (A level)	(0,200)	
PRM110T	Personnel Management I	(0,200)	
plus one of the following subjects:			
ACP100T	Accounting for Personnel Practitioners	(0,200)	
QTQ100T	Quantitative Techniques I (not offered at Polokwane Campus)	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

BMN230T	Business Management II	(0,200)	Business Management I
IRS100T	Industrial Relations I	(0,200)	
LLA100T	Labour Law	(0,200)	
MTN100T	Management of Training I	(0,200)	
PRM210T	Personnel Management II*	(0,200)	Personnel Management I
TOTAL CREDITS FOR THE SECOND YEAR:		1,000	



THIRD YEAR

BMN330T	Business Management III	(0,250)	Business Management II
IRS200T	Industrial Relations II*	(0,250)	Industrial Relations I
MTN200T	Management of Training II*	(0,250)	Management of Training I
PRM310T	Personnel Management III*	(0,250)	Personnel Management II

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**

7.7 NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION)

Qualification code: NDHRF0

Campus where offered: eMalahleni, Polokwane and Pretoria campuses

REMARKS

- Admission requirement(s) and selection criteria*
See qualification NDHR96.
- Minimum duration:*
Three and a half years: block-based classes or four years: day classes.
- Presentation:*
eMalahleni, Polokwane and Pretoria campuses (day classes).
Pretoria Campus (block-based classes) - no new intake as from 2011.
- Intake for the qualification:*
January only
- Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisk:

- * Compulsory practical programmes are additional to the normal syllabus.

OPTION 1: EMALAHLENI, POLOKWANE AND PRETORIA CAMPUSES (DAY CLASSES)**FIRST YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBBS01	Foundation Basic Business Skills	(0,100)	
FPBFC01	Foundation Basic Financial Calculations	(0,100)	
FPENG03	Foundation English	(0,100)	
FPIRS01	Foundation Industrial Relations I	(0,100)	
FPPRM01	Foundation Personnel Management I	(0,100)	

TOTAL CREDITS FOR THE FIRST YEAR: **0,500**



SECOND YEAR

BMN120T	Business Management I	(0,100)	Foundation Basic Business Skills
ENG120T	English (A level)	(0,100)	Foundation English
PRM110T	Personnel Management I	(0,100)	Foundation Personnel Management I

plus one of the following subjects:

ACP100T	Accounting for Personnel Practitioners	(0,100)	Foundation Basic Financial Calculations
QTQ100T	Quantitative Techniques I (not offered at Polokwane Campus)	(0,100)	Foundation Basic Financial Calculations

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)
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TOTAL CREDITS FOR THE SECOND YEAR: **0,600**

THIRD YEAR

BMN230T	Business Management II	(0,200)	Business Management I
IRS100T	Industrial Relations I	(0,100)	Foundation Industrial Relations I
LLA100T	Labour Law	(0,200)	
MTN100T	Management of Training I	(0,200)	Foundation Basic Business Skills
PRM210T	Personnel Management II*	(0,200)	Personnel Management I

TOTAL CREDITS FOR THE THIRD YEAR: **0,900**

FOURTH YEAR

BMN330T	Business Management III	(0,250)	Business Management II
IRS200T	Industrial Relations II*	(0,250)	Industrial Relations I
MTN200T	Management of Training II*	(0,250)	Management of Training I
PRM310T	Personnel Management III*	(0,250)	Personnel Management II

TOTAL CREDITS FOR THE FOURTH YEAR: **1,000**

OPTION 2: PRETORIA CAMPUS (BLOCK-BASED CLASSES)**FIRST YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITES SUBJECT(S)
EUC100B	End-User Computing I	(0,200)	
FPBBS01	Foundation Basic Business Skills	(0,100)	
FPBFC01	Foundation Basic Financial Calculations	(0,100)	
FPENG03	Foundation English	(0,100)	
FPIRS01	Foundation Industrial Relations I	(0,100)	
FPPRM01	Foundation Personnel Management I	(0,100)	

TOTAL CREDITS FOR THE FIRST YEAR: **0,700**

SECOND YEAR

ACP100B	Accounting for Personnel Practitioners	(0,100)
BMN120C	Business Management I	(0,100)
ENG120B	English (A level)	(0,100)



IRS100B	Industrial Relations I	(0,100)
MTN100B	Management of Training I	(0,200)
PRM110B	Personnel Management I	(0,100)

TOTAL CREDITS FOR THE SECOND YEAR: **0,700**

THIRD YEAR

BMN230C	Business Management II	(0,200)	Business Management I
IRS200B	Industrial Relations II*	(0,250)	Industrial Relations I
LLA100B	Labour Law	(0,200)	
MTN200B	Management of Training II*	(0,250)	Management of Training I
PRM210B	Personnel Management II*	(0,200)	Personnel Management I

TOTAL CREDITS FOR THE THIRD YEAR: **1,100**

FOURTH YEAR

BMN330C	Business Management III	(0,250)	Business Management II
PRM310B	Personnel Management III*	(0,250)	Personnel Management II

TOTAL CREDITS FOR THE SEMESTER: 0,500

TOTAL CREDITS FOR THE FOURTH YEAR: 0,500

7.8 BACCALAUREUS TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT

Qualification code: BTHR95

Campus where offered: eMalahleni and Pretoria campuses

REMARKS

- Admission requirement(s):*
A National Diploma: Human Resources Management or an equivalent qualification.
- Selection criteria:*
Admission is subject to selection.
- Minimum duration:*
One year
- Presentation:*
Block-based classes offered over a period of two years – Classes offered at Pretoria Campus may be presented during the day or evening.
- Intake for the qualification:*
January only
- Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- Other requirements:*
Students must have access to a computer and the Internet.
- Subject credits:*
Subject credits are shown in brackets after each subject.



Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
AGT400T	Advanced Management of Training IV	(0,165)*
AIR400B	Advanced Industrial Relations IV	(0,167)
APM400B	Advanced Personnel Management IV	(0,167)
AST400B	Advanced Strategic Management IV	(0,167)
OBE410B	Organisational Behaviour IV	(0,167)
RMD100T	Research Methodology	(0,167)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

7.9 MAGISTER TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT Qualification code: MTHR95

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Human Resources Management or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
HRM500T	Dissertation: Human Resources Management	(1,000)
HRM500R	Dissertation: Human Resources Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

7.10 DOCTOR TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT Qualification code: DTHR95

Campus where offered: Pretoria campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Human Resources Management or an equivalent qualification.



- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
HRM700T	Thesis: Human Resources Management	(2,000)
HRM700R	Thesis: Human Resources Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000

7.11 BACCALAUREUS TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT

Qualification code: BTHN99/BTTA99

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Human Resources Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Block-based classes (presented in the evening), offered over a period of two years.
Subjects are offered as determined by the Department.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

OPTION 1: FOR LEARNERS WITH HUMAN RESOURCE MANAGEMENT QUALIFICATIONS (BTHN99)

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
AGT400T	Advanced Management of Training IV (not offered in 2012)	(0,167)
OBD400T	Organisational Development IV (not offered in 2012)	(0,150)
OBE410B	Organisational Behaviour IV	(0,167)
TDG400T	Training and Development Strategies IV	(0,250)



plus two of the following subjects:

CBN400T	Collective Bargaining and Negotiation (not offered in 2012)	(0,133)
MEC300B	Management Economics III (not offered in 2012)	(0,133)
PJG400E	Project Management IV	(0,133)

TOTAL CREDITS FOR THE OPTION: **1,000**

OPTION 2: FOR LEARNERS WITH TRAINING AND EDUCATION QUALIFICATIONS (BT TA99)

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
AGT400T	Advanced Management of Training IV (not offered in 2012)	(0,167)
HRM200T	Human Resource Management II	(0,167)
MEC300B	Management Economics III (not offered in 2012)	(0,133)
OBD400T	Organisational Development IV (not offered in 2012)	(0,150)
PJG400E	Project Management IV	(0,133)
TDG400T	Training and Development Strategies IV	(0,250)

TOTAL CREDITS FOR THE OPTION: **1,000**

7.12 MAGISTER TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT (Structured)

Qualification code: MTHDS0

Campus where offered: Pretoria Campus

REMARKS

Please note: This programme will not be offered in 2012 and 2013.

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Human Resource Development or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Evening classes
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.



YEAR SUBJECTS

CODE	SUBJECT	CREDIT
AST500T	Advanced Strategic Management V	(0,200)
HRT501T	Research Report: Human Resource Development V	(0,500)
HRT501R	Research Report: Human Resource Development V (re-registration)	(0,000)
RMD100T	Research Methodology	(0,100)
TDG500T	Training and Development Strategies V	(0,200)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

7.13 MAGISTER TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT
Qualification code: MTHD01

Campus where offered: Pretoria Campus

REMARKS

- Admission requirement(s):*
A Baccalaureus Technologiae: Human Resource Development or an equivalent qualification. A student must have passed Research Methodology before registration.
- Selection criteria:*
Admission is subject to selection.
- Duration:*
A minimum of one year and a maximum of three years.
- Presentation:*
Research
- Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
HRT500T	Dissertation: Human Resource Development	(1,000)
HRT500R	Dissertation: Human Resource Development (re-registration)	(0,000)
TOTAL CREDIT FOR THE QUALIFICATION:		1,000

7.14 DOCTOR TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT
Qualification code: DTHD96

Campus where offered: Pretoria Campus

REMARKS

- Admission requirement(s):*
A Magister Technologiae: Human Resource Development or an equivalent qualification.
- Selection criteria:*
Admission is subject to selection.



- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
HRT700T	Thesis: Human Resource Development	(2,000)
HRT700R	Thesis: Human Resource Development (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000

7.15 BACCALAUREUS TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT

Qualification code: BTLM98

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Labour Relations or an equivalent qualification.
- b. *Selection:*
Admission is subject to selection. A personal interview with the Head of the Department.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Block-based classes (presented in the evening), offered over a period of two years.
Subjects are offered as determined by the Department.
- e. *Intake for the qualification:*
January only
- f. *Other requirements:*
Students should have access to a computer and Internet.
- g. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject.

Key to asterisks:

- * Compulsory practical programmes are additional to the normal syllabus.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
ALL200T	Advanced Labour Law (not offered in 2012)	(0,200)
CBN400T	Collective Bargaining and Negotiation (not offered in 2012)	(0,200)



LAE100T	Labour Economics	(0,150)
LRM400T	Labour Relations Management* (not offered in 2012)	(0,200)
OBE410B	Organisational Behaviour IV	(0,100)
RMD100T	Research Methodology	(0,150)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

7.16 MAGISTER TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT (Structured)

Qualification code: MTLMS0

Campus where offered: Pretoria Campus

REMARKS

Please note: This programme will not be offered in 2012 and 2013.

- Admission requirement(s):*
A Baccalaureus Technologiae: Labour Relations Management or an equivalent qualification. A student must have passed Research Methodology before registration.
- Selection:*
Admission is subject to selection.
- Duration:*
A minimum of one year and a maximum of three years.
- Presentation:*
Evening or block-based classes.
- Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ALC500T	Advanced Labour Relations Practice V	(0,125)	Labour Relations Management Collective Bargaining and Negotiation
AVC500T	Advanced Collective Bargaining V	(0,125)	
FLR500T	Foundation of Labour Relations Theory V	(0,125)	
LRM501T	Research Report: Labour Relations Management V	(0,500)	Labour Relations Management
LRM501R	Research Report: Labour Relations Management V (re-registration)	(0,000)	
SLT500T	Strategic Labour Relations Management V	(0,125)	Labour Relations Management
TOTAL CREDITS FOR THE QUALIFICATION:		1,000	

7.17 MAGISTER TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT

Qualification code: MTLM01

Campus where offered: Pretoria Campus

REMARKS

- Admission requirement(s):*
A Baccalaureus Technologiae: Labour Relations Management or an equivalent qualification. A student must have passed Research Methodology before registration.



- b. *Selection:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
LRM500T	Dissertation: Labour Relations Management	(1,000)
LRM500R	Dissertation: Labour Relations Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

7.18 DOCTOR TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT

Qualification code: DTLM01

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Labour Relations Management or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
LRM700T	Thesis: Labour Relations Management	(2,000)
LRM700R	Thesis: Labour Relations Management (re-registration)	(0,000)
TOTAL CREDIT FOR THE QUALIFICATION:		2,000



7.19 NATIONAL DIPLOMA: ORGANISATIONAL LEADERSHIP

Qualification code: NDOL01

Campus where offered: Pretoria Campus

REMARKS

Please note: This programme will be offered in collaboration with employers only, and only if there are sufficient students.

a. *Admission requirement(s) and selection criteria:*

• FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

Admission requirement(s):

A Senior Certificate or an equivalent qualification. Only students who are employed and have bursaries from their employers will be admitted.

Selection criteria:

Admission is subject to selection.

• FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment and may be considered for admission to the National Diploma: Human Resources Management (Extended Curriculum).

b. *Minimum duration:*
Three years

c. *Presentation:*
Block-based classes

d. *Intake for the qualification:*
January only

e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.

f. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ATL100T	Accounting for Leaders I	(0,200)	
CSK110B	Computer Skills I	(0,200)	
ENO100B	English	(0,200)	
LDS100T	Leadership I	(0,200)	
PEP100T	People Skills I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		1,000	



SECOND YEAR

LDS200T	Leadership II	(0,300)	Leadership I
PEP200T	People Skills II	(0,300)	People Skills I

plus two of the following subjects:

CYC110T	Contact Centre Technology I	(0,200)
ECN120C	Economics I	(0,200)
ISY120B	Information Systems I	(0,200)
MRK130B	Marketing I	(0,200)
POM150B	Production Management I	(0,200)

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

LDS300T	Leadership III	(0,300)	Leadership II
PEP300T	People Skills III	(0,300)	People Skills II

plus two of the following subjects:

CYC210T	Contact Centre Technology II	(0,200)	Contact Centre Technology I
ECN210C	Economics II	(0,200)	Economics I
ISY220B	Information Systems II	(0,200)	Information Systems I
MRK210B	Marketing II	(0,200)	Marketing I
POM220B	Production Management II	(0,200)	Production Management I

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**

7.20 BACCALAUREUS TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP Qualification code: BTOL01

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Organisational Leadership or an equivalent qualification. Only students who are employed and have bursaries from their employers will be admitted.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Block-based classes. This qualification is offered only in collaboration with employers.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.



Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

See Business School for information relating to the Magister Technologiae: Organisational Leadership and Doctor Technologiae: Organisational Leadership.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
LDS400T	Leadership IV	(0,165)*
PEP400T	People Skills IV	(0,167)
PJG400D	Project Management IV	(0,167)
RMD100U	Research Methodology	(0,167)

plus two of the following subjects:

FAA410B	Financial Accounting Aspects IV	(0,167)
FMN440C	Financial Management IV	(0,167)
MEC300B	Management Economics III	(0,167)
MIS210B	Management Information Systems II	(0,167)

TOTAL CREDITS FOR THE QUALIFICATION: 1,000



8. DEPARTMENT OF TOURISM MANAGEMENT

8.1 PERSONNEL INFORMATION

On 4 August 2011, this department had the following staff members:

Head of Department: Dr S Geldenhuys - PhD (Tourism Management) (PU for CHE)
Telephone number: 012 382 5476

Departmental Administrator: Mrs E Swart

NAME	POST DESIGNATION	HIGHEST GENERIC QUALIFICATION(S)
Ms SC Bouwer	Sectional Head and Lecturer (Mbombela Campus)	MA (Leisure and Tourism Management) (University of Gloucestershire, England)
Dr WJL Coetzee	Senior Lecturer	BA (Recreation Studies and Human Movement Studies) (PU for CHE), PhD (Tourism Management) (NWU)
Ms AM Fourie	Lecturer	Higher Teachers Diploma (UP), BCom (Accounting) (Unisa), M Tech (Business Administration) (TUT)
Ms L Grobbelaar	Lecturer (Mbombela Campus)	MCom (Tourism Management) (NWU)
Mr US Henama	Lecturer	B Tech (Tourism Management) (CUT), B Tech (Project Management) (CUT)
Mr JW Hood	Lecturer (Mbombela Campus)	MCom (Tourism Management) (NWU)
Mr PS Khunou	Lecturer	BA (Economics and Accounting) (University of Botswana), MA (Tourism and Hospitality Management) (Bournemouth University, UK)
Ms AI Lenhard	Junior Lecturer	M Tech (Tourism Management) (TUT)
Ms PL Molefe	Junior Lecturer	NH Dip (Education) (Post-School Ed) (ML Sultan Tech), B Tech (Tourism Management) (Natal Tech)
Mr MS Monyane	Lecturer	M Tech (Marketing) (CUT)
Dr M Potgieter	Senior Lecturer	BBA (Business Administration) (Andrews University), MCom (Commerce) (Unisa), D Tech (Marketing) (TUT)
Ms L Sime	Senior Lecturer	NH Dip (Education) (Post-School Education) (Tech Pta), M Tech (Tourism Management) (TUT)
Mr P Tauoatsoala	Lecturer	NH Cert (Ecotourism) (UP), BSocSc (University of Natal), PostGrad ScDip (Tourism Development and Management) (Buckinghamshire New University)
Mr NN Tshipala	Lecturer	M Tech (Tourism and Hospitality Management) (TUT)
Mr DH Venter	Lecturer	BA (Human Movement Science) (PU for CHE), BA (Hons) (Recreation and Tourism) (PU for CHE)
Ms LC Welthagen	Lecturer	B Tech (Tourism Management) (Tech SA)



8.2 NATIONAL DIPLOMA: ADVENTURE TOURISM MANAGEMENT

Qualification code: NDAV01

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification with Biology and English, with at least a D symbol at the Higher Grade.

Recommended subject(s):

Hospitality Management, Hotel and Tourism.

Selection criteria:

The attendance of a selection and orientation camp prior to the commencement of studies is recommended. The camp is held annually during the June/July school holidays.

Selection is based on the allocation of points (Swedish formula) for school subjects passed (Higher, Standard or Lower Grade and symbols obtained).

Formula for determining academic merit:

(%)	HG VALUE	SG VALUE	LG VALUE
90 - 100%	9	8	7
80 - 89%	8	7	6
70 - 79%	7	6	5
60 - 69%	6	5	4
50 - 59%	5	4	3
40 - 49%	4	3	2
30 - 39%	3	2	1
20 - 29%	2	1	0

Applicants with 28 points will be accepted, those with 26 to 27 points will be interviewed, and those with 25 points and less will not be accepted.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment.

b. *Minimum duration:*

Three years



- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Disabilities:*
See Chapter 29 of Students' Rules and Regulations.
- g. *Experiential Learning I, II and III:*
See Chapter 5 of Students' Rules and Regulations.
- h. *Field trips:*
Compulsory field trips are scheduled in the training period. These field trips form an integral part of the programme content at different levels of study. The cost of the field trips normally includes all expenses, excluding those of a personal nature. Students will be fully informed in this regard. **Please note:** Dates, duration, venues and costs of field trips are subject to change.
- i. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ATI100T	Adventure Tourism Practice I	(0,200)	
BAD150C	Business Administration I	(0,100)	
CLR100T	Commercial Recreation I	(0,200)	
COM170T	Communication: English I	(0,100)	
CUS110C	Computer Usage I	(0,200)	
EXP1ADT	Experiential Learning I	(0,166)	
ODR100T	Outdoor Recreation I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		1,166	

SECOND YEAR

ATI200T	Adventure Tourism Practice II	(0,200)	Adventure Tourism Practice I
ATW100T	Adventure Tourism Law I	(0,200)	
CLR200T	Commercial Recreation II	(0,200)	Commercial Recreation I
EXP2ADT	Experiential Learning II	(0,167)	Experiential Learning I
NAE100T	Natural Environment I	(0,200)	
ODR200T	Outdoor Recreation II	(0,200)	Outdoor Recreation I
TOTAL CREDITS FOR THE SECOND YEAR:		1,167	

THIRD YEAR

ATI300T	Adventure Tourism Practice III	(0,200)	Adventure Tourism Practice II
CLR300T	Commercial Recreation III	(0,150)	Commercial Recreation II
EXP3ADT	Experiential Learning III	(0,167)	Experiential Learning II
EXH3ADT	Experiential Learning III (re-registration)	(0,000)	
ODR300T	Outdoor Recreation III	(0,150)	Outdoor Recreation II
TOTAL CREDITS FOR THE THIRD YEAR:		0,667	



8.3 BACCALAUREUS TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT

Qualification code: BTAV97

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Adventure Tourism Management or an equivalent qualification. This, however, does not apply to students who registered for the National Diploma for the first time before 2007, and who have not since interrupted their studies.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Day classes. Subjects will be offered as determined by the Head of the Department.
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
ATI400T	Adventure Tourism Practice IV	(0,200)
AVP400T	Adventure Tourism Project IV	(0,200)
CLR400T	Commercial Recreation IV	(0,200)
ODR400T	Outdoor Recreation IV	(0,200)
RMD100X	Research Methodology	(0,200)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

8.4 MAGISTER TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT

Qualification code: MTAV99

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Adventure Tourism Management or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation and campus:*
Research



- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
ADU500T	Dissertation: Adventure Tourism Management	(1,000)
ADU500R	Dissertation: Adventure Tourism Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

8.5 DOCTOR TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT

Qualification code: DTAV99

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Magister Technologiae: Adventure Tourism Management, or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of two years and a maximum of five years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
ADU700T	Thesis: Adventure Tourism Management	(2,000)
ADU700R	Thesis: Adventure Tourism Management (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		2,000

8.6 NATIONAL DIPLOMA: ECOTOURISM MANAGEMENT

Qualification code: NDEK01

Campus where offered: Pretoria Campus

THIS QUALIFICATION IS OFFERED BY THE FACULTY OF SCIENCE AND THE FACULTY OF MANAGEMENT SCIENCES.

REMARKS

- a. *Admission requirement(s) and selection criteria:*
- FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):
A Senior Certificate or an equivalent qualification with Biology and English, with at least a D symbol at the Higher Grade.



Recommended subject(s):

Hospitality Management, Hotel and Tourism.

Selection criteria:

Prospective students will not be admitted without prior selection. Applications must reach the Department before 15 August of the preceding year.

Selection is based on the allocation of points (Swedish formula) for school subjects passed (Higher, Standard or Lower Grade and symbols obtained).

Formula for determining academic merit:

(%)	HG VALUE	SG VALUE	LG VALUE
90 - 100%	9	8	7
80 - 89%	8	7	6
70 - 79%	7	6	5
60 - 69%	6	5	4
50 - 59%	5	4	3
40 - 49%	4	3	2
30 - 39%	3	2	1
20 - 29%	2	1	0

Applicants with 28 points will be accepted, those with 26 to 27 points will be interviewed, and those with 25 points and less will not be accepted.

- **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification, with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to write the TUT potential assessment.

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Training excursions, field trips and practicals:*
Training excursions, field trips and practical classes are compulsory and involve additional expenses, over and above the class fees. Basic camping equipment is also required. Students will be provided with further details at registration.



- g. *General:*
It is compulsory to wear the required uniform during certain practical classes. Uniforms may also be worn to class and practicals. Students will be provided with details about uniforms at registration. The nature of the training involves a degree of risk, although all reasonable precautions are taken by the University and the Department to prevent accidents and injuries, it is recommended that students take out insurance. More information will be available at registration.
- h. *Experiential Learning I and II:*
See Chapter 5 of Students' Rules and Regulations.
- i. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

Key to asterisks

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ECD100T	Ecotourism Development I	(0,166)*	
ECK100T	Ecotourism Marketing I	(0,100)	
ECQ100T	Ecotourism Management I	(0,167)	
ECR100T	Ecotourism Practice I	(0,100)	

FIRST SEMESTER

ECB10AT	Ecotourism: Biology IA	(0,083)	
ECI101T	Ecotourism Interpretation I	(0,100)	

Field Trip 1 - Local Nature Reserve: Pretoria region

SECOND SEMESTER

ECB10BT	Ecotourism: Biology IB	(0,084)	
ECI201T	Ecotourism Interpretation II	(0,100)	Ecotourism Interpretation I
WIM101T	Wildlife Management I	(0,100)	

Field Trip 2 - KwaZulu-Natal

TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

CUS110T	Computer Usage I	(0,100)	
ECD200T	Ecotourism Development II	(0,166)*	Ecotourism Development I
ECK200T	Ecotourism Marketing II	(0,100)	Ecotourism Marketing I
ECQ200T	Ecotourism Management II	(0,167)	Ecotourism Management I
ECR200T	Ecotourism Practice II	(0,100)	Ecotourism Practice I

FIRST SEMESTER

ECB20AT	Ecotourism: Biology IIA	(0,083)	Ecotourism: Biology IA
WIM201T	Wildlife Management II	(0,100)	Ecotourism: Biology IB Wildlife Management I

Field Trip 3 - Lowveld



SECOND SEMESTER

ECB20BT	Ecotourism: Biology IIB	(0,084)	Ecotourism: Biology IA
ECI301T	Ecotourism Interpretation III	(0,100)	Ecotourism: Biology IB
	Field Trip 4 - Mpumalanga/Lowveld		Ecotourism Interpretation II
TOTAL CREDITS FOR THE SECOND YEAR:		1,000	

THIRD YEAR

ECD300T	Ecotourism Development III	(0,166)*	Ecotourism Development II
ECQ300T	Ecotourism Management III	(0,167)	Ecotourism Management II

FIRST SEMESTER

ECB301T	Ecotourism: Biology III	(0,167)	Ecotourism: Biology IIA
EXP1ETM	Experiential Learning I	(0,250)	Ecotourism: Biology IIB

SECOND SEMESTER

EXP2ETM	Experiential Learning II	(0,250)
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TOTAL CREDITS FOR THE THIRD YEAR: 1,000

8.7 BACCALAUREUS TECHNOLOGIAE: ECOTOURISM MANAGEMENT

Qualification code: BTEK01

Campus where offered: Pretoria Campus

THIS QUALIFICATION IS OFFERED BY THE FACULTY OF SCIENCE AND THE FACULTY OF MANAGEMENT SCIENCES.

