

Short Learning Programmes

2013

**College of Economic and
Management Sciences**



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university
of south africa

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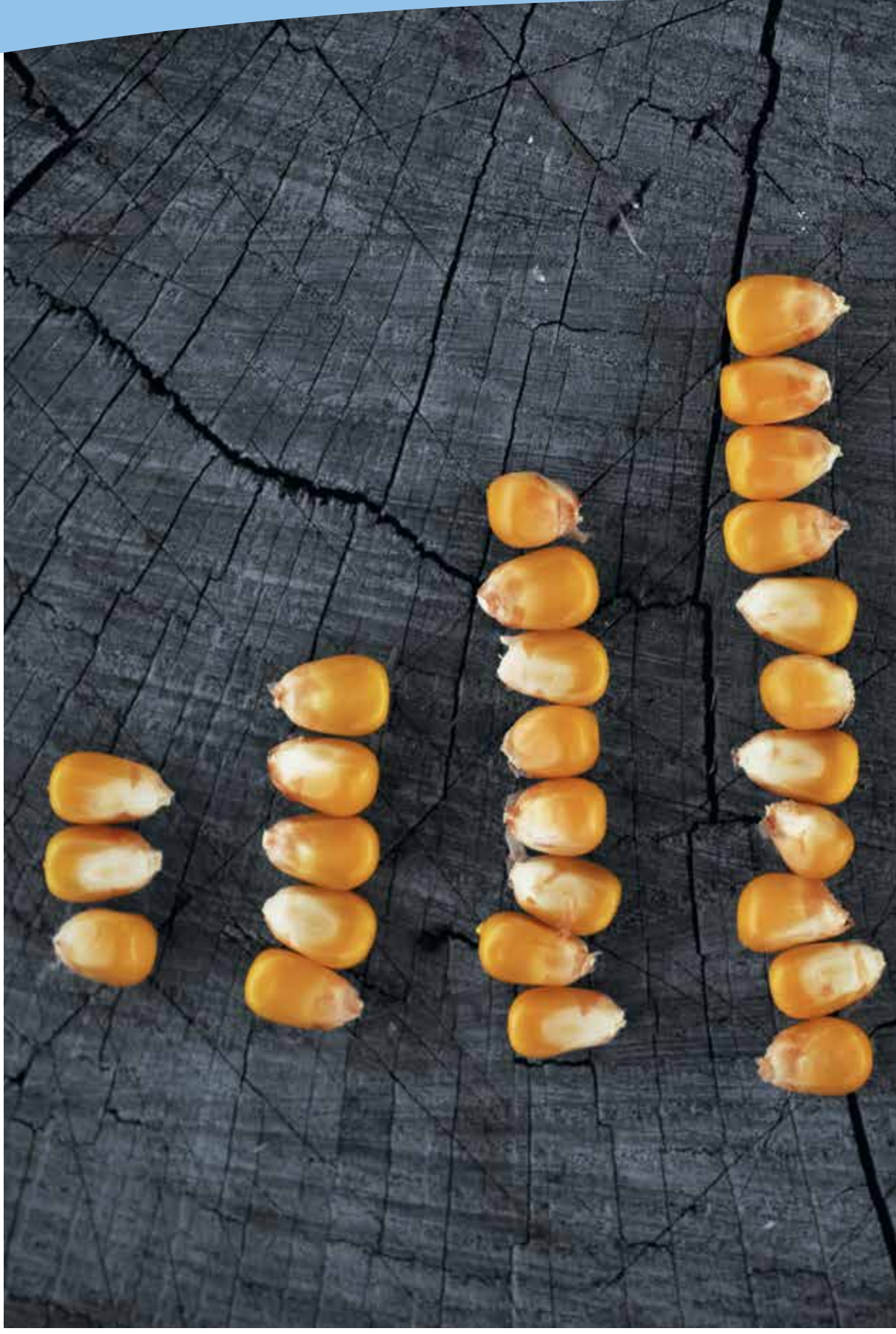
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INTRODUCTION





Commerce is expanding and developing daily, making the demand for business, economics and finance professionals ever greater. The College of Economic and Management Sciences (CEMS) has developed its wide-range of short learning programmes (SLPs) to accommodate this demand.

These “short courses” incorporate new knowledge, making it available to students and business practitioners alike, so they can quickly adapt to the changes at hand.

