

2011 PROSPECTUS

PART 6

FACULTY OF MANAGEMENT SCIENCES

ISSN 0258-7343

TSHWANE UNIVERSITY OF TECHNOLOGY



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PLEASE NOTE

1. 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 2011 only.
2. The "overview of syllabus" is only an outline of the syllabus of a subject. The complete syllabus of a subject appears in the subject study guide.
3. The campus indicated is subject to change and confirmation.
4. Prospective students will not be admitted to any qualification without prior evaluation.
5. The closing date for applications for admission to first-semester and year courses is 15 August of the preceding year, except for certain courses of which the closing date is 15 June. The closing date for second-semester courses is 15 May of the year concerned.

THE INDICATED APPLICATION FEES MUST ACCOMPANY ALL APPLICATIONS.

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.
- Acceptance is subject to available capacity according to the student Enrolment Plan (SEP).

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, NSSC A&O Level, IB Higher and Standard Level) will be assessed on the equivalent basis by the South African Qualifications Authority, and a full or conditional exemption certificate will be issued. This exemption certificate is a prerequisite for all students who want to enrol for undergraduate studies. The Tshwane University of Technology cannot obtain this certificate on your behalf. Candidates may also apply for recognition of prior learning 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. Candidates from private schools in South Africa (who did not write any of the examinations mentioned above) may apply to the Office of the Registrar for admission via the Senate's discretionary route.

ENQUIRIES

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Admission Enquiries

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FACULTY OF MANAGEMENT SCIENCES

On 8 September 2010, this faculty had the following staff members:

Acting Dean: Dr AE Nesamvuni - PhD (NUT) (University of North-West)
 Telephone: 012 382 5580
 Office: Room 288, Pretoria Campus

| NAME | POST DESIGNATION | QUALIFICATION(S) |
|------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BUSINESS SCHOOL | | |
| Ms V Naidoo | Senior Lecturer | BCom Marketing (UKZN), MBL (Unisa SBL) |
| Prof KK Rajah | Director: Business School | BSc (Chemistry) (University of Salford, UK), MSc (Chem/Chemical Engineering) (University of Salford, UK), PhD (Technology Transfer) University of Reading, UK) |
| Prof RO Rugimbana | R&I Professor | BSc (Ed), MBA (University of Newcastle, Australia), PhD (Marketing) (Macquarie University, Australia) |
| Prof Z Worku | Associate Professor | BSc Honours (Mathematics, AAU), MSc (Statistics, AAU), PhD (Statistics) (UOFS) |
| DEPARTMENT OF HOSPITALITY MANAGEMENT | | |
| Ms C Bilankulu | Lab Technologist | NH Dip (Food Service Management) (TUT) |
| Ms C Greeff | Senior Lecturer | MEd (Human Ecology) (University of Western Cape) |
| Ms A Jacobs | Junior Lecturer | M Tech (Hospitality Management) (TUT) |
| Ms EH Kleinhans | Senior Lecturer | MSc (Consumer Science) (University of Stellenbosch) |
| 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) |
| Dr AE Nesamvuni | Head of Department | PhD (NUT) (University of North-West) |
| Ms CE Ochse | Senior Lecturer | MBL (Unisa) |
| Mr JR Roberson | 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) |
| DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP | | |
| Ms Y Burger | Junior Lecturer | B Tech (Human Resource Management) (Tech Pta) |
| Mr Z Dhlamini | Lecturer | B Tech (Human Resource Management) (VUT) |
| Mr CJ du Plessis | Senior Lecturer | NH Dip (Office Administration) (Tech Pta), Dip (Higher Education) (Tech Pta), M Tech (Business Administration) (Tech Pta) |
| 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) |
| Ms KH Masilo | Sectional Head | B Tech (Educational Studies) (TNG), BCom (Management) (University of North-West), MBA (University of North-West) |
| Ms A McLaughlin | Lecturer | BA (Psychology) (UP), BA (Hons) (Industrial Sociology) (UP) |
| Ms BE Monchonyane | Lecturer | BCom (Hons) (Management) (University of North-West) |
| 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) (TWW) |
| Dr EM Rankhumise | Sectional Head | N Dip (Commercial Practice) (Tech SA), NH Dip (Management) (Tech SA), M Tech (Business Administration) (TSA), D Tech (Public Man) (TUT) |
| Mr PJ Ras | Senior Lecturer | N Dip (Public Administration) (Tech Pta), NH Dip (Management Practice) (Tech Pta), M Tech (Business Administration) (Tech Pta), MPhil (Entrepreneurship) (UP) |
| Ms MY Senne | Head of Department | HED (University of the North), BCom (Industrial Psychology) (University of the North), BCom (Hons) (Industrial Psychology) (Unisa), MBL (Unisa) |
| 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 BJ van Niekerk | Senior Lecturer | Higher Education Diploma (Unisa), MCom (Business Management) (UFS) |
| Mr FHJ Veldsman | Senior Lecturer | MCom (Human Resources) (UP) |
| DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT | | |
| Prof JW de Jager | Professor | PhD (Business Management) (PU for CHE) |
| Mr GAP Drotsky | Lecturer | M Tech (Marketing) (UP) |
| Ms AT du Plooy | Lecturer | MCom (Marketing Management) (UP) |
| Mr WS Grimes | Lecturer | MCom (Business Management) (RAU) |
| Ms T Holtzhausen | Lecturer | MCom (Business Management) (Unisa) |
| Ms R Honiball | Lecturer | M Tech (Marketing) (TUT) |
| Mr DB Janse van Rensburg | Senior Lecturer | MBA (Marketing) (UP) |
| Ms MJ Lunga | Lecturer | Master's Programme (Supply Chain Management) (UP) |
| Mr MP Maseko | Lecturer | MBA (Thames Valley University, London UK) |

| | | |
|-------------------------------------------------------|----------------------------------|---------------------------------------------------------------------|
| Mr PA Myburgh | Senior Lecturer | BCom (Hons) (Business Management) (Unisa) |
| Mr AS Nthangeni | Lecturer | M Dip 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 | M Dip Tech (Parks and Recreation Management) (TUT) |
| Ms L Pretorius | Lecturer | M Tech (Marketing) (TUT) |
| Dr JJ Prinsloo | Senior Lecturer | PhD (Business Management) (Sport Marketing) (North-West University) |
| Ms TR Sekele | Junior Lecturer | B Tech (Business Administration) (TUT) |
| Ms TJ Tilo | Senior Lecturer | MCom (Business Management) (UJ) |
| Prof CH van Heerden | Head of Department and Professor | DCom (Marketing) (UP) |
| Mr GCG van Loggenberg | Senior Lecturer | M Tech (Logistics) (TUT) |
| Mr SCJ Venter | Senior Lecturer | MBA (Strategic Management) (University of Hull, UK) |
| Mrs EM Wannenburg | Lecturer | M Tech (Marketing) (TUT) |
| DEPARTMENT OF OFFICE MANAGEMENT AND TECHNOLOGY | | |
| Mr CJ Badenhorst | Head of Department | M Dip Tech (Office Administration) (OFS Tech) |
| Mrs E Bruhns | Lecturer | M Tech (Office Management and Technology) (VUT) |
| Mrs CPJ Harmse | Senior Lecturer | MBA (University of Wales) |
| Ms 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 (Business Administration) (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 Weshuizen | Lecturer | MA (Soc Sc) (UP), Post Grad Dip (Information Management) (RAU) |
| Mr AWP van Rooyen | Principal Lecturer | MEd (Education) (UP) |
| Mrs DM van Vuuren | Senior Lecturer | MEd Edu Tech (TUT) |
| DEPARTMENT OF OPERATIONS MANAGEMENT | | |
| Ms F du Plessis | Senior Lecturer | M Tech (Business Administration) (Tech Pta) |
| Dr DJ Kruger | Lecturer | D Phil (Engineering Management) (UJ) |
| Mr J Mashala | Lecturer | B Tech (Production Management) (Tech Pta) |
| Mr EM Morrison | Head of Department | MBA (PU for CHE) |

| DEPARTMENT OF PEOPLE MANAGEMENT AND DEVELOPMENT | | |
|-------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 NOT Dube | Junior Lecturer | B Tech (Human Resources Development) (TUT) |
| Mr CJ Jordaan | Lecturer | BA (Hons) (Public Management) (UP), M Tech (Human Resources Management) (TUT) |
| Dr KF Lessing | Senior Lecturer | MA (Industrial Sociology) (PU for CHE), PhD (Industrial Sociology) (Labour Relations) (PU for CHE) |
| Ms FN Mankga | Lecturer | NH Dip (Human Resources Management) (Univ of KwaZulu-Natal) |
| Ms M Mmako | Lecturer | BA (Public Admin) (Unisa), BA (Hons) (Industrial Psychology) (Unisa) |
| Mr SP Mncwabe | Junior Lecturer | BTech (Human Resources Management) (TUT) |
| Ms CR Motshwene | Lecturer | M Diploma (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) |
| Mr PK Smit | Lecturer | M Tech (Human Resources Management) (TUT) |
| Mr P van der Klashorst | Lecturer | MA (Psychology) (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) |
| Ms I Volman | Lecturer | MBA (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) |
| DEPARTMENT OF TOURISM MANAGEMENT | | |
| Dr WJL Coetzee | Senior Lecturer | BA (Recreation Studies and Human Movement Studies) (PU for CHE), PhD (Tourism Management) (North-West University) |
| Dr S Geldenhuys | Head of Department | PhD (Tourism Management) (PU for CHE) |
| Mr US Henama | Lecturer | B Tech (Tourism Management) (Central University of Technology), B Tech (Project Management) (Central University of Technology) |
| Mr PS Khunou | Lecturer | MA (Tourism and Hospitality Management) UK, (Bournemouth University) |
| 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 (TUT) |
| Ms L Sime | Senior Lecturer | NH Dip (Education) (Post-School Ed) (Tech Pta), M Tech (Tourism Management) (TUT) |
| Mr P Tauoatsoala | Lecturer | BEd (Social Sciences) (University of Natal), Postgraduate Diploma (Tourism Development and Management) (Buckinghamshire Chilterns University) |
| Mr NN Tshipala | Lecturer | M Tech (Tourism 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) |



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1. BUSINESS SCHOOL

1.1 MASTER'S DEGREE IN BUSINESS ADMINISTRATION (MBA)

Qualification code: MTMB02

REMARKS

- a. 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 his or her 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.
- b. Selection criteria: Psychometric tests and assessment. A fee of R300 per applicant is payable.
- c. Duration: A minimum of three years and a maximum of five years.
- d. Presentation and campus: Pretoria Campus (Metro Skinner Street). Compulsory workshops. Classes are held from 07:00 to 13:15 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 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

1.2 DOCTOR TECHNOLOGIAE: BUSINESS ADMINISTRATION

Qualification code: DTBA96

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.
 2. Provisionally registered institutions must be scrutinised for their standards.
 3. Submission of a preliminary doctoral proposal that complies with the protocol set by the University and the Business School.
 4. An Average of at least 60% for the class work and the Magister Technologiae dissertation.
At least 60% for the subject, Research Methodology.
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 student has to sit for an oral examination to establish his or her abilities in both Research Methodology and Statistics.
- 4.1.3 The successful student 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 his or her 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 Business School.
6. If the doctoral candidate has completed a full dissertation for his or her 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 will be 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 and campus:

Pretoria Campus (Metro Skinner Street) (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**

1.3 MAGISTER TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP (Structured) Qualification code: MTOLS1

REMARKS

- a. Admission requirement(s): A Baccalaureus Technologiae: Organisational Leadership or an equivalent qualification.
- 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: Pretoria Campus (Metro Skinner Street) (block-based classes).
- e. 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 | |

1.4 MAGISTER TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP Qualification code: MTOL01

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 Magister Technologiae: Organisational Leadership.
- 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 and campus: Pretoria Campus (Metro Skinner Street) (research).
- e. Structure: This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation will be 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 |

1.5 DOCTOR TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP

Qualification code: DTOL01

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 Doctor Technologiae: Organisational Leadership. 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 and campus: Pretoria Campus (Metro Skinner Street) (research).
- e. Structure: This qualification consists of a research project that has to be recorded in the form of a thesis. Before the dissertation will be 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 |

1.6 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: BUSINESS MANAGEMENT V
SUBJECT CODE: BUG500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 200 hours

OVERVIEW OF SYLLABUS:
 Business management principles, including international management, financial management, quality and managerial economics.

SUBJECT NAME: BUSINESS STATISTICS
SUBJECT CODE: BUS501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:
 Basic numerical and mathematical concepts, descriptive statistics, index number, elementary probability and decision theory, probability distribution, estimating from samples, hypothesis testing, simple regression and correlation, time-series analysis and forecasting, stock or inventory control, linear programming, network analysis.

SUBJECT NAME: BUSINESS STRATEGY
SUBJECT CODE: BUT501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: CAPITA SELECTA V
SUBJECT CODE: CEL500T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 200 hours

OVERVIEW OF SYLLABUS:

Contemporary burning issues.

SUBJECT NAME: CHANGE MANAGEMENT
SUBJECT CODE: CGE501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Application of management principles, business information, the latest technologies, software applications, problem-solving and decision-making, data warehousing, information systems, e-commerce.

SUBJECT NAME: ENVIRONMENTAL MANAGEMENT
SUBJECT CODE: EMG511T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Introduction to macro-environmental aspects and tendencies (national and international), strategic environmental management, environmental laws and policy, consumer behaviour and perceptions, commercialisation of environmental management as a business opportunity, technology as a support for environmental management, and micro-environmental tendencies (client-specific).

SUBJECT NAME: FINANCIAL MANAGEMENT
SUBJECT CODE: FMN511T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: HUMAN RESOURCES MANAGEMENT
SUBJECT CODE: HRM511T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: INTERNATIONAL FINANCING
SUBJECT CODE: INF501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: INTERNATIONAL MANAGEMENT
SUBJECT CODE: INM501T
EVALUATION METHOD: 1 X 4-HOUR PAPER
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGEMENT OF TECHNOLOGY
SUBJECT CODE: MTH501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGERIAL ECONOMICS
SUBJECT CODE: MNE501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGERIAL FINANCE
SUBJECT CODE: MGF501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING MANAGEMENT
SUBJECT CODE: MMB501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Overview, market segmentation, market information and research, product strategy, pricing strategy, distribution strategy, sales and selling, promotion strategy, planning and strategies.

SUBJECT NAME: OPERATIONS MANAGEMENT
SUBJECT CODE: OPE501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ORGANISATIONAL BEHAVIOUR
SUBJECT CODE: OBE501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Introduction and organisational behaviour concepts, communication, leadership, conflict, problem-solving and decision-making, performance management, job and organisational design, organisational development.

SUBJECT NAME: ORGANISATIONAL LEADERSHIP V
SUBJECT CODE: OHI500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:

Leading of organisational behaviour. Leading of effective organisations. Integration and analysis of organisational behaviour.

SUBJECT NAME: PERSONAL LEADERSHIP V
SUBJECT CODE: PHI500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 200 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PROJECT MANAGEMENT
SUBJECT CODE: PJG511T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Objectives of project management, planning projects, estimating for control, project organisation, project control.

SUBJECT NAME: QUALITY MANAGEMENT
SUBJECT CODE: QMG501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RESEARCH DISSERTATION
SUBJECT CODE: DIS501T
EVALUATION METHOD: DISSERTATION
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Writing the dissertation. The foundation of the dissertation is the Research Methodology module.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD101C
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RESEARCH METHODOLOGY V
SUBJECT CODE: RMD500B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 200 hours

OVERVIEW OF SYLLABUS:

Methodology of research, strategies, specialist research.

SUBJECT NAME: STRATEGIC LEADERSHIP V
SUBJECT CODE: SHI500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: TECHNOLOGICAL ENTREPRENEURSHIP
SUBJECT CODE: TNO501T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Entrepreneurship in context, the entrepreneur, creativity, ideas, feasibility, growth strategies, electronics and the entrepreneur, family businesses, Entrepreneurship Day.

2. DEPARTMENT OF HOSPITALITY MANAGEMENT

2.1 BACCALAUREUS TECHNOLOGIAE: FOOD AND BEVERAGE MANAGEMENT

Qualification code: BTFB01

NO NEW REGISTRATIONS FOR THIS QUALIFICATION ARE ACCEPTED AS FROM 2005. STUDENTS WHO ARE CURRENTLY REGISTERED FOR THIS QUALIFICATION HAVE UNTIL 2011 TO OBTAIN IT, SUBJECT TO THE STIPULATIONS OF REGULATION 3.1.1 ON THE MAXIMUM DURATION OF STUDY.

Phase-out date: 31 December 2011

Presentation and campus: Pretoria Campus (day classes).

Subject credits are shown in brackets after each subject.

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES

FIRST YEAR

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|-----------------------------------|---------------------------------------------|--------------|-------------------------|
| CSK100B | Computer Skills I | (0,110) | |
| EFO130T | English | (0,080) | |
| FBS100T | Food and Beverage Studies I | | |
| FBS10PT | Food and Beverage Studies: Theory I | (0,080) | |
| FBS10QT | Food and Beverage Studies: Practical I | (0,080) | |
| FOO120T | Food I | | |
| FOO12PT | Food: Theory I | (0,131) | |
| FOO12QT | Food: Practical I | (0,132) | |
| FSM120T | Food Service Management I | | |
| FSM12PT | Food Service Management: Business Skills I | (0,083) | |
| FSM12QT | Food Service Management: Accounting I | (0,083) | |
| FSM12RT | Food Service Management: Accommodation I | (0,084) | |
| MTC100T | Mass Catering I | (0,170) | |
| NUT100T | Nutrition I | | |
| NUT10PT | Nutrition: Occupational Health and Safety I | (0,053) | |
| NUT10QT | Nutrition: Theory I | (0,054) | |
| TOTAL CREDITS FOR THE FIRST YEAR: | | 1,140 | |

SECOND YEAR

| | | | |
|----------------|-----------------------------------------------|---------|--------|
| BHS110A | Behavioural Studies I | (0,082) | |
| FFB10AT | French IA | (0,040) | |
| FOO220T | Food II | | |
| FOO22PT | Food: Theory II | (0,043) | Food I |
| FOO22QT | Food: Practical II | (0,042) | Food I |
| FOO22RT | Food: Food and Beverage Studies: Theory II | (0,043) | Food I |
| FOO22ST | Food: Food and Beverage Studies: Practical II | (0,042) | Food I |

| | | | |
|----------------|---------------------------------------------|---------|---------------------------|
| FSM220T | Food Service Management II | | |
| FSM22PT | Food Service Management: Business Skills II | (0,053) | Food Service Management I |
| FSM22QT | Food Service Management: Accounting II | (0,053) | Food Service Management I |
| FSM22RT | Food Service Management: Industry Law II | (0,054) | Food Service Management I |
| FSP30AA | Food Services Practice IIIA | (0,250) | |
| MTC200T | Mass Catering II | | |
| MTC20PT | Mass Catering: Operations II | (0,080) | Mass Catering I |
| MTC20QT | Mass Catering: Information Systems II | (0,080) | Computer Skills I |
| NUT210T | Nutrition II | (0,160) | Mass Catering I |
| | | | Nutrition I |

TOTAL CREDITS FOR THE SECOND YEAR: **1,022**

THIRD YEAR

FIRST SEMESTER

| | | | |
|----------------|---------------------------------------------------|---------|----------------------------|
| FFB10BT | French IB | (0,040) | |
| FOO321A | Food III | | |
| FOO32XA | Food: Events III | (0,037) | Food II |
| FOO32YA | Food: Information Systems III | (0,037) | Food II |
| FOO32ZA | Food: Practical III | (0,038) | Food II |
| FSM321A | Food Service Management III | | |
| FSM32XA | Food Service Management: Management III | (0,038) | Food Service Management II |
| FSM32YA | Food Service Management: Financial Management III | (0,037) | Food Service Management II |
| FSM32ZA | Food Service Management: Industry Law III | (0,037) | Food Service Management II |
| FST101T | Food Service Training I | (0,130) | |
| MTC301A | Mass Catering III | | |
| MTC30XA | Mass Catering: Operations III | (0,056) | Mass Catering II |
| MTC30YA | Mass Catering: Retail III | (0,056) | Mass Catering II |
| NUT321A | Nutrition III | (0,082) | Nutrition II |

TOTAL CREDITS FOR THE SEMESTER: 0,588

SECOND SEMESTER

| | | | |
|---------|-----------------------------|---------|-----------------------------|
| FSP30BA | Food Services Practice IIIB | (0,250) | Food Services Practice IIIA |
|---------|-----------------------------|---------|-----------------------------|

TOTAL CREDITS FOR THE SEMESTER: 0,250

TOTAL CREDITS FOR THE THIRD YEAR: **0,838**

FOURTH YEAR

FIRST OR SECOND SEMESTER

Subjects are offered in semesters, as determined by the Department.

| | | | |
|---------|----------------------------|---------|-----------------------------|
| FOO401B | Food IV | (0,200) | Food III |
| FSM401T | Food Service Management IV | (0,200) | Food Service Management III |
| FST20AT | Food Service Training IIA | (0,100) | Food Service Training I |
| FST20BT | Food Service Training IIB | (0,100) | Food Service Training I |
| IPY11AT | Industrial Psychology IA | (0,050) | |
| IPY11BT | Industrial Psychology IB | (0,050) | |

| | | | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------|-------------------|
| MTC401T | Mass Catering IV | | |
| MTC40XT | Mass Catering: Management Accounting IV | (0,067) | Mass Catering III |
| MTC40YT | Mass Catering: Operations IV | (0,067) | Mass Catering III |
| MTC40ZT | Mass Catering: Industry Law IV | (0,066) | Mass Catering III |
| RMN201C | Research Methodology: Natural Sciences | | |
| RMN20XC | Research Methodology: Natural Sciences: Food and Beverage Management (offered in the first semester only) | (0,050) | |
| RMN20YC | Research Methodology: Natural Sciences: Statistics (offered in the second semester only) | (0,050) | |
| TOTAL CREDITS FOR THE FOURTH YEAR: | | 1,000 | |

2.2 MAGISTER TECHNOLOGIAE: FOOD AND BEVERAGE MANAGEMENT

Qualification code: MTFB01

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 a 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 and campus: Pretoria Campus (research).
- Structure: This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation will be 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.
- 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

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 a 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 and campus: Pretoria Campus (research).
- e. Structure: This qualification consists of a research project that has to be recorded in the form of a thesis. Before the thesis will be 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

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 a 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 and campus: Pretoria Campus (research).

- e. Structure: This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation will be 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

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 a 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 and campus: Pretoria Campus (research).
- e. Structure: This qualification consists of a research project that has to be recorded in the form of a thesis. Before the thesis will be 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

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 potential assessment and a personal interview with a departmental selection panel.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematical Literacy. Applicants with Mathematics or Accounting will be given preference.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) test. Candidates will be required to attend an interview with a departmental panel.

b. Minimum duration: Three years.

c. Presentation and campus: Pretoria Campus (day classes).

d. Intake for the qualification: January only.

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

- f. Class attendance: Students may be absent from a maximum of two practicals per year only 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
 - Wines of the World Certificate
 - Wine Service 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 Students' 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) |
|----------------|---------------------------------------------|---------|-------------------------|
| 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) | Hospitality Communication I |
| 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: (0,010)

Culinary Studies and Nutrition II

Culinary Studies: Theory III*

CTU30YT Culinary Studies and Nutrition: (0,050)

Culinary Studies and Nutrition II

Nutrition III*

CTU30ZT Culinary Studies and Nutrition: (0,040)

Culinary Studies and Nutrition II

Culinary Studies: Practical III*

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

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

| | |
|------------|----------------------------------------------------------|
| 2.7 | BACCALAUREUS TECHNOLOGIAE: HOSPITALITY MANAGEMENT |
| | Qualification code: BTHM04 |

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 and campus: Pretoria Campus (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. 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 | |
|----------------|----------------------------------------------|---------------|--------------------------------------|
| 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

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|--------------------------------------------------------------------------------------------------------------------|
| <p>2.8 MAGISTER TECHNOLOGIAE: TOURISM AND HOSPITALITY MANAGEMENT Qualification code: MTTH99</p> |
|--------------------------------------------------------------------------------------------------------------------|

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 a 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 and campus: | Pretoria Campus (research). |
| e. | Structure: | This qualification consists of a research project that has to be recorded in the form of a dissertation. Before the dissertation will be 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**

2.9 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: ACCOMMODATION MANAGEMENT I
SUBJECT CODE: ACM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
 Execution and maintenance of housekeeping activities. Basic reception infrastructure.