REMARKS

a. *Admission requirement(s):*

A National Diploma: Ecotourism Management or a NQF level 6 bachelor's degree in Ecotourism Management from a South African university.

Holders of any other equivalent South African or foreign qualifications may also be considered, but will have to apply in advance (± six months) for recognition of such qualifications. Foreign students will be required to submit an evaluation of their qualifications by the South African Qualifications Authority (SAQA). The Faculty reserves the right to assess these qualifications and the applicants' suitability/competence for admission to the programme.

Depending on the nature of such an equivalent qualification, completion of certain additional subjects may be required.

b. *Selection criteria:*

All applications are subject to selection.

c. *Minimum duration:*

One year

d. *Presentation:*

Block-based classes offered over a period of two years.



- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

ATTENDANCE

CODE	SUBJECT	CREDIT
ECB40AT	Ecotourism: Biology IVA	(0,125)
ECB40BT	Ecotourism: Biology IVB	(0,125)
ECD400T	Ecotourism Development IV	(0,250)
ECQ400T	Ecotourism Management IV	(0,250)
RMD10AH	Research Methodology A	(0,125)
RMD10BH	Research Methodology B	(0,125)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

8.8 MAGISTER TECHNOLOGIAE: ECOTOURISM MANAGEMENT

Qualification code: MTEK01

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A Baccalaureus Technologiae: Ecotourism Management or an NQF level 7 bachelor's or honours degree in Ecotourism Management from a South African university.

Holders of any other equivalent South African or foreign qualifications may also be considered, but will have to apply in advance (\pm six months) for recognition of such qualifications. Foreign students will be required to submit an evaluation of their qualifications by the South African Qualifications Authority (SAQA). The Faculty reserves the right to assess these qualifications and the applicant's suitability/competence for admission to the programme. Proof of English proficiency may be required.

Depending on the nature of such an equivalent qualification, the completion of certain additional subjects may be required.

In addition, a prospective student should successfully complete Research Methodology in the first year of study if it was not included in a previous qualification.

- b. *Selection criteria:*
Selection is based on a personal interview with the departmental selection panel. Registration prior to the approval of a research proposal is provisional and will be made official only when the proposal is approved by the Faculty Higher Degrees Committee.

These procedures will be fully explained to each prospective student during their personal interview.
- c. *Duration:*
A minimum of one year and a maximum of three years. Students have to re-register annually for this qualification.
- d. *Presentation:*
Research



- e. **Structure:**
This qualification consists of a research project in the form of a dissertation. Before the final assessment report of the dissertation will be considered, the manuscript of at least one scientific paper, which is a requirement for the degree, has to be handed in. It has to be ready for submission for publication in a peer-reviewed journal (preferably accredited). The student has to present a colloquium before submitting the dissertation.
- f. **Subject credits:**
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
ETM500T	Dissertation: Ecotourism	(1,000)
ETM500R	Dissertation: Ecotourism (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

8.9 FIELD TRIPS

A minimum of four compulsory training field trips (5 -14 days each) are scheduled in the training period. The evaluation of each training field trip forms an integral part of the semester mark for the subject, and a pass mark is required for each training field trip in order to pass that semester. The cost of a training field trip normally includes all travelling expenses, accommodation and entrance fees. Where necessary, provision should be made for preventing malaria and, especially, tick-bite fever. Students will be fully informed in this regard. Basic camping equipment is required and students should be self-sufficient during the training trips.

Please note: Dates, duration, venues and cost of training field trips are subject to change.

FIELD TRIP 1 – LOCAL NATURE RESERVE: PRETORIA REGION

During this field trip, the emphasis is on the practical principles and philosophy of ecotourism as a career. Practical aspects of all first-semester subjects are emphasised, and the most important biotic and abiotic components of the local environment are studied. An additional objective of this field trip is to introduce students to the complex interaction in nature and to gain knowledge of plant identification, animal studies and veld interpretation. (Duration: 5 days)

FIELD TRIP 2 – KWAZULU-NATAL

This field trip includes a visit to the coastal areas and/or midland reserves of KwaZulu-Natal. Students participate in and are exposed to management, research, community, guiding and interpretation activities. (Duration: 8 days)

FIELD TRIP 3 – LOWVELD

Students are exposed to a variety of practical aspects regarding conservation management and environmental interpretation. The following tourism aspects are emphasised: the layout of rest camps/resorts, marketing and management of resorts and ecotourism facilities, waste management, environmental interpretation (including bush camps), hiking tours and community involvement. (Duration: 8 days)

FIELD TRIP 4 – MPUMALANGA/LOWVELD

During this field trip, the emphasis is especially on the activities of an ecotourism practitioner in provincial and privately owned conservation practices. Ecological management and daily activities, as well as field interpretation skills are emphasised. The ecological impact of tourism is studied. The main emphasis of this field trip is on practical application and participation in various activities and medium-term projects. (Duration: 8 days)



8.10 NATIONAL DIPLOMA: EVENT MANAGEMENT

Qualification code: NDVM09

Campus where offered: Pretoria Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

Admission requirement(s):

A Senior Certificate or an equivalent qualification with a D symbol for English at the Higher Grade.

Recommended subject(s):

Business Economics, Computer Science and Tourism.

Selection criteria:

Selection is based on the allocation of points (M-score) for school subjects passed (Higher Grade or Standard Grade and symbols obtained).

Students are assessed according to a formula for academic merit, based on scholastic performance.

Formula for academic merit:

SYMBOL	HG	SG
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

- Applicants who score 12 points will be accepted, those who score 10 to 11 points will be invited for an evaluation test, and those who score 9 points and less will not be accepted.
- The Department has the right to invite applicants for an evaluation test and personal interviews with a representative from the Department.
- An orientation programme in January of the first study year.

• FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of 18.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment.

b. *Minimum duration:*
Three years



- c. *Presentation*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- f. *Field trips:*
Compulsory field trips are scheduled in the training period. These field trips form an integral part of the programme content at different levels of study. The cost of the field trips normally includes all expenses, excluding those of a personal nature. Students will be fully informed in this regard. **Please note:** Dates, duration, venues and costs of field trips are subject to change.
- g. *Certificates:*
Compulsory first-aid programmes are offered at the University in the third year of study.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
EVC100T	Event Communication I	(0,083)	
EVG100T	Event Risk Management I	(0,125)	
EVJ100T	Event Project Management I	(0,083)	
EVM100T	Event Management I	(0,250)	
EVP100T	Event Planning I	(0,250)	
EVR100T	Event Marketing I	(0,083)	
EVT100T	Event Technology I	(0,125)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,999	

SECOND YEAR

EVG200T	Event Risk Management II	(0,083)	Event Risk Management I
EVJ200T	Event Project Management II	(0,083)	Event Project Management I
EVM200T	Event Management II	(0,250)	Event Management I
EVP200T	Event Planning II	(0,250)	Event Planning I
EVR200T	Event Marketing II	(0,125)	Event Marketing I
EVT200T	Event Technology II	(0,125)	Event Technology I
plus one of the following languages (subjects are offered as determined by the Head of the Department):			
FRE110T	French	(0,083)	
GER110T	German	(0,083)	
SNH110T	Spanish	(0,083)	
TOTAL CREDITS FOR THE SECOND YEAR:		0,999	



THIRD YEAR

FIRST SEMESTER

EVM301T	Event Management III	(0,334)	Event Management II
EVP301T	Event Planning III	(0,333)	Event Planning II

SECOND SEMESTER

EVE201T	Event Management Practice II	(0,335)	Event Management III Event Planning III
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TOTAL CREDITS FOR THE THIRD YEAR: **1,002**

8.11 MAGISTER TECHNOLOGIAE: TOURISM AND HOSPITALITY MANAGEMENT Qualification code: MTTH99

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A relevant Baccalaureus Technologiae or an equivalent qualification. A student must have passed Research Methodology before registration.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Duration:*
A minimum of one year and a maximum of three years.
- d. *Presentation:*
Research
- e. *Subject credits:*
Subject credits are shown in brackets after each subject.

CODE	SUBJECT	CREDIT
TOU500T	Dissertation: Tourism	(1,000)
TOU500R	Dissertation: Tourism (re-registration)	(0,000)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000

8.12 NATIONAL DIPLOMA: TOURISM MANAGEMENT Qualification code: NDTM02

Campus where offered: Pretoria and Mbombela campuses

REMARKS

- a. *Admission requirement(s) and selection criteria:*
- **FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification with a D symbol at the Higher Grade for English.



Recommended subject(s):

Accounting, Business Economics, Economics, Geography, History, Tourism, Typing and a third language.

Selection criteria:

Selection is based on the allocation of points (M-score) for school subjects passed (Higher Grade or Standard Grade and symbols obtained).

Students are assessed by means of a formula for academic merit, based on scholastic performance.

Formula for academic merit:

SYMBOL	HG	SG
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

- Applicants who score 12 points will be accepted, those who score 10 to 11 points will be invited for an evaluation test, and those who score 9 and less will not be accepted.
- The Department has the right to invite applicants for an evaluation test and personal interviews with a representative from the Department.

• **FOR STUDENTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s):

A National Senior Certificate with an endorsement of a Bachelor's degree or a diploma, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language), 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None

Selection criteria:

To be considered for this qualification, candidates must have an Admission Points Score (APS) with a minimum of **18**.

Assessment procedures:

Candidates with a final APS of 22 and more will be admitted to the programme. Candidates with a score of 18 to 21 will be invited to do the TUT potential assessment.

- b. *Minimum duration:*
Three years
- c. *Presentation:*
Day classes
- d. *Intake for the qualification:*
January only
- e. *Readmission:*
See Chapter 3 of Students' Rules and Regulations
- f. *Tourism Management Practice II (experiential learning):*
See Chapter 5 of Students' Rules and Regulations.



- g. *Field trips:*
Compulsory field trips are scheduled in the training period. These field trips form an integral part of the programme content at different levels of study. The cost of the field trips normally includes all expenses, excluding those of a personal nature. Students will be fully informed in this regard. **Please note:** Dates, duration, venues and costs of field trips are subject to change.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject. The total number of credits required for this qualification is 3,000.
- Key to asterisks:
* Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
CEN170T	Communication I	(0,134)*	
EUC100C	End-User Computing I	(0,133)	
MTR100T	Marketing for Tourism I	(0,133)	
TDM100T	Tourism Development I	(0,200)	
TTM100T	Travel and Tourism Management I	(0,200)	
TTP100T	Travel and Tourism Practice I	(0,200)	
TOTAL CREDITS FOR THE FIRST YEAR:		1,000	

SECOND YEAR

LTO100T	Law for Tourism I	(0,133)	
MTR200T	Marketing for Tourism II	(0,133)	Marketing for Tourism I
TDM200T	Tourism Development II	(0,200)	Tourism Development I
TTM200T	Travel and Tourism Management II	(0,200)	Travel and Tourism Management I
TTP200T	Travel and Tourism Practice II	(0,200)	Travel and Tourism Practice I

plus one of the following languages (as determined by the Head of the Department):

FRE110T	French	(0,133)
GER110T	German	(0,133)
SNH110T	Spanish (not offered at Mbombela Campus)	(0,133)

TOTAL CREDITS FOR THE SECOND YEAR: **0,999**

THIRD YEAR

TDM300T	Tourism Development III	(0,167)	Tourism Development II
TTM300T	Travel and Tourism Management III	(0,167)	Travel and Tourism Management II
TTP300T	Travel and Tourism Practice III	(0,167)	Travel and Tourism Practice II

SECOND SEMESTER

TPX201T	Tourism Management Practice II	(0,500)
TPX201R	Tourism Management Practice II (re-registration)	(0,000)

TOTAL CREDITS FOR THE THIRD YEAR: **1,001**



8.13 BACCALAUREUS TECHNOLOGIAE: TOURISM MANAGEMENT

Qualification code: BTM05

Campus where offered: Pretoria and Mbombela campuses

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Tourism Management or an equivalent qualification. However, this does not apply to students who registered for the National Diploma for the first time before 2007, and who have not since interrupted their studies.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year
- d. *Presentation:*
Day classes (Pretoria Campus) and evening classes (Mbombela Campus).
- e. *Intake for the qualification:*
January only
- f. *Readmission:*
See Chapter 3 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
AST400D	Advanced Strategic Management IV	(0,225)
MTR300T	Marketing for Tourism III	(0,225)
RMD100X	Research Methodology	(0,100)
TDM400T	Tourism Development IV	(0,225)
TPJ400T	Tourism Project IV	(0,225)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



SECTION B: PHASING OUT QUALIFICATIONS

1. DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT

1.1 BACCALAUREUS TECHNOLOGIAE: FACILITY MANAGEMENT

Qualification code: BTFC01

Campus where offered: Pretoria Campus (block-based classes offered over a period of two years)

NO NEW REGISTRATIONS FOR THIS QUALIFICATION ARE ACCEPTED AS FROM 2011. STUDENTS WHO ARE CURRENTLY REGISTERED FOR THIS QUALIFICATION HAVE UNTIL 2013 TO OBTAIN IT, SUBJECT TO THE STIPULATIONS OF REGULATION 3.1.1 ON THE MAXIMUM DURATION OF STUDY.

Phase-out date: 31 December 2013

Subject credits are shown in brackets after each subject.

FIRST YEAR

CODE	SUBJECT	CREDIT
CHT400T	Cleaning, Health and Safety Management IV	(0,079)
EFM400T	Effective Facility Management IV	(0,079)
FMN440T	Financial Management IV	(0,079)
QMG400T	Quality Management IV	(0,079)
SAT400T	Strategic Accommodation Management IV	(0,079)

TOTAL CREDITS FOR THE FIRST YEAR: **0,395**

SECOND YEAR

CTL400T	Communication and Management Skills IV	(0,079)
FEM400T	Food Management and Elementary Microbiology IV	(0,079)
OBE410T	Organisational Behaviour IV	(0,079)
PJT400C	Project IV	(0,289)
SLR400T	South African Labour Law and Relations IV	(0,079)

TOTAL CREDITS FOR THE SECOND YEAR: **0,605**

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**



2. DEPARTMENT OF OFFICE MANAGEMENT TECHNOLOGY

2.1 NATIONAL DIPLOMA: COMMERCIAL PRACTICE

Qualification code: NDCP05

Campus where offered: Pretoria Campus (day classes)

NO NEW REGISTRATIONS FOR THIS QUALIFICATION ARE ACCEPTED AS FROM 2011. STUDENTS WHO ARE CURRENTLY REGISTERED FOR THIS QUALIFICATION HAVE UNTIL 2015 TO OBTAIN IT, SUBJECT TO THE STIPULATIONS OF REGULATION 3.1.1 ON THE MAXIMUM DURATION OF STUDY.

Phase-out date: 31 December 2015

Subject credits are shown in brackets after each subject.

Key to asterisks:

* Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005 and SENEX on 18 June 2007.)

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,200)	
CPO100T	Computer Operating I	(0,200)	
ENG120T	English (A level)	(0,200)	

FIRST SEMESTER

BNK101T	Business Knowledge I	(0,067)	
FAC11AT	Financial Accounting IA	(0,100)	
FRK101T	Financial Record-Keeping I	(0,067)	

SECOND SEMESTER

FAC11BT	Financial Accounting IB	(0,100)	
SED101T	Secretarial Activities I	(0,066)	

TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

AFE110T	Afrikaans I	(0,200)	
CPO200T	Computer Operating II	(0,200)	Computer Operating I

FIRST SEMESTER

BNK211T	Business Knowledge II	(0,067)	Business Knowledge I Financial Record-Keeping I Secretarial Activities I
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plus two of the following subjects:

BMN230T	Business Management II (year subject)	(0,200)	Business Management I
ECN12AT	Economics IA	(0,100)	
FAC22AT	Financial Accounting IIA	(0,100)	Financial Accounting IA Financial Accounting IB
MER100T	Mercantile Law I (year subject)	(0,200)	



SECOND SEMESTER

SED201T	Secretarial Duties II	(0,066)	Business Knowledge I Financial Record-Keeping I Secretarial Activities I
TOF201T	The Office II	(0,067)	Business Knowledge I Financial Record-Keeping I Secretarial Activities I

plus the following two subjects, if ECN12AT and/or FAC22AT was taken in the first semester:

ECN12BT	Economics IB	(0,100)	
FAC22BT	Financial Accounting IIB	(0,100)	Financial Accounting IA Financial Accounting IB

TOTAL CREDITS FOR THE SECOND YEAR: 1,000

THIRD YEAR**FIRST SEMESTER**

CPO30AT	Computer Operating IIIA	(0,125)	Computer Operating II
OAB301T	Office Administration III		
OAB31XT	Office Administration: Business Knowledge III	(0,125)	Business Knowledge II Secretarial Duties II The Office II

plus two of the following subjects:

BMN33AT	Business Management IIIA	(0,125)	Business Management IIA Business Management IIB
ECN21AT	Economics IIA	(0,125)*	Economics IA Economics IB
FAC31AT	Financial Accounting IIIA	(0,125)	Financial Accounting IIA Financial Accounting IIB
TPC100T	The Personnel Function (year subject)	(0,250)*	

TOTAL CREDITS FOR THE SEMESTER: 0,500

SECOND SEMESTER

CPO30BT	Computer Operating IIIB	(0,125)	Computer Operating II
OAB301T	Office Administration III		
OAB31YT	Office Administration: Office and Administrative Duties III	(0,125)	Business Knowledge II Secretarial Duties II The Office II

plus two of the following subjects (one, if the subject TPC100T was taken):

BMN33BT	Business Management IIIB	(0,125)	Business Management IIA Business Management IIB
ECN21BT	Economics IIB	(0,125)*	Economics IA Economics IB
FAC31BT	Financial Accounting IIIB	(0,125)	Financial Accounting IIA Financial Accounting IIB

TOTAL CREDITS FOR THE SEMESTER: 0,500

TOTAL CREDITS FOR THE THIRD YEAR: 1,000



3. DEPARTMENT OF PEOPLE MANAGEMENT AND DEVELOPMENT

3.1 NATIONAL DIPLOMA: LABOUR RELATIONS

Qualification code: NDLR03

Campus where offered: Pretoria Campus (day classes)

NO NEW REGISTRATIONS FOR THIS QUALIFICATION ARE ACCEPTED AS FROM 2009. STUDENTS WHO ARE CURRENTLY REGISTERED FOR THIS QUALIFICATION HAVE UNTIL 2013 TO OBTAIN IT, SUBJECT TO THE STIPULATIONS OF REGULATION 3.1.1 ON THE MAXIMUM DURATION OF STUDY.

Phase-out date: 31 December 2013

Subject credits are shown in brackets after each subject.

Key to asterisks:

* Compulsory practical programmes are additional to the normal syllabus.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ENG120T	English (A level)	(0,200)	

FIRST SEMESTER

BMN12AT	Business Management IA	(0,100)	
ECN12AT	Economics IA	(0,100)	
LAW10AT	Labour Relations Law IA	(0,100)	
LRR11AT	Labour Relations IA	(0,100)	

SECOND SEMESTER

BMN12BT	Business Management IB	(0,100)	
ECN12BT	Economics IB	(0,100)	
LAW10BT	Labour Relations Law IB	(0,100)	
LRR11BT	Labour Relations IB	(0,100)	

TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

FIRST SEMESTER

LAA10AT	Labour Administration IA	(0,125)	
LAW20AT	Labour Relations Law IIA	(0,125)	Labour Relations Law IA Labour Relations Law IB
LRR20AT	Labour Relations IIA*	(0,125)	Labour Relations IA Labour Relations IB
LRS20AT	Labour Relations: Socio-Psychological Aspects IIA	(0,125)	

TOTAL CREDITS FOR THE SEMESTER: 0,500

SECOND SEMESTER

LAA10BT	Labour Administration IB	(0,125)	
LAW20BT	Labour Relations Law IIB	(0,125)	Labour Relations Law IA Labour Relations Law IB



LRR20BT	Labour Relations IIB*	(0,125)	Labour Relations IA Labour Relations IB
LRS20BT	Labour Relations: Socio-Psychological Aspects IIB	(0,125)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
TOTAL CREDITS FOR THE SECOND YEAR:		1,000	

THIRD YEAR

FIRST SEMESTER

LAA20AT	Labour Administration IIA	(0,125)	Labour Administration IA Labour Administration IB
LAW30AT	Labour Relations Law IIIA	(0,125)	Labour Relations Law IIA Labour Relations Law IIB
LRR30AT	Labour Relations IIIA*	(0,125)	Labour Relations IIA Labour Relations IIB
ORD30AT	Organisational Dynamics IIIA	(0,125)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	

SECOND SEMESTER

LAA20BT	Labour Administration IIB	(0,125)	Labour Administration IA Labour Administration IB
LAW30BT	Labour Relations Law IIIB	(0,125)	Labour Relations Law IIA Labour Relations Law IIB
LRR30BT	Labour Relations IIIB*	(0,125)	Labour Relations IIA Labour Relations IIB
ORD30BT	Organisational Dynamics IIIB	(0,125)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	



SECTION C: SUBJECT INFORMATION (OVERVIEW OF SYLLABUS)

Syllabus content is subject to change to accommodate industry changes. **Please note:** a more detailed syllabus is available at the department or in the study guide of the applicable subject.