Our SLPs are extensive and diverse, ideal for students who want to “make it” in the real world. Seasoned professionals, too, will find these courses invaluable in terms of furthering their knowledge and advancing their careers. Business owners, in turn, will enjoy our project and business management programmes; accountants will benefit from our courses in bookkeeping, payroll, auditing and taxation. Likewise, our Centre for Industrial and Organisational Psychology is an ideal resource if you’re interested in the workforce, client service excellence and industrial psychology.

We offer advanced courses to graduates – through Unisa’s SBL – which provide upskilling opportunities in areas such as advanced project management and executive development.

These are just a few examples. All our SLPs provide opportunities across the broad spectrum of commerce.

We are proud to present them to you. We hope they help in growing your knowledge and furthering your career.

Centre for Blended-Learning Studies

Enquiries regarding the SLPs offered through the Centre for Blended-Learning Studies should be directed to

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SLPs offered through the Centre for Blended-Learning Studies

Programme in Primary and Secondary Explosives (76701)

Duration: 6 months

Credits: 96

NQF Level: 6

Purpose: To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure that students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems at middle management level.

Target group: The explosives and armaments industry as well as the Department of Defence. All students wishing to register for the SLP in explosives have to be employed in the explosives industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent in language, numeracy and communication skills at NQF level 5.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Primary High Explosives: PPSE01B - 12 credits
- **Module 2:** Secondary High Explosives and Blast Design Principles: PPSE02C - 12 credits
- **Module 3:** Propellants, Blasting and Ground Vibration: PPSE03D - 12 credits
- **Module 4:** Propellants: PPSE04E - 12 credits
- **Module 5:** Quality Management Principles when Supervising Staff: PPSE05F - 12 credits
- **Module 6:** Configuration Management Techniques: PPSE06G - 12 credits
- **Module 7:** Quality Management Principles in the Working Environment: PPSE07H - 12 credits
- **Module 8:** Quality Techniques: PPSE08J - 12 credits

Programme in Commercial Explosives, Pyrotechnics and Explosives Legislation (76702)

Duration: 6 months

Credits: 96

NQF Level: 6

Purpose: To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure that students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems at middle management level.

Target group: The explosives and armaments industry as well as the Department of Defence. All students wishing to register for the SLPs in explosives have to be employed in the explosives industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent in language, numeracy and communication skills at NQF level 5.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Pyrotechnics for a Particular Application: PCPL01D - 12 credits
- **Module 2:** Supervise Limited Production Processes and Perform Routine Tasks: PCPL02E - 12 credits

Continued...

- **Module 3:** Pyrotechnics, Properties and Performance: PCPL03F - 12 credits
- **Module 4:** Supervise Flow-line and Plant Design Optimisation: PCPL04G - 12 credits
- **Module 5:** Workplace Safety and Health Requirements: PCPL05H - 12 credits
- **Module 6:** Health and Safety Related Legal Requirements: PCPL06J - 12 credits
- **Module 7:** Health and Safety Management System Requirements: PCPL07K - 12 credits
- **Module 8:** Risk Management Principles: PCPL08L - 12 credits

Programme in Explosives Test and Evaluation (76703)

Duration: 6 months

Credits: 96

NQF Level: 7

Purpose: To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure that students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems at middle management level.

Target group: The explosives and armaments industry as well as the Department of Defence. All students wishing to register for the SLPs in explosives have to be employed in the explosives industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent in language, numeracy and communication skills at NQF level 5.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Determination of the Properties of the Explosives: PETE01J - 12 credits
- **Module 2:** Analysis of Explosives and Environmental Tests: PETE02K - 12 credits
- **Module 3:** Explosives Handling Techniques and Static Electricity Control: PETE03L - 12 credits
- **Module 4:** Explosives Flow-line and Plant Design Optimisation: PETE04M - 12 credits
- **Module 5:** Environmental Requirements in an Explosives Workplace: PETE05N - 12 credits
- **Module 6:** Core Environmental Legal Requirements in an Explosives Environment: PETE06P - 12 credits
- **Module 7:** Additional Environmental Legal Requirements in an Explosives Environment: PETE07Q - 12 credits
- **Module 8:** Environmental Management System Requirements in an Explosives Environment PETE08R - 12 credits

Programme in the Introduction to Explosives (76704)

Duration: 6 months

Credits: 48

NQF Level: 5

Purpose: To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure that students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems at middle management level.