SUBJECT NAME: ACCOMMODATION MANAGEMENT II
SUBJECT CODE: ACM201T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 140 hours
OVERVIEW OF SYLLABUS:
 Applying and supervising principles that are relevant to front-office and back of house systems.

SUBJECT NAME: ACCOMMODATION MANAGEMENT III
SUBJECT CODE: ACM301T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
 Applying the management functions of a hotel or restaurant.

SUBJECT NAME: BEHAVIOURAL STUDIES I
SUBJECT CODE: BHS110A
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
 Basic sociological and psychological knowledge to promote communication in the hospitality industry.

SUBJECT NAME: COMPUTER SKILLS I
SUBJECT CODE: CSK100B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
 Understanding the role of computer hardware and software in the hospitality industry.

SUBJECT NAME: CULINARY STUDIES AND NUTRITION: CULINARY STUDIES: PRACTICAL III
SUBJECT CODE: CTU30ZT
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: ± 175 hours
OVERVIEW OF SYLLABUS:
 Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers.

| | |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: CULINARY STUDIES: THEORY III |
| SUBJECT CODE: | CTU30XT |
| EVALUATION METHOD: | 1 X 3-HOUR PAPER |
| TOTAL TUITION TIME: | ± 70 hours |
| OVERVIEW OF SYLLABUS: | Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: NUTRITION I |
| SUBJECT CODE: | CTU10RT |
| EVALUATION METHOD: | 1 X 3-HOUR PAPER |
| TOTAL TUITION TIME: | ± 70 hours |
| OVERVIEW OF SYLLABUS: | An introduction to the basic nutrients and their functions in the body. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: NUTRITION II |
| SUBJECT CODE: | CTU20ZT |
| EVALUATION METHOD: | 1 X 3-HOUR PAPER |
| TOTAL TUITION TIME: | ± 70 hours |
| OVERVIEW OF SYLLABUS: | Application of sound nutrition principles throughout the life cycle. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: NUTRITION III |
| SUBJECT CODE: | CTU30YT |
| EVALUATION METHOD: | 1 X 3-HOUR PAPER |
| TOTAL TUITION TIME: | ± 70 hours |
| OVERVIEW OF SYLLABUS: | The adjustment of the normal diet according to the nutritional needs of people with special needs. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: PRACTICAL I |
| SUBJECT CODE: | CTU10QT |
| EVALUATION METHOD: | CONTINUOUS ASSESSMENT |
| TOTAL TUITION TIME: | ± 140 hours |
| OVERVIEW OF SYLLABUS: | Knowledge of food items, food preparation methods and skills in using conventional and convenience food, as well as basic menu planning. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: PRACTICAL II |
| SUBJECT CODE: | CTU20YT |
| EVALUATION METHOD: | CONTINUOUS ASSESSMENT |
| TOTAL TUITION TIME: | ± 140 hours |
| OVERVIEW OF SYLLABUS: | Planning, preparing and presenting a range of menu items suitable for a variety of food outlets. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: THEORY I |
| SUBJECT CODE: | CTU10PT |
| EVALUATION METHOD: | 1 X 3-HOUR PAPER |
| TOTAL TUITION TIME: | ± 70 hours |
| OVERVIEW OF SYLLABUS: | 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. |
| SUBJECT NAME: | CULINARY STUDIES AND NUTRITION: THEORY II |
| SUBJECT CODE: | CTU20XT |
| EVALUATION METHOD: | 1 X 3-HOUR PAPER |
| TOTAL TUITION TIME: | ± 70 hours |
| OVERVIEW OF SYLLABUS: | Intermediate principles of menu items and food preparation to cater for the nutritional, dietary and cultural demands of various customer groups. |

SUBJECT NAME: ENGLISH
SUBJECT CODE: EFO130T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Communication skills and techniques (oral, written, visual).

SUBJECT NAME: EXPERIENTIAL LEARNING I
SUBJECT CODE: EXP1HMA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: 6 months
OVERVIEW OF SYLLABUS:
Work integrated learning in the hospitality industry.

SUBJECT NAME: EXPERIENTIAL LEARNING II
SUBJECT CODE: EXP2HMA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: 6 months
OVERVIEW OF SYLLABUS:
Work integrated learning in the hospitality industry.

SUBJECT NAME: FOOD IV
SUBJECT CODE: FOO401B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 24 hours
OVERVIEW OF SYLLABUS:
Consumer nutrition.

SUBJECT NAME: FOOD AND BEVERAGE OPERATIONS II
SUBJECT CODE: FBE201T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Types of food services and systems, administrative functions of the food service unit.

SUBJECT NAME: FOOD AND BEVERAGE OPERATIONS III
SUBJECT CODE: FBE301T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Principles of production procedures, interpretation of outsourcing contracts, and layout planning of the food service unit.

SUBJECT NAME: FOOD AND BEVERAGE STUDIES: PRACTICAL I
SUBJECT CODE: FBS10QT, FBS11QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Restaurant infrastructure and procedures. Basic food and beverage service, working as a waiter.

SUBJECT NAME: FOOD AND BEVERAGE STUDIES: PRACTICAL II
SUBJECT CODE: FBS20YT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: FOOD AND BEVERAGE STUDIES: THEORY I
SUBJECT CODE: FBS10PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Basic theoretical and practical principles of food production, technical skills, food terminology and menu planning.

SUBJECT NAME: FOOD AND BEVERAGE STUDIES: THEORY I
SUBJECT CODE: FBS11PT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Basic theoretical and practical principles of food and drink services, technical skills and menu planning.

SUBJECT NAME: FOOD AND BEVERAGE STUDIES: THEORY II
SUBJECT CODE: FBS20XT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Knowledge and the application of advanced methods and control systems applicable to food and beverage services.

SUBJECT NAME: FOOD SERVICE MANAGEMENT IV
SUBJECT CODE: FSM401T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 24 hours
OVERVIEW OF SYLLABUS:
A range of managerial principles to contribute to effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: ACCOMMODATION I
SUBJECT CODE: FSM12RT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Execution and maintenance of housekeeping activities. Basic reception infrastructure.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: ACCOUNTING I
SUBJECT CODE: FSM12QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Basic hospitality accounting principles.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: ACCOUNTING II
SUBJECT CODE: FSM22QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours
OVERVIEW OF SYLLABUS:
Applying accounting principles in hospitality units.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: BUSINESS SKILLS I
SUBJECT CODE: FSM12PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
The basic hospitality accounting principles.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: BUSINESS SKILLS II
SUBJECT CODE: FSM22PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Hospitality business skills for effective decision-making and the execution of operations.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: FINANCIAL
MANAGEMENT III
SUBJECT CODE: FSM32YA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Financial management principles to contribute to effective decision-making and the sustainability of the hospitality enterprise.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: INDUSTRY LAW II
SUBJECT CODE: FSM22RT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Applying the provisions and principles of labour law, corporate law and social legislation.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: INDUSTRY LAW III
SUBJECT CODE: FSM32ZA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Explaining the legislation and mechanisms governing training and education.

SUBJECT NAME: FOOD SERVICE MANAGEMENT: MANAGEMENT III
SUBJECT CODE: FSM32XA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours

OVERVIEW OF SYLLABUS:
Business management skills to contribute to effective management of the hospitality enterprise.

SUBJECT NAME: FOOD SERVICES PRACTICE IIIA
SUBJECT CODE: FSP30AA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: 6 months

OVERVIEW OF SYLLABUS:
Experiential learning in the hospitality industry.

SUBJECT NAME: FOOD SERVICES PRACTICE IIIB
SUBJECT CODE: FSP30BA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: 6 months

OVERVIEW OF SYLLABUS:
Experiential learning in the hospitality industry.

SUBJECT NAME: FOOD SERVICE TRAINING I
SUBJECT CODE: FST101T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Selecting, implementing, using and updating suitable food and beverage training systems.

SUBJECT NAME: FOOD SERVICE TRAINING IIA
SUBJECT CODE: FST20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Developing basic training programmes for staff. Recognising, naming and carrying out different types of training.

SUBJECT NAME: FOOD SERVICE TRAINING IIB
SUBJECT CODE: FST20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Developing basic training programmes for staff. Recognising, naming and carrying out different types of training.

SUBJECT NAME: FOOD: EVENTS III
SUBJECT CODE: FOO32XA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 35 hours

OVERVIEW OF SYLLABUS:

Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers.

SUBJECT NAME: FOOD: FOOD AND BEVERAGE STUDIES: PRACTICAL II
SUBJECT CODE: FOO22ST
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 140 hours

OVERVIEW OF SYLLABUS:

Maintaining the operational practices and structures to meet the expectations of the target market.

SUBJECT NAME: FOOD: FOOD AND BEVERAGE STUDIES: THEORY II
SUBJECT CODE: FOO22RT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Advanced food and beverage service in terms of legislation, operations, costing and control measures.

SUBJECT NAME: FOOD: INFORMATION SYSTEMS III
SUBJECT CODE: FOO32YA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Accessing and operating modern accounting information systems.

SUBJECT NAME: FOOD: PRACTICAL I
SUBJECT CODE: FOO12QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 140 hours

OVERVIEW OF SYLLABUS:

Knowledge of food items, food preparation methods and skills, using conventional and convenience food, as well as basic menu planning.

SUBJECT NAME: FOOD: PRACTICAL II
SUBJECT CODE: FOO22QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:

Preparing a range of menu items, suitable for a variety of food outlets.

SUBJECT NAME: FOOD: PRACTICAL III
SUBJECT CODE: FOO32ZA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 140 hours

OVERVIEW OF SYLLABUS:

A study of the banquet menu. Emphasis is placed on the selection of suitable dishes and their preparation and presentation. Appetisers (hors d'oeuvres). Advanced soups and sauces. Eggs (oeufs). Fish (poisson) and crustaceans. Farinaceous foods (farineux). Vegetables and salads or legumes, sweets (entremets), sorbet, cheese (fromage) and coffee (café).

SUBJECT NAME: FOOD: THEORY I
SUBJECT CODE: FOO12PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours

OVERVIEW OF SYLLABUS:

Basic theoretical and practical principles of food production, technical skills, food terminology and menu planning.

SUBJECT NAME: FOOD: THEORY II
SUBJECT CODE: FOO22PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Recipe modification for the nutritional, dietary and cultural demands of various customer groups.

SUBJECT NAME: FRENCH IA
SUBJECT CODE: FFB10AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

French grammar and vocabulary.

SUBJECT NAME: FRENCH IB
SUBJECT CODE: FFB10BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

French grammar and vocabulary.

SUBJECT NAME: HOSPITALITY COMMUNICATION I
SUBJECT CODE: HCO100B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 105 hours

OVERVIEW OF SYLLABUS:

Identifying various communication skills and techniques (oral, written, visual) to promote communication in the hospitality industry.

SUBJECT NAME: HOSPITALITY COMMUNICATION II
SUBJECT CODE: HCO201B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

French grammar and vocabulary.

SUBJECT NAME: HOSPITALITY EVENTS MANAGEMENT I
SUBJECT CODE: HEN101T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 105 hours

OVERVIEW OF SYLLABUS:

Planning, coordinating and presenting functions or events in accordance with sound business principles.

SUBJECT NAME: HOSPITALITY FINANCIAL MANAGEMENT I
SUBJECT CODE: HFM100B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:
Basic managerial accounting principles, applied to the hospitality industry.

SUBJECT NAME: HOSPITALITY FINANCIAL MANAGEMENT II
SUBJECT CODE: HFM201B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Application of hospitality financial decision-making tools and hospitality cost management.

SUBJECT NAME: HOSPITALITY FINANCIAL MANAGEMENT III
SUBJECT CODE: HFM301B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 140 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: HOSPITALITY FINANCIAL MANAGEMENT IV
SUBJECT CODE: HFM400B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:
Analysis of financial aspects in hospitality sectors, focusing on pricing methods, decision-making in long term investment. An overview of contemporary issues.

SUBJECT NAME: HOSPITALITY HEALTH AND SAFETY I
SUBJECT CODE: HHS101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Occupational safety measures and local and national legislation.

SUBJECT NAME: HOSPITALITY INDUSTRY LAW I
SUBJECT CODE: HIL101B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Explaining the legislation and mechanisms governing training and education.

SUBJECT NAME: HOSPITALITY INDUSTRY LAW II
SUBJECT CODE: HIL201B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:
Explaining the legislation and mechanisms governing training and education.

SUBJECT NAME: HOSPITALITY INDUSTRY LAW III
SUBJECT CODE: HIL300B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:
The legal concepts of corporate law, labour law and social legislation.

SUBJECT NAME: HOSPITALITY INFORMATION SYSTEMS IA
SUBJECT CODE: HIS10AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: HOSPITALITY INFORMATION SYSTEMS IB
SUBJECT CODE: HIS10BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Practical skills to be obtained are Operating System XP and Application Software Microsoft Office Suite 2007 which include Word Advance and Access. Integrating the Microsoft Office Suite applications (Word, Excel, PowerPoint and Access).

SUBJECT NAME: HOSPITALITY INFORMATION SYSTEMS II
SUBJECT CODE: HIS201B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Advanced computer-based food and beverage management systems, hotel sales and accounting applications.

SUBJECT NAME: HOSPITALITY MANAGEMENT I
SUBJECT CODE: HOM100B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:

A range of business skills that are applicable to the hospitality industry, and which contribute to effective decision-making and the execution of operations.

SUBJECT NAME: HOSPITALITY MANAGEMENT II
SUBJECT CODE: HOM201B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:

The concepts of recruitment, selection, induction, training and development, remuneration and the termination of employment.

SUBJECT NAME: HOSPITALITY MANAGEMENT INFORMATION SYSTEMS I
SUBJECT CODE: HMI101T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: HOSPITALITY MANAGEMENT: ACCOMMODATION
OPERATIONS IV

SUBJECT CODE: HOM40RB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

The application of scenarios and case studies that could contribute to effective decision-making with regard to accommodation in the hospitality.

SUBJECT NAME: HOSPITALITY MANAGEMENT: FOOD AND BEVERAGE OPERATIONS IV
SUBJECT CODE: HOM40QB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

Application of theory by means of a project; theory of the cost of work.

SUBJECT NAME: HOSPITALITY MANAGEMENT: RETAIL III
SUBJECT CODE: HOM30ZT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Retail principles applicable to the food and beverage sector.

SUBJECT NAME: HOSPITALITY MANAGEMENT: THEORY III
SUBJECT CODE: HOM30XT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Business management skills that contribute to the effective management of the hospitality enterprise.

SUBJECT NAME: HOSPITALITY MANAGEMENT: THEORY IV
SUBJECT CODE: HOM40PB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: INDUSTRIAL PSYCHOLOGY IA
SUBJECT CODE: IPY11AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Introduction to the field of industrial psychology and its origin and growth. Personnel psychology, the task of the personnel psychologist in the profession. Personnel approval and training. Relationships in the work situation. Ergonomics. Industrial mental health. Personal adaptation in the industry.

SUBJECT NAME: INDUSTRIAL PSYCHOLOGY IB
SUBJECT CODE: IPY11BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Personnel approval and training. Relationships in the work situation. Ergonomics. Industrial mental health. Personal adaptation in the industry.

SUBJECT NAME: MASS CATERING I
SUBJECT CODE: MTC100T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 175 hours

OVERVIEW OF SYLLABUS:

The service expectations of the various markets that are served by the hospitality industry. Integrating interpersonal skills and service ethics.

SUBJECT NAME: MASS CATERING: INDUSTRY LAW IV
SUBJECT CODE: MTC40ZT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
The legal concepts of corporate law, labour law and social legislation.

SUBJECT NAME: MASS CATERING: INFORMATION SYSTEMS II
SUBJECT CODE: MTC20QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Organising and presenting information by using a computerised system.

SUBJECT NAME: MASS CATERING: MANAGEMENT ACCOUNTING IV
SUBJECT CODE: MTC40XT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Making decisions that will affect the internal control and profitability of a hospitality enterprise.

SUBJECT NAME: MASS CATERING: OPERATIONS II
SUBJECT CODE: MTC20PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
The operational procedures of a variety of food service outlets.

SUBJECT NAME: MASS CATERING: OPERATIONS III
SUBJECT CODE: MTC30XA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 2 hours
OVERVIEW OF SYLLABUS:
Concepts of food and beverage administration and production procedures.

SUBJECT NAME: MASS CATERING: OPERATIONS IV
SUBJECT CODE: MTC40YT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 24 hours
OVERVIEW OF SYLLABUS:
Recipe development. Food waste studies. Food specifications. Quality control. Food production and distribution systems. The study of equipment. Large-scale kitchen planning. Large-scale food preparation. Production planning and scheduling. Commercial food services.

SUBJECT NAME: MASS CATERING: RETAIL III
SUBJECT CODE: MTC30YA
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Retail principles that are applicable to the food and beverage sector.

SUBJECT NAME: NUTRITION II
SUBJECT CODE: NUT210T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:
Sound nutrition principles throughout the life cycle.

SUBJECT NAME: NUTRITION III
SUBJECT CODE: NUT321A
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

The application of the normal diet to the nutritional needs of people with special needs.

SUBJECT NAME: NUTRITION: OCCUPATIONAL HEALTH AND SAFETY I
SUBJECT CODE: NUT10PT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

Occupational safety measures and local and national legislation.

SUBJECT NAME: NUTRITION: THEORY I
SUBJECT CODE: NUT10QT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

The sources and functions of nutrients in the body.

SUBJECT NAME: RESEARCH METHODOLOGY: HOSPITALITY
MANAGEMENT

SUBJECT CODE: RMD20PC
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

General introduction to research methodology, the planning of the research process, and the different research types and research strategies.

SUBJECT NAME: RESEARCH METHODOLOGY: NATURAL SCIENCES:
FOOD AND BEVERAGE MANAGEMENT

SUBJECT CODE: RMN20XC
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

General introduction to research methodology, the planning of the research process, and the different research types and research strategies.

SUBJECT NAME: RESEARCH METHODOLOGY: NATURAL SCIENCES:
STATISTICS

SUBJECT CODE: RMN20YC
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

Statistical methods for preparing and working with data, including descriptive statistical methods.

SUBJECT NAME: RESEARCH METHODOLOGY: STATISTICS

SUBJECT CODE: RMD20QC
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 24 hours

OVERVIEW OF SYLLABUS:

Statistical methods for preparing and working with data, including descriptive statistical methods.

SUBJECT NAME: SERVICE EXCELLENCE I

SUBJECT CODE: SEL101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

The service expectations of the various markets that are served by the hospitality industry.
Integrating interpersonal skills and service ethics.

3. DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP

3.1 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL Qualification code: NDAF98

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) and could be considered for the Foundation Programme, as determined by the Head of the Department.

b. Minimum duration: Three years.

c. Presentation and campus: Pretoria Campus (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) | |
|---------|-------------------------|---------|--|

SECOND SEMESTER

| | | | |
|---------|-------------------------|---------|--|
| FAC11BT | Financial Accounting IB | (0,100) | |
|---------|-------------------------|---------|--|

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) | Financial Accounting IA Financial Accounting IB Financial Accounting IA Financial Accounting IB |
| FAC22AT | Financial Accounting IIA | (0,100) | |
| FMN21AT | Financial Management IIA | (0,100) | |
| | | | |

SECOND SEMESTER

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

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

THIRD YEAR

| | | | |
|---------|--------------------------------|---------|--|
| OEF150T | Organisational Effectiveness I | (0,200) | |
|---------|--------------------------------|---------|--|

FIRST SEMESTER

| | | | |
|---------|---------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------|
| ADM31AT | Administrative Management IIIA | (0,100) | Administrative Management II Administrative Management II Financial Management IIA Financial Management IIB |
| EXP3AAT | Experiential Learning* (first or second semester) | (0,200) | |
| EXP3AAR | Experiential Learning (re-registration)* (first or second semester) | (0,000) | |
| FMN30AT | Financial Management IIIA | (0,100) | Financial Management IIA Financial Management IIB Financial Accounting IA Financial Accounting IB |
| TAX10AT | Taxation IA | (0,100) | |

SECOND SEMESTER

| | | | |
|---------|--------------------------------|---------|------------------------------|
| ADM31BT | Administrative Management IIIB | (0,100) | Administrative Management II |
| 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**

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

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 18 |

Assessment procedures: Candidates with a final APS score 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 (PA) and could be considered for the Foundation Programme, as determined by the Head of the Department.

b. Minimum duration: Three years.

c. Presentation and campus: Pretoria Campus (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) | |
|---------|--------------|---------|--|

SECOND SEMESTER

| | | | |
|---------|--------------|---------|--|
| ECN12BT | Economics IB | (0,100) | |
|---------|--------------|---------|--|

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) | |
|---------|-----------------------|---------|--|

SECOND SEMESTER

| | | | |
|---------|-----------------------|---------|--|
| EUC10BT | End-User Computing IB | (0,100) | |
|---------|-----------------------|---------|--|

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

THIRD YEAR

| | | | |
|---------|---------------------------------|---------|--------------------------------|
| CAE100T | Costing and Estimating | (0,200) | |
| OEF240T | Organisational Effectiveness II | (0,200) | Organisational Effectiveness I |

FIRST SEMESTER

| | | | |
|---------|---------------------------------------------------------------------|---------|--------------------------------------------------------|
| ADM31AT | Administrative Management IIIA | (0,100) | Administrative Management II |
| EXP3AAT | Experiential Learning* (first or second semester) | (0,200) | Administrative Management II Business Management II |
| EXP3AAR | Experiential Learning (re-registration)* (first or second semester) | (0,000) | Organisational Effectiveness I |

plus one of the following subjects:

| | | | |
|---------|---------------------------|---------|-------------------------|
| BMN33AT | Business Management IIIA | (0,100) | Business Management II |
| PRM31AT | Personnel Management IIIA | (0,100) | Personnel Management II |

SECOND SEMESTER

| | | | |
|---------|--------------------------------|---------|------------------------------|
| ADM31BT | Administrative Management IIIB | (0,100) | Administrative Management II |
|---------|--------------------------------|---------|------------------------------|

plus one of the following subjects:

| | | | |
|---------|---------------------------|---------|-------------------------|
| BMN33BT | Business Management IIIB | (0,100) | Business Management II |
| PRM31BT | Personnel Management IIIB | (0,100) | Personnel Management II |

TOTAL CREDITS FOR THE THIRD YEAR: 1,000

3.3 BACCALAUREUS TECHNOLOGIAE: BUSINESS ADMINISTRATION **Qualification code: BTBA96**

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 and campus: Pretoria Campus (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**

3.4 NATIONAL DIPLOMA: CREDIT MANAGEMENT

Qualification code: NDCR02

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) and could be considered for the Foundation Programme.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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) |
|---------|-------------------------|---------|

SECOND SEMESTER

| | | |
|---------|-------------------------|---------|
| FAC11BT | Financial Accounting IB | (0,100) |
|---------|-------------------------|---------|

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) |
|---------|-----------------------|---------|

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) |
|---------|-----------------------|---------|

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) | |
| LCM300T | Law for Credit Managers III | (0,250) | Law for Credit Managers II |

FIRST SEMESTER

| | | |
|--------------------------------|---------|----------------------|
| CMG30AT Credit Management IIIA | (0,125) | Credit Management II |
| MAN31AT Management IIIA | (0,125) | Management II |

SECOND SEMESTER

| | | |
|--------------------------------|---------|----------------------|
| CMG30BT Credit Management IIIB | (0,125) | Credit Management II |
| MAN31BT Management IIIB | (0,125) | Management II |

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

3.5 BACCALAUREUS TECHNOLOGIAE: CREDIT MANAGEMENT

Qualification code: BTCR96

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 and campus: Pretoria Campus (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.

YEAR SUBJECTS

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|---------|----------------------------------|---------|--------------------------------------------------|
| AST400T | Advanced Strategic Management IV | (0,250) | Management IIIA Management IIIB |
| CMG400T | Credit Management IV | (0,250) | Credit Management IIIA Credit Management IIIB |
| HRM100T | Human Resource Management I | (0,250) | |
| RMD200A | Research Methodology | (0,250) | |

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

3.6 NATIONAL DIPLOMA: ENTREPRENEURSHIP

Qualification code: NDEU05

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.