A

ACCOMMODATION MANAGEMENT I (ACM100T) 1 X 3-HOUR PAPER (Subject custodian: Department of Hospitality Management)

Execution and maintenance of housekeeping activities. Basic reception infrastructure. (Total tuition time: ± 70 hours)

ACCOMMODATION MANAGEMENT II (ACM201T) 1 X 3-HOUR PAPER (Subject custodian: Department of Hospitality Management)

Applying and supervising principles that are relevant to front-office and back of house systems. (Total tuition time: ± 120 hours)

ACCOMMODATION MANAGEMENT III (ACM301T) 1 X 3-HOUR PAPER (Subject custodian: Department of Hospitality Management)

Applying the management functions of a hotel or restaurant. (Total tuition time: ± 120 hours)

ACCOUNTING FOR LEADERS I (ATL100T) CONTINUOUS ASSESSMENT (Subject custodian: Department of People Management and Development)

An introduction to accounting. Students acquire the necessary skills to interpret accounting information and apply it constructively in practice. The basic principles of budgets, as well as the recording of wages, commercial calculations and their practical application. (Total tuition time: ± 96 hours)

ACCOUNTING FOR MARKETERS I (ACB100T) 1 X 3-HOUR PAPER (Subject custodian: Department of Accounting)

Introduction to accounting, the accounting equation, books of prime entry, bank reconciliation statements, debtors and creditors control accounts. Adjustments, financial statements (sole trader), inventory (different systems and valuation), budgets and budgetary control, non-current assets and their disclosure, manufacturing accounts, cost-volume-profit analysis, different forms of enterprise, their financial statements and related matters, basic cost accounting and cost behaviour. (Total tuition time: ± 60 hours)

ACCOUNTING FOR PERSONNEL PRACTITIONERS (ACP100B) 1 X 3-HOUR PAPER (Subject custodian: Department of People Management and Development)

An introduction to accounting. Students acquire the necessary skills to interpret accounting information and apply it constructively in practice. The basic principles of budgets, as well as the recording of wages, commercial calculations and their practical application by the personnel manager. (Total tuition time: ± 96 hours)

ACCOUNTING FOR PERSONNEL PRACTITIONERS (ACP100T) 1 X 3-HOUR PAPER (Subject custodian: Department of Accounting)

Introduction to accounting, the accounting equation, books of prime entry, bank reconciliation statements, debtors and creditors control accounts. Adjustments, financial statements (sole trader), inventory (different systems and valuation), budgets and budgetary control, non-current assets and their disclosure, manufacturing accounts, cost-volume-profit analysis, different forms of enterprise, their financial statements and related matters, basic cost accounting and cost behaviour. (Total tuition time: ± 60 hours)

ADMINISTRATIVE MANAGEMENT I (ADM100T) 1 X 3-HOUR PAPER (Subject custodian: Department of Management and Entrepreneurship)

The role of administrative management. Organisation and structures. Management of the office and communication in the office. Office systems and procedures. Location and layout of the office. The office environment. Equipment and furniture. (Total tuition time: not available)

ADMINISTRATIVE MANAGEMENT II (ADM200T) 1 X 3-HOUR PAPER (Subject custodian: Department of Management and Entrepreneurship)

Management of information. Written communication. Micro- and reprographics. Telecommunication and electronic systems. Meetings and procedures. (Total tuition time: not available)



ADMINISTRATIVE MANAGEMENT III (ADM310T) <i>(Subject custodian: Department of Office Management and Technology)</i> Training, motivation and supervision of administrative staff. Cultural differences. Problem-solving and time management. Quality and cost control. (Total tuition time: not available)	1 X 3-HOUR PAPER
ADMINISTRATIVE MANAGEMENT IV (ADM400T) <i>(Subject custodian: Department of Management and Entrepreneurship)</i> The computer and administrative management, systems analysis and change, negotiations, relevant legislation. Security, fraud and loss control. Risk management. Introduction to strategic management, strategic planning and implementation, international strategies, business ethics and social responsibility, and contemporary management issues relevant to strategic management (Total tuition time: not available)	1 X 4-HOUR PAPER
ADVANCED COLLECTIVE BARGAINING V (AVC500T) <i>(Subject custodian: Department of People Management and Development)</i> Current South African trends, institutions, strikes, parties, wage levels, ILO guidelines. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
ADVANCED CONTACT CENTRE MANAGEMENT IV (CCC400T) <i>(Subject custodian: Department of People Management and Development)</i> Creating advanced contact centre management skills, focusing on ergonomics, contact centre design, strategy formulation, virtual management, support management, disaster recovery, benchmarking, etc. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ADVANCED INDUSTRIAL RELATIONS IV (AIR400B) <i>(Subject custodian: Department of People Management and Development)</i> A general introduction to the historical background, interactive nature and psychology of industrial relations, remuneration plans, dispute resolution mechanisms in the industrial relations field, the advanced application of labour legislation. Practical application of labour law in the workplace, the mechanisms of conflict resolution in the workplace, labour documentation and its use in the workplace, an overview of recent developments. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ADVANCED LABOUR LAW (ALL200T) <i>(Subject custodian: Department of People Management and Development)</i> Advanced application of labour laws in practice. The subject includes new areas, e.g. law of contracts, law of evidence, strikes and disputes, dismissals, ILO conventions and recommendations. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ADVANCED LABOUR RELATIONS PRACTICE V (ALC500T) <i>(Subject custodian: Department of People Management and Development)</i> Current trends in labour relations, discipline, outsourcing, grievances, equity and ILO guidelines. (Total tuition time: ± 30 hours)	1 X 3-HOUR PAPER
ADVANCED MANAGEMENT OF TRAINING IV (AGT400T) <i>(Subject custodian: Department of People Management and Development)</i> Strategic management of the training function and management actions applicable to the training and development departments. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ADVANCED MARKETING FINANCE IV (AMF400T) <i>(Subject custodian: Department of Managerial Accounting and Finance)</i> Budgets and budgeting control, sales budget and control, marginal costs, break-even analysis, sales variance analysis and financial planning and investment in a new product. Debtors, financial and accounting aspects of selling, financial ratio analysis and capital budgeting, basic principles involved and applied computer finance skills. (Total tuition time: not available)	1 X 3-HOUR PAPER
ADVANCED PERSONNEL MANAGEMENT IV (APM400B) <i>(Subject custodian: Department of People Management and Development)</i> Increased depth of knowledge of personnel management rather than increased breadth of knowledge, the promotion and development of independent study and thought in the subject, improved preparedness in respect of personnel management at a higher level in the organisation. Planning and executing a complete human resources audit, the man-machine relationship, problem-solving in the industry by means of a research assignment. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER



ADVANCED RELATIONS MANAGEMENT IV (RLT400T) (Subject custodian: Department of People Management and Development) Organisation development, interpersonal skills and strategies. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ADVANCED STRATEGIC MANAGEMENT IV (AST400B) (Subject custodian: Department of People Management and Development) Strategic management, strategic business simulation. Strategic analysis of an organisation, entrepreneurial strategy, quality strategy, economy of maintenance. The global human resources management link with the overall strategic plan of the organisation. Emphasis is placed on the strategic and innovative thinking of the human resources specialist, also on the separate functions and activities of the human resources function. (Total tuition time: ± 64 hours)	1 X 4-HOUR PAPER (OPEN BOOK)
ADVANCED STRATEGIC MANAGEMENT IV (AST400D) (Subject custodian: Department of Tourism Management) The nature and importance of business policy and strategy to the tourism manager. Key overall forces in policy and strategy formulation and implementation. Formulating business policy and strategy. Implementing policy strategy. Policy and strategy in various contexts and their relevance to tourism management. Selected reading. Case studies. (Total tuition time: not available)	1 X 4-HOUR PAPER (OPEN BOOK)
ADVANCED STRATEGIC MANAGEMENT IV (AST400T) (Subject custodian: Department of Management and Entrepreneurship) Introduction to strategic management, strategic planning and implementation, international strategies, business ethics and social responsibility. Contemporary management issues relevant to strategic management. (Total tuition time: not available)	1 X 4-HOUR PAPER (OPEN BOOK)
ADVANCED STRATEGIC MANAGEMENT IVA (AST40AT) (Subject custodian: Department of Management and Entrepreneurship) The nature of strategic management, strategy formulation, external assessment, internal assessment, strategies in action, strategic analysis and choice, strategy implementation: marketing, finance/accounting, research and development, CIS issues and strategy evaluation. (Total tuition time: ± 40 hours)	1 X 4-HOUR PAPER (OPEN BOOK)
ADVANCED STRATEGIC MANAGEMENT IVB (AST40BT) (Subject custodian: Department of Operations Management) Strategic management services. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
ADVANCED STRATEGIC MANAGEMENT V (AST500T) (Subject custodian: Department of People Management and Development) The development of strategic management functions with the emphasis on corporate, international and applied principles. (Total tuition time: ± 30 hours)	1 X 4-HOUR PAPER (OPEN BOOK)
ADVENTURE TOURISM LAW I (ATW100T) (Subject custodian: Department of Law) Introduction to law of contracts. Requirements for a valid contract. Contents of a contract. Breach of a contract. Remedies for breach of a contract. Termination of a contract. Types of contracts. Legislation. The Tourism Act. The Gambling Act. The Liquor Act. (Total tuition time: ± 90 hours)	1 X 3-HOUR PAPER
ADVENTURE TOURISM PRACTICE I (ATI100T) (Subject custodian: Department of Tourism Management) An overview of the tourism industry. Profiling the adventure tourism industry. Adventure tourism destinations. Cultural sensitivity. First Aid, Levels I and II. (Total tuition time: ± 180 hours)	2 X 3-HOUR PAPER
ADVENTURE TOURISM PRACTICE II (ATI200T) (Subject custodian: Department of Tourism Management) Events management. Health and the international traveller. Front Office Management. Summit, Tourplan, Opera. (Total tuition time: ± 90 hours)	1 X 3-HOUR PAPER
ADVENTURE TOURISM PRACTICE III (ATI300T) (Subject custodian: Department of Tourism Management) Adventure tourism destination development. (Total tuition time: ± 45 hours)	CONTINUOUS ASSESSMENT



ADVENTURE TOURISM PRACTICE IV (ATI400T)
(Subject custodian: Department of Tourism Management)
Resort and service management. (Total tuition time: ± 64 hours)

1 X 3-HOUR PAPER

ADVENTURE TOURISM PROJECT IV (AVP400T)
(Subject custodian: Department of Tourism Management)

CONTINUOUS ASSESSMENT

The project is limited to the adventure tourism industry and must cover a relevant adventure tourism topic with a research component of at least 50%. (Total tuition time: not available)

ADVERTISING AND SALES PROMOTION I (ASP120T)
(Subject custodian: Department of Marketing, Logistics and Sport Management)

1 X 3-HOUR PAPER

Role of advertising and sales promotion in marketing (an introduction to advertising and promotion, the role of advertising and promotion in the marketing process), promotion and situation analysis (organising for advertising and promotion, perspectives on consumer behaviour, market segmentation and positioning), analysing the communication process (the communication process, source, message and channel factors), establishing objectives and budgeting for the promotional programme (determine advertising and promotional objectives, the advertising and promotion budget). Role of advertising and sales promotion in marketing (an introduction to advertising and promotion, the role of advertising and promotion in the marketing process), promotion and situation analysis (organising for advertising and promotion, perspectives on consumer behaviour, market segmentation and positioning), analysing the communication process (the communication process, source, message and channel factors), establishing objectives and budgeting for the promotional programme (determine advertising and promotional objectives, the advertising and promotion budget). (Total tuition time: ± 96 hours)

AFRIKAANS I (AFE110T)
(Subject custodian: Department of Applied Languages)

1 X 3-HOUR PAPER

Basic reading, speaking, listening and writing skills. Comprehension (exercises and tests). (Total tuition time: ± 90 hours)

AMENITY HORTICULTURE I (AHE101T)
(Subject custodian: Department of Horticulture)

CONTINUOUS ASSESSMENT

The horticulture industry. Introduction to Ornamental and decorative horticulture. Arboriculture: preparation and planting of trees for recreational purposes. Recreational horticulture to establish amenity areas for public and private recreation facilities. Basic garden design principles with the focus on creating recreational areas. Community horticulture opportunities (e.g. food gardening, plant propagation principles). Practical demonstrations and skills training in amenity horticulture principles at selected Horticulture Centres. (Total tuition time: not available)

AMENITY HORTICULTURE II (AHE200T)
(Subject custodian: Department of Horticulture)

CONTINUOUS ASSESSMENT

Basic principles for plant production and decorative horticulture. Horticulture principles with the focus on applying recreational horticulture in open spaces and parks areas for aesthetic and sustainable maintenance purposes. Community horticulture to facilitate food gardening and nursery principles e.g. using Agenda 21 consultation methods to develop a small business. Introduction to sport turf grass culture and practices. Practical training in sports turf grass culture and open space areas/parks horticulture practises. (Total tuition time: not available)

AMENITY MANAGEMENT III (AYM310T)
(Subject custodian: Department of Marketing, Logistics and Sport Management)

CONTINUOUS ASSESSMENT

Students acquire knowledge of: 1. Ecological and environmental principles applicable to sport, developed parks and open space areas; 2. Effective recreational and sport areas planning, design, development and maintenance; 3. Recreation site and facilities management; 4. Dealing with contractors for parks, sport fields and facility development purposes; and 5. Sport turf grass management and maintenance. (Total tuition time: ± 96 hours)

APPLIED BUSINESS PRINCIPLES IV (ARI400T)
(Subject custodian: Department of People Management and Development)

1 X 3-HOUR PAPER

Creating advanced management skills, with the emphasis on ergonomics, design, strategy formulation, virtual management, support management, disaster recovery, benchmarking, etc. (Total tuition time: ± 64 hours)



BUSINESS ADMINISTRATION I (BAD150B) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

Economic principles, business sectors, types of under-takings, financing, insurance, postal and telecommunication services, the administrative function, office procedures and duties, and financial administrative procedures. (Total tuition time: ± 96 hours)

BUSINESS ADMINISTRATION I (BAD150C) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

Economic principles. Industrial sectors. Forms of ownership. Financing. Insurance. Post and telecommunication services. The administrative function. Office procedures and duties. Financial administrative procedures. (Total tuition time: ± 96 hours)

BUSINESS ADMINISTRATION II (BAD220B) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

The development of managerial thinking and the management functions. Planning and organisation, which include the management of information, planning office work and work simplification, systems analysis and design, office machines and equipment, centralised and decentralised office organisation, formal and informal organisation. The management functions. Actuating and control: motivation of office workers, supervision in the office, general office control measures, cost and budget control. Planning business travel and accommodation, organising conferences or seminars and preparing office procedure manuals. (Total tuition time: ± 96 hours)

BUSINESS ADMINISTRATION III (BAD310B) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

Office management and the management of human resources. Supervision in the office and labour relations. (Total tuition time: ± 96 hours)

BUSINESS ADMINISTRATION IV (BAD400T) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

Strategic Management and Financial Management. (Total tuition time: ± 64 hours)

BUSINESS KNOWLEDGE I (BNK101T) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

Business knowledge, including the economic structure, commerce and industry, types of ownerships, business leadership, the purchasing procedure and documents, insurance and assurance. (Total tuition time: ± 48 hours)

BUSINESS KNOWLEDGE II (BNK211T) 1 X 3-HOUR PAPER*(Subject custodian: Department of Office Management and Technology)*

Business knowledge, including business leadership, financial and budget functions, banking services, the Johannesburg Securities Exchange (JSE) and legal aspects of purchase and sale. (Total tuition time: ± 48 hours)

BUSINESS MANAGEMENT I (BMN120C) 1 X 3-HOUR PAPER*(Subject custodian: Department of People Management and Development)*

The management of an organisation consists of a general management task and several functional management tasks, which are all linked by the profit motive as the primary objective. (Total tuition time: not available)

BUSINESS MANAGEMENT I (BMN120T) 1 X 3-HOUR PAPER*(Subject custodian: Department of Management and Entrepreneurship)*

A focus on the different management functions of business organisations in the South African environment. It describes how managers should manage resources and activities in such a way that organisations can operate as profitably as possible. (Total tuition time: not available)

BUSINESS MANAGEMENT IA (BMN12AT) 1 X 3-HOUR PAPER*(Subject custodian: Department of Management and Entrepreneurship)*

The management of an organisation consists of a general management task and several functional management tasks, which are all linked by the profit motive as the primary objective. (Total tuition time: ± 65 hours)



BUSINESS MANAGEMENT IB (BMN12BT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

The management of an organisation consists of a general management task and several functional management tasks, which are all linked by the profit motive as the primary objective. (Total tuition time: ± 120 hours)

BUSINESS MANAGEMENT II (BMN230C) **1 X 3-HOUR PAPER**
(Subject custodian: Department of People Management and Development)

In the first semester, the functions of production and public relations are dealt with comprehensively. In the second semester, the financial function is studied. (Total tuition time: ± 65 hours)

BUSINESS MANAGEMENT II (BMN230T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

The financial and operations functions are dealt with comprehensively. Financial Management offers students insight into finance theory and practice with emphasis on financial decision making which will increase the value of the business organisation. Financing decisions of investment, financing and working capital management are dealt with. Operations management gives an overview of the activities of the operations function in the manufacturing and services sectors. (Total tuition time: ± 60 hours)

BUSINESS MANAGEMENT III (BMN330C) **1 X 3-HOUR PAPER**
(Subject custodian: Department of People Management and Development)

Marketing management and general management. Purchasing management, personnel management and the integration of all the business functions. (Total tuition time: ± 120 hours)

BUSINESS MANAGEMENT III (BMN330T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

Students acquire a basic knowledge of the principles of marketing management and in-depth study of general management. (Total tuition time: ± 60 hours)

BUSINESS MANAGEMENT IIIA (BMN33AT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

Students acquire a basic knowledge of the principles of marketing management and in-depth study of general management. (Total tuition time: ± 60 hours)

BUSINESS MANAGEMENT IIIB (BMN33BT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

Students acquire a basic knowledge of the principles of marketing management and in-depth study of general management. (Total tuition time: ± 60 hours)

BUSINESS MANAGEMENT IVA (BMN41AT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

Financial management guidelines are given for the effective financial management of the enterprise in order to achieve a satisfactory return on profit in the long term. (Total tuition time: ± 40 hours)

BUSINESS MANAGEMENT IVB (BMN41BT) **1 X 4-HOUR PAPER (OPEN BOOK)**
(Subject custodian: Department of Management and Entrepreneurship)

Strategic management. Applied guidelines are given to enable the enterprise to adapt continually to a changing environment. (Total tuition time: ± 40 hours)

BUSINESS MANAGEMENT V (BUG500T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of People Management and Development)

Business management principles, including international management, financial management, quality and managerial economics. (Total tuition time: ± 200 hours)

BUSINESS STATISTICS (BUS501T) **1 X 4-HOUR PAPER (OPEN BOOK)**
(Subject custodian: Business School)

Quantitative methods of data analysis such as descriptive statistics, graphical methods for raw and grouped data, one-sample and two-sample tests and confidence intervals, probability theory and distributions, Pearson's chi-square tests of association, simple and multiple linear regression and correlation analysis, binary logistic regression analysis, the one-way Analysis of Variance, index numbers, financial calculations, and time series analysis will be introduced. Wherever possible, practical demonstrations shall be provided as part of theoretical lessons with the statistical packages Excel, SPSS and STATA. (Total tuition time: ± 36 hours)



BUSINESS STRATEGY (BUT501T)**1 X 4-HOUR PAPER (OPEN BOOK)***(Subject custodian: Business School)*

Overview of management principles, nature and value of strategic management, the strategic management process, defining the business, analysis of external environment, industry and competitive analysis, internal analysis and company profiles, generic business strategies and industrial environments, strategic analysis and choice. (Total tuition time: ± 36 hours)

C**CAPITA SELECTA V (CEL500T)****1 X 3-HOUR PAPER (OPEN BOOK)***(Subject custodian: Department of People Management and Development)*

Contemporary burning issues. (Total tuition time: ± 200 hours)

CHANGE MANAGEMENT (CGE501T)**1 X 4-HOUR PAPER (OPEN BOOK)***(Subject custodian: Business School)*

Application of management principles, business information, the latest technologies, software applications, problem-solving and decision-making, data warehousing, information systems, e-commerce. (Total tuition time: ± 36 hours)

CLEANING, HEALTH AND SAFETY MANAGEMENT IV (CHT400T)**CONTINUOUS ASSESSMENT***(Subject custodian: Business School)*

Integrated helpdesk system, coordination of work, facility operation, maintenance and repair, cleaning services, the Occupational Health and Safety Act. (Total tuition time: not available)

COLLECTIVE BARGAINING AND NEGOTIATION (CBN400T)**1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

Advanced application of collective bargaining and negotiation practice in the South African labour market environment. (Total tuition time: ± 64 hours)

COMMERCIAL LAW II (CLW200T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Law)*

General introduction and principles of the law of contract. Specific contracts, the law of negotiable instruments. (Total tuition time: not available)

COMMERCIAL RECREATION I (CLR100T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Tourism Management)*

An overview of management. Planning for a dynamic environment. Strategic decision-making. Concepts such as organising, leading, controlling and evaluating within the context of the adventure tourism industry. ARA, Level I. (Total tuition time: ± 90 hours)

COMMERCIAL RECREATION II (CLR200T)**2 X 3-HOUR PAPER***(Subject custodian: Department of Tourism Management)*

Initiating and managing commercial recreation as part of the adventure tourism industry. The entrepreneurship – characteristics and nature of entrepreneurship. Creativity, innovation and business opportunity. The business plan, legal aspects and resource requirements. Financing entrepreneurship ventures. Franchises, business buy-outs and starting ones' own adventure tourism business. ARA Level II. (Total tuition time: ± 135 hours)

COMMERCIAL RECREATION III (CLR300T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of Tourism Management)*

Effective marketing. Managing the recreation enterprise. Commercial recreation programming. Local commercial recreation. Outdoor commercial recreation. Entrepreneurship – planning a new adventure tourism venture and how to draw up a business plan. (Total tuition time: ± 45 hours)

COMMERCIAL RECREATION IV (CLR400T)**1 X 4-HOUR PAPER (OPEN BOOK)***(Subject custodian: Department of Tourism Management)*

Managing the recreation enterprise. Commercial recreation industries (travel and hospitality industry, sporting and recreation goods, outdoor resorts and camping). (Total tuition time: ± 64 hours)



COMMERCIAL RECREATION MANAGEMENT I (CRA111T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Introduction to Commercial recreation management and practices. Introduction to financial management. Entrepreneurship, what is needed to be confident and effective as a business. (Total tuition time: ± 48 hours)

COMMERCIAL RECREATION MANAGEMENT II (CRA210T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Commercial recreation services management practices. Marketing principles and practices for recreation services economic feasibility studies for leisure services. Financial management including financing sources, budgeting and cost analysis. Foundations of recreation and sport facility management. (Total tuition time: ± 96 hours)

COMMERCIAL RECREATION MANAGEMENT III (CRA310T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Management, leadership theories, and practices strategic management, methods, resources used by management. Quality leisure services, to manage positive experiences and client care. Personal procedures and practices Entrepreneurship (completing a business plan for starting a small Leisure business). Recreation and sport facility risk management and protection of recreation assets, budgets planning, preparation and monitoring. (Total tuition time: ± 96 hours)

COMMERCIAL RECREATION MANAGEMENT IV (CRA400T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Managing recreation enterprise: Commercial recreation industries: travel industry, sporting and recreation goods and services, outdoor resorts such as lodges and camping sites, and adventure recreation centres theme restaurants, time-share resorts, event and adventure tourism practice and programmes trends and the future. (Total tuition time: ± 64 hours)

COMMUNICATION AND MANAGEMENT SKILLS IV (CTL400T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Communication in the workplace. Individual decision-making skills. Group dynamics. Group decision-making skills. Conducting negotiations. Preparing meetings. Setting performance standards. Assessing performance standards. Managing diversity in the workplace. (Total tuition time: ± 64 hours)

COMMUNICATION I (CEN150B, COM150T, CEN160T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Applied Languages)

Developing basic communication skills through the four basic skills in language learning and usage. Communication theory, verbal and non-verbal communication, presentation skills, report writing, meetings and interviews. (Total tuition time: ± 90 hours)

COMMUNICATION I (CEN160B) 1 X 3-HOUR PAPER
(Subject custodian: Department of Applied Languages)

Interpersonal communication: The communication process, models, interferences, perceptions, intercultural communication, non-verbal communication, self-knowledge, listening ability, dealing with conflict in interpersonal relationships. General writing skills: Articles, summaries, correspondence, brief communications, reports, notices, agendas and minutes. Oral communication: Group discussions, individual oral presentation, formal meetings. (Total tuition time: ± 75 hours)

COMMUNICATION I (CEN170T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Applied Languages)

Communication principles and techniques. Personal language skills. Industrial communication. Public communication. (Total tuition time: ± 90 hours)

COMMUNICATION II (CEN220T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Applied Languages)

Communication in the organisation; visual and graphic communication, interviewing, consultation and negotiation skills, problem solving; small group communication; reading skills (speed reading, comprehension, critical analysis); job applications, translation skills, advanced exercises in correspondence; the writing of reports, meeting procedures, human relations and personal development, nature and province of public relations. (Total tuition time: ± 75 hours)



COMMUNICATION SKILLS I (COS140T)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

The development of communication skills in the contact centre environment, emphasising basic communication skills, professional English and telephone skills. (Total tuition time: ± 130 hours)

COMMUNICATION: BUSINESS ADMINISTRATION I (CBE100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Language acts of the individual (interpretation and analysis of messages, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business style, register and language techniques, verbal and non-verbal communication, appeal and persuasion), language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), and language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 90 hours)

COMMUNICATION: ENGLISH I (COM170T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Communication principles and techniques. Personal language skills. Business communication. Public communication. (Total tuition time: ± 90 hours)

COMMUNITY RECREATION MANAGEMENT I (CME111T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Benefits of recreation. Importance of community recreation. Recreation activity spectrum and values. Community recreation: needs determination. Community recreation: programme offering. Types of organisations offering Community Recreation. Delivery systems of recreation by government and other organisations. Introduction to Therapeutic Recreation. (Total tuition time: ± 48 hours)

COMMUNITY RECREATION MANAGEMENT II (CME210T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Group dynamics, groups functions, looking at programme and group functioning, decision making conflict resolution, power in groups, leadership. (Total tuition time: ± 96 hours)

COMMUNITY RECREATION MANAGEMENT III (CME310T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

A clear understanding of the rational programme planning model and how to introduce it through to the development of a recreation programme, including risk management. Students acquire the skills to work in groups. Sport tourism, a new field, is presented as part of this subject; 1. A clear understanding of community development; 2. Students acquire the skills to work in groups; 3. A focus on community development programme planning and presentation; 4. Communication skills development (with customers, the community, the press and the media). (Total tuition time: ± 96 hours)

COMMUNITY RECREATION MANAGEMENT IV (CME400T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Strategic service planning. Introduction to sociology. Community project facilitation. Productive open space project management and principles. Facilitation of community project planning based on the Agenda 21 principles of consultation with stakeholders. Fourth-year students have to show their ability to evaluate different models for recreation programme planning and development, critically, and to develop programmes based on those models, individually. Students need to understand how to carry out research and conduct result analysis. They also need to show skills in research ability by studying the different fields of recreation (sports for all, recreation for the disabled, corporate recreation, and recreation in government institutions (including prisons), sport tourism and therapeutic recreation). Students are introduced to the different fields of recreation and are informed of the different job opportunities available. (Total tuition time: ± 64 hours)

COMPUTER OPERATING I (CPO100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Office Management and Technology)**

An introduction to computer technology, the application of computers in business and the operation and management of computing resources. (Total tuition time: ± 96 hours)



COMPUTER OPERATING II (CPO200T) 1 X 3-HOUR PAPER AND PRACTICAL ASSESSMENT
(Subject custodian: Department of Office Management and Technology)

Operating of computer systems in data communication, networks, database management, management information systems and different applications of information technology. (Total tuition time: ± 96 hours)

COMPUTER OPERATING IIIA (CPO30AT) 1 X 3-HOUR PAPER AND PRACTICAL ASSESSMENT
(Subject custodian: Department of Office Management and Technology)

An introduction to project management, databases, computer security and data management, Pastel Accounting and Microsoft Access, Microsoft Office. (Total tuition time: ± 96 hours)

COMPUTER OPERATING IIIB (CPO30BT) 1 X 3-HOUR PAPER AND PRACTICAL ASSESSMENT
(Subject custodian: Department of Office Management and Technology)

An introduction to project management, databases, computer security and data management, Pastel Accounting and Microsoft Access, Microsoft Office. (Total tuition time: ± 96 hours)

COMPUTER SKILLS I (CSK110B) CONTINUOUS ASSESSMENT
(Subject custodian: Department of People Management and Development)

Computer background theory: historical background, concept definitions, operating system concepts, information organisation telecommunications, application programs, personal computer (PC) hardware and software acquisition, security. Practical: MS-DOS commands and files management, word processing, spreadsheets and graphics, record file and database management programs, use of specific application packages in the student's study field. (Total tuition time: ± 94 hours)

COMPUTER USAGE I (CUS110C, CUS110T) PRACTICAL
(Subject custodian: Department of End-User Computing)

Students have to acquire knowledge based on theory fundamentals and practical skills. Practical skills to be acquired: OS XP and MS Office Suite 2007 (MS Word, MS Excel and MS PowerPoint). Students have to also acquire knowledge based on practical skills: MS Excel Adv, MS Access Essentials and Living online using the Internet to understand electronic communication. Students will be introduced on how to integrate all the application done during the year. (Total tuition time: ± 62 hours)

CONSUMER BEHAVIOUR I (CNV100T, CNV120T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Marketing, Logistics and Sport Management)

An overview of the model of consumer behaviour is provided and a basic foundation is laid for the consumer decision-making process. The demographics of the South African consumer market are detailed. The student develops an understanding of the strategies focusing on the external influences on consumer behaviour. The influence of situations on the consumer is expounded. All the work is practically applied. The student develops an insight into strategies that utilise knowledge of internal (psychological) influences on consumer behaviour. The consumer decision-making process is covered in detail. Factors influencing each step of the consumer decision-making process are explained. The focus is also on the post-decision behaviour of consumers. All the work is practically applied. (Total tuition time: ± 96 hours)

CONTACT CENTRE MANAGEMENT I (CCC100T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

An overview of the management of a contact centre, with the emphasis on basic business principles and industry and product knowledge. (Total tuition time: ± 96 hours)

CONTACT CENTRE MANAGEMENT II (CCC200T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Creating world-class contact centre management skills, focusing on management principles, decision-making, productivity, contact centre administration, quality management, etc. (Total tuition time: ± 96 hours)

CONTACT CENTRE MANAGEMENT III (CCC300T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Creating contact centre management skills, focusing on advanced business principles, logistic management, introduction to project management and information management. (Total tuition time: ± 96 hours)

CONTACT CENTRE TECHNOLOGY I (CYC100T, CYC110T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of People Management and Development)

A study of the latest technology in the contact centre environment in an effort to enable students to use the basic technology and to inform them of the latest developments and trends. (Total tuition time: ± 96 hours)



CONTACT CENTRE TECHNOLOGY II (CYC200T, CYC210T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

A focus on information management and the integration of technology in the contact centre. (Total tuition time: ± 96 hours)

COSTING AND ESTIMATING (CAE100T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Managerial Accounting and Finance)*

The basic methods and some selected techniques of cost accounting for application in the business environment. Cost elements, material costs, labour costs and overheads, job costing and manufacturing statements. The basic methods to calculate the profitability of a manufacturing concern, depreciation of assets, process costing, standard costing, cost-volume-profit analysis and budgets. (Total tuition time: not available)

CREDIT CONTROL I (CRC100T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Management and Entrepreneurship)*

Credit control by financial institutions, granting of credit to other businesses, industry and individuals. Forms of credit and business ownership, contracts or legally binding agreements, cheques and negotiable instruments and consumer credit. Consumer credit, business credit, terms and conditions of credit sales, collections, overdue accounts and export credit. (Total tuition time: not available)

CREDIT MANAGEMENT I (CMG100T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Management and Entrepreneurship)*

Training in the field of credit and the consumer, credit and the business, accounting principles, credit collection and dealing with cheques. (Total tuition time: not available)

CREDIT MANAGEMENT II (CMG200T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Management and Entrepreneurship)*

Function of financial management in institutions, terms of credit, credit and the economy, forms of credit, forms of business institutions. Export credit, credit insurance, instalment sales agreement, Credit Agreements Act, Usury Act, law of prescription, legal procedures, insolvency and liquidation. (Total tuition time: not available)

CREDIT MANAGEMENT III (CMG300T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Management and Entrepreneurship)*

Social orientation of credit, the credit manager in a managerial position, control measures in credit management, credit management and the law, factoring. Factoring of accounts receivable, floor plan financing, the law of insolvency and sequestration procedures, insolvency and the winding up of companies, alternatives to sequestration and liquidation, debt recovery procedures through the courts of law, financial statements and risk analysis, financial management and the credit manager. (Total tuition time: not available)

CREDIT MANAGEMENT IV (CMG400T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Management and Entrepreneurship)*

Recovery of debts through the legal process, overviews of strategic credit management, case studies. (Total tuition time: not available)

CULINARY STUDIES AND NUTRITION: CULINARY STUDIES:**PRACTICAL****PRACTICAL III (CTU30ZT)***(Subject custodian: Department of Hospitality Management)*

Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers. (Total tuition time: ± 192 hours)

CULINARY STUDIES AND NUTRITION: CULINARY STUDIES:**1 X 3-HOUR PAPER****THEORY III (CTU30XT)***(Subject custodian: Department of Hospitality Management)*

Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers. (Total tuition time: ± 70 hours)

CULINARY STUDIES AND NUTRITION: NUTRITION I (CTU10RT)**1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

An introduction to the basic nutrients and their functions in the body. (Total tuition time: ± 70 hours)



CULINARY STUDIES AND NUTRITION: NUTRITION II (CTU20ZT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Hospitality Management)
 Application of sound nutrition principles throughout the life cycle. (Total tuition time: ± 70 hours)

CULINARY STUDIES AND NUTRITION: NUTRITION III (CTU30YT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Hospitality Management)
 The adjustment of the normal diet according to the nutritional needs of people with special needs. (Total tuition time: ± 70 hours)

CULINARY STUDIES AND NUTRITION: PRACTICAL I (CTU10QT) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Hospitality Management)
 Knowledge of food items, food preparation methods and skills in using conventional and convenience food, as well as basic menu planning. (Total tuition time: ± 130 hours)

CULINARY STUDIES AND NUTRITION: PRACTICAL II (CTU20YT) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Hospitality Management)
 Planning, preparing and presenting a range of menu items suitable for a variety of food outlets. (Total tuition time: ± 130 hours)

CULINARY STUDIES AND NUTRITION: THEORY I (CTU10PT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Hospitality Management)
 Basic theoretical and practical principles of food items and food preparation methods in order to apply basic menu planning to a variety of food service establishments. (Total tuition time: ± 70 hours)

CULINARY STUDIES AND NUTRITION: THEORY II (CTU20XT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Hospitality Management)
 Intermediate principles of menu items and food preparation to cater for the nutritional, dietary and cultural demands of various customer groups. (Total tuition time: ± 70 hours)

CUSTOMER RELATIONS I (CUR100T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Marketing, Logistics and Sport Management)
 An introduction to customer relations, with the emphasis on consumer behaviour and an effort to ensure a customer orientation. (Total tuition time: ± 96 hours)

CUSTOMER RELATIONS II (CUR200T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Marketing, Logistics and Sport Management)
 Creating skills to ensure customer satisfaction and service quality by focusing on service marketing principles and customer service relationship management. (Total tuition time: ± 96 hours)

CUSTOMER RELATIONS III (CUR300T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Marketing, Logistics and Sport Management)
 Creating skills to ensure knowledge of marketing management, including influencing skills, negotiation skills, and inspirational presentations. Marketing communication, including personal selling, promotion, public relations. (Total tuition time: ± 96 hours)

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ECONOMICS I (ECN120C) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of People Management and Development)
 The economy, economic concepts and current economic affairs. Basic micro- and macrotheory. (Total tuition time: ± 96 hours)

ECONOMICS IA (ECN12AT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Economics)
 Introduction to micro-economics and a description of micro-economic concepts and theories. (Total tuition time: ± 40 hours)

ECONOMICS IB (ECN12BT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Economics)
 Introduction to macro-economics and a description of macro-economic concepts and theories. (Total tuition time: ± 40 hours)



ECONOMICS II (ECN210C)**CONTINUOUS ASSESSMENT**

(Subject custodian: Department of People Management and Development)

Intermediate micro- and macro-economics and the analysis of economic growth and development. (Total tuition time: ± 96 hours)

ECONOMICS IIA (ECN21AT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Economics)

Micro-economic theory, marginal utility, input-output relationships and different market structures. (Total tuition time: ± 40 hours)

ECONOMICS IIB (ECN21BT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Economics)

Macro-economic models, national accounting identities and economic growth. (Total tuition time: ± 40 hours)

ECOTOURISM: BIOLOGY IA (ECB10AT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

The use of botanical keys: general and specialist keys, plant identification, and an in-depth study of the biomes of Southern Africa. (Total tuition time: ± 75 hours)

ECOTOURISM: BIOLOGY IB (ECB10BT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

Animals: vertebrates (identification, ecological roles, life-cycles). Ecology: trophic levels, food chains, energy flow, biogeochemical cycles. (Total tuition time: ± 75 hours)

ECOTOURISM: BIOLOGY IIA (ECB20AT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

The use of botanical keys: general and specialist keys, plant identification, and an in-depth study of the biomes of Southern Africa. (Total tuition time: ± 75 hours)

ECOTOURISM: BIOLOGY IIB (ECB20BT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

Animals: vertebrates (identification, ecological roles, life-cycles). Ecology: trophic levels, food chains, energy flow, biogeochemical cycles. Total tuition time: ± 75 hours)

ECOTOURISM: BIOLOGY III (ECB301T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

Use of plants: medicinal, cultural, by animals, aesthetic purposes. Animals: speciation and zoogeography, basic genetics, basic ethology. Ecology: ecological habitats, estuaries, marine, terrestrial. (Total tuition time: ± 75 hours)

ECOTOURISM: BIOLOGY IVA (ECB40AT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

Human-nature interaction: Understanding human behavior in nature and cultural differences. Ecology: environmental impact assessment, integrated environmental management. (Total tuition time: ± 40 hours)

ECOTOURISM: BIOLOGY IVB (ECB40BT)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Nature Conservation)

Rare and endangered plants. Problem plants. Sociobiology. Behavioural ecology. Conservation biology. (Total tuition time: ± 40 hours)

ECOTOURISM DEVELOPMENT I (ECD100T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Tourism Management)

Introduction to tourism: what is tourism, history of travel and tourism, tourism challenges and opportunities. Tourism motivations: segmenting the tourism market, specialised tourist segments. Distribution channels: one-, two- and three-level distribution channels. Transportation: surface transportation, air transportation, cruises. Accommodation: types of accommodation, classification and rating systems. Attractions and entertainment: heritage attractions, commercial attractions. Impact of tourism. Future tourism trends. (Total tuition time: ± 90 hours)



ECOTOURISM DEVELOPMENT II (ECD200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Tourism planning – the planning process and the impacts. Rural tourism: financing, development and marketing issues, holiday farm operators, key issues facing rural enterprises. Cultural tourism: definition of cultural tourism, cultural heritage, cultural resources, case studies. Environmental impact assessment (EIA). (Total tuition time: ± 90 hours)

ECOTOURISM DEVELOPMENT III (ECD300T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Tourism Management)**

Sustainable tourism: global environmental issues, environmental significance of leisure tourism, sustainability and economic restructuring, sustainability tourism and indigenous people, sustainability in the accommodation sector. Tourism in protected areas. Global positioning system (GPS). (Total tuition time: ± 45 hours)

ECOTOURISM DEVELOPMENT IV (ECD400T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Project management for ecotourism development. Sustainable eco-development practices made applicable to South Africa: case studies. Geographic information systems (GIS). (Total tuition time: not available)

ECOTOURISM INTERPRETATION I (ECI101T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Nature Conservation)**

Presentation skills: oral and written, verbal and non-verbal. Perceptions and attitudes. Credibility. Intercultural communication. Group dynamics. Interpersonal skills. (Total tuition time: ± 75 hours)

ECOTOURISM INTERPRETATION II (ECI201T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Nature Conservation)**

Environmental interpretation: general. Interpretation planning. Guided activities and techniques. Self-guided activities: exhibits, brochures, signage. Trail development and construction. Environmental education. (Total tuition time: ± 75 hours)

ECOTOURISM INTERPRETATION III (ECI301T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Nature Conservation)**

Human-nature interaction: Disconnectedness, reconnection with nature, ecotourism as a means to reconnect, factors affecting nature experiences, nature-based activities and their influence on nature experiences. (Total tuition time: ± 75 hours)

ECOTOURISM MANAGEMENT I (ECQ100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

An overview of management. Planning for a dynamic environment. Introduction to strategic decision-making. Concepts such as organising, leading, controlling and evaluating as applied within an ecotourism environment. (Total tuition time: ± 90 hours)

ECOTOURISM MANAGEMENT II (ECQ200T)**2 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Consists of three components applicable for the operations of an ecotourism venture: Human Resource Management, Financial Management and Economics for Ecotourism. (Total tuition time: ± 135 hours)

ECOTOURISM MANAGEMENT III (ECQ300T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Tourism Management)**

The entrepreneur – characteristics and nature of entrepreneurship. Creativity, innovation and business opportunity. The business plan. Legal aspects and resource requirements. Financing entrepreneurial ventures. Franchises, business buy-outs and starting one's own ecotourism business. E-commerce opportunities. Intrapreneurship. First-aid level I and II. (Total tuition time: ± 45 hours)

ECOTOURISM MANAGEMENT IV (ECQ400T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Tourism Management)**

Introduction to strategic management. Strategic analyses. Environmental scanning. Industry analysis. Formulation of strategy. Implementation of strategy. Evaluation of strategy. (Total tuition time: not available)



ECOTOURISM MARKETING I (ECK100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Introduction to ecotourism marketing. The ecotourism market, product, pricing, distribution, retailing and wholesaling. Marketing communications for ecotourism. Marketing planning for ecotourism. (Total tuition time: ± 90 hours)

ECOTOURISM MARKETING II (ECK200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

What ecotourism marketing is. Planning: research and analyses, marketing strategy and planning. Implementing the marketing plan. Controlling and evaluating the marketing plan. (Total tuition time: ± 90 hours)

ECOTOURISM PRACTICE I (ECR100T)**2 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Global ecodestinations. Principles of ecotourism. Retail and wholesale travel. Tour operations: designing a tour, negotiating and booking a tour, costing and pricing a tour, client handling, preparation and dispatch, post-tour wrap-up. (Total tuition time: ± 120 hours)

ECOTOURISM PRACTICE II (ECR200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Conferences and other events: Lodge management and front-office operations: Client care. Health and safety. Opera. Tour Plan. Summit. (Total tuition time: ± 90 hours)

EFFECTIVE FACILITY MANAGEMENT IV (EFM400T)**CONTINUOUS ASSESSMENT****(Subject custodian: Business School)**

The essence of facility management. Global facility management development (external). Environmental influences on (facility) organisations. Effectiveness of organisational structures. Positioning the facility management department. (Total tuition time: not available)

END-USER COMPUTING I (EUC100B)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of People Management and Development)**

Computer background theory: historical background, concept definitions, operating system concepts, information organisation, telecommunications, application programs, personal computer (PC) hardware and software acquisition, security. Practical: MS-DOS commands and files management, word processing, spreadsheets and graphics, record file and database management programmes, use of specific application packages in the student's study field. (Total tuition time: ± 120 hours)

END-USER COMPUTING I (EUC100C)**PRACTICAL****(Subject custodian: Department of End-User Computing)**

Students have to acquire knowledge based on theory fundamentals and practical skills. Practical skills to be acquired: OS XP and MS Office Suite 2007 (MS Word, MS Excel and MS PowerPoint). Students have to also acquire knowledge based on practical skills: MS Excel Adv, MS Access Essentials and Living online using the Internet to understand electronic communication. Students will be introduced on how to integrate all the application done during the year. (Total tuition time: ± 62 hours)

END-USER COMPUTING IA (EUC10AT)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of End-User Computing)**

Students have to acquire knowledge based on theory fundamentals and practical skills. Practical skills to be acquired: OS XP and MS Office Suite 2007 (MS Word MS Excel and MS PowerPoint). (Total tuition time: ± 36 hours)

END-USER COMPUTING IB (EUC10BT)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of End-User Computing)**

Students have to acquire knowledge based on practical skills: MS Excel Adv, MS Access Essentials and Living online using the Internet to understand electronic communication. Students will be introduced on how to integrate all the application done during semester 1 and 2. (Total tuition time: ± 26 hours)



ENGLISH (A LEVEL) (ENG120B, ENG120T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Language acts of the individual (interpretation and analysis of messages, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques). Theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media). Language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 90 hours)

ENGLISH (ENO100B)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of People Management and Development)**

Students are equipped with a variety of essential writing and oral language skills required for effective business and industrial communication. (Total tuition time: ± 96 hours)

ENTREPRENEURSHIP IV (ENT401B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Introduction to strategic management. Strategic management model for a business. Situational analysis of a business. Strategy formulation, implementation and control. Continuous improvement approaches. Case studies and projects. Entrepreneurship: principles, innovation, creativity, opportunities, entrepreneurial options, sources of support. (Total tuition time: ± 40 hours)

ENTREPRENEURSHIP TECHNIQUES VA (ETQ50AT)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Management and Entrepreneurship)**

The integration of entrepreneurship techniques to identify and establish general postulates or principles underlying the enabling business environment. Specific topics of interest include entrepreneurial education and research, network management, ownership and entrepreneurial qualities, entrepreneurship ranking, entrepreneurial behaviour and motivation, and information processing. (Total tuition time: ± 54 hours)

ENTREPRENEURSHIP TECHNIQUES VB (ETQ50BT)**PROJECT****(Subject custodian: Department of Management and Entrepreneurship)**

Compare and integrate various entrepreneurial processes and theories that surround an entrepreneurial initiative and apply it to different business contexts. The content includes entrepreneurial relationship, resource-based, and cognitive theories. The theories are synthesised and applied to the process of entrepreneurial behaviour and innovation, business clustering, business planning and business development. (Total tuition time: ± 54 hours)

ENVIRONMENTAL MANAGEMENT (EMG511T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Business School)**

Introduction to environmental management; Environmental legislation; ISO14000; Environmental Impact assessment; risk assessment; cleaner production; environmental auditing; responsible care; Environmental training and awareness; and Environmental ethics. (Total tuition time: ± 36 hours)

EVENT COMMUNICATION I (EVC100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Communicate in a business environment using various technologies in sharing and gathering information. (Total tuition time: ± 90 hours)

EVENT MANAGEMENT I (EVM100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Introduction to event administration and management (planning, organising, leading and controlling). Introduction to event accounting. (Total tuition time: ± 90 hours)

EVENT MANAGEMENT II (EVM200T)**PROJECT****(Subject custodian: Department of Tourism Management)**

Human resource management with specific reference to the event industry. Financial management for event operations. (Total tuition time: ± 90 hours)



EVENT MANAGEMENT III (EVM301T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Starting an event business and all other aspects of entrepreneurship. The entrepreneurship – characteristics and nature of entrepreneurship. Creativity, innovation and business opportunity. The business plan. Legal aspects and resource requirements. Financing entrepreneurship ventures. Franchises, business buy-out and starting one's own event business. E-commerce opportunities for event entrepreneurship. (Total tuition time: ± 45 hours)

EVENT MANAGEMENT PRACTICE II (EVE201T)**PROJECT****(Subject custodian: Department of Tourism Management)**

Analyse an event within the organisation where WIL is taking place through all phases of the event project. (Total tuition time: not available)

EVENT MARKETING I (EVR100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Introduction to marketing. Marketing information. The event market. The marketing mix. Marketing issues. (Total tuition time: ± 90 hours)

EVENT MARKETING II (EVR200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Marketing destinations and venues. Innovative marketing communications strategies for the events industry. (Total tuition time: ± 90 hours)

EVENT PLANNING I (EVP100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Introduction to the tourism industry. Tourism geography. National and international event industry. Conferencing. (Total tuition time: ± 90 hours)

EVENT PLANNING II (EVP200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Develop an event plan. Event design. Programme development. Meeting procedures. (Total tuition time: ± 90 hours)

EVENT PLANNING III (EVP301T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Prepare a project plan taking into consideration all the knowledge, skills and attitudes thus far achieved and focusing on the specific requirements of different types of events. (Total tuition time: ± 45 hours)

EVENT PROJECT MANAGEMENT I (EVJ100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Plan an event project through all its stages by applying the basic principles of project management. (Total tuition time: ± 60 hours)

EVENT PROJECT MANAGEMENT II (EVJ200T)**PRACTICAL ASSESSMENT****(Subject custodian: Department of Tourism Management)**

Plan an event project through all its stages, utilising the technological applications. (Total tuition time: ± 60 hours)

EVENT RISK MANAGEMENT I (EVG100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

All laws and Acts that govern the tourism and event industry. (Total tuition time: ± 60 hours)

EVENT RISK MANAGEMENT II (EVG200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Safety and risk management plans for various event genres. (Total tuition time: ± 60 hours)



EVENT TECHNOLOGY I (EVT100T)**PRACTICAL****(Subject custodian: Department of End-User Computing)**

Students have to acquire knowledge based on theory fundamentals and practical skills. Practical skills to be acquired: OS XP and MS Office Suite 2007 (MS Word, MS Excel and MS PowerPoint). Students have to also acquire knowledge based on practical skills: MS Excel Adv, MS Access Essentials and Living online using the Internet to understand electronic communication. Students will be introduced on how to integrate all the application done during the year. (Total tuition time: ± 62 hours)

EVENT TECHNOLOGY II (EVT200T)**PRACTICAL ASSESSMENT****(Subject custodian: Department of Tourism Management)**

Technological applications of the event industry. Pastel. MS Project. (Total tuition time: ± 60 hours)

EXPERIENTIAL LEARNING (EXP1SBM)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Management and Entrepreneurship)**

Experiential learning is a compulsory component of the qualification. A student may do experiential learning with an accredited employer only. Although the University undertakes to assist students with placement for experiential learning, it is the student's own responsibility to find an accredited employer for a period of at least six months. The students themselves must negotiate conditions of service and other applicable conditions with the employer. An agreement about experiential learning constitutes a separate agreement between an employer and a student. Students must pass all the compulsory and chosen subjects, as well as the experiential learning component, to obtain sufficient credits for the qualification. (Total tuition time: not available)

EXPERIENTIAL LEARNING (EXP3AAT)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Management and Entrepreneurship)**

The instructional offering consists of two months' experiential learning. The University will assist students in securing placements for experiential learning, but cannot guarantee such placements. (Total tuition time: not available)

EXPERIENTIAL LEARNING I (EXP1ADT)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Tourism Management)**

The subject consists of adventure activities. All required activities must be successfully completed. (Total tuition time: not available)

EXPERIENTIAL LEARNING I (EXP1ETM)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Nature Conservation)**

Industry-related training as determined by the industry and the University. Report to be submitted and assessed. (Total tuition time: 6 months)

EXPERIENTIAL LEARNING I (EXP1HMA)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Hospitality Management)**

Work integrated learning in the hospitality industry. (Total tuition time: 6 months)

EXPERIENTIAL LEARNING I (EXP1RCM)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Recreation management practices. ARA level 1 programme. Practical experiences, accumulating hours on campus. (Total tuition time: ± 96 hours)

EXPERIENTIAL LEARNING II (EXP2ADT)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Tourism Management)**

The subject consists of adventure activities. All required activities must be successfully completed. (Total tuition time: not available)

EXPERIENTIAL LEARNING II (EXP2ETM)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Tourism Management)**

Industry-related training as determined by the industry and the University. Report to be submitted and assessed. (Total tuition time: ± 6 months)



EXPERIENTIAL LEARNING II (EXP2HMA)**EXPERIENTIAL LEARNING***(Subject custodian: Department of Hospitality Management)*

Work integrated learning in the hospitality industry. (Total tuition time: 6 months)

EXPERIENTIAL LEARNING II (EXP2RCM)**EXPERIENTIAL LEARNING***(Subject custodian: Department of Marketing, Logistics and Sport Management)*

Recreation management practices. ARA level 2 programme and First Aid. Practical experiences, accumulating hours on campus and at coordinated recreation centres. (Total tuition time± 96 hours)

EXPERIENTIAL LEARNING III (EXP3ADT)**EXPERIENTIAL LEARNING***(Subject custodian: Department of Tourism Management)*

The subject consists of adventure activities. All required activities, as well as WIL, must be successfully completed. (Total tuition time: not available)

EXPERIENTIAL LEARNING III (EXP3RCM)**EXPERIENTIAL LEARNING***(Subject custodian: Department of Marketing, Logistics and Sport Management)*

Recreation management practices. Course in complete practical programme facilitation. Practical experiences, accumulating hours on campus and coordinated recreation centres, other community centres. (Total tuition time: ± 96 hours)

F**FINANCE FOR ENTREPRENEURS V (FFE501T)****1 X 3-HOUR PAPER (OPEN BOOK)***(Subject custodian: Department of Management and Entrepreneurship)*

Students acquire the skills to evaluate the financial sustainability of a business. (Total tuition time: not available)

FINANCIAL ACCOUNTING ASPECTS IV (FAA410B)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

An introduction to financial management, current assets and liabilities, sources of short-term financing, lever effect, time value of money, investment decisions and cash budgets. (Total tuition time: ± 48 hours)

FINANCIAL ACCOUNTING ASPECTS IV (FAA410T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Accounting)*