The following formula will be used in the selection process:

- Group 1 matric subjects: Accounting, Business Economics, Economics, English, Mathematics and Physical Science (weight: HG = 10, SG = 6, LG = 3).
- Group 2 matric subjects: All other subjects (weight: HG = 3, SG = 2, LG = 1).

Symbol values: A = 10, B = 8, C = 6, D = 4, E = 2, F = 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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) and could be considered for the Foundation Programme.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria and Polokwane campuses (day classes).
- d. Intake for the qualification: January only.
- e. Readmission: See Chapter 3 of Students' Rules and Regulations.
- f. Experiential Learning I: 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) |
|---------|-----------------------------|---------|-------------------------|
| 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) | |
|---------|------------------------------|---------|--|

SECOND SEMESTER

| | | | |
|---------|------------------------------|---------|--|
| LRL20BT | Labour Relations and Law IIB | (0,100) | |
|---------|------------------------------|---------|--|

TOTAL CREDITS FOR THE SECOND YEAR: 0,800

THIRD YEAR

| | | | |
|---------|------------------------|---------|--|
| CAE100T | Costing and Estimating | (0,200) | |
|---------|------------------------|---------|--|

FIRST SEMESTER

| | | | |
|---------|--------------------------------|---------|------------------------------|
| MRK31AT | Marketing IIIA | (0,125) | Marketing II |
| SMB30AB | Small Business Management IIIA | (0,125) | Small Business Management II |

SECOND SEMESTER

| | | | |
|---------|--------------------------------|---------|------------------------------|
| EXP1SBM | Experiential Learning | (0,500) | |
| MRK31BT | Marketing IIIB | (0,125) | Marketing II |
| SMB30BB | Small Business Management IIIB | (0,125) | Small Business Management II |

TOTAL CREDITS FOR THE THIRD YEAR: 1,200

3.7 NATIONAL DIPLOMA: ENTREPRENEURSHIP (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDEUF0

REMARKS

- a. Admission requirement(s) and selection criteria: See qualification NDEU05.
- b. Minimum duration: Four years.
- c. Presentation and campus: Pretoria and Polokwane campuses (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) |
|---------|-------------------------------------|---------|

SECOND SEMESTER

| | | |
|---------|-------------------------------------|---------|
| FPLSKBT | Foundation Life Skills (Module 2) I | (0,100) |
|---------|-------------------------------------|---------|

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

| | | | |
|---------|------------------------------|---------|-----------------------------|
| SMB200B | Small Business Management II | (0,200) | Small Business Management I |
|---------|------------------------------|---------|-----------------------------|

FIRST SEMESTER

| | | | |
|---------|------------------------------|---------|--------------|
| LRL20AT | Labour Relations and Law IIA | (0,150) | |
| MRK31AT | Marketing IIIA | (0,125) | Marketing II |

SECOND SEMESTER

| | | | |
|---------|------------------------------|---------|--------------|
| LRL20BT | Labour Relations and Law IIB | (0,150) | |
| MRK31BT | Marketing IIIB | (0,125) | Marketing II |

TOTAL CREDITS FOR THE THIRD YEAR: **0,750**

FOURTH YEAR

| | | | |
|---------|-----------------------------|---------|--|
| ADM100T | Administrative Management I | (0,200) | |
| CAE100T | Costing and Estimating | (0,200) | |

FIRST SEMESTER

| | | | |
|---------|--------------------------------|---------|------------------------------|
| EXP1SBM | Experiential Learning | (0,200) | |
| SMB30AB | Small Business Management IIIA | (0,125) | Small Business Management II |

SECOND SEMESTER

| | | | |
|---------|--------------------------------|---------|------------------------------|
| SMB30BB | Small Business Management IIIB | (0,125) | Small Business Management II |
|---------|--------------------------------|---------|------------------------------|

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

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

REMARKS

- 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 be still admitted based on the principle of recognition of prior learning (RPL). Information about this may be obtained from the Head of the Department.
- Selection criteria: Admission is subject to selection. It should be clearly understood that possession of the required qualifications does not guarantee acceptance for the Magister Technologiae. Students 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.
- Duration: A minimum of eighteen months and a maximum of three years.
- Presentation and campus: Pretoria Campus (evening classes).
- 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**

3.9 NATIONAL DIPLOMA: MANAGEMENT

Qualification code: NDMG98

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.

The following formula will be used in the selection process:

- Group 1 matric subjects: Accounting, Business Economics, Economics, English, Mathematics and Physical Science (weight: HG = 10, SG = 6, LG = 3).
- Group 2 matric subjects: All other subjects (weight: HG = 3, SG = 2, LG = 1).

Symbol values: A = 10, B = 8, C = 6, D = 4, E = 2, F = 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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) and could be considered for the Foundation Programme.

- b. Minimum duration: Three years.
- c. Presentation and campus: Polokwane Campus (day classes).
Pretoria Campus (day and 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) |
|---------|------------------------------------------|---------|-------------------------|
| 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 | (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

| | | | |
|---------|------------------|---------|--|
| 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

| | | | |
|---------|-----------------|---------|---------------|
| MAN31AT | Management IIIA | (0,125) | Management II |
|---------|-----------------|---------|---------------|

plus one of the following subjects:

| | | | |
|---------|--------------------------------|---------|------------------------------|
| ADM31AT | Administrative Management IIIA | (0,125) | Administrative Management II |
| FMN30AT | Financial Management IIIA | (0,125) | Financial Management IIB |

SECOND SEMESTER

| | | | |
|---------|-----------------|---------|---------------|
| MAN31BT | Management IIIB | (0,125) | Management II |
|---------|-----------------|---------|---------------|

plus one of the following subjects:

| | | | |
|---------|--------------------------------|---------|------------------------------|
| ADM31BT | Administrative Management IIIB | (0,125) | Administrative Management II |
| FMN30BT | Financial Management IIIB | (0,125) | Financial Management IIB |

TOTAL CREDITS FOR THE THIRD YEAR: 1,000

3.10 NATIONAL DIPLOMA: MANAGEMENT (EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION PROVISION) Qualification code: NDMGF0

REMARKS

- a. Admission requirement(s) and selection criteria: See qualification NDMG98.
- b. Minimum duration: Four years.
- c. Presentation and campus: Polokwane and Pretoria campuses (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) |
|---------|-----------------------------------|---------|-------------------------|
| 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) |

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) | |
|---------|-----------------------|---------|--|

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) | |
|---------|-----------------------|---------|--|

plus the following subject if Financial Management IIA was taken in the first semester:

| | | | |
|---------|--------------------------|---------|--------------------------|
| FMN21BT | Financial Management IIB | (0,100) | Financial Management IIA |
|---------|--------------------------|---------|--------------------------|

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

FOURTH YEAR

| | | | |
|---------|------------------|---------|--|
| MER100T | Mercantile Law I | (0,200) | |
|---------|------------------|---------|--|

plus one of the following subjects:

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

FIRST SEMESTER

| | | | |
|---------|-----------------|---------|---------------|
| MAN31AT | Management IIIA | (0,125) | Management II |
|---------|-----------------|---------|---------------|

plus one of the following subjects:

| | | | |
|---------|--------------------------------|---------|------------------------------|
| ADM31AT | Administrative Management IIIA | (0,125) | Administrative Management II |
| FMN30AT | Financial Management IIIA | (0,125) | Financial Management IIB |

SECOND SEMESTER

| | | | |
|---------|-----------------|---------|---------------|
| MAN31BT | Management IIIB | (0,125) | Management II |
|---------|-----------------|---------|---------------|

plus one of the following subjects:

| | | | |
|---------|--------------------------------|---------|------------------------------|
| ADM31BT | Administrative Management IIIB | (0,125) | Administrative Management II |
| FMN30BT | Financial Management IIIB | (0,125) | Financial Management IIB |

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

3.11 BACCALAUREUS TECHNOLOGIAE: MANAGEMENT

Qualification code: BTMG97

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 and campus: Pretoria Campus (evening and block-based classes, subject to there being sufficient students). Block-based classes are 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.

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) |
|---------|------------------------------|---------|

FIRST SEMESTER

| | | |
|---------|---------------------------|---------|
| FMN44AT | Financial Management IVA* | (0,125) |
|---------|---------------------------|---------|

SECOND SEMESTER

| | | |
|---------|---------------------------|---------|
| FMN44BT | Financial Management IVB* | (0,125) |
|---------|---------------------------|---------|

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

3.12 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: ADMINISTRATIVE MANAGEMENT I
SUBJECT CODE: ADM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADMINISTRATIVE MANAGEMENT II
SUBJECT CODE: ADM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Management of information. Written communication. Micro- and reprographics. Telecommunication and electronic systems. Meetings and procedures.

SUBJECT NAME: ADMINISTRATIVE MANAGEMENT IIIA
SUBJECT CODE: ADM31AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Training, motivation and supervision of administrative staff.

SUBJECT NAME: ADMINISTRATIVE MANAGEMENT IIIB
SUBJECT CODE: ADM31BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Cultural differences. Coordination. Problem-solving and time management. Quality and cost control.

SUBJECT NAME: ADMINISTRATIVE MANAGEMENT IV
SUBJECT CODE: ADM400T
EVALUATION METHOD: 1 X 4-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADVANCED STRATEGIC MANAGEMENT IV
SUBJECT CODE: AST400T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to strategic management, strategic planning and implementation, international strategies, business ethics and social responsibility. Contemporary management issues relevant to strategic management.

SUBJECT NAME: BUSINESS MANAGEMENT I
SUBJECT CODE: BMN120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Management of a company consists of a general management task and several functional management tasks, which are all linked by the profit motive as the primary objective.

SUBJECT NAME: BUSINESS MANAGEMENT II
SUBJECT CODE: BMN230T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

A study of financial management.

SUBJECT NAME: BUSINESS MANAGEMENT IIIA
SUBJECT CODE: BMN33AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Marketing management and general management.

SUBJECT NAME: BUSINESS MANAGEMENT IIIB
SUBJECT CODE: BMN33BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Purchasing management, personnel management and the integration of all the business functions.

SUBJECT NAME: COMMUNICATION I
SUBJECT CODE: CEN150B, CEN160T, COM150T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: COMMUNICATION: BUSINESS ADMINISTRATION I
SUBJECT CODE: CBE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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).

SUBJECT NAME: COSTING AND ESTIMATING
SUBJECT CODE: CAE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The basic methods and some selected techniques of cost accounting for application in the business environment. Cost elements, material costs, labour costs, overheads, job costing and manufacturing statements. The basic methods of calculating the profitability of a manufacturing concern, depreciation of assets, process costing, standard costing, cost-volume-profit analysis and budgets.

SUBJECT NAME: CREDIT CONTROL I
SUBJECT CODE: CRC100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: CREDIT MANAGEMENT I
SUBJECT CODE: CMG100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Training in the field of credit and the consumer, credit and the business, accounting principles, credit collection and dealing with cheques.

SUBJECT NAME: CREDIT MANAGEMENT II
SUBJECT CODE: CMG200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: CREDIT MANAGEMENT IIIA
SUBJECT CODE: CMG30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Social orientation of credit, the credit manager in a managerial position, control measures in credit management, credit management and the law, factoring.

SUBJECT NAME: CREDIT MANAGEMENT IIIB
SUBJECT CODE: CMG30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: CREDIT MANAGEMENT IV
SUBJECT CODE: CMG400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Recovery of debts through the legal process, overviews of strategic credit management, case studies.

SUBJECT NAME: ECONOMICS IA
SUBJECT CODE: ECN12AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Introduction to economics, economic concepts and current economic affairs.

SUBJECT NAME: ECONOMICS IB
SUBJECT CODE: ECN12BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Basic microtheory by examining concepts, such as elasticity, the utility theory and the indifference theory. Basic macrotheory by examining the gross domestic product and related concepts.

SUBJECT NAME: END-USER COMPUTING IA
SUBJECT CODE: EUC10AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
The importance of computer literacy (the importance of computers: an overview, basic terminology, the historical perspective), computer hardware (data in, information out, processing and storage, different sizes, different needs), and software and data (software, how computers store data).

SUBJECT NAME: END-USER COMPUTING IB
SUBJECT CODE: EUC10BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
A practical component, text processing, Microsoft Office Word (basic keyboard skills and basic word-processing functions), advanced word-processing functions and the editing of text.

SUBJECT NAME: ENTREPRENEURSHIP TECHNIQUES VA
SUBJECT CODE: ETQ50AT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ±54 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: ENTREPRENEURSHIP TECHNIQUES VB
SUBJECT CODE: ETQ50BT
EVALUATION METHOD: PROJECT
TOTAL TUITION TIME: ±54 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: EXPERIENTIAL LEARNING
SUBJECT CODE: EXP3AAT
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: EXPERIENTIAL LEARNING
SUBJECT CODE: EXP1SBM
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FINANCE FOR ENTREPRENEURS V
SUBJECT CODE: FFE501T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Students acquire the skills to evaluate the financial sustainability of a business.

SUBJECT NAME: FINANCIAL ACCOUNTING IA
SUBJECT CODE: FAC11AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FINANCIAL ACCOUNTING IB
SUBJECT CODE: FAC11BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The principles of generally accepted accounting practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings.

SUBJECT NAME: FINANCIAL ACCOUNTING IIA
SUBJECT CODE: FAC22AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Advanced partnerships, company accounting, close corporations, incomplete records, cash-flow statements, contract accounting and branch accounting.

SUBJECT NAME: FINANCIAL ACCOUNTING IIB
SUBJECT CODE: FAC22BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Advanced partnerships, company accounting, close corporations, incomplete records, cash-flow statements, contract accounting and branch accounting.

SUBJECT NAME: FINANCIAL ACCOUNTING ASPECTS IV
SUBJECT CODE: FAA410T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FINANCIAL MANAGEMENT IIA
SUBJECT CODE: FMN21AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to financial management, current assets and liabilities, sources of short-term financing, lever effect, time value of money, investment decisions and cash budgets.

SUBJECT NAME: FINANCIAL MANAGEMENT IIB
SUBJECT CODE: FMN21BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to financial management, current assets and liabilities, sources of short-term financing, lever effect, time value of money, investment decisions and cash budgets.

SUBJECT NAME: FINANCIAL MANAGEMENT IIIA
SUBJECT CODE: FMN30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Sources of financing, financial markets, objectives and policies. Profit-volume analysis. Risk and return and financial leverage.

SUBJECT NAME: FINANCIAL MANAGEMENT IIIB
SUBJECT CODE: FMN30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Risk and return. Budgets: cash and capital. Cost of capital. Inflation and dividend policy.

SUBJECT NAME: FINANCIAL MANAGEMENT IV
SUBJECT CODE: FMN440T
EVALUATION METHOD: 1 X 4-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FINANCIAL MANAGEMENT IVA
SUBJECT CODE: FMN44AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Risk and rate of return, portfolio management, valuations and cost of capital. The capital budgeting process with project involvement.

SUBJECT NAME: FINANCIAL MANAGEMENT IVB
SUBJECT CODE: FMN44BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Risk analysis, credit policy and current asset management with a view to working capital operations. Capital structure, leasing, dividends and financial engineering.

SUBJECT NAME: FOUNDATION BUSINESS COMMUNICATION
SUBJECT CODE: FPCBE02
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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

SUBJECT NAME: FOUNDATION BUSINESS ECONOMICS AND ENTREPRENEURSHIP
SUBJECT CODE: FPMAN01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: FOUNDATION BUSINESS FINANCE
SUBJECT CODE: FPFAC01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Accounting equation. Ledger accounts. Subsidiary journals. Bank reconciliation statement. Year-end adjustments. Closing entries. Financial statements.

SUBJECT NAME: FOUNDATION BUSINESS LAW
SUBJECT CODE: FPMER01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
The law of contract. Breach of Contract. Discharge of contracts. Contracts of sale. Transport. Insurance.

SUBJECT NAME: FOUNDATION COMMUNICATION I
SUBJECT CODE: FPCEN01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: FOUNDATION COMPUTER LITERACY
SUBJECT CODE: FPCLY02
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Students will be introduced to operating systems (Windows environment), basic word-processing skills (MSWord), spreadsheets (MSEcel) and presentation tools (Power Point).

SUBJECT NAME: FOUNDATION HUMAN RESOURCE MANAGEMENT
SUBJECT CODE: FPHRM01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FOUNDATION LIFE SKILLS (MODULE 1) I
SUBJECT CODE: FOUNDATION LIFE SKILLS (MODULE 2) I

SUBJECT CODE: FPLSKAT, FPLSKBT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FOUNDATION PRINCIPLES OF ECONOMICS
SUBJECT CODE: FPECN01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FOUNDATION SALES TECHNIQUES
SUBJECT CODE: FPMRK02
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: HUMAN RESOURCE MANAGEMENT I
SUBJECT CODE: HRM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to human behaviour, human resource management, interpersonal conflict, time management, problem solving, supervision, training, meetings, stress management, labour relations, discipline, dismissal and grievances.

SUBJECT NAME: HUMAN RESOURCE MANAGEMENT II
SUBJECT CODE: HRM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Human resource planning, job analysis, recruitment, selection, placement and induction, performance appraisal, remuneration, services and benefits.

SUBJECT NAME: INDUSTRIAL RELATIONS I
SUBJECT CODE: IRS100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 150 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS AND LAW II
SUBJECT CODE: LRL200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Workers' representation. Perspective on collective bargaining. Negotiation. Resolving disputes. Future industrial relations in the enterprise.

SUBJECT NAME: LABOUR RELATIONS AND LAW IIA
SUBJECT CODE: LRL20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS AND LAW IIB
SUBJECT CODE: LRL20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LAW FOR CREDIT MANAGERS I
SUBJECT CODE: LCM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

General introduction, principles of the law of contract, specific contracts, the law of negotiable instruments.

SUBJECT NAME: LAW FOR CREDIT MANAGERS II
SUBJECT CODE: LCM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Security, agency and insurance law. Partnerships, credit agreements and debt collection.

SUBJECT NAME: LAW FOR CREDIT MANAGERS III
SUBJECT CODE: LCM300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Company law is studied, with the emphasis on the formation of companies.

SUBJECT NAME: MANAGEMENT I
SUBJECT CODE: MAN120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGEMENT II
SUBJECT CODE: MAN220T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGEMENT IIIA
SUBJECT CODE: MAN31AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Strategic management, business ethics and the social responsibilities of management. Small business in practice.

SUBJECT NAME: MANAGEMENT IIIB
SUBJECT CODE: MAN31BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Management of change and innovation. Working with groups and teams.

SUBJECT NAME: MANAGEMENT IV
SUBJECT CODE: MAN420T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Advanced functions of management. Dynamics of organisation. Internal and external environments. Leadership styles. Motivation. Human resources. International trade. Ethics and social responsibility.

SUBJECT NAME: MANAGEMENT ACCOUNTING ASPECTS IV
SUBJECT CODE: MAA400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGEMENT ECONOMICS IIIA
SUBJECT CODE: MEC30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to micro-economy, the market, elasticity, market types, a practical macro-economic framework, economic policy.

SUBJECT NAME: MANAGEMENT ECONOMICS IIIB
SUBJECT CODE: MEC30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to micro-economy, the market, elasticity, market types, a practical macro-economic framework, economic policy.

SUBJECT NAME: MANAGEMENT INFORMATION SYSTEMS IIA
SUBJECT CODE: MIS20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications.

SUBJECT NAME: MANAGEMENT INFORMATION SYSTEMS IIB
SUBJECT CODE: MIS20BT
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications.

SUBJECT NAME: MANAGEMENT PRACTICE IV
SUBJECT CODE: MPT400T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: MARKETING I
SUBJECT CODE: MRK130T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Career opportunities in marketing, the market, product and pricing. Distribution, marketing communication and applications.

SUBJECT NAME: MARKETING II
SUBJECT CODE: MRK210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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).

SUBJECT NAME: MARKETING IIIA
SUBJECT CODE: MRK31AT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Strategic marketing planning, cybermarketing and case studies.

SUBJECT NAME: MARKETING IIIB
SUBJECT CODE: MRK31BT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Industrial marketing, marketing of services and case studies.

SUBJECT NAME: MARKETING MANAGEMENT III
SUBJECT CODE: MMB300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The role of marketing in an organisation, the marketing environment, marketing mix, drawing up a marketing plan.

SUBJECT NAME: MERCANTILE LAW I
SUBJECT CODE: MER100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

General introduction, principles of the law of contract. Specific contracts, the law of negotiable instruments.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS I
SUBJECT CODE: OEF150T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An introduction to the concepts of management and work study, as well as to various method studies and work measurement techniques and the basics of layout.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS II
SUBJECT CODE: OEF240T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An introduction to productivity. Application of WBA, PMTS, measurement techniques, synthesis, measurement of restricted and unrestricted work, incentive and wage payment plans, labour measurement and control, form design and control.

SUBJECT NAME: PERSONAL SELLING I
SUBJECT CODE: PSG100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PERSONNEL MANAGEMENT I
SUBJECT CODE: PRM110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PERSONNEL MANAGEMENT II
SUBJECT CODE: PRM210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection are studied and applied in practice through practical liaison, assignments, 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.

SUBJECT NAME: PERSONNEL MANAGEMENT IIIA
SUBJECT CODE: PRM31AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The dynamic factors in personnel management, the development of and an introduction to the personnel manager's role in a business. Insight into specific functions in order to understand other functions. Basic interpersonal and intrapersonal skills required for a successful personnel manager. Proficiency in measuring and controlling labour turnover and absenteeism, basic interpersonal and intrapersonal skills for success as a personnel manager or practitioner.

SUBJECT NAME: PERSONNEL MANAGEMENT IIIB
SUBJECT CODE: PRM31BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The dynamic factors in personnel management, the development of and an introduction to the personnel manager's role in a business. Insight into specific functions in order to understand other functions. Basic interpersonal and intrapersonal skills required for a successful personnel manager. Proficiency in measuring and controlling labour turnover and absenteeism, basic interpersonal and intrapersonal skills for success as a personnel manager or practitioner.

SUBJECT NAME: PRODUCTION AND PURCHASING MANAGEMENT II
SUBJECT CODE: PUC200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PRODUCTION MANAGEMENT I
SUBJECT CODE: POM150T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: QUANTITATIVE TECHNIQUES I
SUBJECT CODE: QTQ100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Basic mathematics (numbers, fractions, exponents, scientific notation and summation notation), percentages, ratios, proportions and algebra, financial calculations: interests and annuities, graphing, introduction to business statistics, visual presentation of data, measures of central location and of dispersion, sampling, and index numbers. Elementary probabilities and counting rules, probability functions and the binomial distribution, normal distributions and confidence intervals, correlation analysis, regression analysis, time series and trend analysis, hypothesis testing, and analysis of frequency data.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD200A
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RESEARCH METHODOLOGY A
SUBJECT CODE: RMD50AE
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The purpose of this instructional offering is to prepare students to write dissertations.

SUBJECT NAME: RESEARCH METHODOLOGY B
SUBJECT CODE: RMD50BE
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The purpose of this instructional offering is to prepare students to write dissertations.

SUBJECT NAME: SMALL BUSINESS MANAGEMENT I
SUBJECT CODE: SMB110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SMALL BUSINESS MANAGEMENT II
SUBJECT CODE: SMB200B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Certain aspects of human resource management for small businesses are examined. A study of the financial management of a small business.

SUBJECT NAME: SMALL BUSINESS MANAGEMENT IIIA
SUBJECT CODE: SMB30AB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

A study of strategic planning and the management of a small business.

SUBJECT NAME: SMALL BUSINESS MANAGEMENT IIIB
SUBJECT CODE: SMB30BB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

A study of strategic planning and the management of a small business.

SUBJECT NAME: TAXATION IA
SUBJECT CODE: TAX10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

A thorough study of the current Tax Act and its practical application, especially in respect of companies, individuals and partnerships.

SUBJECT NAME: TAXATION IB
SUBJECT CODE: TAX10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

A thorough study of the current Tax Act and its practical application, especially in respect of companies, individuals and partnerships.

SUBJECT NAME: TECHNOLOGICAL ENTREPRENEURSHIP AND INNOVATION V
SUBJECT CODE: TEI501T

EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: THE PERSONNEL FUNCTION
SUBJECT CODE: TPC100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

4. DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT

4.1 BACCALAUREUS TECHNOLOGIAE: FACILITY MANAGEMENT

Qualification code: BTFC01

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

Presentation and campus: Pretoria Campus (block-based classes offered over a period of two years).