Introduction to accounting, books of original entry, the ledger, fixed assets, operation results and financial position, elementary company accounts, cash-flow statements, analysis and interpretation of financial statements. (Total tuition time: not available)

FINANCIAL ACCOUNTING IA (FAC11AT)**1 X 3-HOUR PAPER***(Subject custodian: Department of Accounting)*

The basic introductory elements of accounting, the application of generally accepted accounting practice (GAAP) in the business world, constructive interpretation and application of accounting information. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IB (FAC11BT)**1 X 3-HOUR PAPER***(Subject custodian: Department of Accounting)*

The principles of generally accepted accounting practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IIA (FAC22AT)**1 X 3-HOUR PAPER***(Subject custodian: Department of Accounting)*

The accounting approach to transactions, financial statements and disclosure in respect of Companies, Incomplete records, Revenue, Property Plant and Equipment. Events after statement of financial position and inventories. (Total tuition time: ± 60 hours)

FINANCIAL ACCOUNTING IIB (FAC22BT)**1 X 3-HOUR PAPER***(Subject custodian: Department of Accounting)*

The accounting treatment of Group statements and Statement of Cash flow according to IFRS standards. Branch accounting. Recording of taxation (deferred) according to IFRS standards. Foreign exchange. Earnings per share. Analysis and interpretation of financial statements. (Total tuition time: ± 60 hours)



FINANCIAL ACCOUNTING IIIA (FAC31AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

Financial company statements that meet the stipulations of Annexure 4 of the Companies Act, as well as generally accepted accounting practice and IFRS standards. The most important accounting principles issued by the South African Institute of Chartered Accountants. Financial statements that meet the requirements of the Close Corporations Act, as well as generally accepted accounting practice. (Total tuition time: ± 60 hours)

FINANCIAL ACCOUNTING IIIB (FAC31BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

Analyses and interpretation of financial statements, with the emphasis on liquidity, asset management, debt management and the profitability of businesses. Recording and disclosure of minority and majority interests in companies and group financial statements, as required by section 289 and Annexure 4 of the Companies Act. (Total tuition time: ± 60 hours)

FINANCIAL AND STATISTICAL METHODS I (FTS100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Mathematics and Statistics)**

Introduction to Statistics and sampling methods, Organisation and Description of data using tables and graphs, Measures of Location and Dispersion, Basic Probability, Probability Distributions (Binomial, Poisson, Normal), Introduction to Sampling Distributions (means and proportions), Confidence Intervals, Hypothesis Testing, Chi-squared Tests, Regression and Correlation Analysis, Time Series Analysis, Index numbers, Elementary Interest calculations. (Total tuition time: ± 100 hours)

FINANCIAL MANAGEMENT (FMN511T)**1 X 3-HOUR PAPER (OPEN BOOK)****(Subject custodian: Business School)**

South African taxation system, time value of money, financial statement analysis and interpretation, working capital management, investment in capital projects, financing decisions, dividend decisions, business valuation, mergers and take-overs. (Total tuition time: ± 36 hours)

FINANCIAL MANAGEMENT IIA (FMN21AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Introduction to financial management, current assets and liabilities, sources of short-term financing, lever effect, time value of money, investment decisions and cash budgets. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIB (FMN21BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Introduction to financial management, current assets and liabilities, sources of short-term financing, lever effect, time value of money, investment decisions and cash budgets. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIIA (FMN30AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Sources of financing, financial markets, objectives and policies. Profit-volume analysis. Risk and return and financial leverage. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIIB (FMN30BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Risk and return. Budgets: cash and capital. Cost of capital. Inflation and dividend policy. (Total tuition time: not available)

FINANCIAL MANAGEMENT IV (FMN440C)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of People Management and Development)**

The task of the financial manager, the capital structure of the organisation, capital budgets, the time value of money, working capital policy, budgeting process, financial analysis and planning, inflation and taxation and their influence on financial decision-making, dividend policy, mergers, prediction of business failures, and issues and concepts in financial management. (Total tuition time: ± 64 hours)

FINANCIAL MANAGEMENT IV (FMN440T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

The task of the financial manager, the capital structure of the enterprise, capital budgets, the time value of money, working capital policy, budgeting process, financial analysis and planning, inflation and taxation and their influence on financial decision-making, dividend policy, mergers, prediction of business failures, and issues and concepts in financial management. (Total tuition time: not available)



FINANCIAL MANAGEMENT IVA (FMN44AT) <i>(Subject custodian: Department of Managerial Accounting and Finance)</i> Risk and rate of return, portfolio management, valuations and cost of capital. The capital budgeting process with project involvement. (Total tuition time: not available)	1 X 3-HOUR PAPER
FINANCIAL MANAGEMENT IVB (FMN44BT) <i>(Subject custodian: Department of Managerial Accounting and Finance)</i> Risk analysis, credit policy and current asset management with a view to working capital operations. Capital structure, leasing, dividends and financial engineering. (Total tuition time: not available)	1 X 3-HOUR PAPER
FINANCIAL PLANNING AND CONTROL III (FPC300T) <i>(Subject custodian: Department of Managerial Accounting and Finance)</i> Selected management accounting and financial management techniques for production managers. The subject consists of two modules. (Total tuition time: ± 40 hours)	1 X 3-HOUR PAPER
FINANCIAL PRINCIPLES IN OPERATIONS MANAGEMENT I (FPO100T) <i>(Subject custodian: Department of Managerial Accounting and Finance)</i> Elements of cost, methods of costing and costing systems, financial aspects of a purchase procedure and stores procedure, basic concepts of cash flow, elements of overhead costs, financial aspects of budgeting, budgetary control, basic concepts of financing projects. Elements of cost, methods of costing and costing systems, financial aspects of a purchase procedure and stores procedure, basic concepts of cash flow, elements of overhead costs, financial aspects of budgeting, budgetary control, basic concepts of financing projects. (Total tuition time: not available)	1 X 3-HOUR PAPER
FINANCIAL RECORD-KEEPING I (FRK101T) <i>(Subject custodian: Department of Office Management and Technology)</i> Administrative activities, including the management of petty cash, salaries and wages, and banking services. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
FOOD AND BEVERAGE OPERATIONS II (FBE201T) <i>(Subject custodian: Department of Hospitality Management)</i> Types of food services and systems, administrative functions of the food service unit. (Total tuition time: ± 120 hours)	1 X 3-HOUR PAPER
FOOD AND BEVERAGE OPERATIONS III (FBE301T) <i>(Subject custodian: Department of Hospitality Management)</i> Principles of production procedures, interpretation of outsourcing contracts, and layout planning of the food service unit. (Total tuition time: ± 120 hours)	1 X 3-HOUR PAPER
FOOD AND BEVERAGE STUDIES: PRACTICAL I (FBS11QT) <i>(Subject custodian: Department of Hospitality Management)</i> Restaurant infrastructure and procedures. Basic food and beverage service, working as a waiter. (Total tuition time: ± 70 hours)	CONTINUOUS ASSESSMENT
FOOD AND BEVERAGE STUDIES: PRACTICAL II (FBS20YT) <i>(Subject custodian: Department of Hospitality Management)</i> Supervising and maintaining an advanced food and beverage service in terms of legislation, operations, costing and control measures applicable to a variety of restaurants and food service outlets. (Total tuition time: ± 70 hours)	CONTINUOUS ASSESSMENT
FOOD AND BEVERAGE STUDIES: THEORY I (FBS11PT) <i>(Subject custodian: Department of Hospitality Management)</i> Basic theoretical and practical principles of food and drink services, technical skills and menu planning. (Total tuition time: ± 70 hours)	1 X 3-HOUR PAPER
FOOD AND BEVERAGE STUDIES: THEORY II (FBS20XT) <i>(Subject custodian: Department of Hospitality Management)</i> Knowledge and the application of advanced methods and control systems applicable to food and beverage services. (Total tuition time: ± 70 hours)	1 X 3-HOUR PAPER



FOOD MANAGEMENT AND ELEMENTARY**CONTINUOUS ASSESSMENT****MICROBIOLOGY IV (FEM400T)**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Food purchasing, storage, stock management: production and distribution of food. Design and planning of professional kitchens. Hygiene and quality management. (Total tuition time: ± 48 hours)

FOUNDATION ACCOMMODATION MANAGEMENT I (FPADM01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Hospitality Management)

Introduction to the tourism and accommodation industry and its very important economic and social role in the South African context. Basic elements of housekeeping and back of house ethics and practices. Introduction to hygiene and safety in the hospitality industry. Execution and maintenance of housekeeping activities. Basic reception infrastructure. (Total tuition time: ± 120 hours)

FOUNDATION BASIC BUSINESS SKILLS (FPBBS01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of People Management and Development)

Business behavioural skills, business management, the world of work, functioning of the organisation. (Total tuition time: ± 96 hours)

FOUNDATION BASIC FINANCIAL CALCULATIONS (FPBFC01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of People Management and Development)

Basic mathematical principles, basic accounting, basic financial management, basic economics and calculation. (Total tuition time: ± 96 hours)

FOUNDATION BASIC FINANCIAL CALCULATIONS (FPBFC02)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Basic numerical literacy, basic mathematical principles, basic accounting principles, basic statistical principles, basic arithmetic principles, and basic fundamental algebra. (Total tuition time: ± 120 hours)

FOUNDATION BUSINESS COMMUNICATION (FPCBE02)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Management and Entrepreneurship)

Basic bibliographic reference guide. Verbs and how they are used. Sentences, nouns, pronouns, adjectives, adverbs, conjunction. The article and prepositions – reading and understanding. Vocabulary building. Interpretation and writing skills. (Total tuition time: not available)

FOUNDATION BUSINESS ECONOMICS AND ENTREPRENEURSHIP (FPMAN01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Management and Entrepreneurship)

Introduction to Business Economics. The establishment of a private enterprise. The business organisation and the business environment. The function of general management. The management process. The marketing function. The financial function. Operations management. The purchasing function. The human resource function. Public relations. (Total tuition time: not available)

FOUNDATION BUSINESS FINANCE (FPFAC01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Management and Entrepreneurship)

Accounting equation. Ledger accounts. Subsidiary journals. Bank reconciliation statement. Year-end adjustments. Closing entries. Financial statements. (Total tuition time: not available)

FOUNDATION BUSINESS LAW (FPMER01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Management and Entrepreneurship)

The law of contract. Breach of Contract. Discharge of contracts. Contracts of sale. Transport. Insurance. (Total tuition time: not available)

FOUNDATION COMMUNICATION I (FPCEN01)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Management and Entrepreneurship)

Developing basic communication skills through the four basic skills in language learning and usage. Communication theory, verbal and non-verbal communication, presentation skills, report writing, meetings and interviews. (Total tuition time: not available)



FOUNDATION COMPUTER LITERACY (FPCLY02) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Students have to acquire knowledge based on theory fundamentals and practical skills. Practical skills to be acquired: OS XP and MS Office Suite 2007 (MS Word, MS Excel and MS PowerPoint). Students have to also acquire knowledge based on practical skills: MS Excel Adv, MS Access Essentials and Living online using the Internet to understand electronic communication. Students will be introduced on how to integrate all the application done during the year. (Total tuition time: ± 62 hours)

FOUNDATION ENGLISH (FPENG03) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Interpret, relate and reflect on all available and relevant resource material in proper English. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication. Demonstrate intermediate-level proficiency in written English. (Total tuition time: ± 96 hours)

FOUNDATION HOSPITALITY COMMUNICATION I (FPHCM01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

Specific, discipline related interpretation, presentation and communication skills, listening skills, reading for academic understanding, academic vocabulary, learning strategies and information gathering, writing, business and life skills. The students will be introduced to aspects of scaffolded reading as a tool to acquiring knowledge and interpretative abilities within their subject disciplines. Identifying various communication skills and techniques (oral, written, visual) to promote communication in the hospitality industry. (Total tuition time: ± 120 hours)

FOUNDATION HOSPITALITY FINANCIAL MANAGEMENT I (FPHFM01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

An introduction to the basic principles of Costing and Profitability, Financial Mathematics, Problem Solving, Percentages and Budgeting, Interest rate calculations and elementary Statistics as well as Graphing (drawing and interpretation) and Risk assessment. Basic managerial accounting principles, applied to the hospitality industry. (Total tuition time: ± 240 hours)

FOUNDATION HOSPITALITY INFORMATION SYSTEMS I (FPHIS01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

Students will be introduced to: operating systems (Windows environment), basic word-processing skills (MS-Word), spreadsheets (MS-Excel) and presentation tools (Power Point). Students have to acquire theory and practical skills. Theory knowledge to be learned are Personal Computer Basics, Managing Computer Contents, Display Devices, Internet Privacy and Security, Connectors and Adapters, Network Basics, Multimedia Devices, Processors and Memory, Data Storage Devices, Network Security Overview and Safety. Practical skills to be obtained are Microsoft Word Microsoft Excel and MS PowerPoint. (Total tuition time: ± 72 hours)

FOUNDATION HOSPITALITY MANAGEMENT I (FPHMN01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

An introduction to the basic principles and practices of Management as they are specifically applied within the South African Hospitality industry. A range of business skills that are applicable to the hospitality industry, and which contribute to effective decision-making and the execution of operations. (Total tuition time: ± 180 hours)

FOUNDATION HUMAN RESOURCE MANAGEMENT (FPHRM01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Introduction to human behaviour. The world of work. Human resource management. Job analysis and human resource planning. Recruitment, selection and induction. Individual training and development. Performance management. Compensation. Introduction to labour relations. Motivation. Communication, absenteeism, safety and stress. Separation. (Total tuition time: ± 96 hours)

FOUNDATION INDUSTRIAL RELATIONS I (FPIRS01) 1 X 3-HOUR PAPER

(Subject custodian: Department of People and Management and Development)

An introduction to the principles of labour relations, general labour regulation, employment contact and how to deal with employee grievances and disputes. (Total tuition time: ± 96 hours)



FOUNDATION INFORMATION LITERACY (FPILT01)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Introduction to the TUT Information and Library Services. Locate resources and services within a library. Log on to library computers and search the library's website. Online catalogues and the basics of database searching. Primary and secondary sources – how to locate, access and browse through them. Sources of secondary data and evaluating the quality of secondary information. Ethical issues such as plagiarism and copyright. Information Literacy Standards: How to use information effectively and creatively; excellence in information seeking and knowledge generation; Recognizes the importance of information to a democratic society; ethical behavior with regard to information and information technology. Introduction to mass and social media. (Total tuition time: ± 60 hours)

FOUNDATION LIFE SKILLS (FPLSK03)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Academic, emotional intelligence and teamwork skills development for students in higher education. Effective learning (Introduction and formulating a life vision; Goal setting; Time and self management; Classroom skills (concentration, note taking and listening skills); Cognitive learning strategies; Learning styles; Test taking and exam strategies; Assignment and assessment writing; and Creative and critical thinking. Effective living (Introduction and the emotional mind; Intrapersonal skills; Leadership skills; Interpersonal skills; and Self management skills. Effective teamwork and applying teamwork theory to practice. (Total tuition time: ± 80 hours)

FOUNDATION LIFE SKILLS (MODULE 1) I (FPLSKAT)**1 X 3-HOUR PAPER****FOUNDATION LIFE SKILLS (MODULE 2) I (FPLSKBT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Campus ethics, learning styles and whole-brain thinking, self-image and assertive behaviour, time management, self-motivation, conflict management, sexuality and relationships, problem-solving skills, managing stress, multicultural society, techniques for summarising and memorising, how to cope with assessments and assignments, creativity and many more. The life skills sessions are participative, with group discussions and personal application to optimise the student's learning experience. (Total tuition time: not available)

FOUNDATION LOGISTICS AND BUSINESS LANGUAGE SKILLS (FPLBS01)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Interpret, relate and reflect on all available and relevant resource material in proper English as applicable to the logistics environment. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication Demonstrate intermediate-level proficiency in written English. Language acts of the individual (interpretation and analysis of message, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 120 hours)

FOUNDATION LOGISTICS I (FPLGS01)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Introduction to Logistics (Designing distribution channels; Selecting channel members; Retailing and Wholesaling; Logistics and Supply Chain Management). A brief overview of the role of purchasing and the purchasing cycle. Introduction to procurement (procurement planning; procurement strategies; selection of suppliers, supplier relations). (Total tuition time: ± 120 hours)



FOUNDATION MARKETING AND BUSINESS LANGUAGE SKILLS (FPMBS01) 1 X 3-HOUR PAPER
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Interpret, relate and reflect on all available and relevant resource material in proper English as applicable to the marketing environment. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication. Demonstrate intermediate-level proficiency in written English. Language acts of the individual (interpretation and analysis of message, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 120 hours)

FOUNDATION MARKETING I (FPMRK01) 1 X 3-HOUR PAPER
(Subject custodian: Department of Marketing, Logistics and Sport Management)

The marketing world, the marketing environment, the marketing policy instruments, marketing research, consumer and business behaviour, market segmentation, targeting and positioning, and integrated marketing. (Total tuition time: ± 120 hours)

FOUNDATION OF LABOUR RELATIONS THEORY V (FLR500T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Free enterprise, Dunlop, Chamberlain, Marxism, socialism, democracy and ILO objectives. (Total tuition time: ± 160 hours)

FOUNDATION PERSONNEL MANAGEMENT I (FPPRM01) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Behavioural differences, perception, personality, cognitive ability, attitude. (Total tuition time: ± 96 hours)

FOUNDATION PRINCIPLES OF ECONOMICS (FPECN01) 1 X 3-HOUR PAPER
(Subject custodian: Department of Management and Entrepreneurship)

The nature and scope of economics. Basic economic concepts. The basic theory of demand and supply and market price fixing in markets for goods and service. Land, labour, capital and entrepreneurship as production factors. Macro-economy: field of study and measurement of total economic activities. The monetary system – the function of money. Inflation. The South African Reserve Bank. Commercial banks. Taxation. (Total tuition time: not available)

FOUNDATION RECREATION MANAGEMENT AND BUSINESS LANGUAGE SKILLS (FPRBS01) 1 X 3-HOUR PAPER
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Interpret, relate and reflect on all available and relevant resource material in proper English as applicable to the recreation environment. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication. Demonstrate intermediate-level proficiency in written English. Language acts of the individual (interpretation and analysis of message, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 120 hours)

FOUNDATION RECREATION MANAGEMENT I (FPRCM01) 1 X 3-HOUR PAPER
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Introduction to recreation participation and recreation facility operations. Entrepreneurial recreation and how to developing a business; leisure and sport; legal, risk management; customer relations; planning and coordination skills within a recreation context. How to manage people and environmental performance and projects. A brief overview of the management of a recreational organisation. Introduction to community, commercial and outdoor recreation. (Total tuition time: ± 120 hours)



FOUNDATION RETAIL AND BUSINESS LANGUAGE SKILLS (FPRBL01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Interpret, relate and reflect on all available and relevant resource material in proper English as applicable to the retail business environment. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication. Demonstrate intermediate-level proficiency in written English. Language acts of the individual (interpretation and analysis of message, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 120 hours)

FOUNDATION RETAIL BUSINESS MANAGEMENT I (FPRBM01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Marketing, Logistics and Sport Management)

The ABC's of retail; The basics of retail; The retailing environment; Selecting suppliers and supplier relations; The seven rights of retail (Being in the right place; Selling the right products of the right quality; Selling the right quantity at the right time; Selling at the right price; Selling the right service; Implementation of the retail strategy; Retail promotion and Blending store activities for success). (Total tuition time: ± 120 hours)

FOUNDATION SALES TECHNIQUES (FPMRK02) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Introduction to selling. Understanding the consumer. Communication skills in selling. Personal empowerment. Goal setting. Characteristics of a successful salesperson. The selling process. Application and role of electronic communication technologies in selling. (Total tuition time: not available)

FOUNDATION SPORT MANAGEMENT AND BUSINESS LANGUAGE SKILLS (FPSBS01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Interpret, relate and reflect on all available and relevant resource material in proper English as applicable to the sport management environment. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication. Demonstrate intermediate-level proficiency in written English. Language acts of the individual (interpretation and analysis of message, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 120 hours)

FOUNDATION SPORT MANAGEMENT I (FPSMN01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Sport and society. An introduction to the South African sport industry. Health and safety in sport. Sports coaching, practical team sports, practical individual sports, outdoor and adventurous activities. Organising sports and leisure events. Exploring business activities in sport - how sport businesses and organisations work. Managing business resources in sport - human, physical, financial and technological. Introduction to sport marketing. (Total tuition time: ± 120 hours)

FRENCH (FRE110T) 1 X 3-HOUR PAPER

(Subject custodian: Department of Applied Languages)

Language programmes equip students with functionally useful listening, speaking, reading and writing skills, as well as an insight into the relevant culture. Based on a communicative approach, the programmes start at beginner's level. (Total tuition time: ± 90 hours)



G**GERMAN (GER110T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Language programmes equip students with functionally useful listening, speaking, reading and writing skills, as well as an insight into the relevant culture. Based on a communicative approach, the programmes start at beginner's level. (Total tuition time: ± 90 hours)

H**HOSPITALITY COMMUNICATION I (HCO100B)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Identifying various communication skills and techniques (oral, written, visual) to promote communication in the hospitality industry. (Total tuition time: ± 60 hours)

HOSPITALITY COMMUNICATION II (HCO201B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

French grammar and vocabulary. (Total tuition time: ± 60 hours)

HOSPITALITY EVENTS MANAGEMENT I (HEN101T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Tourism Management)**

Planning, coordinating and presenting functions or events in accordance with sound business principles. (Total tuition time: ± 30 hours)

HOSPITALITY FINANCIAL MANAGEMENT I (HFM100B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Hospitality Management)**

Basic managerial accounting principles, applied to the hospitality industry. (Total tuition time: ± 130 hours)

HOSPITALITY FINANCIAL MANAGEMENT II (HFM201B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Hospitality Management)**

Application of hospitality financial decision-making tools and hospitality cost management. (Total tuition time: ± 130 hours)

HOSPITALITY FINANCIAL MANAGEMENT III (HFM301B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Hospitality Management)**

Financial management principles that contribute to effective planning and control by means of operational budgets. An introduction to ratio analysis of financial statements of a hospitality enterprise in order to make sound financial management decisions. (Total tuition time: ± 130 hours)

HOSPITALITY FINANCIAL MANAGEMENT IV (HFM400B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Hospitality Management)**

Analysis of financial aspects in hospitality sectors, focusing on pricing methods, decision-making in long term investment. An overview of contemporary issues. (Total tuition time: ± 70 hours)

HOSPITALITY HEALTH AND SAFETY I (HHS101T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Hospitality Management)**

Occupational safety measures and local and national legislation. (Total tuition time: ± 70 hours)

HOSPITALITY INDUSTRY LAW I (HIL101B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Explaining the legislation and mechanisms governing training and education. (Total tuition time: ± 70 hours)

HOSPITALITY INDUSTRY LAW II (HIL201B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Explaining the legislation and mechanisms governing training and education. (Total tuition time: ± 70 hours)

HOSPITALITY INDUSTRY LAW III (HIL300B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

The legal concepts of corporate law, labour law and social legislation. (Total tuition time: ± 175 hours)



HOSPITALITY INFORMATION SYSTEMS IA (HIS10AT) CONTINUOUS ASSESSMENT

(Subject custodian: Department of End-User Computing)

Students have to acquire knowledge based on theory fundamentals and practical skills. Practical skills to be acquired: OS XP and MS Office Suite 2007 (Microsoft Word, Microsoft Excel and PowerPoint). (Total tuition time: ± 36 hours)

HOSPITALITY INFORMATION SYSTEMS IB (HIS10BT) CONTINUOUS ASSESSMENT

(Subject custodian: Department of End-User Computing)

Students have to acquire knowledge based on practical skills: MS Excel Adv, MS Access Essentials and Living online using the Internet to understand electronic communication. Students will be introduced on how to integrate all the application done during Semester 1 and 2. (Total tuition time: ± 26 hours)

HOSPITALITY INFORMATION SYSTEMS II (HIS201B) CONTINUOUS ASSESSMENT

(Subject custodian: Department of End-User Computing)

Advanced presentation skills and modifying of presentations (Microsoft Office PowerPoint). Creating marketing materials and documents for example menus, labels web pages, etc. (Microsoft Publisher). Embedding, hyperlinks and integrating objects between the various Microsoft Office programs (MS Word, Excel, PowerPoint, Access and Publisher). (Total tuition time: ± 28 hours)

HOSPITALITY MANAGEMENT I (HOM100B) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

A range of business skills that are applicable to the hospitality industry, and which contribute to effective decision-making and the execution of operations. (Total tuition time: ± 100 hours)

HOSPITALITY MANAGEMENT II (HOM201B) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

The concepts of recruitment, selection, induction, training and development, remuneration and the termination of employment. (Total tuition time: ± 130 hours)

HOSPITALITY MANAGEMENT INFORMATION SYSTEMS I (HMI101T) CONTINUOUS ASSESSMENT

(Subject custodian: Department of Hospitality Management)

An introduction to information systems applicable in the hospitality industry, highlighting the importance of MIS with regard to decision-making at the various managerial levels. (Total tuition time: ± 70 hours)

HOSPITALITY MANAGEMENT: ACCOMMODATION OPERATIONS IV (HOM40RB) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

The application of scenarios and case studies that could contribute to effective decision-making with regard to accommodation in the hospitality. (Total tuition time: ± 70 hours)