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**

4.2 NATIONAL DIPLOMA: LOGISTICS

Qualification code: NDLO01

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA).

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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) |
|---------|-----------------------|---------|

SECOND SEMESTER

| | | |
|---------|-----------------------|---------|
| EUC10BT | End-User Computing IB | (0,100) |
|---------|-----------------------|---------|

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

THIRD YEAR

| | | |
|---------|-----------------------------------|---------|
| PLC110T | Production Planning and Control I | (0,250) |
|---------|-----------------------------------|---------|

FIRST SEMESTER

| | | | |
|---------|----------------------------|---------|--------------------------|
| BMN33AT | Business Management IIIA | (0,125) | Business Management II |
| LGS30AT | Logistics IIIA | (0,125) | Logistics II |
| PUM32AT | Purchasing Management IIIA | (0,125) | Purchasing Management II |

SECOND SEMESTER

| | | | |
|---------|----------------------------|---------|--------------------------|
| BMN33BT | Business Management IIIB | (0,125) | Business Management II |
| LGS30BT | Logistics IIIB | (0,125) | Logistics II |
| PUM32BT | Purchasing Management IIIB | (0,125) | Purchasing Management II |

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

4.3 BACCALAUREUS TECHNOLOGIAE: LOGISTICS

Qualification code: BTLO00

REMARKS

- Admission requirement(s): A National Diploma: Logistics or an equivalent qualification.
- Selection criteria: Admission is subject to selection.
- Minimum duration: One year.

- d. Presentation and campus: Pretoria Campus (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.

| 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 YEAR: **1,000**

4.4 MAGISTER TECHNOLOGIAE: LOGISTICS

Qualification code: MTLO97

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 and campus: Pretoria Campus (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**

4.5 DOCTOR TECHNOLOGIAE: LOGISTICS

Qualification code: DTLO97

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 and campus: Pretoria Campus (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**

4.6 NATIONAL DIPLOMA: MARKETING

Qualification code: NDMK95

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 are referred to the Bureau for Student Counselling to sit for the potential assessment. Applicants with fewer than 9 points are not accepted.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria:

Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) and could be considered for the Foundation Programme for Marketing.

- b. Minimum duration: Three years.
- c. Presentation and campus: eMalahleni, Mbombela and Pretoria campuses (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) |
|---------|--------------|---------|

SECOND SEMESTER

| | | |
|---------|--------------|---------|
| ECN12BT | Economics IB | (0,100) |
|---------|--------------|---------|

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) |
|---------|-----------------------|---------|

SECOND SEMESTER

EUC10BT End-User Computing IB (0,100)

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

THIRD YEAR

ASP120T Advertising and Sales Promotion I (0,250)

FIRST SEMESTER

MRK31AT Marketing IIIA (0,125) Marketing II

MRS30AT Marketing Research IIIA (0,125)

SMG31AT Sales Management IIIA (0,125)

SECOND SEMESTER

MRK31BT Marketing IIIB (0,125) Marketing II

MRS30BT Marketing Research IIIB (0,125)

SMG31BT Sales Management IIIB (0,125)

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

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

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 are referred to the Bureau for Student Counselling to sit for the potential assessment. Applicants with fewer than 9 points are not accepted.

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

See qualification NDMK95.

- b. Minimum duration: Four years.
- c. Presentation and campus: Mbombela and Pretoria campuses (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) | |
| FPCNV01 | Foundation Consumer Behaviour I | (0,100) | |
| FPENG04 | Foundation English | (0,100) | |
| FPMRK01 | Foundation Marketing I | (0,100) | |
| FPPSG01 | Foundation Personal Selling I | (0,100) | |
| TOTAL CREDITS FOR THE FIRST YEAR: | | 0,500 | |

SECOND YEAR

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

FIRST SEMESTER

| | | |
|---------|--------------|---------|
| ECN12AT | Economics IA | (0,100) |
|---------|--------------|---------|

SECOND SEMESTER

| | | |
|---------|--------------|---------|
| ECN12BT | Economics IB | (0,100) |
|---------|--------------|---------|

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

THIRD YEAR

| | | | |
|---------|---------------------------|---------|---------------------------------|
| CNV100T | Consumer Behaviour I | (0,100) | Foundation Consumer Behaviour I |
| 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) |
|---------|-----------------------|---------|

SECOND SEMESTER

| | | |
|---------|-----------------------|---------|
| EUC10BT | End-User Computing IB | (0,100) |
|---------|-----------------------|---------|

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

FOURTH YEAR

ASP120T Advertising and Sales Promotion I (0,250)

FIRST SEMESTER

| | | | |
|---------|-------------------------|---------|--------------|
| MRK31AT | Marketing IIIA | (0,125) | Marketing II |
| MRS30AT | Marketing Research IIIA | (0,125) | |
| SMG31AT | Sales Management IIIA | (0,125) | |

SECOND SEMESTER

| | | | |
|---------|-------------------------|---------|--------------|
| MRK31BT | Marketing IIIB | (0,125) | Marketing II |
| MRS30BT | Marketing Research IIIB | (0,125) | |
| SMG31BT | Sales Management IIIB | (0,125) | |

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

4.8 BACCALAUREUS TECHNOLOGIAE: MARKETING

Qualification code: BTMK95

REMARKS

- a. Admission requirement(s): A National Diploma: Marketing or an equivalent qualification. However, this does not apply to students who registered for the National Diploma for the first time before 2006, and who have not since interrupted their studies.
- 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 and campus: 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.

| 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**

4.9 MAGISTER TECHNOLOGIAE: MARKETING

Qualification code: MTMK95

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:
- Previous academic performance
 - Certificate of conduct
 - Motivation for further studies
 - A research proposal, which has to be submitted
- c. Duration: A minimum of one year and a maximum of three years.
- d. Presentation and campus: Pretoria Campus (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**

4.10 DOCTOR TECHNOLOGIAE: MARKETING

Qualification code: DTMK96

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:
- Previous academic performance
 - Certificate of conduct
 - Motivation for further studies
 - A research proposal, which has to be submitted
- c. Duration: A minimum of two years and a maximum of five years.
- d. Presentation and campus: Pretoria Campus (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**

| |
|------------------------------------------------------------------------------------------------------------|
| 4.11 BACCALAUREUS TECHNOLOGIAE: OUTDOOR MANAGEMENT DEVELOPMENT Qualification code: BTOU01 |
|------------------------------------------------------------------------------------------------------------|

REMARKS

- a. Admission requirement(s): Any applicable prior learning or qualification (M+3), plus proof of experience in the field of human development training programmes.
- b. Selection criteria: All applications will be subject to selection, when the applicants' portfolio file on prior learning or qualifications and experience will be assessed.
- c. Minimum duration: One year.
- d. Presentation and campus: Pretoria Campus (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 delivery and projects: The subjects are delivered through residential weeks at approved outdoor centres. Teaching is based on formal sessions, seminars, tutorials and experiential learning approaches.
- 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 |
|---------|-------------------------------------------------|----------|
| DTY400T | Development Training | (0,143) |
| | Philosophy IV | |
| DTY400R | Development Training | (0,000) |
| | Philosophy IV (re-registration) | |
| RMD100Y | Research Methodology | (0,142)* |
| RPC400T | Reflexive Partitioning IV | (0,143) |
| RPC400R | Reflexive Partitioning IV (re-registration) | (0,000) |
| RTF400T | Role of the Facilitator IV | (0,143) |
| RTF400R | Role of the Facilitator IV (re-registration) | (0,000) |
| TGW400T | Teams and Group Work IV | (0,143) |
| TGW400R | Teams and Group Work IV (re-registration) | (0,000) |

FIRST OR SECOND SEMESTER

Subjects are offered in semesters, as determined by the Department.

Two of the following subjects:

| | | |
|---------|---------------------------------------------------------|---------|
| ARG201T | Arts, Music and Drama: Development Training II | (0,143) |
| OAG201T | Organisational Applications: Development Training II | (0,143) |
| OAS201T | Outdoor and Adventure Methodologies II | (0,143) |
| PEA201T | Personal Applications: Development Training II | (0,143) |

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

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

Qualification code: MDPK92

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 and campus: Pretoria Campus (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

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA).

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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) |
|---------|--------------------------|---------|

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) |
|---------|---------------------------|---------|

TOTAL CREDITS FOR THE THIRD YEAR: **0,917**

4.14 BACCALAUREUS TECHNOLOGIAE: RECREATION MANAGEMENT

Qualification code: BTRC01

REMARKS

- Admission requirement(s): A National Diploma: Recreation 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.
- Selection criteria: Admission is subject to selection.
- Minimum duration: One year.
- Presentation and campus: Pretoria Campus (day classes).
- Intake for the qualification: January only.
- 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 |

4.15 NATIONAL DIPLOMA: RETAIL BUSINESS MANAGEMENT

Qualification code: NDRB97

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA).

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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) |
|---------|-----------------------|---------|

SECOND SEMESTER

| | | |
|---------|-----------------------|---------|
| EUC10BT | End-User Computing IB | (0,083) |
|---------|-----------------------|---------|

TOTAL CREDITS FOR THE SECOND YEAR: **0,967**

THIRD YEAR

| | | | |
|---------|------------------------------|---------|---------------------------------------------------------|
| IRS200T | Industrial Relations II | (0,333) | Business Management II Retail Business Management II |
| SHM100T | Shopping Centre Management I | (0,200) | |

FIRST SEMESTER

| | | | |
|---------|---------------------------------|---------|-------------------------------|
| BMN33AT | Business Management IIIA | (0,167) | Business Management II |
| RBM30AT | Retail Business Management IIIA | (0,167) | Retail Business Management II |

SECOND SEMESTER

| | | | |
|---------|---------------------------------|---------|-------------------------------|
| BMN33BT | Business Management IIIB | (0,166) | Business Management II |
| RBM30BT | Retail Business Management IIIB | (0,166) | Retail Business Management II |

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

4.16 NATIONAL DIPLOMA: SPORT MANAGEMENT Qualification code: NDSM01

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, 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.

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 students' 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 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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria:

Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA).

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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): Golf enthusiasts who wish to qualify as professional players, coaches, golf club managers or directors of golf may enrol simultaneously at the Professional Golfers Association (PGA) for an accredited qualification. The following PGA subjects must be taken additionally: Golf Coaching, Business Finance, Equipment Technology, Rules, Tournament Organisation, Golf World, Swing Theory and Golf Psychology. The Golf Academy facilitates the PGA programme and students will be enrolled at the Golf Academy. Selection criteria are based on an academic assessment, a personal interview and a playing ability test. Golfing ability will be evaluated on a practical assessment that includes a portfolio of competency. Twenty hours' practicals per week will be scheduled. Enquiries: Francois Viljoen, cell: 072 224 2456 (Golf Academy).
- 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) |
|---------|-----------------------|---------|

SECOND SEMESTER

EUC10BT End-User Computing IB (0,100) End-User Computing IA

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

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**

4.17 BACCALAUREUS TECHNOLOGIAE: SPORT MANAGEMENT

Qualification code: BTSM01

REMARKS

- a. Admission requirement(s): A National Diploma: Sport 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 and campus: 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.

| CODE | SUBJECT | CREDIT |
|---------|--------------------------|---------|
| REM400T | Recreation Management IV | (0,250) |
| SRT400T | Sport Management IV | (0,250) |
| STK400T | Sport Marketing IV | (0,250) |
| RMD20AB | Research Methodology A | (0,125) |
| RMD20BB | Research Methodology B | (0,125) |

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

4.18 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: ACCOUNTING FOR MARKETERS I
SUBJECT CODE: ACB100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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), analysis and interpretation of financial statements (debtors, creditors, inventory), elementary taxation, budgets and budgetary control, sales variance analysis, analysis of selling and distribution costs, cost-volume-profit analysis, financial calculations for marketers and different forms of enterprise, their financial statements and related matters.

SUBJECT NAME: ADVANCED MARKETING FINANCE IV
SUBJECT CODE: AMF400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADVERTISING AND SALES PROMOTION I
SUBJECT CODE: ASP120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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).

SUBJECT NAME: AMENITY HORTICULTURE I
SUBJECT CODE: AHE101T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The horticulture industry. Ornamental and decorative horticulture. Recreational horticulture. Basic garden design for local facilities. Community horticulture (e.g. food gardening). Eight weeks of practical skills training in horticulture principles at the Pretoria Horticulture Training Centre.

SUBJECT NAME: AMENITY HORTICULTURE II
SUBJECT CODE: AHE200T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Plant production. Arboriculture. Recreational horticulture and open spaces. Community horticulture. Two weeks of practical training in sports culture. Two weeks of practical training in parks planning design and layout.

SUBJECT NAME: AMENITY MANAGEMENT III
SUBJECT CODE: AYM310T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Students acquire basic knowledge of the principles of sport and recreation law to negotiate and discuss contracts. In addition, the subject deals with finance, as well as turf, facility and material management.

SUBJECT NAME: ARTS, MUSIC AND DRAMA: DEVELOPMENT TRAINING II
SUBJECT CODE: ARG201T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Dynamics of arts and drama. Reflective learning. Corporate drama. Visual reviewing. Creativity and the group. Talent development. Personal and social development.

SUBJECT NAME: BUSINESS MANAGEMENT I
SUBJECT CODE: BMN120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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, as well as the functioning of a business organisation. Overview of the four fundamental management tasks. 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.

SUBJECT NAME: BUSINESS MANAGEMENT II
SUBJECT CODE: BMN230T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The financial function is dealt with comprehensively. The functions of production and public relations are dealt with comprehensively.

SUBJECT NAME: BUSINESS MANAGEMENT IIIA
SUBJECT CODE: BMN33AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Marketing management and general management.

SUBJECT NAME: BUSINESS MANAGEMENT IIIB
SUBJECT CODE: BMN33BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Purchasing management, personnel management and the integration of all the business functions.

SUBJECT NAME: BUSINESS MANAGEMENT IV
SUBJECT CODE: BMN410T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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. Strategic management. Applied guidelines are given to enable the enterprise to adapt continually to a changing environment.

SUBJECT NAME: BUSINESS MANAGEMENT IVA
SUBJECT CODE: BMN41AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: BUSINESS MANAGEMENT IVB
SUBJECT CODE: BMN41BT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Strategic management. Applied guidelines are given to enable the enterprise to adapt continually to a changing environment.

SUBJECT NAME: CLEANING, HEALTH AND SAFETY MANAGEMENT IV
SUBJECT CODE: CHT400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Integrated helpdesk system, coordination of work, facility operation, maintenance and repair, cleaning services, the Occupational Health and Safety Act.

SUBJECT NAME: COMMERCIAL LAW II
SUBJECT CODE: CLW200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

General introduction, principles of the law of contract. Specific contracts, the law of negotiable instruments.

SUBJECT NAME: COMMERCIAL RECREATION MANAGEMENT I
SUBJECT CODE: CRA111T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Commercial recreation management practices. Economic feasibility studies. Financial management. Advanced sport and recreation management.

SUBJECT NAME: COMMERCIAL RECREATION MANAGEMENT II
SUBJECT CODE: CRA210T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Commercial recreation management practices. Economic feasibility studies. Financial management. Advanced sport and recreation management.

SUBJECT NAME: COMMERCIAL RECREATION MANAGEMENT III
SUBJECT CODE: CRA310T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Foundations of management, leadership theories, strategic management and leadership, functions of management, resources of management.

SUBJECT NAME: COMMERCIAL RECREATION MANAGEMENT IV
SUBJECT CODE: CRA400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Managing the recreation enterprise. Commercial recreation industries: travel industry, sporting and recreation goods, outdoor resorts and camping, theme restaurants, time-share resorts, tourism practice. Trends and the future.

SUBJECT NAME: COMMUNICATION AND MANAGEMENT SKILLS IV
SUBJECT CODE: CTL400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: COMMUNITY RECREATION MANAGEMENT I
SUBJECT CODE: CME111T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Benefits of recreation. Importance of community recreation. Recreation activity spectrum and values. Recreation land classification. Community recreation: needs determination. Community recreation: programme offering.

SUBJECT NAME: COMMUNITY RECREATION MANAGEMENT II
SUBJECT CODE: CME210T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Play, recreation and sport. Participative open space facilitation and planning. Introduction to programme planning and development, as well as the delivery of the programme. Students have to gain experience in recreation facility management and holiday programmes, and they must learn and apply soft skills in facilitation.

SUBJECT NAME: COMMUNITY RECREATION MANAGEMENT III
SUBJECT CODE: CME310T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: COMMUNITY RECREATION MANAGEMENT IV
SUBJECT CODE: CME400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: CONSUMER BEHAVIOUR I
SUBJECT CODE: CNV100T, CNV120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: COSTING AND ESTIMATING
SUBJECT CODE: CAE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The basic methods and some selected techniques of cost accounting for application in the business environment. Cost elements, material costs, labour costs, 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.

SUBJECT NAME: DEVELOPMENT TRAINING PHILOSOPHY IV
SUBJECT CODE: DTY400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Historical background of outdoor education and outdoor management development (OMD). Philosophy of OMD. Development training in the UK. Growth of OMD. OMD project process. Diversity and relevance.

SUBJECT NAME: ECONOMICS IA
SUBJECT CODE: ECN12AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to micro-economics and a description of micro-economic concepts and theories.

SUBJECT NAME: ECONOMICS IB
SUBJECT CODE: ECN12BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to macro-economics and a description of macro-economic concepts and theories.

SUBJECT NAME: EFFECTIVE FACILITY MANAGEMENT IV
SUBJECT CODE: EFM400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
The essence of facility management. Global facility management development (external).
Environmental influences on (facility) organisations. Effectiveness of organisational structures.
Positioning the facility management department.

SUBJECT NAME: END-USER COMPUTING IA
SUBJECT CODE: EUC10AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to computers, Microsoft Word and Excel.

SUBJECT NAME: END-USER COMPUTING IB
SUBJECT CODE: EUC10BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Operating systems, PowerPoint, package integration and communication.

SUBJECT NAME: ENGLISH (A LEVEL)
SUBJECT CODE: ENG120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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).

SUBJECT NAME: EXPERIENTIAL LEARNING I
SUBJECT CODE: EXP1RCM
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Recreation management practices.

SUBJECT NAME: EXPERIENTIAL LEARNING II
SUBJECT CODE: EXP2RCM
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Recreation management practices.

SUBJECT NAME: EXPERIENTIAL LEARNING III
SUBJECT CODE: EXP3RCM
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Recreation management practices.

SUBJECT NAME: FINANCIAL MANAGEMENT IV
SUBJECT CODE: FMN440T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to financial management. Costs: definition, concepts and behaviour. Unit costs of facility cost objectives. Responsibility accounting and motivation. Cost and profit centres. Cost allocation. Transfer pricing.

SUBJECT NAME: FOUNDATION ENGLISH
SUBJECT CODE: FPENG04
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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. 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).

SUBJECT NAME: FOUNDATION BASIC FINANCIAL CALCULATIONS
SUBJECT CODE: FPBFC02
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Basic mathematical principles, basic accounting principles, basic statistical principles, basic arithmetic, fundamental algebra, and basic accounting (periodic system).

SUBJECT NAME: FOUNDATION CONSUMER BEHAVIOUR I
SUBJECT CODE: FPCNV01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
A model of consumer behaviour, the SA market (demographics), culture and subculture, family and reference groups, opinion leaders, social class, consumer needs and motivation, consumer perception of stimuli, consumer learning, consumer personality attitudes and emotions, consumer self-concept and lifestyle, need recognition and search for information, evaluation of purchasing alternatives, product choice, outlet selection and purchase behaviour, and post-purchase behaviour.

SUBJECT NAME: FOUNDATION MARKETING I
SUBJECT CODE: FPMRK01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The marketing world, the marketing environment, the marketing policy instruments, marketing research, consumer and business behaviour, market segmentation, targeting and positioning, and integrated marketing.

SUBJECT NAME: FOUNDATION PERSONAL SELLING I
SUBJECT CODE: FPPSG01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to selling, the market place, communication in selling, goal setting, characteristics of a successful salesperson, and the selling process (parts one, two and three).

SUBJECT NAME: FOOD MANAGEMENT AND ELEMENTARY MICROBIOLOGY IV
SUBJECT CODE: FEM400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Food purchasing, storage, stock management: production and distribution of food. Design and planning of professional kitchens. Hygiene and quality management.

SUBJECT NAME: INDUSTRIAL RELATIONS II
SUBJECT CODE: IRS200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Employment equity and affirmative action, trade unions in South Africa, 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.

SUBJECT NAME: LAW FOR MARKETERS I
SUBJECT CODE: LMK100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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 contracts (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).

SUBJECT NAME: LEISURE AND TOURISM I
SUBJECT CODE: LEI111T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Leisure recreation and the foundations of tourism.

SUBJECT NAME: LOGISTICS II
SUBJECT CODE: LGS200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Management of the functions in the supply chain, customer service, order and information systems, inventory, materials flow, and transportation. Management of the functions in the supply chain: warehousing, materials handling, procurement, global logistics, financial control, and the strategic plan.

SUBJECT NAME: LOGISTICS IIIA
SUBJECT CODE: LGS30AT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Practical application of the different logistic elements and models. Contemporary logistic research and presentation of reports.

SUBJECT NAME: LOGISTICS IIIB
SUBJECT CODE: LGS30BT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Fundamental statistical models and information systems, and their application in the logistics field.

SUBJECT NAME: LOGISTICS IV
SUBJECT CODE: LGS400B
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Contemporary logistic issues and their influence on society and the environment. 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.

SUBJECT NAME: MARKETING I
SUBJECT CODE: MRK140T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING I
SUBJECT CODE: MRK130T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING II
SUBJECT CODE: MRK220T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING II
SUBJECT CODE: MRK210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Fundamentals introduced in Marketing I are studied in greater depth. Emphasis is placed on the managerial and strategic aspects of marketing.

SUBJECT NAME: MARKETING IIIA
SUBJECT CODE: MRK31AT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING IIIB
SUBJECT CODE: MRK31BT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Selected areas for directional marketing planning: Wholesale and retail marketing, business-to-business marketing, services marketing, electronic marketing.

SUBJECT NAME: MARKETING IV
SUBJECT CODE: MRK410T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING RESEARCH IIIA
SUBJECT CODE: MRS30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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).

SUBJECT NAME: MARKETING RESEARCH IIIB
SUBJECT CODE: MRS30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The statistical analysis: principles, applied research fields (advertising, product/concept, attitude, industrial, services, name and package).

SUBJECT NAME: MARKETING RESEARCH IV
SUBJECT CODE: MRS400T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ORGANISATIONAL APPLICATIONS: DEVELOPMENT TRAINING II
SUBJECT CODE: OAG201T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Consulting and client provider relationship. Administration and follow-up programmes. Marketing techniques. Conflict and cooperation outdoor management development (OMD). Project management (e.g. development expeditions). Community development. Organisational transformation. Groups with special needs. Contractual management. Product delivery and evaluations. Health and safety. Regulatory management.

SUBJECT NAME: ORGANISATIONAL BEHAVIOUR IV
SUBJECT CODE: OBE410T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Management of organisational behaviour (OB). Management of effective organisations. Integration of elements. Analysis of components of organisational behaviour.

SUBJECT NAME: OUTDOOR AND ADVENTURE METHODOLOGIES II
SUBJECT CODE: OAS201T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Instructional methods. Technical skills training. Environmental skills. Product design. Creative outdoor games and activities. Ropes and challenge training. Adventure-based experiential education. Risk and safety management. Product and programme design. Sequencing activities.

SUBJECT NAME: OUTDOOR RECREATION I
SUBJECT CODE: ODR111T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Outdoor activities practice. Outdoor and adventure activity training. Environmental education. Outdoor activity values and safety principles. Outdoor leadership and group dynamics.

SUBJECT NAME: OUTDOOR RECREATION II
SUBJECT CODE: ODR210T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.
- Completion of a four-week placement for professional experience, demonstration of competency and sound judgement in outdoor activities coaching/instruction.

SUBJECT NAME: PERSONAL APPLICATIONS: DEVELOPMENT TRAINING II
SUBJECT CODE: PEA201T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Personal team and social development. Self-esteem development. Individual theories and models. Social and emotional interaction. Group exercises and trust formation. Cultural diversity. Characteristics orientation methods. Personal change. Motivation theories. Developmental phases.

SUBJECT NAME: PERSONAL SELLING I
SUBJECT CODE: PSG100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PRACTICAL ACCOUNTING I
SUBJECT CODE: PAU100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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), analysis and interpretation of financial statements (debtors, creditors, inventory), elementary taxation, budgets and budgetary control, sales variance analysis, analysis of selling and distribution costs, cost-volume-profit analysis, financial calculations and different forms of enterprise – their financial statements and related matters.

SUBJECT NAME: PRODUCTION PLANNING AND CONTROL I
SUBJECT CODE: PLC110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PROJECT IV
SUBJECT CODE: PJT400C
EVALUATION METHOD: RESEARCH
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Research project.

SUBJECT NAME: PUBLIC RELATIONS I
SUBJECT CODE: PRS120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PUBLIC RELATIONS II
SUBJECT CODE: PRS210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PURCHASING MANAGEMENT I
SUBJECT CODE: PUM120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An introduction to the management of the purchasing function, purchasing management's position, strategic sourcing, ethical aspects, and social responsibility in purchasing management. Introduction to supply policies, determination of prices, inventory management and materials flow activities.

SUBJECT NAME: PURCHASING MANAGEMENT II
SUBJECT CODE: PUM220T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PURCHASING MANAGEMENT IIIA
SUBJECT CODE: PUM32AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Advanced purchasing techniques, appraisal control and reports, negotiation techniques, purchasing research and value analysis, EDI, international purchasing, contact management.

SUBJECT NAME: PURCHASING MANAGEMENT IIIB
SUBJECT CODE: PUM32BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PURCHASING MANAGEMENT IV
SUBJECT CODE: PUM400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Strategic supply chain management. Aspects of the market, creating customer value, integrating supply with demand. Strategic response: channel strategy, supply chain configuration. Strategic supply chain management. 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.

SUBJECT NAME: QUALITY MANAGEMENT IV
SUBJECT CODE: QMG400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Facilities audit. Systems approach. Primary and secondary work processes. Measuring work performance. Tools and techniques for quality improvement.

SUBJECT NAME: QUANTITATIVE TECHNIQUES I
SUBJECT CODE: QTQ100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Basic mathematics (numbers, fractions, exponents, scientific notation and summation notation), percentages, ratios, proportions and algebra, financial calculations: interests and annuities, graphing, introduction to business statistics, visual presentation of data, measures of central location and of dispersion, sampling and index numbers. Elementary probabilities and counting rules, probability functions and the binomial distribution, normal distributions and confidence intervals, correlation analysis, regression analysis, time series and trend analysis, hypothesis testing, and analysis of frequency data.

SUBJECT NAME: QUANTITATIVE TECHNIQUES II
SUBJECT CODE: QTQ200T
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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, market data).

SUBJECT NAME: RECREATION MANAGEMENT IV
SUBJECT CODE: REM400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: REFLEXIVE PRACTITIONING IV
SUBJECT CODE: RPC400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Effective leadership and the role of reflexive practitioning. Instruction methods of adventure programmes. Phases of learning experiences. Learning through metaphors. Designing metaphoric frames for the client. Experiential training techniques. Front-loading experiences. Effective feedback of observations. Reviewing techniques.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD200D
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100Y
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The purpose, nature and significance of research, measurements and evaluation, statistics and analysis, evaluation by means of an approved research project.

SUBJECT NAME: RESEARCH METHODOLOGY A
SUBJECT CODE: RMD20AB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to research, research methodology and research strategies.

SUBJECT NAME: RESEARCH METHODOLOGY B
SUBJECT CODE: RMD20BB
EVALUATION METHOD: PROJECT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RETAIL BUSINESS MANAGEMENT I
SUBJECT CODE: RBM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RETAIL BUSINESS MANAGEMENT II
SUBJECT CODE: RBM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RETAIL BUSINESS MANAGEMENT IIIA
SUBJECT CODE: RBM30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RETAIL BUSINESS MANAGEMENT IIIB
SUBJECT CODE: RBM30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ROLE OF THE FACILITATOR IV
SUBJECT CODE: RTF400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Defining the context of facilitation. Facilitation roles and ethics. Processes of discussing and reflection. Outdoor management development (OMD) – applications and activities. Facilitation skills and competencies. Processing the experience. Art of intervention. Fostering empathy and trust. Advanced facilitation techniques. Facilitation of the learning process.

SUBJECT NAME: SALES MANAGEMENT IIIA
SUBJECT CODE: SMG31AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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).

SUBJECT NAME: SALES MANAGEMENT IIIB
SUBJECT CODE: SMG31BT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SHOPPING CENTRE MANAGEMENT I
SUBJECT CODE: SHM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SOUTH AFRICAN LABOUR LAW AND RELATIONS IV
SUBJECT CODE: SLR400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Worker representation. Perspective on collective bargaining. Negotiation. Resolving disputes. Future industrial relations in the enterprise.

SUBJECT NAME: SPORT AND PHYSICAL RECREATION STUDIES I
SUBJECT CODE: SFR100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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. The functioning of the male and female athlete. The second component of the subject gives an introduction to the history of sport, including the development of sport from ancient times to the present.

SUBJECT NAME: SPORT AND PHYSICAL RECREATION STUDIES II
SUBJECT CODE: SFR200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SPORT AND PHYSICAL RECREATION STUDIES III
SUBJECT CODE: SFR300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SPORT DIDACTICS AND COACHING I
SUBJECT CODE: SDC120T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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?

SUBJECT NAME: SPORT MANAGEMENT I
SUBJECT CODE: SRT100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An introduction to the basic principles of sport management and of entrepreneurship, with special attention to the establishment of a small business enterprise and/or sport club and the basic administration of a sport club. HIV/Aids and sport also enjoy attention.

SUBJECT NAME: SPORT MANAGEMENT II
SUBJECT CODE: SRT200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SPORT MANAGEMENT III
SUBJECT CODE: SRT300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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 turf, facility and materials management, ethics in sport, and sport marketing. Students will also be exposed to financial management and accounting in sport.

SUBJECT NAME: SPORT MANAGEMENT IV
SUBJECT CODE: SRT400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The final year of study represents the practical application and implementation of the sport marketing theory studies in the first three years. Students will deal with topics, such as crowd control, team travel management, strategic management, policy development, sociology and sport, the bidding for and hosting of events, and the relationship between politics and sport.

SUBJECT NAME: SPORT MARKETING IV
SUBJECT CODE: STK400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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).

SUBJECT NAME: STRATEGIC ACCOMMODATION MANAGEMENT IV
SUBJECT CODE: SAT400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Facilities planning. Productivity. Trends. Behaviour and experience. Architecture and interior architecture. Space planning. Workplace financing.

SUBJECT NAME: TEAMS AND GROUP WORK IV
SUBJECT CODE: TGW400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Modern teams. Individual team members. Team tasks. Team leadership. Team growth and development stages. Awareness of group processes. Leadership models and tools.

5. DEPARTMENT OF OFFICE MANAGEMENT AND TECHNOLOGY

5.1 NATIONAL DIPLOMA: COMMERCIAL PRACTICE

Qualification code: NDCP05

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

Presentation and campus: Pretoria Campus (day classes).

Subject credits are shown in brackets after each subject.

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 (offered in both semesters) | (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

| | | | |
|---------|-----------------------|---------|----------------------|
| CPO200T | Computer Operating II | (0,200) | Computer Operating I |
|---------|-----------------------|---------|----------------------|

plus one of the following languages:

| | | | |
|---------|------------------|---------|--|
| AFE110T | Afrikaans I | (0,200) | |
| SNR110T | Northern Sotho I | (0,200) | |

FIRST SEMESTER

| | | | |
|---------|-----------------------|---------|--------------------------------------------------------------------------------|
| BNK211T | Business Knowledge II | (0,067) | Business Knowledge I Financial Record-Keeping I Secretarial Activities I |
|---------|-----------------------|---------|--------------------------------------------------------------------------------|

plus two of the following subjects:

| | | | |
|---------|------------------------------------------------|---------|----------------------------------------------------|
| BMN230T | Business Management II (year subject) | (0,200) | Business Management I |
| ECN12AT | Economics IA (semester subject) | (0,100) | |
| FAC22AT | Financial Accounting IIA (semester subject) | (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

5.2 NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY

Qualification code: NDOM03

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, potential assessment will be done.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA).

b. Minimum duration: Three years.

c. Presentation and campus: eMalahleni, Pretoria, and Polokwane campuses (day classes).

d. Intake for the qualification: January only.

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

f. Office Management and Technology Practice I (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.

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) | |

plus one of the following subjects, which are offered at a location determined by the Department:

FIRST SEMESTER

| | | | |
|---------|---------------------------------------|---------|--|
| 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

plus the following subject, if FAC11AT was taken in the first semester:

| | | | |
|---------|-------------------------|---------|--|
| FAC11BT | Financial Accounting IB | (0,115) | |
|---------|-------------------------|---------|--|

TOTAL CREDITS FOR THE FIRST YEAR: 0,920

SECOND YEAR

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

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

| | | | |
|----------------|---------------------------------------------------------------|---------|----------------------------------------------------|
| FAC11AT | Financial Accounting IA (first semester) | (0,115) | |
| FAC11BT | Financial Accounting IB (second semester) | (0,115) | |
| FAC22AT | Financial Accounting IIA (first semester) | (0,115) | Financial Accounting IA Financial Accounting IB |
| FAC22BT | Financial Accounting IIB (second semester) | (0,115) | Financial Accounting IA 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) | (0,115) | Legal Practice I |
| LEP20YT | Legal Practice: Administration of Estates II (first semester) | (0,115) | Legal Practice I |

TOTAL CREDITS FOR THE SECOND YEAR: 0,920

THIRD YEAR

FIRST SEMESTER

| | | | |
|---------|----------------------------------------------------------------------------|---------|------------------------------------------------------------------------------|
| BAD31AB | Business Administration IIIA | (0,125) | Business Administration II |
| IAD30AT | Information Administration IIIA | (0,125) | Information Administration II |
| OMP101T | Office Management and Technology Practice I (offered in both semesters) | (0,200) | Business Administration I Communication I Information Administration I |

plus two of the following subjects (one subject if a year subject is taken), if not passed already, offered at a location determined by the Department:

| | | | |
|----------------|----------------------------------------------|---------|----------------------------------------------------|
| FAC11AT | Financial Accounting IA | (0,115) | |
| FAC22AT | Financial Accounting IIA | (0,115) | Financial Accounting IA Financial Accounting IB |
| LEP120T | Legal Practice I (year subject) | (0,230) | |
| 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 | (0,230) | Personnel Management I |

SECOND SEMESTER

| | | | |
|---------|---------------------------------|---------|-------------------------------|
| BAD31BB | Business Administration IIIB | (0,125) | Business Administration II |
| IAD30BT | Information Administration IIIB | (0,125) | Information Administration II |

plus two of the following subjects, if not passed already, offered at a location determined by the Department:

| | | | |
|----------------|---------------------------------|---------|----------------------------------------------------|
| 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

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 and campus: Pretoria Campus (day classes, or two years of evening classes. 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. 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) |
|---------|-----------------------------|---------|

SECOND SEMESTER

| | | |
|---------|-----------------------------|---------|
| LIL10BT | Labour and Immaterial Law B | (0,100) |
|---------|-----------------------------|---------|

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

5.4 MAGISTER TECHNOLOGIAE: OFFICE MANAGEMENT AND TECHNOLOGY

Qualification code: MTOM96

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 and campus: Pretoria Campus (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**

5.5 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: AFRIKAANS I
SUBJECT CODE: AFE110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 96 hours
OVERVIEW OF SYLLABUS:

Basic reading, speaking, listening and writing skills. Comprehension (exercises and tests).

SUBJECT NAME: BUSINESS ADMINISTRATION I
SUBJECT CODE: BAD150B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:

Economic principles; business sectors; types of under-takings; financing; insurance; postal and telecommunication services; the administrative function; office procedures and duties; financial administrative procedures.

SUBJECT NAME: BUSINESS ADMINISTRATION II
SUBJECT CODE: BAD220B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: BUSINESS ADMINISTRATION IIIA
SUBJECT CODE: BAD31AB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:

Office management and the management of human resources.

SUBJECT NAME: BUSINESS ADMINISTRATION IIIB
SUBJECT CODE: BAD31BB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:

Supervision in the office and labour relations.

SUBJECT NAME: BUSINESS ADMINISTRATION IV
SUBJECT CODE: BAD400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:

Strategic Management. Financial Management.

SUBJECT NAME: BUSINESS KNOWLEDGE I
SUBJECT CODE: BNK101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:

Business knowledge, including the economic structure, commerce and industry, types of ownerships, business leadership, the purchasing procedure and documents, insurance and assurance.

SUBJECT NAME: BUSINESS KNOWLEDGE II
SUBJECT CODE: BNK211T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Business knowledge, including business leadership, financial and budget functions, banking services, the Johannesburg Securities Exchange (JSE) and legal aspects of purchase and sale.

SUBJECT NAME: BUSINESS MANAGEMENT I
SUBJECT CODE: BMN120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to business management, functional division of the enterprise, entrepreneurship and the small enterprise.

SUBJECT NAME: BUSINESS MANAGEMENT II
SUBJECT CODE: BMN230T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Management of functions; organisation of the office; systems analysis and design; control of office activities (evaluation of administrative procedures and systems); administrative procedures.

SUBJECT NAME: BUSINESS MANAGEMENT IIIA
SUBJECT CODE: BMN33AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

A study of human resource management, purchasing management and marketing. Students must select two topics. A study of management principles. It is compulsory for all students.

SUBJECT NAME: BUSINESS MANAGEMENT IIIB
SUBJECT CODE: BMN33BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

A study of human resource management, purchasing management, purchasing management and marketing. Students must select two topics. A study of management principles. It is compulsory for all students.

SUBJECT NAME: COMMUNICATION I
SUBJECT CODE: CEN160B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 80 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: COMMUNICATION II
SUBJECT CODE: CEN220T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 80 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: COMPUTER OPERATING I
SUBJECT CODE: CPO100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An introduction to computer technology, the application of computers in business and the operation and management of computing resources.

SUBJECT NAME: COMPUTER OPERATING II
SUBJECT CODE: CPO200T
EVALUATION METHOD: 1 X 3-HOUR PAPER AND PRACTICAL ASSESSMENT
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Operating of computer systems in data communication, networks, database management, management information systems and different applications of information technology.

SUBJECT NAME: COMPUTER OPERATING IIIA
SUBJECT CODE: CPO30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER AND PRACTICAL ASSESSMENT
TOTAL TUITION TIME: ± 56 hours

OVERVIEW OF SYLLABUS:

An introduction to project management, databases, computer security and data management, Pastel Accounting and Microsoft Access, Microsoft Office.

SUBJECT NAME: COMPUTER OPERATING IIIB
SUBJECT CODE: CPO30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER AND PRACTICAL ASSESSMENT
TOTAL TUITION TIME: ± 56 hours

OVERVIEW OF SYLLABUS:

An introduction to project management, databases, computer security and data management, Pastel Accounting and Microsoft Access, Microsoft Office.

SUBJECT NAME: ECONOMICS IA
SUBJECT CODE: ECN12AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:

An introduction to economics, basic macro-economics and microtheory, current financial issues.

SUBJECT NAME: ECONOMICS IB
SUBJECT CODE: ECN12BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:

An introduction to economics, basic macro-economics and microtheory, current financial issues.

SUBJECT NAME: ECONOMICS IIA
SUBJECT CODE: ECN21AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:

An introduction to economics, basic macro-economics and microtheory, current financial issues.

SUBJECT NAME: ECONOMICS IIB
SUBJECT CODE: ECN21BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:

An introduction to economics, basic macro-economics and microtheory, current financial issues.

SUBJECT NAME: ENGLISH (A LEVEL)
SUBJECT CODE: ENG120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

The communication process in various situations. The role of communication in teaching. Basic reading, speaking, listening and writing skills. Comprehension (exercises and tests).

SUBJECT NAME: FINANCIAL ACCOUNTING IA
SUBJECT CODE: FAC11AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FINANCIAL ACCOUNTING IB
SUBJECT CODE: FAC11BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

The principles of generally accepted accounting practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings.

SUBJECT NAME: FINANCIAL ACCOUNTING IIA
SUBJECT CODE: FAC22AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

The accounting approach to transactions, financial statements and disclosure in respect of companies. Branch accounting. Construction contracts.

SUBJECT NAME: FINANCIAL ACCOUNTING IIB
SUBJECT CODE: FAC22BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

The accounting approach to transactions, financial statements and disclosure in respect of companies, group statements and cash flow. Branch accounting. Construction contracts. Accounting standards issued by the South African Institute of Chartered Accountants.

SUBJECT NAME: FINANCIAL ACCOUNTING IIIA
SUBJECT CODE: FAC31AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Financial company statements that meet the stipulations of Annexure 4 of the Companies Act, as well as generally accepted accounting practice. 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.

SUBJECT NAME: FINANCIAL ACCOUNTING IIIB
SUBJECT CODE: FAC31BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FINANCIAL RECORD-KEEPING I
SUBJECT CODE: FRK101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Administrative activities, including the management of petty cash, salaries and wages, and banking services.

SUBJECT NAME: INFORMATION ADMINISTRATION I
SUBJECT CODE: IAD100T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Theory: Introduction to computers, application software, the components of the system unit, input, output, storage. Information Processing: MS Word 2007. Data Processing: MS Excel 2007. Operating System: Windows XP. Presentations: MS PowerPoint 2007.

SUBJECT NAME: INFORMATION ADMINISTRATION II
SUBJECT CODE: IAD200T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 80 hours

OVERVIEW OF SYLLABUS:

Theory: Essentials of Management Information Systems. Advanced Information Processing: MS Word 2007. Advanced Data Processing: MS Excel 2007. Operating System: Windows XP. Data and Information Management: MS Outlook 2007.

SUBJECT NAME: INFORMATION ADMINISTRATION IIIA
SUBJECT CODE: IAD30AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 96 hours

OVERVIEW OF SYLLABUS:

Theory: Information Technology Strategy in Action. 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.

SUBJECT NAME: INFORMATION ADMINISTRATION IIIB
SUBJECT CODE: IAD30BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 96 hours

OVERVIEW OF SYLLABUS:

Theory: Information Technology Strategy in Action. Desktop Publishing: MS Publisher 2007. Database Management: MS Access 2007.

SUBJECT NAME: INFORMATION ADMINISTRATION IV
SUBJECT CODE: IAD400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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. 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.

SUBJECT NAME: LABOUR AND IMMATERIAL LAW A
SUBJECT CODE: LIL10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:

Private, corporate and labour law, law of immaterial property.

SUBJECT NAME: LABOUR AND IMMATERIAL LAW B
SUBJECT CODE: LIL10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:
Private, corporate and labour law, law of immaterial property.

SUBJECT NAME: LEGAL PRACTICE I
SUBJECT CODE: LEP120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
The work of an attorney and his relationship with clients and staff. Furniture, filing systems - securities - correspondence (letters), telephone calls, phonograms. Trust accounts. Legal aspects of the SA civil procedure. Criminal procedure. Court debt collection procedures. Appointment of executors. Wills. Types of legal documents and their preparation. Income tax office, stamp duties, etc.

SUBJECT NAME: LEGAL PRACTICE: ADMINISTRATION OF ESTATES II
SUBJECT CODE: LEP20YT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:
Intestate succession, testamentary succession, the master, the executor, the executor's account.

SUBJECT NAME: LEGAL PRACTICE: CONVEYANCING II
SUBJECT CODE: LEP20XT
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: MERCANTILE LAW I
SUBJECT CODE: MER100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: MERCANTILE LAW II
SUBJECT CODE: MER210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Beneficium excussionis (benefit of prior excussion), beneficium divisionis (benefit of division of debt), beneficium cedendarum actionum (benefit of cession of actions). Explain how, in respect of agency, authority can be implied by the law. Acts of insolvency. The difference between indemnity and liability insurance. The effect of sequestration on a partnership. Anonymous partnership and a commandite partnership. The effects of sequestration on contracts, e.g. service contracts. Bottomry and respondentia bonds. Marine insurance terms. Debtor's and creditor's lien and enrichment lien. Irrevocable authority. Termination of a mortgage bond. The essentials of a partnership contract. The iron-safe clause in a fire insurance contract.

SUBJECT NAME: NORTHERN SOTHO I
SUBJECT CODE: SNR110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Basic reading, speaking, listening and writing skills. Comprehension (exercises and tests).

SUBJECT NAME: OFFICE ADMINISTRATION: BEHAVIOURAL ASPECTS
SUBJECT CODE: OAB100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Individual behaviour and mechanisms of change. Group behaviour and mechanisms of change. Organisational behaviour and mechanisms of change.

SUBJECT NAME: OFFICE ADMINISTRATION: BUSINESS KNOWLEDGE III
SUBJECT CODE: OAB31XT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: OFFICE ADMINISTRATION: OFFICE AND ADMINISTRATIVE DUTIES III

SUBJECT CODE: OAB31YT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: OFFICE MANAGEMENT AND TECHNOLOGY PRACTICE I
SUBJECT CODE: OMP101T
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: ± 360 hours

OVERVIEW OF SYLLABUS:

Performing secretarial and administrative duties over a minimum period of nine weeks.

SUBJECT NAME: PERSONNEL MANAGEMENT I
SUBJECT CODE: PRM110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to personnel management. The responsibilities of a personnel manager and the realities of a career in this field. Individual behaviour and social processes.

SUBJECT NAME: PERSONNEL MANAGEMENT II
SUBJECT CODE: PRM210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

The student is equipped with the knowledge, skills and methods of approach required for managing and administering labour turnover, staff absence and transfers, motivation, job satisfaction, behavioural changes in organisations, leadership, communication, decision-making, informal organisation, conflict, changes and developments in organisations.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100D
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 32 hours

OVERVIEW OF SYLLABUS:

The role and value of research in the business environment. How elementary statistics can be applied as research aid.

SUBJECT NAME: SECRETARIAL ACTIVITIES I
SUBJECT CODE: SED101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Administrative activities, including functions, such as time management, correspondence, mail room and post office services, reception, handling the telephone and records management.

SUBJECT NAME: SECRETARIAL DUTIES II
SUBJECT CODE: SED201T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Administrative activities, including functions, such as organising meetings, business travel and accommodation, conferences and training of employees.

SUBJECT NAME: THE OFFICE II
SUBJECT CODE: TOF201T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Administrative management of the administrative office, office systems, simplification of office work, forms design and layout and preparation of office manuals.

SUBJECT NAME: THE PERSONNEL FUNCTION
SUBJECT CODE: TPC100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

6. DEPARTMENT OF OPERATIONS MANAGEMENT

6.1 NATIONAL DIPLOMA: MANAGEMENT SERVICES

Qualification code: NDMS98

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) test.

b. Minimum duration: Three years.

c. Presentation and campus: Pretoria Campus (day classes). Organisational Effectiveness IIIA and IIIB are 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 |

FIRST SEMESTER

| | | | |
|---------|------------------------|---------|----------------------------------------------------------|
| EUC10AT | End-User Computing IA | (0,100) | |
| ORS31AB | Operational Research A | (0,100) | Quantitative Techniques IA Quantitative Techniques IB |

SECOND SEMESTER

| | | | |
|---------|------------------------|---------|----------------------------------------------------------|
| EUC10BT | End-User Computing IB | (0,100) | |
| ORS31BB | Operational Research B | (0,100) | Quantitative Techniques IA Quantitative Techniques IB |

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

THIRD YEAR

| | | | |
|---------|------------|---------|--|
| LLA100T | Labour Law | (0,250) | |
|---------|------------|---------|--|

FIRST SEMESTER

| | | | |
|---------|-----------------------------------|---------|---------------------------------|
| BMN33AT | Business Management IIIA | (0,125) | Business Management II |
| MSP30AT | Management Services Practice A | (0,125) | |
| OEF32AT | Organisational Effectiveness IIIA | (0,125) | Organisational Effectiveness II |
| SAD20AT | System Analysis and Design A | (0,100) | |

SECOND SEMESTER

| | | | |
|---------|-----------------------------------|---------|---------------------------------|
| BMN33BT | Business Management IIIB | (0,125) | Business Management II |
| MSP30BT | Management Services Practice B | (0,125) | |
| OEF32BT | Organisational Effectiveness IIIB | (0,125) | Organisational Effectiveness II |
| SAD20BT | System Analysis and Design B | (0,100) | |

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

6.2 BACCALAUREUS TECHNOLOGIAE: MANAGEMENT SERVICES

Qualification code: BTMS98

REMARKS

- Admission requirement(s): A National Diploma: Management Services or an equivalent qualification.
- Selection criteria: Admission is subject to selection.
- Minimum duration: One year.