HOSPITALITY MANAGEMENT: FOOD AND BEVERAGE OPERATIONS IV (HOM40QB) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

Application of theory by means of a project; theory of the cost of work. (Total tuition time: ± 70 hours)

HOSPITALITY MANAGEMENT: RETAIL III (HOM30ZT) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

Retail principles applicable to the food and beverage sector. (Total tuition time: ± 70 hours)

HOSPITALITY MANAGEMENT: THEORY III (HOM30XT) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

Business management skills that contribute to the effective management of the hospitality enterprise. (Total tuition time: ± 70 hours)

HOSPITALITY MANAGEMENT: THEORY IV (HOM40PB) 1 X 3-HOUR PAPER

(Subject custodian: Department of Hospitality Management)

Managerial principles that contribute to the effective management of diversity to ensure sustained growth of the enterprise, industry and local community. Application of principles learned by the hospitality manager to make sound strategic decisions. (Total tuition time: ± 70 hours)



HUMAN RESOURCE MANAGEMENT I (HRM100T) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Introduction to human behaviour, human resource management, interpersonal conflict, time management, problem solving, supervision, training, meetings, stress management, labour relations, discipline, dismissal and grievances. (Total tuition time: ± 64 hours)

HUMAN RESOURCE MANAGEMENT II (HRM200T) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Human resource planning, job analysis, recruitment, selection, placement and induction, performance appraisal, remuneration, services and benefits. (Total tuition time: ± 64 hours)

HUMAN RESOURCES MANAGEMENT (HRM511T) 1 X 4-HOUR PAPER (OPEN BOOK)

(Subject custodian: Business School)

Introduction to human resource management strategy, environmental issues, affirmative action, human resource development, productivity, creating a strategic organisation, creating a learning organisation. Human resource development and training, strategic industrial relations management, key success factors and measures, implementation of strategies, performance management. (Total tuition time: ± 36 hours)

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INDUSTRIAL RELATIONS I (IRS100B, IRS100T) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

An introduction to the South African industrial relations system, conflict management, the history of South African industrial relations, South African labour laws, an overview of environmental influences on industrial relations. The role of communication in the workplace, employee representation, employee participation, grievances and discipline in the workplace, dismissals, trade union rights in South Africa, dispute procedures and strikes. (Total tuition time: ± 96 hours)

INDUSTRIAL RELATIONS II (IRS200B, IRS200T) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Employment equity and affirmative action, trade unions and employer organisations in South Africa, the role of the government in industrial relations, collective bargaining structures and collective agreements, workplace forums. Dismissal procedures and practice, negotiation practice, dispute resolution practice, managing industrial action and future perspectives on South African industrial relations. (Total tuition time: ± 96 hours)

INFORMATION ADMINISTRATION I (IAD100T) CONTINUOUS ASSESSMENT

(Subject custodian: Department of Office Management and Technology)

THEORY: Introduction to computers, application software, the components of the system unit, input, output, storage. PRACTICAL: Information Processing: MS Word 2007; Data Processing: MS Excel 2007; Operating System: Windows XP; Presentations: MS PowerPoint 2007. (Total tuition time: ± 96 hours)

INFORMATION ADMINISTRATION II (IAD200T) CONTINUOUS ASSESSMENT

(Subject custodian: Department of Office Management and Technology)

THEORY: Essentials of Management Information Systems; THEORY: Advanced Information Processing: MS Word 2007; Advanced Data Processing: MS Excel 2007; Operating System: Windows XP; Data and Information Management: MS Outlook 2007. (Total tuition time: ± 96 hours)

INFORMATION ADMINISTRATION III (IAD300T) CONTINUOUS ASSESSMENT

(Subject custodian: Department of Office Management and Technology)

THEORY: Information Technology Strategy in Action; THEORY: Digital Document Integration: (MS Word 2007, MS Excel 2007; MS PowerPoint 2007, MS Publisher 2007, MS Access 2007, Internet integration); Internet Research: Advanced Internet usage concepts and Internet Office Projects; Desktop Publishing: MS Publisher 2007; Database Management: MS Access 2007. (Total tuition time: ± 96 hours)



INFORMATION ADMINISTRATION IV (IAD400T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of Office Management and Technology)*

THEORY: Information technology for management, strategic information systems. Business process re-engineering and information technology, networking, computing, electronic commerce, innovative functional systems. Supporting management and decision making. Data and knowledge management, intelligent support systems, information technology economics, computer security, managing information resources

PRACTICAL: Portable Document Format (PDF): Macromedia Acrobat 9.0; Project Management: MS Project 2007; Web Page Creation and Design: Expression web 2.0; Design assignment: Create a complete website for a company. (Total tuition time: ± 64 hours)

INFORMATION SYSTEMS I (ISY120B)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

Basic principles of computers, hardware, peripherals, applications, system software, system development, data management, information systems, artificial intelligence, object-orientated programming, ethics, privacy and security. (Total tuition time: ± 96 hours)

INFORMATION SYSTEMS II (ISY220B)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

Principles of systems analysis, planning, and development. (Total tuition time: ± 96 hours)

INTERNATIONAL FINANCING (INF501T)**1 X 4-HOUR PAPER (OPEN BOOK)***(Subject custodian: Business School)*

Overview and structure, harmonisation of financial reporting, international financial systems, spot planning and forward planning, trade finance, forex risk management, international trade and investment, structuring offshore operations, joint ventures, accounting and tax perspectives, evaluation of direct overseas investment opportunities, financial management of multinationals. (Total tuition time: ± 36 hours)

INTERNATIONAL MANAGEMENT (INM501T)**1 X 4-HOUR PAPER***(Subject custodian: Business School)*

Differences between countries, international trade, foreign direct investment, economic integration, global monetary systems, international strategy and structure, multinationals and global alliances, importing, exporting and international marketing, global human resource management and global financial management. (Total tuition time: ± 36 hours)

INTRODUCTION TO MARKETING MANAGEMENT I (IDM100T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Marketing, Logistics and Sport Management)*

The basic principles of marketing management. (Total tuition time: not available)

L**LABOUR ADMINISTRATION IA (LAA10AT)****1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

Overview of all human resource management practices, including human resource planning, recruitment, selection, placement and induction, performance assessment, training and development. (Total tuition time: ± 48 hours)

LABOUR ADMINISTRATION IB (LAA10BT)**1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

Overview of all human resource management practices, including human resource planning, recruitment, selection, placement and induction, performance assessment, training and development. (Total tuition time: ± 48 hours)

LABOUR ADMINISTRATION IIA (LAA20AT)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of End-User Computing)*

The subject consists of theory and practical components. The theoretical component introduces students to basic computer knowledge which includes; Evolution of Computers, Input devices, Processing data, Data storage devices, Output devices, Network basics, Safety and green IT, Computer hardware care and maintenance. The practical component covers MS Word essentials, MS Excel essentials, MS PowerPoint essentials and Windows XP essentials. (Total tuition time: ± 36 hours)



LABOUR ADMINISTRATION IIB (LAA20BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

Advanced issues in human resource management, e.g. affirmative action, human resource cost accounting, management of problem employees, health and safety, information systems, strategic management, environmental challenges. Includes a practical computer-based human resource management programme. (Total tuition time: ± 48 hours)

LABOUR AND IMMATERIAL LAW A (LIL10AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to Labour Law. Basic Conditions of Employment, Common law contract of employment, Employment Equity, Occupational Health and Safety, Skills Development Act, Unemployment Insurance Act, Dismissals, Unfair Labour Practice, Workplace forums, Labour Dispute Resolution, and other issues covered by the Labour Relations Act, Constitutional Aspects of Labour law. (Total tuition time: ± 32 hours)

LABOUR AND IMMATERIAL LAW B (LIL10BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Law of Immaterial property. Different types of intellectual property. Copyright law, Patent law, Designs Law, Law of Trade Marks. E-commerce law. (Total tuition time: ± 32 hours)

LABOUR ECONOMICS (LAE100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

In-depth coverage of labour economics theory and practice and its impact on the South African labour market. Laws of supply and demand for labour, law of diminishing returns, marginal productivity of labour. (Total tuition time: ± 32 hours)

LABOUR LAW (LLA100B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Sources of the law. Classification of the South African law. The South African judiciary. Contract of service and other similar contracts. Duties of employers and employees, the remedies available in case of breach of contract and termination of contract. Liability of employer for delicts committed by employees. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act. Skills Development Act. Labour Relations Act. Employment Act. (Total tuition time: ± 120 hours)

LABOUR LAW (LLA100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Sources of law. Basic Conditions of Employment Act, Employment Equity Act, Unemployment Insurance Act, Compensations for Occupational Injuries and Diseases Act, Occupational Health and Safety Act and Skills Development Act, adding issues of sexual harassment in the workplace and HIV/Aids in the workplace. Labour Relations Act. (Total tuition time: ± 60 hours)

LABOUR RELATIONS AND LAW II (LRL200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Workers' representation. Perspective on collective bargaining. Negotiation. Resolving disputes. Future industrial relations in the enterprise. (Total tuition time: not available)

LABOUR RELATIONS AND LAW IIA (LRL20AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to labour relations, conflict management, the South African labour relations system, environmental influences on labour relations, South African labour laws, parties, collective bargaining. Negotiations, dispute resolution and strikes, policies and communication structures, employment equity and grievance procedures, discipline and dismissals. (Total tuition time: not available)

LABOUR RELATIONS AND LAW IIB (LRL20BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to the law, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, Unemployment Insurance Act, Skills Development Act and collective bargaining. (Total tuition time: not available)

LABOUR RELATIONS IA (LRR11AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

An overview of the South African labour relations system and its distinguishing influences, parties, structures, interactions, principles and practices. (Total tuition time: ± 48 hours)



LABOUR RELATIONS IB (LRR11BT) <i>(Subject custodian: Department of People Management and Development)</i> An overview of the South African labour relations system and its distinguishing influences, parties, structures, interactions, principles and practices. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS IIA (LRR20AT) <i>(Subject custodian: Department of People Management and Development)</i> In-depth coverage of the most important contemporary political, social and economic influences on the South African labour market. An in-depth study of contemporary labour practice regarding dismissals, retrenchment, strikes, negotiation, disputes, management systems, strategies and related practice. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS IIB (LRR20BT) <i>(Subject custodian: Department of People Management and Development)</i> In-depth coverage of the most important contemporary political, social and economic influences on the South African labour market. An in-depth study of contemporary labour practice regarding dismissals, retrenchment, strikes, negotiation, disputes, management systems, strategies and related practice. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS IIIA (LRR30AT) <i>(Subject custodian: Department of People Management and Development)</i> Practical research and application of modern labour relations practice. Class discussions, role-playing, debates, mock procedures, research of labour court cases, arbitration awards, contemporary publications and practical assignments. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS IIIB (LRR30BT) <i>(Subject custodian: Department of People Management and Development)</i> Practical research and application of modern labour relations practice. Class discussions, role-playing, debates, mock procedures, research of labour court cases, arbitration awards, contemporary publications and practical assignments. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS LAW IA (LAW10AT) <i>(Subject custodian: Department of Law)</i> Introductory overview of the South African legal system, common law principles, the Constitution and Bill of Rights, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Occupational Health and Safety Act, Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. (Total tuition time: ± 65 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS LAW IB (LAW10BT) <i>(Subject custodian: Department of Law)</i> Introductory overview of the South African legal system, common law principles, the Constitution and Bill of Rights, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Occupational Health and Safety Act, Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. (Total tuition time: ± 65 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS LAW IIA (LAW20AT) <i>(Subject custodian: Department of Law)</i> In-depth coverage of practical application of the Labour Relations Act in individual and collective relationships. In-depth coverage of the Employment Equity Act in practice. Important labour court findings and arbitration awards are specifically covered. (Total tuition time: ± 60 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS LAW IIB (LAW20BT) <i>(Subject custodian: Department of Law)</i> In-depth coverage of practical application of the Labour Relations Act in individual and collective relationships. In-depth coverage of the Employment Equity Act in practice. Important labour court findings and arbitration awards are specifically covered. (Total tuition time: ± 60 hours)	1 X 3-HOUR PAPER



LABOUR RELATIONS LAW IIIA (LAW30AT) <i>(Subject custodian: Department of Law)</i> Overview of related laws, e.g. taxation, small claims court and the Lands Act. Overview of dispute practice regarding conciliation and arbitration. Introduction to labour court procedures. Application of all South African labour laws through participation in role-playing, debates, mock arbitration procedures, study of labour court cases, arbitration awards, contemporary publications and the completion of practical assignments. (Total tuition time: ± 60 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS LAW IIIB (LAW30BT) <i>(Subject custodian: Department of Law)</i> Overview of related laws, e.g. taxation, small claims court and the Lands Act. Overview of dispute practice regarding conciliation and arbitration. Introduction to labour court procedures. Application of all South African labour laws through participation in role-playing, debates, mock arbitration procedures, study of labour court cases, arbitration awards, contemporary publications and the completion of practical assignments. (Total tuition time: ± 60 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS MANAGEMENT (LRM400T) <i>(Subject custodian: Department of People Management and Development)</i> The development of strategies and management skills, with the emphasis on strategic principles, applied management and business principles. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS: SOCIO-PSYCHOLOGICAL ASPECTS IIA (LRS20AT) <i>(Subject custodian: Department of People Management and Development)</i> An overview of the sociological and psychological principles that influence labour relations systems, e.g. personality, attitudes, stereotypes, emotions, diversity and groups. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LABOUR RELATIONS: SOCIO-PSYCHOLOGICAL ASPECTS IIB (LRS20BT) <i>(Subject custodian: Department of People Management and Development)</i> An overview of the sociological and psychological principles that influence labour relations systems, e.g. personality, attitudes, stereotypes, emotions, diversity and groups. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
LAW FOR CREDIT MANAGERS I (LCM100T) <i>(Subject custodian: Department of Law)</i> General introduction, principles of the law of contract, specific contracts, the law of negotiable instruments. (Total tuition time: not available)	1 X 3-HOUR PAPER
LAW FOR CREDIT MANAGERS II (LCM200T) <i>(Subject custodian: Department of Law)</i> Company Law, Close Corporations, Partnerships and Trusts. (Total tuition time: not available)	1 X 3-HOUR PAPER
LAW FOR CREDIT MANAGERS III (LCM300T) <i>(Subject custodian: Department of Law)</i> Law of insolvency, suretyship agreements and their application. (Total tuition time: not available)	1 X 3-HOUR PAPER
LAW FOR MARKETERS I (LMK100T) <i>(Subject custodian: Department of Law)</i> Introduction to the law (sources of law, classification of the South African legal system, the South African judiciary). Basic principles of the law of contract. Types of contract (contract of sale, law of agency, negotiable instruments), intellectual property law (copyright, patents, trademarks). There is also an option to add additional information (credit agreements, letting and hiring, contract of employment and insurance). (Total tuition time: not available)	1 X 3-HOUR PAPER
LAW FOR TOURISM I (LTO100T) <i>(Subject custodian: Department of Law)</i> The South African legal system. The constitutional order in South Africa. General principles of contract. Special types of contracts. Mercantile law. Specific legal aspects pertaining to the tourism industry. (Total tuition time: ± 60 hours)	1 X 3-HOUR PAPER
LEADERSHIP I (LDS100T) <i>(Subject custodian: Department of People Management and Development)</i> Self-management, organisational environment, introduction to leadership and management principles. (Total tuition time: ± 96 hours)	CONTINUOUS ASSESSMENT



LEADERSHIP II (LDS200T) (Subject custodian: Department of People Management and Development) Management principles, communication, world-class management. (Total tuition time: ± 96 hours)	CONTINUOUS ASSESSMENT
LEADERSHIP III (LDS300T) (Subject custodian: Department of People Management and Development) Advanced management principles, managing conflict and information. (Total tuition time: ± 96 hours)	CONTINUOUS ASSESSMENT
LEADERSHIP IV (LDS400T) (Subject custodian: Department of People Management and Development) Strategy, learning and knowledge organisations. (Total tuition time: ± 64 hours)	CONTINUOUS ASSESSMENT
LEGAL PRACTICE I (LEP120T) (Subject custodian: Department of Law) Out-setting of court jurisdictions. The law firm. Full explanation of the magistrate as well as the High court Litigation process with all relevant documentation involved. Debt collection. Last will and testaments and a Thorough discussion of the whole process of the deceased estates. Conveyancing with practical illustration of the procedure for the transfer of immovable property. Discussion of the various types of marriages and in particular the ante nuptial contract. (Total tuition time: not available)	1 X 3-HOUR PAPER
LEGAL PRACTICE: ADMINISTRATION OF ESTATES II (LEP20YT) (Subject custodian: Department of Law) Intestate succession, testamentary succession, the master, the executor, the executor's account. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
LEGAL PRACTICE: CONVEYANCING II (LEP20XT) (Subject custodian: Department of Law) General concepts. The Deeds Office, Deeds Registries Act, the registrar and conveyancer. Requirements for preparing and lodging deeds. Requirements and procedures for registering deeds, deed of sale, power of attorney, general transfers, estate transfers, subdivision and partitioning of land, mortgage bonds, substituted deeds of transfer, sectional titles. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER (OPEN BOOK)
LEISURE AND TOURISM I (LEI111T) (Subject custodian: Department of Tourism Management) Leisure recreation and the foundations of tourism. Overview of the key sectors of the tourism industry. (Total tuition time: ± 45 hours)	CONTINUOUS ASSESSMENT
LOGISTICS II (LGS200T) (Subject custodian: Department of Marketing, Logistics and Sport Management) Introduction to logistics management functions; customer service, order and information systems, inventory, materials flow, and transportation, warehousing, materials handling, procurement, global logistics, financial control. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
LOGISTICS III (LGS300T) (Subject custodian: Department of Marketing, Logistics and Sport Management) Practical application of the different logistic functions, contemporary logistic research, contemporary logistics issues, their influence on society and business environment. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
LOGISTICS IV (LGS400B) (Subject custodian: Department of Marketing, Logistics and Sport Management) Strategic logistic planning, A research project to demonstrate the student's ability to work individually and as a team member to apply the theory and principles of logistics. (Total tuition time: ± 64 hours)	1 X 4-HOUR PAPER (OPEN BOOK)



MANAGEMENT I (MAN120T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

The role of business in society and how a business in a free-market economy with its need-satisfying institutions employs the limited resources of a community to satisfy needs. Functioning of a business organisation. Overview of the four fundamental management tasks. An introduction to the general organisational functions: marketing, the financial function, operational management, purchasing management, the human resource function. Contemporary issues in business management, including productivity and the management of small and medium-sized businesses. (Total tuition time: not available)

MANAGEMENT II (MAN220T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Dynamics of the organisation, planning, organising, management by objectives, schools of management. Decision-making and problem solving, operational research, management of diversity and the systems approach to organisations. Motivation, management and leadership styles, creativity and communication. (Total tuition time: not available)

MANAGEMENT III (MAN310T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Strategic management, business ethics and the social responsibilities of management. Small business in practice. Management of change and innovation. Working with groups and teams. (Total tuition time: not available)

MANAGEMENT IV (MAN420T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Management and Entrepreneurship)**

Advanced functions of management. Dynamics of organisation. Internal and external environments. Leadership styles. Motivation. Human resources. International trade. Ethics and social responsibility. (Total tuition time: not available)

MANAGEMENT ACCOUNTING ASPECTS IV (MAA400T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Auditing)**

Introduction to cost and management accounting, cost elements (direct material and labour and manufacturing overheads), job costing, direct and absorption costing, cost-volume-profit analyses, standard costs and short-term decision-making. (Total tuition time: not available)

MANAGEMENT ECONOMICS III (MEC300B)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Economics)**

Introduction to micro-economics, the market, elasticity, types of marketing, practical macro-economics, framework and economic policy. (Total tuition time: ± 32 hours)

MANAGEMENT ECONOMICS III (MEC300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Introduction to micro-economics, the market, elasticity, types of marketing, practical macro-economics, framework and economic policy. (Total tuition time: ± 32 hours)

MANAGEMENT ECONOMICS IIIA (MEC30AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Introduction to and application of micro economic theory to management. The firm and its goals, Supply and Demand, Demand Elasticity, Theory of Production. (Total tuition time: ± 60 hours)

MANAGEMENT ECONOMICS IIIB (MEC30BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Introduction to and application of micro economic theory to management. Theory of costs, Market Structures, Capital Budgeting and Risk, Globalisation, Government and Industry. (Total tuition time: ± 60 hours)

MANAGEMENT INFORMATION SYSTEMS II (MIS210B)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of People Management and Development)**

Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications. (Total tuition time: ± 96 hours)



MANAGEMENT INFORMATION SYSTEMS IIA (MIS20AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Informatics)

Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications. (Total tuition time: not available)

MANAGEMENT INFORMATION SYSTEMS IIB (MIS20BT) PRACTICAL
(Subject custodian: Department of Informatics)

Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications. (Total tuition time: not available)

MANAGEMENT OF TECHNOLOGY (MTH501T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Business School)

Introduction to the management of technology, managing technology, technology strategy, innovation and creativity, technology planning and project management, research and development, transfer of technology, entrepreneurship, information management, international trends. (Total tuition time: ± 36 hours)

MANAGEMENT OF TRAINING I (MTN100B, MTN100T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Background to the management of training and the importance of training in South Africa. Background to the functioning of training in organisations. Basic skills in the administration of training. How to function as an instructor. (Total tuition time: ± 96 hours)

MANAGEMENT OF TRAINING II (MTN200B) (MTN200T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

How to perform situation analyses. How to learn and write learning content, how to evaluate the training programme. An overview of management development. (Total tuition time: ± 96 hours)

MANAGEMENT PRACTICE IV (MPT400T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Department of Management and Entrepreneurship)

Management approaches, the business environment, functions of management (planning, organising, leadership and control), decision-making and problem-solving, strategic management, management by objectives, corporate communication, small business management, international management and ethics, and social responsibility. (Total tuition time: not available)

MANAGEMENT PRINCIPLES AND PRACTICE I (MPP100T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Management and Entrepreneurship)

Dynamics of the organisation, motivation, management and leadership styles, management by objectives and communication. Decision-making and problem-solving, creativity, operational research, industrial relations, and the systems approach to organisations. (Total tuition time: not available)

MANAGEMENT SERVICES PRACTICE A (MSP30AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

Project management, computer application, productivity accounting and practical projects. (Total tuition time: ± 48 hours)

MANAGEMENT SERVICES PRACTICE B (MSP30BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

Industry-related training as determined by commerce, industry and the University. (Total tuition time: no formal tuition)

MANAGERIAL ECONOMICS (MNE501T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Business School)

Economic model of the firm, revenue and demand analysis, elasticity, production cost and analysis, estimation demand and cost, profitability analysis, profit maximisation, market structure and competition, pricing strategies, decision and risk analysis. (Total tuition time: ± 36 hours)

MANAGERIAL FINANCE (MGF501T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Business School)

Objectives of managerial finance, cost analysis and behaviour patterns, costing systems and cost allocation, budget planning and control, decision-making, performance budget planning and control, performance appraisal through statement analysis, activity-based accounting, strategic management accounting and control. (Total tuition time: ± 36 hours)



MARKETING I (MRK130B)**CONTINUOUS ASSESSMENT**

(Subject custodian: Department of People Management and Development)

Introduction to marketing and the market in which businesses function. Background is given for the functional interaction between the marketing department and other departments in the organisation. (Total tuition time: ± 96 hours)

MARKETING I (MRK130T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

The development, evaluation and implementation of marketing in various environments. The subject deals primarily with an analysis of marketing concepts, theories, facts, procedures, techniques and models. Topics addressed include: The concept and philosophy of marketing, the nature and scope of marketing, an overview of the marketing process, marketing as a functional component of an enterprise, the organisation of marketing, and marketing guidelines. Aspects are detailed pertaining to the marketing mix: product, price, place and promotion, and their integration. Emphasis is also placed on the implementation of communication strategies, and an overview of specialised markets. (Total tuition time: ± 96 hours)

MARKETING I (MRK140T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Introduction to sport marketing and the market in which the sport industry functions. Background to the functional interaction between the sport marketing department and the other departments in the organisation. Guidelines on the handling of case studies and the subject terminology used in sport marketing. An introduction to entrepreneurship. The decision-making areas of the sport marketing strategy, namely the product, price, distribution and marketing communication, are studied in depth. (Total tuition time: ± 96 hours)

MARKETING II (MRK210B)**CONTINUOUS ASSESSMENT**

(Subject custodian: Department of People Management and Development)

Fundamentals introduced in Marketing I are studied in greater depth. The emphasis is placed on the managerial and strategic aspects of marketing. (Total tuition time: ± 96 hours)

MARKETING II (MRK220T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

An overview of strategic sports marketing. Analysing the contingency framework for strategic sports marketing. Planning for market decisions. Understanding participants and spectators as consumers. Segmentation, targeting and positioning. Planning the sports marketing mix (sport product, pricing strategies, sport promotion mix, sponsorship). Implementing and controlling the strategic sports marketing process. (Total tuition time: ± 96 hours)

MARKETING II (MRK210T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

A review of marketing (specific revision of product, pricing, distribution), marketing audit (nature and scope of marketing audit, constructing an audit questionnaire, conducting an audit, interpretation of findings), marketing planning (strategic planning, environmental analysis, goal formulation, business unit strategy: portfolio analysis, growth strategy, organisational design, system development), and marketing strategies (competitive strategy, target market strategy, competitive positioning strategy). Marketing mix strategies (product strategy, price strategy, distribution strategy, communication strategy), marketing coordination (problems in coordinating, methods of coordination), and marketing control and leadership (nature and scope of marketing control and leadership, importance of control and leadership, control process, methods and techniques of marketing control). (Total tuition time: ± 96 hours)