- d. Presentation and campus: Pretoria Campus (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) |
| RMD100E | 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**

6.3 NATIONAL DIPLOMA: OPERATIONS MANAGEMENT

Qualification code: NDOS04

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English, Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| | 5 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE (with Mathematics): | 18 |
| TOTAL APS SCORE (with Mathematical Literacy): | 20 |

Assessment procedures: Candidates with a score of 18-21 will be invited to do the TUT potential assessment (PA) test. Candidates with a final APS of 22 and more will be admitted to the programme.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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

FIRST SEMESTER

| | | | |
|---------------------------------|---------------------------------------------------------------|---------|-------------------------------------|
| OEF32AT | Organisational Effectiveness IIIA | (0,094) | Organisational Effectiveness II |
| OMA10AT | Operations Management Practice IA (offered in both semesters) | (0,125) | |
| ORM30AT | Operations Management IIIA | (0,125) | Operations Management II |
| OTE30AT | Operations Management Techniques IIIA | (0,125) | Operations Management Techniques II |
| TOTAL CREDITS FOR THE SEMESTER: | | 0,469 | |

SECOND SEMESTER

| | | | |
|-----------------------------------|---------------------------------------------------------------|--------------|-------------------------------------|
| OEF32BT | Organisational Effectiveness IIIB | (0,094) | Organisational Effectiveness II |
| OMA10BT | Operations Management Practice IB (offered in both semesters) | (0,125) | |
| ORM30BT | Operations Management IIIB | (0,125) | Operations Management II |
| OTE30BT | Operations Management Techniques IIIB | (0,125) | Operations Management Techniques II |
| TOTAL CREDITS FOR THE SEMESTER: | | 0,469 | |
| TOTAL CREDITS FOR THE THIRD YEAR: | | 0,938 | |

6.4 BACCALAUREUS TECHNOLOGIAE: OPERATIONS MANAGEMENT

Qualification code: BTOS04

REMARKS

- Admission requirement(s): A National Diploma: Operations Management or an equivalent qualification.
- Selection criteria: Admission is subject to selection.
- Minimum duration: One year.
- Presentation and campus: Pretoria Campus (evening classes). This qualification will be offered only if there is a sufficient number of students.
- 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) |
| RMD101G | Research Methodology (offered only in the first semester) | (0,050) |

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

6.5 MAGISTER TECHNOLOGIAE: OPERATIONS MANAGEMENT

Qualification code: MTOS04

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 and campus: Pretoria Campus (research). In the dissertation, the student has to prove that he or she understands a particular problem in the industry in which he or she has done research, that he or she 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 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**

6.6 BACCALAUREUS TECHNOLOGIAE: PROJECT MANAGEMENT

Qualification code: BTPJ00

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. Minimum duration: One year (the Department recommends that studies for this qualification take place over a period of two years).
- d. Presentation and campus: Pretoria Campus (evening classes and block-based).
- e. Intake for the qualification: January only.
- f. Readmission: See Chapter 3 of Students' Rules and Regulations.
- g. Recommendation: Preference will be given to applicants who are working in a project environment.
- h. Subject credits: Subject credits are shown in brackets after each subject.

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 |

6.7 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: ADVANCED STRATEGIC MANAGEMENT IVA
SUBJECT CODE: AST40AT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADVANCED STRATEGIC MANAGEMENT IVB
SUBJECT CODE: AST40BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
Strategic management services.

SUBJECT NAME: BUSINESS MANAGEMENT I
SUBJECT CODE: BMN120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:

The management of a company consists of a general management task and several functional management tasks, which are all linked by the profit motive.

SUBJECT NAME: BUSINESS MANAGEMENT II
SUBJECT CODE: BMN230T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours
OVERVIEW OF SYLLABUS:

The functions of production and public relations are dealt with comprehensively during the first semester, and the financial function is examined during the second semester.

SUBJECT NAME: BUSINESS MANAGEMENT IIIA
SUBJECT CODE: BMN33AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:

Marketing management and general management.

SUBJECT NAME: BUSINESS MANAGEMENT IIIB
SUBJECT CODE: BMN33BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours
OVERVIEW OF SYLLABUS:

Purchasing management, personnel management and the integration of all the business functions.

SUBJECT NAME: BUSINESS MANAGEMENT IVA
SUBJECT CODE: BMN41AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: BUSINESS MANAGEMENT IVB
SUBJECT CODE: BMN41BT
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:

Strategic management. Applied guidelines are given to enable the enterprise to adapt continually to a changing environment.

SUBJECT NAME: COSTING AND ESTIMATING
SUBJECT CODE: CAE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:

The basic methods and some selected techniques of cost accounting for application in the business environment. The subject consists of two modules.

SUBJECT NAME: END-USER COMPUTING IA
SUBJECT CODE: EUC10AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
Introduction to computers, Microsoft Word and Excel.

SUBJECT NAME: END-USER COMPUTING IB
SUBJECT CODE: EUC10BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
Operating systems, PowerPoint, package integration and communication.

SUBJECT NAME: ENGLISH (A LEVEL)
SUBJECT CODE: ENG120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 80 hours
OVERVIEW OF SYLLABUS:
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).

SUBJECT NAME: ENTREPRENEURSHIP IV
SUBJECT CODE: ENT401B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: FINANCIAL PLANNING AND CONTROL III
SUBJECT CODE: FPC300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
Selected management accounting and financial management techniques for production managers. The subject consists of two modules.

SUBJECT NAME: FINANCIAL PRINCIPLES IN OPERATIONS MANAGEMENT I
SUBJECT CODE: FPO100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: INTRODUCTION TO MARKETING MANAGEMENT I
SUBJECT CODE: IDM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
The basic principles of marketing management.

SUBJECT NAME: LABOUR LAW
SUBJECT CODE: LLA100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:
The South African Law Association, common law. Basic Conditions of Employment Act and others. Labour Relations Act. HIV/Aids in the working environment. Sexual harassment.

SUBJECT NAME: MANAGEMENT ECONOMICS III
SUBJECT CODE: MEC300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:
Introduction to micro-economics, the market, elasticity, types of marketing, practical macro-economic framework and economic policy.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE I
SUBJECT CODE: MPP100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: MANAGEMENT SERVICES PRACTICE A
SUBJECT CODE: MSP30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:
Project management, computer application, productivity accounting and practical projects.

SUBJECT NAME: MANAGEMENT SERVICES PRACTICE B
SUBJECT CODE: MSP30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:
Industry-related training as determined by commerce, industry and the University.

SUBJECT NAME: OPERATIONAL RESEARCH A
SUBJECT CODE: ORS31AB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: OPERATIONAL RESEARCH B
SUBJECT CODE: ORS31BB
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 80 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: OPERATIONAL RESEARCH IV
SUBJECT CODE: ORS411T
EVALUATION METHOD: 1 X 3-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: OPERATIONS MANAGEMENT I
SUBJECT CODE: ORM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: OPERATIONS MANAGEMENT II
SUBJECT CODE: ORM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 80 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: OPERATIONS MANAGEMENT IIIA
SUBJECT CODE: ORM30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Project management. Total quality management.

SUBJECT NAME: OPERATIONS MANAGEMENT IIIB
SUBJECT CODE: ORM30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Maintenance management. Theory of constraints.

SUBJECT NAME: OPERATIONS MANAGEMENT IV
SUBJECT CODE: ORM400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: OPERATIONS MANAGEMENT PRACTICE IA
SUBJECT CODE: OMA10AT
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:

Industry-related training as determined by the industry and the University.

SUBJECT NAME: OPERATIONS MANAGEMENT PRACTICE IB
SUBJECT CODE: OMA10BT
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: No formal tuition

OVERVIEW OF SYLLABUS:
Industry-related training as determined by the industry and the University.

SUBJECT NAME: OPERATIONS MANAGEMENT TECHNIQUES I
SUBJECT CODE: OTE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Quantitative methods, regression lines and correlation, descriptive statistics, ungrouped data, grouped data, probability theory, sampling, time series analysis, index numbers, analysis of data, practical applications.

SUBJECT NAME: OPERATIONS MANAGEMENT TECHNIQUES II
SUBJECT CODE: OTE200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ±100 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: OPERATIONS MANAGEMENT TECHNIQUES IIIA
SUBJECT CODE: OTE30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:
Linear programming: advanced applications and sensitivity analysis. Duality. Integer programming. Goal programming.

SUBJECT NAME: OPERATIONS MANAGEMENT TECHNIQUES IIIB
SUBJECT CODE: OTE30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Dynamic programming. Simulation. Markov analysis and matrix algebra.

SUBJECT NAME: OPERATIONS MANAGEMENT TECHNIQUES IV
SUBJECT CODE: OTE400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Expert systems. Non-linear programming. Simulation.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS I
SUBJECT CODE: OEF150T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Introduction to effectiveness, productivity, people within organisations, change, methods and system improvement. Improving administrative systems, work measurement, time study.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS II
SUBJECT CODE: OEF240T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Work quantification, activity sampling, predetermining motion time systems, synthetic data, self-recording techniques, word-time databases. Organisational planning and control, efficiency ratios, incentive bonuses, performance ratios, management control systems, productivity.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS IIIA
SUBJECT CODE: OEF32AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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 and job design, remuneration.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS IIIB
SUBJECT CODE: OEF32BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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 and job design, remuneration.

SUBJECT NAME: ORGANISATIONAL EFFECTIVENESS IV
SUBJECT CODE: OEF400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PROJECT ACCOUNTING IV
SUBJECT CODE: PJU401T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Legal business entities. Taxation (SITE, PAYE, VAT, levies, etc.). Basic business accounting. Valuations. Insurance. Financial calculations and ratios.

SUBJECT NAME: PROJECT MANAGEMENT PROCESS IVA
SUBJECT CODE: PJP40AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Concepts and theory of project management. Project initiations. Project planning. Project control. Project execution. Project termination. Project reporting. Project prioritisation. Stakeholder management.

SUBJECT NAME: PROJECT MANAGEMENT PROCESS IVB
SUBJECT CODE: PJP40BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Concepts and theory of project management. Project initiations. Project planning. Project control. Project execution. Project termination. Project reporting. Project prioritisation. Stakeholder management.

SUBJECT NAME: PROJECT RESEARCH IV
SUBJECT CODE: PJR401T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PROJECT RESOURCES IV
SUBJECT CODE: PRR401T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PROJECT QUALITY IV
SUBJECT CODE: PJQ401T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Concepts of quality. ISO 9000 series. Development of standards. Establishment of norms. Quality control. Project quality audits. Risk management.

SUBJECT NAME: QUALITY MANAGEMENT FOR MANAGEMENT SERVICES
SUBJECT CODE: QMM400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: QUANTITATIVE TECHNIQUES I
SUBJECT CODE: QTQ100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Basic mathematics (numbers, fractions, exponents, scientific notation and summation notation), percentages, ratios, proportions and algebra, financial calculations: interests and annuities, graphing, introduction to business statistics, visual presentation of data, measures of central location and of dispersion, sampling, and index numbers. Elementary probabilities and counting rules, probability functions and the binomial distribution, normal distributions and confidence intervals, correlation analysis, regression analysis, time series and trend analysis, hypothesis testing, and analysis of frequency data.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD101G
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

Introduction to research, the methodology of research and research strategies, the ability to undertake a research assignment in a unique speciality area, independently. The physical gathering of data, analysing data statistically and otherwise.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100E
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 80 hours

OVERVIEW OF SYLLABUS:

Students require the skills to use research statistics and complete research project.

SUBJECT NAME: STRATEGIC MANAGEMENT IV
SUBJECT CODE: STI401T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SYSTEM ANALYSIS AND DESIGN A
SUBJECT CODE: SAD20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: SYSTEM ANALYSIS AND DESIGN B
SUBJECT CODE: SAD20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 70 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: WORKPLACE DYNAMICS I
SUBJECT CODE: WPD100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Human and group behaviour, negotiating skills, legal aspects, performance expectations and reward systems in the production environment.

7. DEPARTMENT OF PEOPLE MANAGEMENT AND DEVELOPMENT

7.1 NATIONAL DIPLOMA: CONTACT CENTRE MANAGEMENT Qualification code: NDCC01

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 potential assessment.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 Foundation Programme for Human Resources Management.

b. Minimum duration: Three years.

c. Presentation and campus: Pretoria Campus (block-based classes, offered on weekdays or Saturdays).

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 | |

| |
|------------------------------------------------------------------------------------------------------|
| 7.2 BACCALAUREUS TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT Qualification code: BTCC01 |
|------------------------------------------------------------------------------------------------------|

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 and campus: Pretoria Campus (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.)

YEAR SUBJECTS

| CODE | SUBJECT | CREDIT |
|---------|---------------------------------------|----------|
| ARI400T | Applied Business Principles IV | (0,165)* |
| AST400B | Advanced Strategic Management IV | (0,167) |
| CCC400T | Advanced Contact Centre Management IV | (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**

7.3 MAGISTER TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT

Qualification code: MTCC01

REMARKS

- Admission requirement(s): A Baccalaureus Technologiae: Contact Centre Management 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 and campus: Pretoria Campus (research).
- 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**

7.4 DOCTOR TECHNOLOGIAE: CONTACT CENTRE MANAGEMENT

Qualification code: DTCC01

REMARKS

- Admission requirement(s): A Magister Technologiae: Contact Centre Management or an equivalent qualification.
- Selection criteria: Admission is subject to selection.
- Duration: A minimum of two years and a maximum of five years.

- d. Presentation and campus: Pretoria Campus (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**

7.5 NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT

Qualification code: NDHR96

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 potential assessment.
 - FOR STUDENTS WHO HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**
 Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.
 Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 Foundation Programme.
- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (day and block-based classes). The block-based classes are offered at the Leseding Campus – no new intake as from 2011.
eMalahleni and Polokwane campuses (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.

OPTION 1: DAY CLASSES

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) | |
|---------|-----------------------|---------|--|

SECOND SEMESTER

| | | | |
|---------|-----------------------|---------|--|
| EUC10BT | End-User Computing IB | (0,100) | |
|---------|-----------------------|---------|--|

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

| | | | |
|---------|----------------------------|---------|--------------------------|
| IRS200T | Industrial Relations II* | (0,250) | Industrial Relations I |
| MTN200T | Management of Training II* | (0,250) | Management of Training I |

FIRST SEMESTER

| | | | |
|---------|----------------------------|---------|-------------------------|
| BMN33AT | Business Management IIIA | (0,125) | Business Management II |
| PRM31AT | Personnel Management IIIA* | (0,125) | Personnel Management II |

TOTAL CREDITS FOR THE SEMESTER: **0,500**

SECOND SEMESTER

| | | | |
|---------|---------------------------|---------|-------------------------|
| BMN33BT | Business Management IIIB | (0,125) | Business Management II |
| PRM31BT | Personnel Management IIIB | (0,125) | Personnel Management II |

TOTAL CREDITS FOR THE SEMESTER: 0,500

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

OPTION 2: BLOCK-BASED CLASSES (LESEDING CAMPUS ONLY – NO NEW INTAKE)**FIRST YEAR**

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|---------|----------------------------------------|---------|-------------------------|
| ACP100B | Accounting for Personnel Practitioners | (0,200) | |
| BMN120C | Business Management I | (0,200) | |
| ENG120B | English (A level) | (0,200) | |
| EUC100B | End-User Computing I | (0,200) | |
| IRS100B | Industrial Relations I | (0,200) | |
| MTN100B | Management of Training I | (0,200) | |
| PRM110B | Personnel Management I | (0,200) | |

TOTAL CREDITS FOR THE FIRST YEAR: **1,400**

SECOND 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 SECOND YEAR: **1,100**

THIRD YEAR

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

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

**7.6 NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT
(EXTENDED CURRICULUM PROGRAMME WITH FOUNDATION
PROVISION)
Qualification code: NDHRF0**

REMARKS

- Admission requirement(s) and selection criteria: See qualification NDHR96.
- Minimum duration: Three and a half years: block-based classes.
Four years: day classes.
- Presentation and campus: eMalahleni, Polokwane and Pretoria campuses (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) |
|-----------------------------------|-----------------------------------------|--------------|-------------------------|
| 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) | |
|---------|-----------------------|---------|--|

SECOND SEMESTER

| | | | |
|---------|-----------------------|---------|--|
| EUC10BT | End-User Computing IB | (0,100) | |
|---------|-----------------------|---------|--|

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

| | | | |
|---------|----------------------------|---------|--------------------------|
| IRS200T | Industrial Relations II* | (0,250) | Industrial Relations I |
| MTN200T | Management of Training II* | (0,250) | Management of Training I |

FIRST SEMESTER

| | | | |
|---------|----------------------------|---------|-------------------------|
| BMN33AT | Business Management IIIA | (0,125) | Business Management II |
| PRM31AT | Personnel Management IIIA* | (0,125) | Personnel Management II |

TOTAL CREDITS FOR THE SEMESTER: 0,500

SECOND SEMESTER

| | | | |
|---------|---------------------------|---------|-------------------------|
| BMN33BT | Business Management IIIB | (0,125) | Business Management II |
| PRM31BT | Personnel Management IIIB | (0,125) | Personnel Management II |

TOTAL CREDITS FOR THE SEMESTER: 0,500

TOTAL CREDITS FOR THE FOURTH YEAR: 1,000

7.7 BACCALAUREUS TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT

Qualification code: BTHR95

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 and campus: eMalahleni Campus (block-based classes offered over a period of two years) and Pretoria Campus (day and block-based classes. Block-based classes are offered over a period of two years and are presented in the evening).
- e. Intake for the qualification: January only.
- f. Readmission: See Chapter 3 of Students' Rules and Regulations.
- g. Other requirements: Students must have access to a computer and the Internet.
- 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 |
|---------|------------------------------------|----------|
| 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**

7.8 MAGISTER TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT

Qualification code: MTHR95

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 and campus: Pretoria Campus (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**

7.9 DOCTOR TECHNOLOGIAE: HUMAN RESOURCES MANAGEMENT

Qualification code: DTHR95

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 and campus: Pretoria Campus (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**

| |
|---------------------------------------------------------------------------------------------------------------|
| 7.10 BACCALAUREUS TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT Qualification code: BTHN99/BTTA99 |
|---------------------------------------------------------------------------------------------------------------|

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 and campus: Pretoria Campus (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: HUMAN RESOURCE MANAGEMENT QUALIFICATIONS (BTHN99)

YEAR SUBJECTS

| CODE | SUBJECT | CREDIT |
|---------|----------------------------------------|---------|
| AGT400T | Advanced Management of Training IV | (0,167) |
| OBD400T | Organisational Development IV | (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 | (0,133) |
| MEC300B | Management Economics III | (0,133) |
| PJG400E | Project Management IV | (0,133) |

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

OPTION 2: TRAINING AND EDUCATION QUALIFICATIONS (BTTA99)

YEAR SUBJECTS

| CODE | SUBJECT | CREDIT |
|---------|----------------------------------------|---------|
| AGT400T | Advanced Management of Training IV | (0,167) |
| MEC300B | Management Economics III | (0,133) |
| OBD400T | Organisational Development IV | (0,150) |
| PJG400E | Project Management IV | (0,133) |
| TDG400T | Training and Development Strategies IV | (0,250) |
| HRM200T | Human Resource Management II | (0,167) |

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

**7.11 MAGISTER TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT
(Structured)**
Qualification code: MTHDS0

REMARKS

Please note: This programme will be offered only if there is a sufficient number of students.

- 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 and campus: Pretoria Campus (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

7.12 MAGISTER TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT
Qualification code: MTHD01

REMARKS

- 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 criteria: Admission is subject to selection.
- c. Duration: A minimum of one year and a maximum of three years.
- d. Presentation and campus: Pretoria Campus (research).
- e. 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 |

7.13 DOCTOR TECHNOLOGIAE: HUMAN RESOURCE DEVELOPMENT

Qualification code: DTHD96

REMARKS

- Admission requirement(s): A Magister Technologiae: Human Resource Development or an equivalent qualification.
- Selection criteria: Admission is subject to selection.
- Duration: A minimum of two years and a maximum of five years.
- Presentation and campus: Pretoria Campus (research).
- 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 |

7.14 NATIONAL DIPLOMA: LABOUR RELATIONS

Qualification code: NDLR03

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

Presentation and campus: Pretoria Campus (day classes).

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 | |

7.15 BACCALAUREUS TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT

Qualification code: BTLM98

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 and campus: Pretoria Campus (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: Only three subjects are offered per year. Students should have access to a computer and the 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 | (0,200) |
| CBN400T | Collective Bargaining and Negotiation | (0,200) |
| LAE100T | Labour Economics | (0,150) |
| LRM400T | Labour Relations Management* | (0,200) |
| RMD100T | Research Methodology | (0,150) |
| plus one of the following subjects: | | |
| APM400B | Advanced Personnel Management IV | (0,100) |
| OBE410B | Organisational Behaviour IV | (0,100) |
| TOTAL CREDITS FOR THE QUALIFICATION: | | 1,000 |

7.16 MAGISTER TECHNOLOGIAE: LABOUR RELATIONS MANAGEMENT (Structured)
Qualification code: MTLMS0

REMARKS

Please note: This programme will be offered only if there is a sufficient number of students.

- a. 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 and campus: Pretoria Campus (evening or block-based classes).
- e. 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 |
| AVC500T | Advanced Collective Bargaining V | (0,125) | Collective Bargaining and Negotiation |
| FLR500T | Foundation of Labour Relations Theory V | (0,125) | Labour Relations Management |
| LRM501T | Research Report: Labour Relations Management V | (0,500) | |
| 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

REMARKS

- a. 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 and campus: Pretoria Campus (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 |
|---------------------------------------------------------------------------------------------------|

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 and campus: Pretoria Campus (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: MANAGEMENT OF TRAINING Qualification code: NDTR04 |
|-------------------------------------------------------------------------------------------|

NO NEW REGISTRATIONS FOR THIS QUALIFICATION ARE ACCEPTED AS FROM 2007. STUDENTS WHO ARE CURRENTLY REGISTERED FOR THIS QUALIFICATION HAVE UNTIL 2011 TO OBTAIN IT, SUBJECT TO THE STIPULATIONS OF REGULATION 3.1.1 ON THE MAXIMUM DURATION OF STUDY.

- Phase-out date: 31 December 2011
- Presentation and campus: Soshanguve Campus (day classes).
- 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.)

FIRST YEAR

FIRST SEMESTER

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|---------------------------------|---------------------------------------|----------|-------------------------|
| ECN12AT | Economics IA | (0,105)* | |
| LLA10AT | Labour Law A | (0,105)* | |
| MPP10AT | Management Principles and Practice IA | (0,105)* | |
| MTN10AT | Management of Training IA | (0,105)* | |
| PRM11AT | Personnel Management IA | (0,105)* | |
| TOTAL CREDITS FOR THE SEMESTER: | | 0,525 | |

SECOND SEMESTER

| | | |
|---------------------------------|---------------------------------------|---------|
| ECN12BT | Economics IB | (0,125) |
| LLA10BT | Labour Law B | (0,125) |
| MPP10BT | Management Principles and Practice IB | (0,125) |
| MTN10BT | Management of Training IB | (0,125) |
| PRM11BT | Personnel Management IB | (0,125) |
| TOTAL CREDITS FOR THE SEMESTER: | | 0,625 |

TOTAL CREDITS FOR THE FIRST YEAR: **1,150**

SECOND YEAR

| | | |
|---------|-------------------------------|---------|
| FIG200T | Financial Aspects of Training | (0,250) |
|---------|-------------------------------|---------|

plus one of the following subjects:

| | | |
|---------|-----------------------------------|---------|
| ENG120T | English (A level) | (0,250) |
| PIY100T | Principles of Information Systems | (0,250) |

FIRST SEMESTER

| | | | |
|---------|----------------------------------------|---------|--------------------------------------------------------------------------------|
| MPP20AT | Management Principles and Practice IIA | (0,125) | Management Principles and Practice IA Management Principles and Practice IB |
| MTN20AT | Management of Training IIA | (0,125) | Management of Training IA Management of Training IB |

SECOND SEMESTER

| | | | |
|---------|----------------------------------------|---------|--------------------------------------------------------|
| MPP20BT | Management Principles and Practice IIB | (0,125) | Management Principles and Practice IIA |
| MTN20BT | Management of Training IIB | (0,125) | Management of Training IA Management of Training IB |

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

THIRD YEAR

FIRST SEMESTER

| | | | |
|---------|-----------------------------------------|---------|----------------------------------------|
| MPP30AT | Management Principles and Practice IIIA | (0,100) | Management Principles and Practice IIB |
| MTN30AT | Management of Training IIIA | (0,100) | Management of Training IIA |
| POM15AT | Production Management IA | (0,125) | Management of Training IIB |
| PRM21AT | Personnel Management IIA | (0,100) | Personnel Management IA |
| | | | Personnel Management IB |

TOTAL CREDITS FOR THE SEMESTER: 0,425

SECOND SEMESTER

| | | | |
|---------|----------------------------------------|---------|-----------------------------------------|
| MPP30BT | Management Principles and Practice IIB | (0,100) | Management Principles and Practice IIIB |
| MTN30BT | Management of Training IIIB | (0,100) | Management of Training IIA |
| POM15BT | Production Management IB | (0,125) | Management of Training IIB |
| PRM21BT | Personnel Management IIB | (0,100) | Personnel Management IA |
| | | | Personnel Management IB |

TOTAL CREDITS FOR THE SEMESTER: 0,425

TOTAL CREDITS FOR THE THIRD YEAR: 0,850

7.20 NATIONAL DIPLOMA: ORGANISATIONAL LEADERSHIP

Qualification code: NDOL01

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Selection criteria:

Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 Foundation Programme for Human Resources Management.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (block-based classes). This qualification is offered only in collaboration with employers.
- 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

7.21 BACCALAUREUS TECHNOLOGIAE: ORGANISATIONAL LEADERSHIP

Qualification code: BTOL01

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 and campus: Pretoria Campus (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.