MARKETING III (MRK310T)**1 X 3-HOUR PAPER**

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Directional marketing: A perspective on directional marketing planning, the marketing audit and SWOT-analysis, a framework for directional marketing planning, environmental scanning, evaluation of the enterprise's current position and review of key policy areas, selection of a directional option, setting directional objectives, formulating guidelines for a new approach to the market. Selected areas for directional marketing planning: Wholesale and retail marketing, business-to-business marketing, services marketing, electronic marketing. (Total tuition time: ± 96 hours)



MARKETING IV (MRK410T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Marketing plan: Framework for directional marketing planning, selection of a directional option, setting directional objectives, formulating guidelines for a new approach to the market, marketing plan to support the overall market plan, applicable assignment. International marketing: The field for international marketing, steps in international marketing and readiness to export, data collection on international markets, formulation of the entry plan, development of the international/export market and marketing plan, implementation of the international/export market and marketing plan, control of the international/export market and marketing plan, applicable export assignment. (Total tuition time: not available)

MARKETING FOR TOURISM I (MTR100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Introduction to tourism marketing. Marketing information. The tourism market. The tourism marketing mix. Tourism marketing issues. (Total tuition time: ± 90 hours)

MARKETING FOR TOURISM II (MTR200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Strategic tourism marketing: planning, implementation and control. (Total tuition time: ± 90 hours)

MARKETING FOR TOURISM III (MTR300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Tourism and service marketing: requirements; design and standards; delivery and performance and management. (Total tuition time: ± 64 hours)

MARKETING MANAGEMENT (MMB501T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Business School)**

Overview, market segmentation, market information and research, product strategy, pricing strategy, distribution strategy, sales and selling, promotion strategy, planning and strategies. (Total tuition time: ± 36 hours)

MARKETING MANAGEMENT III (MMB300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The role of marketing in an organisation, the marketing environment, marketing mix, drawing up a marketing plan. (Total tuition time: ± 64 hours)

MARKETING RESEARCH III (MRS300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The definition and scope of marketing research and marketing information systems, the research procedure (problem definition, determining data sources, research organisations involved in the collection of research information, methods of collecting primary data, diary panels, sampling, fieldwork processing, analysis and interpretation of survey results, presentation of results). The statistical analysis: principles, applied research fields (advertising, product/concept, attitude, industrial, services, name and package). (Total tuition time: ± 96 hours)

MARKETING RESEARCH IV (MRS400T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The review of the research process, research design, specifying the required information, qualitative research, measuring scaling in questionnaires, sampling, fieldwork, data preparation and verification, data analysis and reporting research findings. International/multicultural research, strategic marketing studies, marketing decision support systems, planning and preparing for syndicated studies, tracking studies and forecasting. (Total tuition time: ± 64 hours)

MERCANTILE LAW I (MER100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

A general introduction to the study of law: the general principles of the Law of Contract, specific contracts such as the contract of purchase and sale, credit agreement, service contract and the law of negotiable instruments. (Total tuition time: not available)



MERCANTILE LAW II (MER210T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Personal income tax, value added tax, Law of agency, Franchise agreements, different business forms, law of insolvency, Insurance Law, suretyship agreements, immaterial property rights. (Total tuition time: not available)

N**NATURAL ENVIRONMENT I (NAE100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Environmental aspects of tourism. Land classification and landscapes. Environmental issues and conservation. Ecological processes. Conservation principles. (Total tuition time: ± 90 hours)

O**OFFICE ADMINISTRATION: BEHAVIOURAL ASPECTS (OAB100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

Individual behaviour and mechanisms of change. Group behaviour and mechanisms of change. Organisational behaviour and mechanisms of change. (Total tuition time: ± 64 hours)

OFFICE ADMINISTRATION: BUSINESS KNOWLEDGE III (OAB31XT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Office Management and Technology)**

Office supervision, including the nature and extent of the supervisor's task, the qualities of a good leader, motivating employees, problem-solving and decision-making and conflict management. (Total tuition time: ± 48 hours)

OFFICE ADMINISTRATION: OFFICE AND ADMINISTRATIVE DUTIES III (OAB31YT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Office Management and Technology)**

Evaluation of administrative procedures and systems, including control of office activities and quality and quantity control. Human resource management, including workforce planning and recruitment, selection, induction and staffing decisions, compensation management and training and development of employees. (Total tuition time: ± 48 hours)

OFFICE MANAGEMENT AND TECHNOLOGY PRACTICE I (OMP101T)**EXPERIENTIAL LEARNING****(Subject custodian: Department of Office Management and Technology)**

Performing secretarial and administrative duties over a minimum period of nine weeks. (Total tuition time: ± 360 hours)

OPERATIONAL RESEARCH (ORS310B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Operations Management)**

Linear programming, distribution and assignment problems, network models. Project scheduling, decision theory forecasting, queuing models, simulation, inventory control. Practical applications in a management sciences package. (Total tuition time: ± 96 hours)

OPERATIONAL RESEARCH IV (ORS411T)**1 X 3-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Operations Management)**

Network analysis (PERT and CPM). Fundamentals of decision theory. Decision trees and utility theory. Marginal analysis and normal distribution. Game theory. Linear programming: graphical methods. Linear programming: the simplex method. Linear programming: sensitivity analysis. Simulation. Markov analysis. Critical chain. (Total tuition time: ± 45 hours)

OPERATIONS MANAGEMENT (OPE501T)**1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Business School)**

External environment and stakeholders, the logistics concept, strategic approaches to logistics, operations and material flow, elements of a supply chain, inbound logistics, production requirements through purchasing, the production system, design and productivity, production planning and control, the impact of inventory on production, inventory management, outbound logistics, operations management in service industries. (Total tuition time: ± 36 hours)



OPERATIONS MANAGEMENT I (ORM100T) <i>(Subject custodian: Department of Operations Management)</i> Introduction to production management. Production management in perspective. The nature of operating systems and operations management. Product and service design. Facility planning and layout. Capacity management. Introduction to quality. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT II (ORM200T) <i>(Subject custodian: Department of Operations Management)</i> Introduction to production management, task and strategic importance of operational management, operational management systems, application of operational management to services, work study and quality, distribution and maintenance. Material requirements planning. Operations scheduling. Quality techniques. Just-In-Time production. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT III (ORM300T) <i>(Subject custodian: Department of Operations Management)</i> Project management. Total quality management. Maintenance management. Theory of constraints. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT IV (ORM400T) <i>(Subject custodian: Department of Operations Management)</i> Product planning and competitive priorities. Quality management. Process design. New technologies. Work measurement. Capacity and maintenance. Location. Works and process layout. Production and staffing plans. Master production scheduling. Materials requirement planning. High-volume production systems. Workforce and operations scheduling. Quality control. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT PRACTICE IA (OMA10AT) <i>(Subject custodian: Department of Operations Management)</i> Industry-related training as determined by the industry and the University. (Total tuition time: no formal tuition)	EXPERIENTIAL LEARNING
OPERATIONS MANAGEMENT PRACTICE IB (OMA10BT) <i>(Subject custodian: Department of Operations Management)</i> Industry-related training as determined by the industry and the University. (Total tuition time: no formal tuition)	EXPERIENTIAL LEARNING
OPERATIONS MANAGEMENT TECHNIQUES I (OTE100T) <i>(Subject custodian: Department of Mathematics and Statistics)</i> Introduction to Statistics and sampling methods, Organisation and Description of data using tables and graphs, Measures of Location and Dispersion, Basic Probability, Probability Distributions(Binomial, Poisson, Normal), Introduction to Sampling Distributions(means and proportions), Confidence Intervals, Hypothesis Testing, Chi-squared Tests, Regression and Correlation Analysis, Time Series Analysis, Index numbers, Elementary Interest calculations (Total tuition time: ± 100 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT TECHNIQUES II (OTE200T) <i>(Subject custodian: Department of Operations Management)</i> Fundamentals of decision theory. Decision trees and utility theory. Marginal analysis and the normal distribution. Game theory. Introduction to linear programming (LP) problems. Formulation of LP problems. Graphic solution of LP problems. Simplex method. Transportation and assignment. Network analysis. Queuing theory. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT TECHNIQUES III (OTE300T) <i>(Subject custodian: Department of Operations Management)</i> Linear programming: advanced applications and sensitivity analysis. Duality. Integer programming. Goal programming. Dynamic programming. Simulation. Markov analysis and matrix algebra. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
OPERATIONS MANAGEMENT TECHNIQUES IV (OTE400T) <i>(Subject custodian: Department of Operations Management)</i> Expert systems. Non-linear programming. Simulation. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER



ORGANISATIONAL BEHAVIOUR (OBE501T) <i>(Subject custodian: Business School)</i> Introduction and organisational behaviour concepts, communication, leadership, conflict, problem-solving and decision-making, performance management, job and organisational design, organisational development. (Total tuition time: ± 36 hours)	1 X 4-HOUR PAPER (OPEN BOOK)
ORGANISATIONAL BEHAVIOUR IV (OBE410B) <i>(Subject custodian: Department of People Management and Development)</i> Background is given for the organisational behaviour in an organisation. An introduction to applications of organisational behaviour and dynamics. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL BEHAVIOUR IV (OBE410T) <i>(Subject custodian: Department of People Management and Development)</i> Management of organisational behaviour (OB). Management of effective organisations. Integration of elements. Analysis of components of organisational behaviour. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL DEVELOPMENT IV (OBD400T) <i>(Subject custodian: Department of People Management and Development)</i> Organisational development and interventions. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL DYNAMICS IIIA (ORD30AT) <i>(Subject custodian: Department of People Management and Development)</i> An overview of the most important organisational behaviour issues that influence modern labour relations, e.g. structures, organisational change and development, learning organisations, leadership, diversity, teams. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL DYNAMICS IIIB (ORD30BT) <i>(Subject custodian: Department of People Management and Development)</i> An overview of the most important organisational behaviour issues that influence modern labour relations, e.g. structures, organisational change and development, learning organisations, leadership, diversity, teams. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL EFFECTIVENESS I (OEF150T) <i>(Subject custodian: Department of Operations Management)</i> An introduction to the concepts of productivity and work study is given as well as why work study is a valuable tool to management. Method Study is presented in detail according to the SREDEDIM steps. Various methods of recording information is discussed and practiced via case studies. The Questioning Technique is used to design the proposed procedure and workplace layout. After the proposed procedure and workplace layout is designed, Time Studies, as one of the Work Quantification Techniques, are taught to enable the student to measure the time for the proposed procedure. The student is taught to determine a standard time for procedures and processes. This enables the student to determine savings in terms of time and cost. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL EFFECTIVENESS II (OEF240T) <i>(Subject custodian: Department of Operations Management)</i> Work Quantification Techniques such as Activity Sampling, Predetermined Motion Time Systems, Standard Data, and self-recording techniques form part of this subject. Productivity Improvement, the implementation of Incentive Schemes and Planning and Control is discussed. The student will be able to calculate different performance ratios and the Objective Matrix as a tool to improve performance is highlighted (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
ORGANISATIONAL EFFECTIVENESS III (OEF320T) <i>(Subject custodian: Department of Operations Management)</i> The role and place of management services, management services as a consultancy service, the use of computers in management services, ergonomics, related techniques to management services. Organisation goals and objectives, organisation structure and systems, approach to an organisation's functional analysis, new forms of work organisation job design, remuneration. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER



ORGANISATIONAL EFFECTIVENESS IV (OEF400T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

The management of management services, the evaluation of management services, marketing management services, managing change, facilitation and negotiation. Organisational development, managerial behaviour and organisational effectiveness, organisational behaviour and organisational effectiveness. (Total tuition time: ± 64 hours)

ORGANISATIONAL LEADERSHIP V (OHI500T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Leading of organisational behaviour. Leading of effective organisations. Integration and analysis of organisational behaviour. (Total tuition time: ± 175 hours)

OUTDOOR RECREATION I (ODR100T) 2 X 3-HOUR PAPER
(Subject custodian: Department of Tourism Management)

Adventure activity classification. Adventure guiding and leadership skills. Adventure tourism values. Adventure activity tour planning, development and competency. Introductory practical adventure activities: Water safety and life saving (Level 1 to 3), and Guiding (mountain biking, rock climbing, abseiling, and paddling – activities and interpretation). (Total tuition time: ± 120 hours)

OUTDOOR RECREATION I (ODR111T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Outdoor activities practice. Outdoor and adventure activity training. Environmental education. Outdoor activity values and safety principles. Outdoor leadership and group dynamics. (Total tuition time: ± 48 hours)

OUTDOOR RECREATION II (ODR200T) 2 X 3-HOUR PAPER
(Subject custodian: Department of Tourism Management)

Professional practices and principles in adventure tourism (guiding and leading adventure tours and activities). Adventure programme planning and programme competency. Advanced practical adventure activities: Water safety and life saving (Level 4 to 7) and Guiding (mountain biking, rock climbing, abseiling, and paddling – advanced activities and interpretation). (Total tuition time: ± 120 hours)

OUTDOOR RECREATION II (ODR210T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Professional practice in outdoor recreation. Facilitation principles. Adventure education. Experiential learning. Outdoor programme planning and implementation. National and international influences. Learning and teaching outdoor recreation - Completion of a skills training programme offered by the Adventure Recreation Association (ARA) in any specialisation field of the student's own choice, selected from the available range of activity combinations. (Total tuition time: ± 96 hours)

OUTDOOR RECREATION III (ODR300T) CONTINUOUS ASSESSMENT
(Subject custodian: Department of Tourism Management)

Guiding and leading in the outdoors including: interpretation and sustainable use of natural and cultural resources; regional expeditions (planning and development). Practical work includes: First Aid Level III and life guard certification. (Total tuition time: ± 45 hours)

OUTDOOR RECREATION IV (ODR400T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Tourism Management)

Adventure expedition planning and management. International adventure tourism networks. Competency: managing an international expedition. (Total tuition time: ± 64 hours)

P

PEOPLE MANAGEMENT I (PEO100T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

An introduction to human behaviour, dealing with concepts, such as motivation, personality, learning, perceptions, attitudes and individual differences. Students are enriched through personal development and thinking skills. (Total tuition time: ± 96 hours)

PEOPLE MANAGEMENT II (PEO200T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Students acquire the skills to lead people in teams. Emphasis is placed on team leadership skills, industrial relations, selection, induction and training and performance management. (Total tuition time: ± 96 hours)



PEOPLE MANAGEMENT III (PEO300T)**1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

Students acquire the skills to manage human resources, with particular reference to organisational behaviour, leadership, change management and human resource management as the key issues. (Total tuition time: ± 96 hours)

PEOPLE SKILLS I (PEP100T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

Introduction to human behaviour. Motivation, personality, learning, perception, attitudes and individual differences. Students' personal development and thinking skills are enhanced. (Total tuition time: ± 96 hours)

PEOPLE SKILLS II (PEP200T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

Students acquire the skills to lead teams, with particular reference to industrial relations, selection, induction, training and performance management as the key issues. (Total tuition time: ± 96 hours)

PEOPLE SKILLS III (PEP300T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

Students acquire the skills to manage human resources, with particular reference to organisational behaviour, leadership, managing change and human resource management as the key issues. (Total tuition time: ± 96 hours)

PEOPLE SKILLS IV (PEP400T)**CONTINUOUS ASSESSMENT***(Subject custodian: Department of People Management and Development)*

Key issues include organisational development, strategies in human resource management and interpersonal skills. (Total tuition time: ± 64 hours)

PERSONAL LEADERSHIP V (PHI500T)**1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

The importance of personal leadership and factors influencing the leadership process, and leadership principles are explored, such as vision, morale, human relations, understanding others, increasing effectiveness and developing others. (Total tuition time: ± 96 hours)

PERSONAL SELLING I (PSG100T)**1 X 3-HOUR PAPER***(Subject custodian: Department of Marketing, Logistics and Sport Management)*

The role of selling in the marketing mix, the task of a salesperson, the buying process, the selling process, methods of acquiring professionalism in selling and non-verbal communication. Special problems relating to selling retail and industrial products and services, negotiation skills, ethics in selling and practical applications. (Total tuition time: ± 120 hours)

PERSONNEL MANAGEMENT I (PRM110B, PRM110T)**1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

A broad frame of reference regarding psychological aspects of individual behaviour and social processes. An introduction to the responsibilities and realities of a career in personnel management. An introduction to the aspects that will be studied in depth in Personnel Management II and III, Management of Training and Labour Relations. A synopsis of all the functions of personnel management. (Total tuition time: ± 96 hours)

PERSONNEL MANAGEMENT II (PRM210B, PRM210T)**1 X 3-HOUR PAPER***(Subject custodian: Department of People Management and Development)*

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection, are studied and applied in practice, based on practical liaison, assignment, case studies and role-playing. The maintenance phase of personnel management to promote job satisfaction. Aspects, such as induction, merit and remuneration management, are studied. Practical experience in these skills is obtained through practical liaison, assignments, case studies and role-playing. (Total tuition time: ± 96 hours)



PERSONNEL MANAGEMENT III (PRM310B, PRM310T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

The dynamic factors in personnel management, the development of and an introduction to the personnel managers' role in a business. Insight into specific functions in order to understand other functions. Basic interpersonal and intrapersonal skills required to be a successful personnel manager. Proficiency in measuring and controlling labour turnover and absenteeism, basic interpersonal and intrapersonal skills required to succeed as a personnel manager or practitioner. (Total tuition time: ± 96 hours)

PRACTICAL ACCOUNTING I (PAU100T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Accounting)

Introduction to accounting, the accounting equation, books of prime entry, bank reconciliation statements, debtors and creditors control accounts. Adjustments, financial statements (sole trader), inventory (different systems and valuation), budgets and budgetary control, non-current assets and their disclosure, manufacturing accounts, cost-volume-profit analysis, different forms of enterprise, their financial statements and related matters, basic cost accounting and cost behaviour. (Total tuition time: ± 60 hours)

PRODUCTION AND PURCHASING MANAGEMENT II (PUC200T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

Operational strategy, process management, total quality management, work measuring, capacity, placement, layout, master production schedule, planning of material, high-volume production system (JIT), scheduling of labour force and business, management of quality, determination of purchasing price, suppliers, stock management. (Total tuition time: ± 96 hours)

PRODUCTION MANAGEMENT I (POM150B) CONTINUOUS ASSESSMENT
(Subject custodian: Department of People Management and Development)

Introduction to production management, nature of operations management, product, services, design, facility planning, building capacity, quality. (Total tuition time: ± 130 hours)

PRODUCTION MANAGEMENT I (POM150T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

Production Management or Operational Management deals with the efficient production of goods and services. Students are introduced to the management principles of and effective ways in the production of goods and services in an organisation. (Total tuition time: ± 96 hours)

PRODUCTION MANAGEMENT II (POM220B) CONTINUOUS ASSESSMENT
(Subject custodian: Department of People Management and Development)

Projection, planning techniques, JIT systems, procurement management, stock management. (Total tuition time: ± 96 hours)

PRODUCTION PLANNING AND CONTROL I (PLC110T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

Introduction to production management. Operations strategies that use quality, cost and services as competitive weapons in designing and developing products and production processes. Long-range capacity planning and facility layout. Introduction to quality management. (Total tuition time: ± 96 hours)

PROJECT IV (PJT400C) RESEARCH
(Subject custodian: Department of Marketing, Logistics and Sport Management)

Research project. (Total tuition time: not available)

PROJECT ACCOUNTING IV (PJU401T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Operations Management)

Legal business entities. Taxation (SITE, PAYE, VAT, levies, etc.). Basic business accounting. Valuations. Insurance. Financial calculations and ratios. (Total tuition time: ± 45 hours)

PROJECT MANAGEMENT (PJG511T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Business School)

Objectives of project management, planning projects, estimating for control, project organisation, project control. (Total tuition time: ± 36 hours)

PROJECT MANAGEMENT IV (PJG400D) CONTINUOUS ASSESSMENT
(Subject custodian: Department of People Management and Development)

Students acquire the ability to manage a project at a strategic level, with particular reference to skills, such as project planning, implementation, assessment and maintenance. (Total tuition time: ± 64 hours)



PROJECT MANAGEMENT IV (PJG400E) <i>(Subject custodian: Department of Operations Management)</i> Students acquire the ability to manage a project at a strategic level, with particular reference to skills, such as project planning, implementation, assessment and maintenance. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
PROJECT MANAGEMENT PROCESS IVA (PJP40AT) <i>(Subject custodian: Department of Operations Management)</i> Concepts and theory of project management. Project initiations. Project planning. Project control. Project execution. Project termination. Project reporting. Project prioritisation. Stakeholder management. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
PROJECT MANAGEMENT PROCESS IVB (PJP40BT) <i>(Subject custodian: Department of Operations Management)</i> Concepts and theory of project management. Project initiations. Project planning. Project control. Project execution. Project termination. Project reporting. Project prioritisation. Stakeholder management. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
PROJECT QUALITY IV (PJQ401T) <i>(Subject custodian: Department of Operations Management)</i> Concepts of quality. ISO 9000 series. Development of standards. Establishment of norms. Quality control. Project quality audits. Risk management. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
PROJECT RESEARCH IV (PJR401T) <i>(Subject custodian: Department of Operations Management)</i> Problem identification. Choice and use of measuring instruments. Literature study. Experimental design. Analysis and interpretation of data. Drawing up a project report. Case studies and projects. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
PROJECT RESOURCES IV (PRR401T) <i>(Subject custodian: Department of Operations Management)</i> Legislation applicable to project management (labour and contracts). Personnel profiles. Personnel appraisals. Conflict resolution. Negotiation skills. Project procurement. Resource optimisation. Socio-economic responsibility of the business or project. (Total tuition time: ± 32 hours)	1 X 3-HOUR PAPER
PUBLIC RELATIONS I (PRS120T) <i>(Subject custodian: Department of Public Relations and Business Communication)</i> Public relations is an occupation that relates mainly to image building. The student's image, the image of the Department and the University, as well as that of the organisation that will eventually employ the student, will therefore form an intrinsic and important unit. (Total tuition time: not available)	1 X 3-HOUR PAPER
PUBLIC RELATIONS II (PRS210T) <i>(Subject custodian: Department of Public Relations and Business Communication)</i> Public relations is an occupation that relates mainly to image building. The student's image, the image of the Department and the University, as well as that of the organisation that will eventually employ the student, will therefore form an intrinsic and important unit. (Total tuition time: not available)	1 X 3-HOUR PAPER
PURCHASING MANAGEMENT I (PUM120T) <i>(Subject custodian: Department of Marketing, Logistics and Sport Management)</i> An introduction of the purchasing management functions; purchasing management's position, strategic sourcing, ethical aspects, and social responsibility in purchasing management. Introduction to supply policies, determination of prices, inventory management, materials flow activities, purchasing for small and medium enterprises. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER
PURCHASING MANAGEMENT II (PUM220T) <i>(Subject custodian: Department of Marketing, Logistics and Sport Management)</i> Buyer-supplier relationships, sourcing, ethical and social responsibilities, risk management, management of quality. Materials budget, cross-functional teams, purchasing services, specifications and standardisation, global supply management and supply chain management. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER



PURCHASING MANAGEMENT III (PUM320T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Advanced purchasing techniques, appraisal control and reports, negotiation techniques, purchasing research and value analysis, EDI, international purchasing, contract management. Legal considerations in purchasing, contract types and compensation, social responsibilities in purchasing, total cost of ownership, purchasing capital equipment, outsourcing and make-or-buy, supply strategies, and institutional supply management. (Total tuition time: ± 96 hours)

PURCHASING MANAGEMENT IV (PUM400T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Strategic purchasing management. Aspects of the market, creating customer value, integrating supply with demand. Strategic response: channel strategy, supply chain configuration. Aspects of strategic response: operations and distribution management. Information enablers and drivers: IT, Internet purchasing, SCM tools. Special interests: FMCG, automotive industry, reverse purchasing and logistics. (Total tuition time: ± 64 hours)

Q**QUALITY MANAGEMENT (QMG501T)****1 X 4-HOUR PAPER (OPEN BOOK)****(Subject custodian: Business School)**

The challenge of quality, management vs. quality management, total quality management, improvement: steps, techniques and philosophies. Statistical principles and techniques, documentation systems, enhancing management for quality (planning, organising, leading, controlling), growth, technology and innovation, process and document ownership, ISO 900. (Total tuition time: ± 36 hours)

QUALITY MANAGEMENT IV (QMG400T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Facilities audit. Systems approach. Primary and secondary work processes. Measuring work performance. Tools and techniques for quality improvement. (Total tuition time: ± 64 hours)

QUALITY MANAGEMENT FOR MANAGEMENT SERVICES (QMM400T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Operations Management)**

Management of total quality control, concepts of quality systems, advantages and costs of quality systems, ISO 9000 and auditing, people and their roles in total quality management (TQM), the management of change and the continuous improvement of TQM, practical projects. (Total tuition time: ± 32 hours)

QUANTITATIVE TECHNIQUES I (QTQ100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Mathematics and Statistics)**