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

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 |
|-------------|-----------------------|---------------|
| 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

7.22 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: ACCOUNTING FOR LEADERS I
SUBJECT CODE: ATL100T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ACCOUNTING FOR PERSONNEL PRACTITIONERS
SUBJECT CODE: ACP100B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 240 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ACCOUNTING FOR PERSONNEL PRACTITIONERS
SUBJECT CODE: ACP100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADVANCED COLLECTIVE BARGAINING V
SUBJECT CODE: AVC500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Current South African trends, institutions, strikes, parties, wage levels, ILO guidelines.

SUBJECT NAME: ADVANCED CONTACT CENTRE MANAGEMENT IV
SUBJECT CODE: CCC400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Creating advanced contact centre management skills, focusing on ergonomics, contact centre design, strategy formulation, virtual management, support management, disaster recovery, benchmarking, etc.

SUBJECT NAME: ADVANCED INDUSTRIAL RELATIONS IV
SUBJECT CODE: AIR400B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADVANCED LABOUR LAW
SUBJECT CODE: ALL200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: ADVANCED LABOUR RELATIONS PRACTICE V
SUBJECT CODE: ALC500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 30 hours
OVERVIEW OF SYLLABUS:
Current trends in labour relations, discipline, outsourcing, grievances, equity and ILO guidelines.

SUBJECT NAME: ADVANCED MANAGEMENT OF TRAINING IV
SUBJECT CODE: AGT400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
Strategic management of the training function and management actions applicable to the training and development departments.

SUBJECT NAME: ADVANCED PERSONNEL MANAGEMENT IV
SUBJECT CODE: APM400B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: ADVANCED RELATIONS MANAGEMENT IV
SUBJECT CODE: RLT400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
Organisation development, interpersonal skills and strategies.

SUBJECT NAME: ADVANCED STRATEGIC MANAGEMENT IV
SUBJECT CODE: AST400B
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: ADVANCED STRATEGIC MANAGEMENT V
SUBJECT CODE: AST500T
EVALUATION METHOD: 1 X 4-HOUR PAPER (OPEN BOOK)
TOTAL TUITION TIME: ± 30 hours
OVERVIEW OF SYLLABUS:
The development of strategic management functions with the emphasis on corporate, international and applied principles.

SUBJECT NAME: APPLIED BUSINESS PRINCIPLES IV
SUBJECT CODE: ARI400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Creating advanced management skills, with the emphasis on ergonomics, design, strategy formulation, virtual management, support management, disaster recovery, benchmarking, etc.

SUBJECT NAME: BUSINESS MANAGEMENT I
SUBJECT CODE: BMN120C, BMN120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: BUSINESS MANAGEMENT IA
SUBJECT CODE: BMN12AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: BUSINESS MANAGEMENT IB
SUBJECT CODE: BMN12BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: BUSINESS MANAGEMENT II
SUBJECT CODE: BMN230C
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

In the first semester, the functions of production and public relations are dealt with comprehensively. In the second semester, the financial function is studied.

SUBJECT NAME: BUSINESS MANAGEMENT II
SUBJECT CODE: BMN230T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

In the first semester, the functions of production and public relations are dealt with comprehensively. In the second semester, the financial function is studied.

SUBJECT NAME: BUSINESS MANAGEMENT III
SUBJECT CODE: BMN330C
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

Marketing management and general management. Purchasing management, personnel management and the integration of all the business functions.

SUBJECT NAME: BUSINESS MANAGEMENT IIIA
SUBJECT CODE: BMN33AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Marketing management and general management.

SUBJECT NAME: BUSINESS MANAGEMENT IIIB
SUBJECT CODE: BMN33BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours
OVERVIEW OF SYLLABUS:
Purchasing management, personnel management and the integration of all the business functions.

SUBJECT NAME: COLLECTIVE BARGAINING AND NEGOTIATION
SUBJECT CODE: CBN400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
Advanced application of collective bargaining and negotiation practice in the South African labour market environment.

SUBJECT NAME: COMMUNICATION SKILLS I
SUBJECT CODE: COS140T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours
OVERVIEW OF SYLLABUS:
The development of communication skills in the contact centre environment, emphasising basic communication skills, professional English and telephone skills.

SUBJECT NAME: COMPUTER SKILLS I
SUBJECT CODE: CSK110B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours
OVERVIEW OF SYLLABUS:
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 file management, word processing, spreadsheets and graphics, record file and database management programs, use of specific application packages in the student's study field.

SUBJECT NAME: CONTACT CENTRE MANAGEMENT I
SUBJECT CODE: CCC100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours
OVERVIEW OF SYLLABUS:
An overview of the management of a contact centre, with the emphasis on basic business principles and industry and product knowledge.

SUBJECT NAME: CONTACT CENTRE MANAGEMENT II
SUBJECT CODE: CCC200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
Creating world-class contact centre management skills, focusing on management principles, decision-making, productivity, contact centre administration, quality management, etc.

SUBJECT NAME: CONTACT CENTRE MANAGEMENT III
SUBJECT CODE: CCC300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
Creating contact centre management skills, focusing on advanced business principles, logistic management, introduction to project management and information management.

SUBJECT NAME: CONTACT CENTRE TECHNOLOGY I
SUBJECT CODE: CYC100T, CYC110T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: CONTACT CENTRE TECHNOLOGY II
SUBJECT CODE: CYC200T, CYC210T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

A focus on information management and the integration of technology in the contact centre.

SUBJECT NAME: CUSTOMER RELATIONS I
SUBJECT CODE: CUR100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

An introduction to customer relations, with the emphasis on consumer behaviour and an effort to ensure a customer orientation.

SUBJECT NAME: CUSTOMER RELATIONS II
SUBJECT CODE: CUR200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

Creating skills to ensure customer satisfaction and service quality by focusing on service marketing principles and customer service relationship management.

SUBJECT NAME: CUSTOMER RELATIONS III
SUBJECT CODE: CUR300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

Creating skills to ensure knowledge of marketing management, including influencing skills, negotiation skills, and inspirational presentations. Marketing communication, including personal selling, promotion, public relations.

SUBJECT NAME: ECONOMICS I
SUBJECT CODE: ECN120C
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

The economy, economic concepts and current economic affairs. Basic micro- and macrotheory.

SUBJECT NAME: ECONOMICS IA
SUBJECT CODE: ECN12AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

The economy, economic concepts and current economic affairs. Basic micro- and macrotheory.

SUBJECT NAME: ECONOMICS IB
SUBJECT CODE: ECN12BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

The economy, economic concepts and current economic affairs. Basic micro- and macrotheory.

SUBJECT NAME: ECONOMICS II
SUBJECT CODE: ECN210C
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:
Intermediate micro- and macro-economics and the analysis of economic growth and development.

SUBJECT NAME: END-USER COMPUTING I
SUBJECT CODE: EUC100B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:
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 file management, word processing, spreadsheets and graphics, record file and database management programs, use of specific application packages in the student's study field.

SUBJECT NAME: END-USER COMPUTING IA
SUBJECT CODE: EUC10AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:
Introduction to computers, Microsoft Word and Excel.

SUBJECT NAME: END-USER COMPUTING IB
SUBJECT CODE: EUC10BT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:
Operating systems, PowerPoint, package integration and communication.

SUBJECT NAME: ENGLISH
SUBJECT CODE: ENO100B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:
Students are equipped with a variety of essential writing and oral language skills required for effective business and industrial communication.

SUBJECT NAME: ENGLISH (A LEVEL)
SUBJECT CODE: ENG120B, ENG120T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:
Students are equipped with a variety of essential writing and oral language skills required for effective business and industrial communication.

SUBJECT NAME: FINANCIAL ACCOUNTING ASPECTS IV
SUBJECT CODE: FAA410B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: FINANCIAL AND STATISTICAL METHODS I
SUBJECT CODE: FTS100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

Students acquire the basic accounting and statistical skills to draw up a budget, carry out financial interpretations, basic calculations and risk assessment and to analyse basic trends.

SUBJECT NAME: FINANCIAL ASPECTS OF TRAINING
SUBJECT CODE: FIG200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

The principles of generally accepted accounting practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings.

SUBJECT NAME: FINANCIAL MANAGEMENT IV
SUBJECT CODE: FMN440C
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FOUNDATION BASIC BUSINESS SKILLS
SUBJECT CODE: FPBBS01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 180 hours

OVERVIEW OF SYLLABUS:

Business behavioural skills, business management, the world of work, functioning of the organisation.

SUBJECT NAME: FOUNDATION BASIC FINANCIAL CALCULATIONS
SUBJECT CODE: FPBFC01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 180 hours

OVERVIEW OF SYLLABUS:

Basic mathematical principles, basic accounting, basic financial management, basic economics and calculation.

SUBJECT NAME: FOUNDATION ENGLISH
SUBJECT CODE: FPENG03
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 180 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: FOUNDATION INDUSTRIAL RELATIONS I
SUBJECT CODE: FPIRS01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 180 hours

OVERVIEW OF SYLLABUS:

An introduction to the principles of labour relations, general labour regulation, employment contact and how to deal with employee grievances and disputes.

SUBJECT NAME: FOUNDATION OF LABOUR RELATIONS THEORY V
SUBJECT CODE: FLR500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 160 hours
OVERVIEW OF SYLLABUS:
Free enterprise, Dunlop, Chamberlain, Marxism, socialism, democracy and ILO objectives.

SUBJECT NAME: FOUNDATION PERSONNEL MANAGEMENT I
SUBJECT CODE: FPPRM01
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 180 hours
OVERVIEW OF SYLLABUS:
Behavioural differences, perception, personality, cognitive ability, attitude.

SUBJECT NAME: HUMAN RESOURCE MANAGEMENT II
SUBJECT CODE: HRM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Human behaviour, interpersonal skills, dealing with stress, motivation, time management, creativity.

SUBJECT NAME: INDUSTRIAL RELATIONS I
SUBJECT CODE: IRS100B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: INDUSTRIAL RELATIONS I
SUBJECT CODE: IRS100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: INDUSTRIAL RELATIONS II
SUBJECT CODE: IRS200B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: INDUSTRIAL RELATIONS II
SUBJECT CODE: IRS200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: INFORMATION SYSTEMS I
SUBJECT CODE: ISY120B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

Basic principles of computers, hardware, peripherals, applications, system software, system development, data management, information systems, artificial intelligence, object-orientated programming, ethics, privacy and security.

SUBJECT NAME: INFORMATION SYSTEMS II
SUBJECT CODE: ISY220B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Principles of systems analysis, planning, and development.

SUBJECT NAME: LABOUR ADMINISTRATION IA
SUBJECT CODE: LAA10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

Overview of all human resource management practices, including human resource planning, recruitment, selection, placement and induction, performance assessment, training and development.

SUBJECT NAME: LABOUR ADMINISTRATION IB
SUBJECT CODE: LAA10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

Overview of all human resource management practices, including human resource planning, recruitment, selection, placement and induction, performance assessment, training and development.

SUBJECT NAME: LABOUR ADMINISTRATION IIA
SUBJECT CODE: LAA20AT
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 36 hours

OVERVIEW OF SYLLABUS:

Students have to acquire theory and practical skills and knowledge. 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 acquired are Operating System XP and Application Software Microsoft Office Suite 2007 which include Microsoft Word, Microsoft Excel and MS PowerPoint.

SUBJECT NAME: LABOUR ADMINISTRATION IIB
SUBJECT CODE: LAA20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR ECONOMICS
SUBJECT CODE: LAE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR LAW
SUBJECT CODE: LLA100B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR LAW
SUBJECT CODE: LLA100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR LAW A
SUBJECT CODE: LLA10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR LAW B
SUBJECT CODE: LLA10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS IA
SUBJECT CODE: LRR11AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

An overview of the South African labour relations system and its distinguishing influences, parties, structures, interactions, principles and practices.

SUBJECT NAME: LABOUR RELATIONS IB
SUBJECT CODE: LRR11BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

An overview of the South African labour relations system and its distinguishing influences, parties, structures, interactions, principles and practices.

SUBJECT NAME: LABOUR RELATIONS IIA
SUBJECT CODE: LRR20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS IIB
SUBJECT CODE: LRR20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS IIIA
SUBJECT CODE: LRR30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS IIIB
SUBJECT CODE: LRR30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS LAW IA
SUBJECT CODE: LAW10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS LAW IB
SUBJECT CODE: LAW10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS LAW IIA
SUBJECT CODE: LAW20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS LAW IIB
SUBJECT CODE: LAW20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS LAW IIIA
SUBJECT CODE: LAW30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS LAW IIIB
SUBJECT CODE: LAW30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LABOUR RELATIONS MANAGEMENT
SUBJECT CODE: LRM400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
 The development of strategies and management skills, with the emphasis on strategic principles, applied management and business principles.

SUBJECT NAME: LABOUR RELATIONS: SOCIO-PSYCHOLOGICAL ASPECTS IIA
SUBJECT CODE: LRS20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours
OVERVIEW OF SYLLABUS:
 An overview of the sociological and psychological principles that influence labour relations systems, e.g. personality, attitudes, stereotypes, emotions, diversity and groups.

SUBJECT NAME: LABOUR RELATIONS: SOCIO-PSYCHOLOGICAL ASPECTS IIB
SUBJECT CODE: LRS20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours
OVERVIEW OF SYLLABUS:
 An overview of the sociological and psychological principles that influence labour relations systems, e.g. personality, attitudes, stereotypes, emotions, diversity and groups.

SUBJECT NAME: LEADERSHIP I
SUBJECT CODE: LDS100T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours
OVERVIEW OF SYLLABUS:
 Self-management, organisational environment, introduction to leadership and management principles.

SUBJECT NAME: LEADERSHIP II
SUBJECT CODE: LDS200T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
 Management principles, communication, world-class management.

SUBJECT NAME: LEADERSHIP III
SUBJECT CODE: LDS300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
 Advanced management principles, managing conflict and information.

SUBJECT NAME: LEADERSHIP IV
SUBJECT CODE: LDS400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
 Strategy, learning and knowledge organisations.

SUBJECT NAME: MANAGEMENT ECONOMICS III
SUBJECT CODE: MEC300B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
 Introduction to micro-economics, the market, elasticity, types of marketing, practical macro-economics, framework and economic policy.

SUBJECT NAME: MANAGEMENT INFORMATION SYSTEMS II
SUBJECT CODE: MIS210B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 300 hours

OVERVIEW OF SYLLABUS:

Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications.

SUBJECT NAME: MANAGEMENT OF TRAINING I
SUBJECT CODE: MTN100B, MTN100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGEMENT OF TRAINING IA
SUBJECT CODE: MTN10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MANAGEMENT OF TRAINING IB
SUBJECT CODE: MTN10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

How to function as an instructor.

SUBJECT NAME: MANAGEMENT OF TRAINING II
SUBJECT CODE: MTN200B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

How to perform situation analyses. How to learn and write learning content, how to evaluate the training programme. An overview of management development.

SUBJECT NAME: MANAGEMENT OF TRAINING II
SUBJECT CODE: MTN200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

How to perform situation analyses. How to learn and write learning content, and to evaluate the training programme. An overview of management development.

SUBJECT NAME: MANAGEMENT OF TRAINING IIA
SUBJECT CODE: MTN20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

How to perform situation analyses.

SUBJECT NAME: MANAGEMENT OF TRAINING IIB
SUBJECT CODE: MTN20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

How to learn and write learning content, and to evaluate the training programme. An overview of management development.

SUBJECT NAME: MANAGEMENT OF TRAINING IIIA
SUBJECT CODE: MTN30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Preparing students to manage the training and development function at an organisational level.

SUBJECT NAME: MANAGEMENT OF TRAINING IIIB
SUBJECT CODE: MTN30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Preparing students to manage the training and development function at an organisational level.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE IA
SUBJECT CODE: MPP10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

In a business, predetermined activities with regard to obtaining certain inputs (labour, capital, natural resources), processing or changing those inputs and delivering outputs (products or services) take place. General management is a function that differs from all the other functions in the sense that it does not exist as an independent department. It refers to the leading task that is performed at all management levels and consists of four basic and six additional management tasks. In Management I, students will be introduced to the management process, the importance of a manager, and how to lead the performance of a specific task or group of tasks in the organisation.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE IB
SUBJECT CODE: MPP10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

In a business, predetermined activities with regard to obtaining certain inputs (labour, capital, natural resources), processing or changing those inputs and delivering outputs (products or services) take place. General management is a function that differs from all the other functions in the sense that it does not exist as an independent department. It refers to the leading task that is performed at all management levels and consists of four basic and six additional management tasks. In Management I, students will be introduced to the management process, the importance of a manager, and how to lead the performance of a specific task or group of tasks in the organisation.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE IIA
SUBJECT CODE: MPP20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

The contemporary consumer lives in the age of the organisation, which in this century, in particular, has emerged as one of man's most important social institutions. Virtually all the products and services required to satisfy the consumer's and, ultimately, society's needs are produced and provided by specialised organisations. The purpose of an organisation is to realise specific goals, since people, as social beings, organise themselves into groups to achieve objectives that would be too difficult or too complex for an individual to achieve on his or her own. The aim of this instructional offering is to equip students with the necessary answers and methods of dealing with different situations that may be encountered in the organisation.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE IIB
SUBJECT CODE: MPP20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

The contemporary consumer lives in the age of the organisation, which in this century, in particular, has emerged as one of man's most important social institutions. Virtually all the products and services required to satisfy the consumer's and, ultimately, society's needs are produced and provided by specialised organisations. The purpose of an organisation is to realise specific goals, since people, as social beings, organise themselves into groups to achieve objectives that would be too difficult or too complex for an individual to achieve on his or her own. The aim of this instructional offering is to equip students with the necessary answers and methods of dealing with different situations that may be encountered in the organisation.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE IIIA
SUBJECT CODE: MPP30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

A study of management as a critical element required for socio-economic development and change in South Africa. Knowledge of and insight into related fields, i.e. ethics, corporate culture, conflict, etc., is imperative.

SUBJECT NAME: MANAGEMENT PRINCIPLES AND PRACTICE IIIB
SUBJECT CODE: MPP30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

A study of management as a critical element required for socio-economic development and change in South Africa. Knowledge of and insight into related fields, i.e. ethics, corporate culture, conflict, etc., is imperative.

SUBJECT NAME: MARKETING I
SUBJECT CODE: MRK130B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING II
SUBJECT CODE: MRK210B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

Fundamentals introduced in Marketing I are studied in greater depth. The emphasis is placed on the managerial and strategic aspects of marketing.

SUBJECT NAME: ORGANISATIONAL BEHAVIOUR IV
SUBJECT CODE: OBE410B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Background is given for the organisational behaviour in an organisation. An introduction to applications of organisational behaviour and dynamics.

SUBJECT NAME: ORGANISATIONAL DEVELOPMENT IV
SUBJECT CODE: OBD400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Organisational development and interventions.

SUBJECT NAME: ORGANISATIONAL DYNAMICS IIIA
SUBJECT CODE: ORD30AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ORGANISATIONAL DYNAMICS IIIB
SUBJECT CODE: ORD30BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PEOPLE MANAGEMENT I
SUBJECT CODE: PEO100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PEOPLE MANAGEMENT II
SUBJECT CODE: PEO200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PEOPLE MANAGEMENT III
SUBJECT CODE: PEO300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PEOPLE SKILLS I
SUBJECT CODE: PEP100T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours
OVERVIEW OF SYLLABUS:
 Introduction to human behaviour. Motivation, personality, learning, perception, attitudes and individual differences. Students' personal development and thinking skills are enhanced.

SUBJECT NAME: PEOPLE SKILLS II
SUBJECT CODE: PEP200T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
 Students acquire the skills to lead teams, with particular reference to industrial relations, selection, induction, training and performance management as the key issues.

SUBJECT NAME: PEOPLE SKILLS III
SUBJECT CODE: PEP300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours
OVERVIEW OF SYLLABUS:
 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.

SUBJECT NAME: PEOPLE SKILLS IV
SUBJECT CODE: PEP400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 48 hours
OVERVIEW OF SYLLABUS:
 Key issues include organisational development, strategies in human resource management and interpersonal skills.

SUBJECT NAME: PERSONNEL MANAGEMENT I
SUBJECT CODE: PRM110B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours
OVERVIEW OF SYLLABUS:
 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.

SUBJECT NAME: PERSONNEL MANAGEMENT I
SUBJECT CODE: PRM110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
 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.

SUBJECT NAME: PERSONNEL MANAGEMENT IA
SUBJECT CODE: PRM11AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours
OVERVIEW OF SYLLABUS:
 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.

SUBJECT NAME: PERSONNEL MANAGEMENT IB
SUBJECT CODE: PRM11BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 65 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PERSONNEL MANAGEMENT II
SUBJECT CODE: PRM210B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PERSONNEL MANAGEMENT II
SUBJECT CODE: PRM210T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection, are studied and applied in practice through practical liaison, assignments, 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 and applied in practice through practical liaison, assignments, case studies and role-playing.

SUBJECT NAME: PERSONNEL MANAGEMENT IIA
SUBJECT CODE: PRM21AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection, are studied and applied in practice through practical liaison, assignments, case studies and role-playing.

SUBJECT NAME: PERSONNEL MANAGEMENT IIB
SUBJECT CODE: PRM21BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

The maintenance phase of personnel management to promote job satisfaction. Aspects, such as induction, merit and remuneration management, are studied and applied in practice through practical liaison, assignments, case studies and role-playing.

SUBJECT NAME: PERSONNEL MANAGEMENT III
SUBJECT CODE: PRM310B
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

The dynamic factors in personnel management, the development of and an introduction to the personnel manager's 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 for success as a personnel manager or practitioner.

SUBJECT NAME: PERSONNEL MANAGEMENT IIIA
SUBJECT CODE: PRM31AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

The dynamic factors in personnel management, the development of and an introduction to the personnel manager's 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.

SUBJECT NAME: PERSONNEL MANAGEMENT IIIB
SUBJECT CODE: PRM31BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 60 hours

OVERVIEW OF SYLLABUS:

Proficiency in measuring and controlling labour turnover and absenteeism, basic interpersonal and intrapersonal skills required to succeed as a personnel manager or practitioner.

SUBJECT NAME: PRINCIPLES OF INFORMATION SYSTEMS
SUBJECT CODE: PIY100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

The computer has become an essential tool in the business world. Students are therefore introduced to the computer, its uses and applications. Basic operations, such as word processing and spreadsheets, are covered.

SUBJECT NAME: PRODUCTION MANAGEMENT I
SUBJECT CODE: POM150B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 130 hours

OVERVIEW OF SYLLABUS:

Introduction to production management, nature of operations management, product, services, design, facility planning, building capacity, quality.

SUBJECT NAME: PRODUCTION MANAGEMENT IA
SUBJECT CODE: POM15AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Production Management or Operational Management deals with the efficient production of goods and services. Students are introduced to management principles and effective ways in the production of goods and services at an organisation.

SUBJECT NAME: PRODUCTION MANAGEMENT IB
SUBJECT CODE: POM15BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Production Management or Operational Management deals with the efficient production of goods and services. Students are introduced to management principles and effective ways in the production of goods and services at an organisation.

SUBJECT NAME: PRODUCTION MANAGEMENT II
SUBJECT CODE: POM220B
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

Projection, planning techniques, JIT systems, procurement management, stock management.

SUBJECT NAME: PROJECT MANAGEMENT IV
SUBJECT CODE: PJG400D
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: PROJECT MANAGEMENT IV
SUBJECT CODE: PJG400E
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: QUANTITATIVE TECHNIQUES I
SUBJECT CODE: QTQ100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 120 hours

OVERVIEW OF SYLLABUS:

Basic mathematics (numbers, fractions, exponents, scientific notation and summation notation), percentages, ratios, proportions and algebra, financial calculations: interests and annuities, graphing, introduction to business statistics, visual presentation of data, measures of central location and of dispersion, sampling and index numbers. Elementary probabilities and counting rules, probability functions and the binomial distribution, normal distributions and confidence intervals, correlation analysis, regression analysis, time series and trend analysis, hypothesis testing and analysis of frequency data.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100L, RMD100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

Students acquire the skills to use research statistics and complete research projects.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100U
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 64 hours

OVERVIEW OF SYLLABUS:

Students acquire the skills to use research statistics and complete research projects.

SUBJECT NAME: STRATEGIC LABOUR RELATIONS MANAGEMENT V
SUBJECT CODE: SLT500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Environmental influences, politics, union ideologies, globalisation, workforce shifts and HIV/Aids.

SUBJECT NAME: TRAINING AND DEVELOPMENT STRATEGIES IV
SUBJECT CODE: TDG400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 48 hours

OVERVIEW OF SYLLABUS:

Training strategies at individual, organisational and national level.

SUBJECT NAME: TRAINING AND DEVELOPMENT STRATEGIES V
SUBJECT CODE: TDG500T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

International training strategies, strategic positioning of training, policy, planning.

8. DEPARTMENT OF TOURISM MANAGEMENT

8.1 NATIONAL DIPLOMA: ADVENTURE TOURISM MANAGEMENT Qualification code: NDAV01

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 - 27 points will be interviewed, and those with 25 points and less will not be accepted.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English - home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) test.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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**

8.2 BACCALAUREUS TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT

Qualification code: BTAV97

REMARKS

- a. Admission requirement(s): A National Diploma: Adventure 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 and campus: Pretoria Campus (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**

8.3 **MAGISTER TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT** Qualification code: MTAV99

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: Pretoria 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 |

8.4 **DOCTOR TECHNOLOGIAE: ADVENTURE TOURISM MANAGEMENT** Qualification code: DTAV99

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 and campus: Pretoria Campus (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 |

8.5 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: ADVENTURE TOURISM LAW I
SUBJECT CODE: ATW100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ADVENTURE TOURISM PRACTICE I
SUBJECT CODE: ATI100T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An overview of the tourism industry. Profiling the adventure tourism industry. Adventure tourism destinations. Cultural sensitivity. First Aid, Levels I and II.

SUBJECT NAME: ADVENTURE TOURISM PRACTICE II
SUBJECT CODE: ATI200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Events management. Health and the international traveller. Front Office Management. Summit, Tourplan, GPS and Opera.

SUBJECT NAME: ADVENTURE TOURISM PRACTICE III
SUBJECT CODE: ATI300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Adventure tourism destination development.

SUBJECT NAME: ADVENTURE TOURISM PRACTICE IV
SUBJECT CODE: ATI400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Resort and service management.

SUBJECT NAME: ADVENTURE TOURISM PROJECT IV
SUBJECT CODE: AVP400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The syllabus theme is limited to the adventure tourism industry and students may select any appropriate topics of their own choice. The project must cover a relevant adventure tourism topic and must contain a research component of at least a 50%. Candidates must follow the required standard and no deviations will be accepted.

SUBJECT NAME: BUSINESS ADMINISTRATION I
SUBJECT CODE: BAD150C
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Economic principles. Industrial sectors. Forms of ownership. Financing. Insurance. Post and telecommunication services. The administrative function. Office procedures and duties. Financial administrative procedures.

SUBJECT NAME: COMMERCIAL RECREATION I
SUBJECT CODE: CLR100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An overview of management. Planning for a dynamic environment. Strategic decision-making. Concepts such as organising, leading, controlling and evaluating. ARA, Level I.

SUBJECT NAME: COMMERCIAL RECREATION II
SUBJECT CODE: CLR200T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Initiating and managing commercial recreation. Economic feasibility studies. Financial management. Entrepreneurship (starting a small leisure business). ARA Level II.

SUBJECT NAME: COMMERCIAL RECREATION III
SUBJECT CODE: CLR300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Effective marketing. Managing the recreation enterprise. Commercial recreation programming. Local commercial recreation. Outdoor commercial recreation. Entrepreneurship.

SUBJECT NAME: COMMERCIAL RECREATION IV
SUBJECT CODE: CLR400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Managing the recreation enterprise. Commercial recreation industries (travel and hospitality industry, sporting and recreation goods, outdoor resorts and camping).

SUBJECT NAME: COMMUNICATION: ENGLISH I
SUBJECT CODE: COM170T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Communication principles and techniques. Personal language skills. Business communication. Public communication.

SUBJECT NAME: COMPUTER USAGE I
SUBJECT CODE: CUS110C
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Basic concepts of IT, Microsoft Word, Excel and PowerPoint for Windows. Internet (e-mail).

SUBJECT NAME: EXPERIENTIAL LEARNING I
SUBJECT CODE: EXP1ADT
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The subject consists of adventure activities. All required activities must be successfully completed.

SUBJECT NAME: EXPERIENTIAL LEARNING II
SUBJECT CODE: EXP2ADT
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The subject consists of adventure activities. All required activities must be successfully completed.

SUBJECT NAME: EXPERIENTIAL LEARNING III
SUBJECT CODE: EXP3ADT
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The subject consists of adventure activities. All required activities, as well as WIL, must be successfully completed.

SUBJECT NAME: NATURAL ENVIRONMENT I
SUBJECT CODE: NAE100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Environmental aspects of tourism. Land classification and landscapes. Environmental issues and conservation. Ecological processes. Conservation principles.

SUBJECT NAME: OUTDOOR RECREATION I
SUBJECT CODE: ODR100T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Outdoor adventure land and activity classification. Outdoor adventure skills. Outdoor education values. Outdoor leadership. Competency (programme planning). Tourism development. Practical work include: water safety/swimming/life saving, mountain biking, rock climbing and abseiling, paddling.

SUBJECT NAME: OUTDOOR RECREATION II
SUBJECT CODE: ODR200T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Professional practice in outdoor recreation (learning and teaching outdoor recreation, outdoor programme planning, competency programme – placement in industry). Practical work include: water safety/swimming/life saving, mountain biking, rock climbing and abseiling, paddling.

SUBJECT NAME: OUTDOOR RECREATION III
SUBJECT CODE: ODR300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Leading in the outdoors (introduction to ecotourism, adventure recreation practice, group management, outdoor education). Competency programme. Regional expeditions. First Aid level III.

SUBJECT NAME: OUTDOOR RECREATION IV
SUBJECT CODE: ODR400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Development training. Expedition management. International adventure recreation networks. Competency: managing an international expedition.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100X
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

8.6 NATIONAL DIPLOMA: ECOTOURISM MANAGEMENT

Qualification code: NDEK01

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.

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 HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008:**

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria:

Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) test.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria Campus (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 practicals 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 practicals. Uniforms may also be worn to class and practicals. Students will be provided with details about uniforms at registration.

Membership of the Pretoria Campus Wildlife Society is strongly recommended for all students.

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-NatalTOTAL 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 Ecotourism Interpretation II |

Field Trip 4 - Mpumalanga/LowveldTOTAL 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 Ecotourism: Biology IIB |
| EXP1ETM | Experiential Learning I | (0,250) | |

SECOND SEMESTER

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

| | |
|------------|---------------------------------------------------------------------------------------|
| 8.7 | BACCALAUREUS TECHNOLOGIAE: ECOTOURISM MANAGEMENT Qualification code: BTEK01 |
|------------|---------------------------------------------------------------------------------------|

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 (\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 applicants' suitability/competence for admission to the programme.
- Depending on the nature of such an equivalent qualification, the completion of certain additional subjects may be required.
- b. Selection criteria: All applications are subject to selection.
- c. Minimum duration: One year.
- d. Presentation and campus: Pretoria Campus (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

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 a 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 his or her 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 and campus: Pretoria Campus (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 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: COMPUTER USAGE I
SUBJECT CODE: CUS110T
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Basic concepts of IT, Microsoft Word, Excel and PowerPoint for Windows. Internet and e-mail.

SUBJECT NAME: ECOTOURISM: BIOLOGY IA
SUBJECT CODE: ECB10AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Plants: Five Kingdom system of classification. Organography of plants (roots, stems, leaves, flowers, fruit). Plant ecology.

SUBJECT NAME: ECOTOURISM: BIOLOGY IB
SUBJECT CODE: ECB10BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Animals: invertebrates (identification, ecological roles, life cycles). Ecology: principles, biotic and abiotic environment.

SUBJECT NAME: ECOTOURISM: BIOLOGY IIA
SUBJECT CODE: ECB20AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

The use of botanical keys: general and specialist keys, plant identification, and an in-depth study of the biomes of Southern Africa.

SUBJECT NAME: ECOTOURISM: BIOLOGY IIB
SUBJECT CODE: ECB20BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Animals: vertebrates (identification, ecological roles, life cycles). Ecology: trophic levels, food chains, energy flow, biogeochemical cycles.

SUBJECT NAME: ECOTOURISM: BIOLOGY III
SUBJECT CODE: ECB301T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Use of plants: medicinal, cultural, by animals, aesthetic purposes. Animals: speciation and zoogeography, basic genetics, basic ethology. Ecology: ecological habitats, estuaries, marine, terrestrial.

SUBJECT NAME: ECOTOURISM: BIOLOGY IVA
SUBJECT CODE: ECB40AT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Human-nature interaction: Understanding human behavior in nature and cultural differences. Ecology: environmental impact assessment, integrated environmental management.

SUBJECT NAME: ECOTOURISM: BIOLOGY IVB
SUBJECT CODE: ECB40BT
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
 Rare and endangered plants. Problem plants. Sociobiology. Behavioural ecology. Conservation biology.

SUBJECT NAME: ECOTOURISM DEVELOPMENT I
SUBJECT CODE: ECD100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours
OVERVIEW OF SYLLABUS:
 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.

SUBJECT NAME: ECOTOURISM DEVELOPMENT II
SUBJECT CODE: ECD200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours
OVERVIEW OF SYLLABUS:
 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).

SUBJECT NAME: ECOTOURISM DEVELOPMENT III
SUBJECT CODE: ECD300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 75 hours
OVERVIEW OF SYLLABUS:
 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).

SUBJECT NAME: ECOTOURISM DEVELOPMENT IV
SUBJECT CODE: ECD400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours
OVERVIEW OF SYLLABUS:
 Project management for ecotourism development. Sustainable ecodevelopment practices made applicable to South Africa: case studies. Geographic information systems (GIS).

SUBJECT NAME: ECOTOURISM INTERPRETATION I
SUBJECT CODE: ECI101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours
OVERVIEW OF SYLLABUS:
 Communication process: models and listening skills. Communication technology, i.e. audiovisual aids. Presentation skills: oral and written, verbal and non-verbal. Perceptions and attitudes. Credibility. Intercultural communication. Group dynamics. Interpersonal skills.

SUBJECT NAME: ECOTOURISM INTERPRETATION II
SUBJECT CODE: ECI201T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Environmental Interpretation: general. Interpretation planning. Guided activities and techniques. Self-guided activities: exhibits, brochures, signage. Trail development and construction. Environmental education: sustainability, environmental literacy, development of resource material, programmes and tools.

SUBJECT NAME: ECOTOURISM INTERPRETATION III
SUBJECT CODE: ECI301T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ECOTOURISM MANAGEMENT I
SUBJECT CODE: ECQ100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

An overview of management. Planning for a dynamic environment. Strategic decision-making. Concepts, such as organising, leading, controlling and evaluating.

SUBJECT NAME: ECOTOURISM MANAGEMENT II
SUBJECT CODE: ECQ200T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Consists of three components: Human Resource Management, Financial Management and Economics for Ecotourism.

SUBJECT NAME: ECOTOURISM MANAGEMENT III
SUBJECT CODE: ECQ300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

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 business. E-commerce opportunities. Intrapreneurship. First aid level I and II.

SUBJECT NAME: ECOTOURISM MANAGEMENT IV
SUBJECT CODE: ECQ400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

Introduction to strategic management. Strategic analyses. Environmental scanning. Industry analyses. Formulation of strategy. Implementation of strategy. Evaluation of strategy.

SUBJECT NAME: ECOTOURISM MARKETING I
SUBJECT CODE: ECK100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Introduction to ecotourism marketing. The ecotourism market, product, pricing, distribution, retailing and wholesaling. Marketing communications for ecotourism. Marketing planning for ecotourism.

SUBJECT NAME: ECOTOURISM MARKETING II
SUBJECT CODE: ECK200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

What ecotourism marketing is. Planning: research and analyses, marketing strategy and planning. Implementing the marketing plan. Controlling and evaluating the marketing plan.

SUBJECT NAME: ECOTOURISM PRACTICE I
SUBJECT CODE: ECR100T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: ECOTOURISM PRACTICE II
SUBJECT CODE: ECR200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Conferences and other events: Lodge management and front-office operations: Client care. Health and safety. Opera. Tour Plan. Summit.

SUBJECT NAME: EXPERIENTIAL LEARNING I
SUBJECT CODE: EXP1ETM
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: 6 months

OVERVIEW OF SYLLABUS:

Industry-related training as determined by the industry and the University. Report to be submitted and assessed.

SUBJECT NAME: EXPERIENTIAL LEARNING II
SUBJECT CODE: EXP2ETM
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: 6 months

OVERVIEW OF SYLLABUS:

Industry-related training as determined by the industry and the University. Report to be submitted and assessed.

SUBJECT NAME: RESEARCH METHODOLOGY A
SUBJECT CODE: RMD10AH
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: RESEARCH METHODOLOGY B
SUBJECT CODE: RMD10BH
EVALUATION METHOD: RESEARCH REPORT AND ORAL EXAMINATION
TOTAL TUITION TIME: ± 40 hours

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: WILDLIFE MANAGEMENT I
SUBJECT CODE: WIM101T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

Basic field guiding skills (FGASA level I) 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.

SUBJECT NAME: WILDLIFE MANAGEMENT II
SUBJECT CODE: WIM201T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: ± 75 hours

OVERVIEW OF SYLLABUS:

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.

8.10 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: 14 days.

8.11 NATIONAL DIPLOMA: EVENT MANAGEMENT

Qualification code: NDVM09

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: The selection process for Events Management is as follows:

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 - 11 points will be invited for an evaluation test, and those who score 9 points and less will not be accepted.

- ii) The Department has the right to invite applicants for an evaluation test and personal interviews with a representative of the Department.
- iii) An orientation programme in January of the first study year.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria:

Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) test.

- b. Minimum duration: Three years.
- c. Presentation and campus: Pretoria (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

| | | | |
|---------|------------------------------|---------|---------------------|
| EVE200T | Event Management Practice II | (0,335) | |
| EVM300T | Event Management III | (0,334) | Event Management II |
| EVP300T | Event Planning III | (0,333) | Event Planning II |

TOTAL CREDITS FOR THE THIRD YEAR: **1,002**

8.12 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry changes.

SUBJECT NAME: EVENT COMMUNICATION I
SUBJECT CODE: EVC100T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
 Communicate in a business environment using various technologies in sharing and gathering information.

SUBJECT NAME: EVENT MANAGEMENT I
SUBJECT CODE: EVM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
 Introduction to event administration. Introduction to event accounting.

SUBJECT NAME: EVENT MANAGEMENT II
SUBJECT CODE: EVM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
 Human resource management with specific reference to the event industry. Financial management.

SUBJECT NAME: EVENT MANAGEMENT III
SUBJECT CODE: EVM300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
 Starting an event business and all other aspects of entrepreneurship.

SUBJECT NAME: EVENT MANAGEMENT PRACTICE II
SUBJECT CODE: EVE200T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
 Analyse an event within the organisation where WIL is taking place through all phases of the event project.

SUBJECT NAME: EVENT MARKETING I
SUBJECT CODE: EVR100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to event marketing.

SUBJECT NAME: EVENT MARKETING II
SUBJECT CODE: EVR200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Marketing destinations and venues. Innovative marketing communications.

SUBJECT NAME: EVENT PLANNING I
SUBJECT CODE: EVP100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Introduction to the tourism industry. Tourism geography. National and international event industry.

SUBJECT NAME: EVENT PLANNING II
SUBJECT CODE: EVP200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Develop an event plan. Event design. Customer care.

SUBJECT NAME: EVENT PLANNING III
SUBJECT CODE: EVP300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: EVENT PROJECT MANAGEMENT I
SUBJECT CODE: EVJ100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Plan an event project through all its stages by applying the basic principles of project management.

SUBJECT NAME: EVENT PROJECT MANAGEMENT II
SUBJECT CODE: EVJ200T
EVALUATION METHOD: PRACTICAL ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Plan an event project through all its stages, utilising the technological applications.

SUBJECT NAME: EVENT RISK MANAGEMENT I
SUBJECT CODE: EVG100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
All laws and Acts that govern the tourism and event industry.

SUBJECT NAME: EVENT RISK MANAGEMENT II
SUBJECT CODE: EVG200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Safety and risk management plans for various event genres.

SUBJECT NAME: EVENT TECHNOLOGY I
SUBJECT CODE: EVT100T
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Operate a basic computer system. Produce reports, assignments, presentations using Microsoft Office. Manage electronic information to ensure high-quality record keeping.

SUBJECT NAME: EVENT TECHNOLOGY II
SUBJECT CODE: EVT200T
EVALUATION METHOD: PRACTICAL ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
Technological applications of the event industry. Pastel. MS Project.

SUBJECT NAME: FRENCH
SUBJECT CODE: FRE110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: GERMAN
SUBJECT CODE: GER110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

SUBJECT NAME: SPANISH
SUBJECT CODE: SNH110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:
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.

**8.13 MAGISTER TECHNOLOGIAE: TOURISM AND HOSPITALITY
MANAGEMENT**
Qualification code: MTTH99

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 and campus: Pretoria Campus (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 |

8.14 NATIONAL DIPLOMA: TOURISM MANAGEMENT
Qualification code: NDTM02

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 - 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 of the Department.

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

Admission requirement(s): A National Senior Certificate or an equivalent qualification, with English and Mathematics or Mathematical Literacy.

Recommended subject(s): None.

Selection criteria: Admission Points Score (APS):

| SUBJECT REQUIREMENTS | MINIMUM PERFORMANCE LEVEL/SCORE |
|----------------------------------------------------------|---------------------------------|
| Specifically required subjects: | |
| English – home language or first additional language | 3 |
| Mathematics or Mathematical Literacy | 3 |
| Additional subjects (excluding Life Orientation): | |
| Any four other subjects with a final score of 12 | |
| TOTAL APS SCORE: | 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 (PA) test.

b. Minimum duration: Three years.

c. Presentation and campus: Pretoria and Mbombela campuses (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**

| |
|-----------------------------------------------------------------------------------------------|
| 8.15 BACCALAUREUS TECHNOLOGIAE: TOURISM MANAGEMENT Qualification code: BTM05 |
|-----------------------------------------------------------------------------------------------|

REMARKS

- 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.
- Selection criteria: Admission is subject to selection.
- Minimum duration: One year.

- d. Presentation and campus: Pretoria Campus (day classes). Mbombela Campus (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.

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**

8.16 SUBJECT INFORMATION

Syllabus content subject to change to accommodate industry needs.

SUBJECT NAME: ADVANCED STRATEGIC MANAGEMENT IV
SUBJECT CODE: AST400D
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: COMMUNICATION I
SUBJECT CODE: CEN170T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Communication principles and techniques. Personal language skills. Industrial communication. Public communication.

SUBJECT NAME: END-USER COMPUTING I
SUBJECT CODE: EUC100C
EVALUATION METHOD: PRACTICAL
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Basic concepts of IT, Microsoft Word, Excel and PowerPoint for Windows. Internet (e-mail).

SUBJECT NAME: FRENCH
SUBJECT CODE: FRE110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: GERMAN
SUBJECT CODE: GER110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: LAW FOR TOURISM I
SUBJECT CODE: LTO100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: MARKETING FOR TOURISM I
SUBJECT CODE: MTR100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Introduction to marketing. Marketing information. Market measurement and forecasting. Target markets. The marketing mix.

SUBJECT NAME: MARKETING FOR TOURISM II
SUBJECT CODE: MTR200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Strategic marketing. Environmental scanning. Competition analysis and strategies. Consumer and organisational buying behaviour. The SWOT analysis.

SUBJECT NAME: MARKETING FOR TOURISM III
SUBJECT CODE: MTR300T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The marketing plan. Product strategies. Pricing strategies. Distribution strategies. Promotion strategies.

SUBJECT NAME: RESEARCH METHODOLOGY
SUBJECT CODE: RMD100X
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An 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.

SUBJECT NAME: SPANISH
SUBJECT CODE: SNH110T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: TOURISM DEVELOPMENT I
SUBJECT CODE: TDM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: TOURISM DEVELOPMENT II
SUBJECT CODE: TDM200T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: TOURISM DEVELOPMENT III
SUBJECT CODE: TDM300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: TOURISM DEVELOPMENT IV
SUBJECT CODE: TDM400T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

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.

SUBJECT NAME: TOURISM MANAGEMENT PRACTICE II
SUBJECT CODE: TPX201T
EVALUATION METHOD: EXPERIENTIAL LEARNING
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

Industry-related training, as determined by the industry and the University.

SUBJECT NAME: TOURISM PROJECT IV
SUBJECT CODE: TPJ400T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

The syllabus theme is limited to the tourism industry.

SUBJECT NAME: TRAVEL AND TOURISM MANAGEMENT I
SUBJECT CODE: TTM100T
EVALUATION METHOD: 1 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available

OVERVIEW OF SYLLABUS:

An overview of management. Planning for a dynamic environment. Strategic decision-making. Concepts, such as organising, leading, controlling and evaluating.

SUBJECT NAME: TRAVEL AND TOURISM MANAGEMENT II
SUBJECT CODE: TTM200T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Consists of three components – Human Resources Management, Financial Management and Economics for Tourism.

SUBJECT NAME: TRAVEL AND TOURISM MANAGEMENT III
SUBJECT CODE: TTM300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
The entrepreneur – characteristics and nature of entrepreneurship. Creativity and innovation. Business plan. Legal aspects and financing. Franchising. E-commerce opportunities. Entrepreneurship.

SUBJECT NAME: TRAVEL AND TOURISM PRACTICE I
SUBJECT CODE: TTP100T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Travel agency operations and procedures. Destinations. Guest house management.

SUBJECT NAME: TRAVEL AND TOURISM PRACTICE II
SUBJECT CODE: TTP200T
EVALUATION METHOD: 2 X 3-HOUR PAPER
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Tour operations and procedures. Destinations. Front office operations. Health and safety. Opera. Tour plan.

SUBJECT NAME: TRAVEL AND TOURISM PRACTICE III
SUBJECT CODE: TTP300T
EVALUATION METHOD: CONTINUOUS ASSESSMENT
TOTAL TUITION TIME: Not available
OVERVIEW OF SYLLABUS:
Air travel. Conferences and other events.

NOTES

A series of horizontal dotted lines for writing notes. The page is decorated with several large, light gray geometric shapes, including a circle in the top right, a large triangle on the left, and several overlapping polygons in the center and right. A light gray shaded area covers the bottom portion of the page.

NOTES

A series of horizontal dotted lines for writing notes. The page features several large, light gray geometric shapes overlaid on the lines, including a large circle on the right, a large triangle on the left, and several smaller polygons and rectangles scattered across the page. The bottom of the page has a light gray shaded area.