Introduction to Statistics and sampling methods, Organisation and Description of data using tables and graphs, Measures of Location and Dispersion, Basic Probability, Probability Distributions (Binomial, Poisson, Normal), Introduction to Sampling Distributions (means and proportions), Confidence Intervals, Hypothesis Testing, Chi-squared Tests, Regression and Correlation Analysis, Time Series Analysis, Index numbers, Elementary Interest calculations (Total tuition time: ± 100 hours)

QUANTITATIVE TECHNIQUES II (QTQ200T)**PRACTICAL****(Subject custodian: Department of Mathematics and Statistics)**

The research methodology, statistics, review of Quantitative Techniques I, unit-seriated data analysis (frequency, cross tabulation, chi-square, phi coefficient, test of proportions 1, 2 and multiple (goodness of fit), T-tests, contingency coefficient, Cramer's V, lambda coefficient, Fisher's exact test, hypothesis testing, parametric tests, non-parametric tests), reliability measurement – construct validity, Anova and covariance, correlation and regressions (vicariates regression, multiple regression, multicollinearity, cross-validation), discriminate analysis, factor analysis, cluster analysis, multidimensional scaling, conjoint analysis, decision science (networks, decision making using probability, Markov analysis). The marketing information systems (MIS in a corporate environment, managing marketing information, system design and development, report design, specialist fields: sales data management reports, product data, consumer data, and market data). (Total tuition time: ± 100 hours)



RECREATION MANAGEMENT IV (REM400T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

A review of the various concepts relating to recreation and sport management, and the skills required to form different views on those concepts. The impact of social needs and values on recreational programmes. Students have to understand the impact and should be able to take it into consideration when planning a programme. Fourth-year students have to show their ability to evaluate different models for recreation programme planning and development, critically, as well as to develop programmes based on those models, individually. Students need to understand how to carry out research and conduct result analysis. They also need to show skills in research ability by studying the different fields of recreation (sports for all, recreation for the disabled, corporate recreation, and recreation in government institutions (including prisons), sport tourism and therapeutic recreation). Students are introduced to the different fields of recreation and are informed of the different available job opportunities. (Total tuition time: ± 64 hours)

RESEARCH DISSERTATION (DIS501T)**DISSERTATION****(Subject custodian: Business School)**

Writing the dissertation. The foundation of the dissertation is the Research Methodology module. (Total tuition time: no formal tuition)

RESEARCH METHODOLOGY (RMD100D)**1 X 3-HOUR PAPER****(Subject custodian: Department of Office Management and Technology)**

The role and value of research in the business environment. How elementary statistics can be applied as research aid. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY (RMD100Z)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Students are introduced to research, the methods of research and research strategies and will be equipped with the skills to undertake a research project in a unique, specialised area, independently. (Total tuition time: ± 60 hours)

RESEARCH METHODOLOGY (RMD100L, RMD100T)**1 X 3-HOUR PAPER****(Subject custodians: Departments of People Management and Development)**

Students acquire the skills to use research statistics and complete research projects. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY (RMD100U)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of People Management and Development)**

Students acquire the skills to use research statistics and complete research projects. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY (RMD100X)**1 X 3-HOUR PAPER****(Subject custodian: Department of Tourism Management)**

Introduction to research methodology: types of research, writing the report, designing a research project, sampling, methods for gathering information, measuring instruments, theories of measurements, ethics. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY (RMD100Y)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The purpose, nature and significance of research, measurements and evaluation, statistics and analysis, evaluation by means of an approved research project. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY (RMD101C)**1 X 3-HOUR PAPER****(Subject custodian: Business School)**

Research in business, scientific thinking, the research process, the research proposal, ethics in research, design strategies, measurement, scaling design, sampling design, secondary data sources. Surveying methods: communication with respondents, instruments for respondents, communication, observational studies, experimentation, data preparation and preliminary analysis, hypothesis testing, measures of association, multivariate analysis. Presenting results: written and oral reports. (Total tuition time: ± 36 hours)



RESEARCH METHODOLOGY (RMD100G) 1 X 3-HOUR PAPER

(Subject custodian: Department of Operations Management)

Introduction to research, the methodology of research and research strategies, the ability to undertake a research, research assignment in a unique speciality area, independently. The physical gathering of data, analysing data statistically and otherwise (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY (RMD200A) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Students acquire the skills to use research statistics and complete research projects. Introduction to research, research methodology and research strategies, how to undertake a research project, independently, in a unique speciality field. (Total tuition time: not available)

RESEARCH METHODOLOGY (RMD200D) 1 X 3-HOUR PAPER

(Subject custodian: Department of Marketing, Logistics and Sport Management)

Introduction to research, research methodology and research strategies. Students acquire the skills to use research statistics and undertake a research project independently in a unique speciality field. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY A (RMD10AH) 1 X 3-HOUR PAPER

(Subject custodian: Department of Nature Conservation)

This subject provides background knowledge of research methodology regarding the planning, execution and interpretation of results and scientific reporting. It incorporates the following aspects: philosophies, skills, criteria, types of research and processes, as well as the writing of reports and presentation of seminars, construction of questionnaires, etc. Introductory statistical analysis forms an integral part of this presentation. (Total tuition time: ± 40 hours)

RESEARCH METHODOLOGY B (RMD10BH) RESEARCH REPORT AND ORAL EXAMINATION

(Subject custodian: Department of Nature Conservation)

Drawing up a detailed research protocol (research proposal) and completing a pilot study for an identified research project under the leadership of a mentor. The results of the pilot study will be presented during the last contact week of the study year. A written report, as well as an oral presentation is required. (Total tuition time: ± 40 hours)

RESEARCH METHODOLOGY B (RMD20QB) PROJECT

(Subject custodian: Department of Marketing, Logistics and Sport Management)

This subject relates to the research project that the student will have to complete in order to pass the subject. A short research proposal, a research report and article will be written with the guidance of the lecturer. (Total tuition time: ± 64 hours)

RESEARCH METHODOLOGY A (RMD20PB) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Introduction to research, research methodology and research strategies. (Total tuition time: not available)

RESEARCH METHODOLOGY A (RMD50AE) 1 X 4-HOUR PAPER (OPEN BOOK)

(Subject custodian: Department of Management and Entrepreneurship)

The purpose of this instructional offering is to prepare students to write dissertations. (Total tuition time: not available)

RESEARCH METHODOLOGY B (RMD50BE) 1 X 4-HOUR PAPER (OPEN BOOK)

(Subject custodian: Department of Management and Entrepreneurship)

The purpose of this instructional offering is to prepare students to write dissertations. (Total tuition time: not available)

RESEARCH METHODOLOGY V (RMD500B) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Methodology of research, strategies, specialist research. (Total tuition time: ± 200 hours)

RESEARCH METHODOLOGY: HOSPITALITY MANAGEMENT (RMD20PC) CONTINUOUS ASSESSMENT

(Subject custodian: Department of Hospitality Management)

General introduction to research methodology, the planning of the research process, and the different research types and research strategies. (Total tuition time: ± 24 hours)



RESEARCH METHODOLOGY: STATISTICS (RMD20QC)**1 X 3-HOUR PAPER****(Subject custodian: Department of Mathematics and Statistics)**

Introduction to Statistics and sampling methods, Organisation and Description of data using tables and graphs, Measures of Location and Dispersion, Basic Probability, Probability Distributions (Binomial, Normal), Confidence Intervals for one population mean and proportion, Hypothesis Testing for one population mean and proportion, Linear Correlation and regression. (Total tuition time: ± 24 hours)

RETAIL BUSINESS MANAGEMENT I (RBM100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Retailing includes all the activities involved in the sale of goods and services to consumers for their personal, family or household use. Students will acquire an understanding of the wide variety of activities that retailers perform and the many services they render. Because a significant part of each retail rand spent pays for those retailing activities, students will learn to become more astute shoppers. In addition, they will learn how retailing fits into the broader scope of marketing and how it plays an important role in the total business system. Students will see the positive effect that retailing has on the South African economic system, i.e. gross domestic product, providing jobs and delivering one of the highest standards of living in the world. (Total tuition time: ± 96 hours)

RETAIL BUSINESS MANAGEMENT II (RBM200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

This subject focuses on the diverse career opportunities available in retailing, addressing the broad spectrum of options that exist for the aspiring retailer. It covers all the issues relating to a retailing career, such as being a retail business owner, manager of an enterprise or an employee in a retailing business. This includes the status of retailing today, factors to take into consideration when planning for the external environment of retailing, the key decisions that should be made to ensure a successful retail strategy, ways to ensure profitability, and to what extent retailing is a rewarding career to pursue. (Total tuition time: ± 96 hours)

RETAIL BUSINESS MANAGEMENT III (RBM300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The world of retailing has changed to such an extent in recent years that a fresh new approach is needed. South Africa has become part of the global village. This means that every retailer is affected by global sourcing. Buyers search the world for quality goods at the lowest possible price, assisted by efficient global logistics and distribution providers who keep the cost of getting the goods to the store or distribution centres low. The approach at this level is very specific and focuses on global aspects of retailing. This subject, therefore, introduces students to the global aspects of retail competition and global opportunities, as domestic markets become more saturated and the impact of globalisation on the retail practice is felt. (Total tuition time: ± 96 hours)

S**SALES MANAGEMENT III (SMG310T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Revision of the personal selling function (revision of personal selling, the sales manager's task). Sales planning and organisation (sales planning and forecasting, sales budgeting, organising the sales force – including sales territories). Sales staff (recruitment and selection, training and development, writing a CV, and interview skills). The leadership and supervision of the sales force (leadership and supervision, motivation and morale, remuneration and incentives, expenses and transportation, time and area management, feedback systems, communicating with the sales force, negotiation skills), evaluating the sales force (developing a sales evaluation programme, determining and revising standards, sales and cost analysis, evaluating performance, the sales audit) and computer applications. (Total tuition time: ± 120 hours)

SECRETARIAL ACTIVITIES I (SED101T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Office Management and Technology)**

Administrative activities, including functions, such as time management, correspondence, mail room and post office services, reception, handling the telephone and records management. (Total tuition time: ± 48 hours)



SECRETARIAL DUTIES II (SED201T) <i>(Subject custodian: Department of Office Management and Technology)</i> Administrative activities, including functions, such as organising meetings, business travel and accommodation, conferences and training of employees. (Total tuition time: ± 48 hours)	1 X 3-HOUR PAPER
SERVICE EXCELLENCE I (SEL101T) <i>(Subject custodian: Department of Hospitality Management)</i> The service expectations of the various markets that are served by the hospitality industry. Integrating interpersonal skills and service ethics. (Total tuition time: ± 70 hours)	1 X 3-HOUR PAPER
SHOPPING CENTRE MANAGEMENT I (SHM100T) <i>(Subject custodian: Department of Marketing, Logistics and Sport Management)</i> Freeholds, mortgaged and leased centres, purpose and priority, people, patronage and potential, public relations, publicity and promotion, making a good entrance, the lease, traders as tenants, tenants as traders, focus on management, money matters, security, common area maintenance, insurance, alterations and improvements, occupational competence assignments. Freeholds, mortgaged and leased centres, purpose and priority, people, patronage and potential, public relations, publicity and promotion, making a good entrance, the lease, traders as tenants, tenants as traders, focus on management, money matters, security, common area maintenance, insurance, alterations and improvements, occupational competence assignments. (Total tuition time: ± 64 hours)	1 X 3-HOUR PAPER
SMALL BUSINESS MANAGEMENT I (SMB110T) <i>(Subject custodian: Department of Management and Entrepreneurship)</i> Entrepreneurship and small business management in perspective. Basic business concepts. Identifying business ideas. Feasibility of business ideas. The business plan and the establishment of a new business. The different business functions: general management, the financial, marketing, operational, purchasing, inventory and human resource management functions and public relations. (Total tuition time: not available)	1 X 3-HOUR PAPER
SMALL BUSINESS MANAGEMENT II (SMB200B) <i>(Subject custodian: Department of Management and Entrepreneurship)</i> Certain aspects of human resource management for small businesses are examined. A study of the financial management of a small business. (Total tuition time: not available)	1 X 3-HOUR PAPER
SMALL BUSINESS MANAGEMENT III (SMB300B) <i>(Subject custodian: Department of Management and Entrepreneurship)</i> A study of strategic planning and the management of a small business. (Total tuition time: not available)	1 X 3-HOUR PAPER
SOUTH AFRICAN LABOUR LAW AND RELATIONS IV (SLR400T) <i>(Subject custodian: Department of Marketing, Logistics and Sport Management)</i> Worker representation. Perspective on collective bargaining. Negotiation. Resolving disputes. Future industrial relations in the enterprise. (Total tuition time: ± 64 hours)	CONTINUOUS ASSESSMENT
SPANISH (SNH110T) <i>(Subject custodian: Department of Applied Languages)</i> Language programmes equip students with functionally useful listening, speaking, reading and writing skills, as well as an insight into the relevant culture. Based on a communicative approach, the programmes start at beginner's level. (Total tuition time: ± 90 hours)	1 X 3-HOUR PAPER
SPORT AND PHYSICAL RECREATION STUDIES I (SFR100T) <i>(Subject custodian: Department of Marketing, Logistics and Sport Management)</i> Orientation in respect of the human body. A study of human anatomy with an introduction to the basic structures and functions of the body, from the chemical level to the systemic level. Anatomical terminology. (Total tuition time: ± 96 hours)	1 X 3-HOUR PAPER



SPORT AND PHYSICAL RECREATION STUDIES II (SFR200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

It is necessary to establish a proper understanding of the different concepts related to recreation. The following aspects will be covered during the year: broad views of one of the top industries for the 21st century in parks and recreation, illustrate the wealth of opportunities within diverse recreation professions, who and what the programmer is, what the programmer's responsibilities are, how customer behaviour could influence programme planning, introduction to programme planning and development, as well as the delivery of the programme. Students have to gain experience in different multifaceted delivery systems, introduction to different sectors and areas of programming, understand leisure recreation under the areas of sports, fitness, health and wellness, holiday programmes and adventure programmes for exposure to this field. (Total tuition time: ± 96 hours)

SPORT AND PHYSICAL RECREATION STUDIES III (SFR300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Students should be able to understand proper planning, implementation and evaluation processes of leisure programme services and how those concepts are interrelated. At this level, students should have a clear understanding of the rational programme planning model and how to introduce it through developing a recreation programme. Role of programmed leisure in promoting well-being of individuals and community, professional way of providing programme services, understanding various recreation services, examining the steps in the programme planning process. Students thus acquire the skills to work in groups. Students should also be able to introduce risk management. Sport tourism is a fairly new field in sport and recreation and is presented in this subject. Students should understand the appropriate measure for program success. (Total tuition time: ± 96 hours)

SPORT DIDACTICS AND COACHING I (SDC120T)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Sport, Rehabilitation and Dental sciences)**

Module 1: Foundations of Coaching: The principles of coaching. Coaching techniques. Planning coaching sessions. Module 2: Foundations of Sport Psychology: Evolution. Biological basis of behaviour. Sensation and perception. States of consciousness. Learning, memory and cognitive processes. Participation in sport: why and by whom? (Total tuition time: not available)

SPORT MANAGEMENT I (SRT100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

An introduction to the basic principles of sport management, including management leadership theory, sport consumer behaviour, introduction into finance and economics, professional sport and scholastic sport. (Total tuition time: ± 96 hours)

SPORT MANAGEMENT II (SRT200T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

A large part of the year is devoted to event management. In addition, the subject covers human resource management in a sport setting, as well as the general skills of a manager or director of sport. Students will be required to organise sporting events of their choice, implementing all the theory work covered at this level. (Total tuition time: ± 96 hours)

SPORT MANAGEMENT III (SRT300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Students acquire basic knowledge of sport law principles to enable them to negotiate and discuss contracts. General law principles are also covered. In addition, the subject deals with facility and materials management. Students will also be exposed to financial management. (Total tuition time: ± 96 hours)

SPORT MANAGEMENT IV (SRT400T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The final year of study represents the application of management skills. Students will deal with topics, such as team development, strategic and operational planning, creative problem solving and decision making, managing change, motivation, leadership controlling for Quality and Productivity. (Total tuition time: ± 96 hours)



SPORT MARKETING IV (STK400T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Marketing, Logistics and Sport Management)

An overview of strategic sport marketing. Identification of marketing opportunities (strategic sport marketing process, sport consumer, sport marketing research). Strategy determination (sport product, pricing strategies, sport promotion mix, advertising, sport and television, sponsorship, public relations, promotional licensing, place of the facility). Strategy implementation, evaluation and adjustment (coordinating and controlling sport marketing strategy, government sport services marketing). (Total tuition time: ± 96 hours)

STRATEGIC ACCOMMODATION MANAGEMENT IV (SAT400T) CONTINUOUS ASSESSMENT
(Subject custodian: Business School)

Facilities planning. Productivity. Trends. Behaviour and experience. Architecture and interior architecture. Space planning. Workplace financing. (Total tuition time: not available)

STRATEGIC LABOUR RELATIONS MANAGEMENT V (SLT500T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Environmental influences, politics, union ideologies, globalisation, workforce shifts and HIV/Aids. (Total tuition time: ± 40 hours)

STRATEGIC LEADERSHIP V (SHI500T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Incorporating personal leadership, strategic management and the principles of change management to facilitate the emergence of true strategic leadership. Concepts are explored, such as the nature of strategic and organisational change, uncertainty, the learning organisation and complexity. (Total tuition time: ± 175 hours)

STRATEGIC MANAGEMENT IV (STI401T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Department of Management and Entrepreneurship)

Introduction to the strategic management process: an overview. Vision and mission statement. Exploring the environment. The strategic plan. Implementing and evaluating strategy. The business plan. Case studies and projects. (Total tuition time: ± 40 hours)

SYSTEM ANALYSIS AND DESIGN A (SAD20AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Software Engineering)

System analysis and design, concepts, support and techniques. System development life cycle and methodologies, data flow diagrams, data modelling and data dictionary. Database and file design. User interfaces, implementation and system evaluation. Study of different abilities: project management, communication, cost benefits and analysis. (Total tuition time: ± 70 hours)

SYSTEM ANALYSIS AND DESIGN B (SAD20BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Software Engineering)

System analysis and design, concepts, support and techniques. System development life cycle and methodologies, data flow diagrams, data modelling and data dictionary. Database and file design. User interfaces, implementation and system evaluation. Study of different abilities: project management, communication, cost benefits and analysis. (Total tuition time: ± 70 hours)

T

TAXATION IA (TAX10AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Accounting)

A thorough study of the current Tax Act and its practical application, especially in respect of companies, individuals and partnerships. (Total tuition time: ± 45 hours)

TAXATION IB (TAX10BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Accounting)

A thorough study of the current Tax Act and its practical application, especially in respect of companies, individuals and partnerships. (Total tuition time: ± 45 hours)

TECHNOLOGICAL ENTREPRENEURSHIP (TNO501T) 1 X 4-HOUR PAPER (OPEN BOOK)
(Subject custodian: Business School)

Entrepreneurship in context, the entrepreneur, creativity, ideas, feasibility, growth strategies, electronics and the entrepreneur, family businesses, Entrepreneurship Day. (Total tuition time: ± 36 hours)



**TECHNOLOGICAL ENTREPRENEURSHIP AND
INNOVATION V (TEI501T)**

1 X 4-HOUR PAPER (OPEN BOOK)

(Subject custodian: Department of Management and Entrepreneurship)

Entrepreneurship in context; the entrepreneur; creativity; ideas to innovation; opportunity identification and assessment; leadership and entrepreneurial teams; new venture resources requirements and business feasibility; legal issues and start-up entities; growth and exit strategies; technology and the entrepreneur; business planning and business finance; marketing and operations; family business and financing. (Total tuition time: not available)

THE OFFICE II (TOF201T)

1 X 3-HOUR PAPER

(Subject custodian: Department of Office Management and Technology)

Administrative activities, including management of the administrative office, office systems, simplification of office work, forms design and layout and preparation of office manuals. (Total tuition time: ± 48 hours)

THE PERSONNEL FUNCTION (TPC100T)

1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Introduction to human behaviour. Introduction to human resource management. Job evaluation, human resource planning and recruitment, selection and induction. Individual and organisational development. Performance management. Compensation, integration, maintenance, retirement. (Total tuition time: ± 96 hours)

TOURISM DEVELOPMENT I (TDM100T)

1 X 3-HOUR PAPER

(Subject custodian: Department of Tourism Management)

Tourism demand – managing and measuring demand. The tourism destination – impacts and sustainable development. The tourism sector – the tourism industry, private and public sector. Development in tourism – information technology and future trends. Dimensions of tourism. Tourism markets. Tourism supply. Geography of tourism. (Total tuition time: ± 90 hours)

TOURISM DEVELOPMENT II (TDM200T)

1 X 3-HOUR PAPER

(Subject custodian: Department of Tourism Management)

Dimensions of tourism. The nature and scope of tourism planning. Tourism development in context. Typologies of tourism development. Tourism resource assessment. Sustainable tourism planning issues and strategies. (Total tuition time: ± 90 hours)

TOURISM DEVELOPMENT III (TDM300T)

CONTINUOUS ASSESSMENT

(Subject custodian: Department of Tourism Management)

Project management for tourism development programmes: the project initiation process, the project planning phase, the execution phase, the control and close-out phase. Tourism policy. Tourism attraction development and management. Tourism facility and service development. Resource management and tourism. Business ethics and tourism business. (Total tuition time: ± 45 hours)

TOURISM DEVELOPMENT IV (TDM400T)

1 X 3-HOUR PAPER

(Subject custodian: Department of Tourism Management)

Economics of tourism in protected areas. Tourism demand measurement and forecasting. International cooperation and tourism. Visitor management in protected areas. Tourism and information technology. Ecosystems, conservation and tourism development. Tourism manpower in protected areas as tool for sustainable tourism. Making tourism more sustainable – tools and procedures. Monitoring sustainable tourism. (Total tuition time: ± 64 hours)

TOURISM MANAGEMENT PRACTICE II (TPX201T)

EXPERIENTIAL LEARNING

(Subject custodian: Department of Tourism Management)

Industry-related training, as determined by the industry and the University. (Total tuition time: 6 months)

TOURISM PROJECT IV (TPJ400T)

CONTINUOUS ASSESSMENT

(Subject custodian: Department of Tourism Management)

The project is limited to the tourism industry and must cover a relevant tourism topic with a research component of at least 50%. (Total tuition time: not available)

TRAINING AND DEVELOPMENT STRATEGIES IV (TDG400T)

1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Training strategies at individual, organisational and national level. (Total tuition time: ± 64 hours)



TRAINING AND DEVELOPMENT STRATEGIES V (TDG500T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of People Management and Development)
 International training strategies, strategic positioning of training, policy, planning. (Total tuition time: ± 40 hours)

TRAVEL AND TOURISM MANAGEMENT I (TTM100T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Tourism Management)
 An overview of management. Planning for the dynamic tourism environment. Strategic decision-making. Concepts, such as organising, leading, controlling and evaluating and their application within the sectors of the tourism industry. (Total tuition time: ± 90 hours)

TRAVEL AND TOURISM MANAGEMENT II (TTM200T) **2 X 3-HOUR PAPER**
(Subject custodian: Department of Tourism Management)
 Consists of three components applied to the tourism industry – Human Resources Management, Financial Management and Economics for Tourism. (Total tuition time: ± 135 hours)

TRAVEL AND TOURISM MANAGEMENT III (TTM300T) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Tourism Management)
 The entrepreneur – characteristics and nature of entrepreneurship. Creativity, innovation and business opportunity. The business plan as applicable to the tourism environment. Legal aspects and resource requirements. Financing entrepreneurial ventures. Franchises, business buy-out and starting one's own small tourism business. E-commerce opportunities. (Total tuition time: ± 45 hours)

TRAVEL AND TOURISM PRACTICE I (TTP100T) **2 X 3-HOUR PAPER**
(Subject custodian: Department of Tourism Management)
 Travel agency operations and procedures. Destinations. Health and Safety. (Total tuition time: ± 150 hours)

TRAVEL AND TOURISM PRACTICE II (TTP200T) **2 X 3-HOUR PAPER**
(Subject custodian: Department of Tourism Management)
 Tour operations and procedures. Destinations. Front office operations. Opera. Tour plan. (Total tuition time: ± 120 hours)

TRAVEL AND TOURISM PRACTICE III (TTP300T) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Tourism Management)
 Air travel. Conferences and other events. (Total tuition time: ± 68 hours)

W

WILDLIFE MANAGEMENT I (WIM101T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Nature Conservation)
 Basic field guiding skills (FGASA level 1) encompassing bush craft (survival and orientation), biomes, classification and characteristics, catenas and plant succession, geology and soils, introduction to geomorphology, earth forces that change the crust of the earth, origin and nature of important rocks in Southern Africa, soil-forming factors, soil characteristics, basic pedology, basic climatology and basic astronomy. (Total tuition time: ± 75 hours)

WILDLIFE MANAGEMENT II (WIM201T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Nature Conservation)
 Overview of conservation history. Environmental philosophies and ethics. Wilderness philosophies and conservation. Nature management: management plans, monitoring techniques, game diseases. Overview of game farm management. Animal population dynamics. Ethology of selected mammal species. (Total tuition time: ± 75 hours)

WORKPLACE DYNAMICS I (WPD100T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of People Management and Development)
 Human and group behaviour, negotiating skills, legal aspects, performance expectations and reward systems in the production environment. (Total tuition time: ± 96 hours)