Target group: The explosives and armaments industry as well as the Department of Defence. All students wishing to register for the SLPs in explosives have to be employed in the explosives industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent in language, numeracy and communication skills at NQF level 5.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Explosive Technologies and Skills: PIIE01P - 12 credits
- **Module 2:** Explosive or Combination of Explosives for a Particular Application: PIIE02Q - 12 credits
- **Module 3:** Appropriate Common Explosives Accessories: PIIE03R - 12 credits
- **Module 4:** Utilise and Maintain Standard Services and Measuring Apparatus in the Services and Measuring Apparatus in Explosive Plants: PIIE04S - 12 credits

Centre for Accounting Studies

Enquiries regarding the SLPs offered through the Centre for Accounting Studies should be directed to the following:

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Registration form – send a blank e-mail to CASregister@unisa.ac.za OR Click on the link below:
<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=23249>
<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=16539>

SLPs offered through the Centre for Accounting Studies

Short Course in Financial and Accounting Principles for Public Entities (71323)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To provide competencies (knowledge, skills and values) to board members and officials of public entities in respect of legislative requirements, financial and accounting principles, good corporate governance and managerial decision-making. Qualifying students should be able to contribute towards more effective boards and service delivery of public entities in general.

Target group: Board members, officials and prospective employees of public entities.

Board members as well as officials of public entities need to be informed and/or their knowledge refreshed with regard to the relevant financial, legislative and corporate governance issues of these entities, to ensure effective financial decision-making.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or equivalent work experience or work-based learning. Students must have access to a computer and e-mail as all study material will be communicated in electronic format (unless special arrangements are made with the administrator).

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Financial and Accounting Principles for Public Entities: PEFAP1F - 12 credits

Short Course in the Introduction to Performance Auditing (76163)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To present an opportunity to prospective performance auditors and people currently working as performance and/or internal auditors to receive training to enable them to conduct a performance audit.

Target group:

- people working in the field of performance auditing without any formal academic training in performance auditing
- people who want to refresh their skills in the field of performance auditing
- people who are interested in acquiring the skills to conduct a performance audit

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January, with a two-hour examination in May/June

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Introduction to Performance Auditing: SCPA01T - 12 credits

Short Course in the Introduction to the Internal Audit Process (76651)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To present an opportunity for prospective internal auditors and people currently working as internal auditors to receive training to enable them to conduct a basic internal audit.

Target group:

- people working in the field of internal auditing without any formal academic training in internal auditing or the internal audit process
- people who want to refresh their skills in the field of internal auditing
- people who are interested in acquiring the skills to conduct a basic internal audit

Continued...

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January, with a two-hour examination in May/June

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** An Introduction to the Internal Audit Process: SCIAP01 - 12 credits

Short Course in the Professional Practice Framework for Internal Auditors (70831)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To present an opportunity for prospective internal auditors and people currently working as internal auditors to receive training to enable them to comply with the requirements of The Institute of Internal Auditors' Professional Practice Framework.

Target group:

- people working in internal auditing or forensic auditing, who are not proficient in complying with all the requirements of the Professional Practice Framework
- members of audit committees who are not qualified internal auditors
- people who want to reskill into the field of internal auditing
- internal auditors in the public sector who are compelled by law to comply with the Standards for the Professional Practice of Internal Auditing

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 to 11 December, 5 to 26 January, with a two-hour examination in May/June

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** The Professional Practice Framework for Internal Auditors: PPFC01B - 12 credits

Course in Accounting for School Governance (72192)

Duration: 1 year
(1 intake per year)

Credits: 24

Language: Study material will be in English. Students may, however, communicate and answer the assignments and examination in either English or Afrikaans.

NQF Level: 5

Purpose: To equip students with a practical knowledge of accounting which will enable them to use basic standard accounting techniques to account for the various events that occur in South African schools in order to improve the general governance of the school.

Target group: Administrative staff dealing with the accounting aspects of a school, school principals, members of governing bodies of schools, parents, educators, members of local communities and staff at educational departments who have an interest in education and governance in schools and who may want to obtain a formal background to accounting procedures for governing school finances or school fund-raising and spending activities.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Accounting for School Governance: ACSG016 - 24 credits

Course in Administration of Estates (70874)

Duration: 1 year

Credits: 30

Language: English and Afrikaans.

NQF Level: 6

Purpose: This course covers the entire field of the administration of deceased and insolvent estates. The objective of the course is to equip students with the knowledge required to enable them to wind up both deceased and insolvent estates of individuals as well as insolvent estates of partnerships, companies and close corporations. The course is of a practical nature.

Target group: This course will benefit tax consultants, employees of accounting, banking and legal firms who, inter alia, specialise in the winding up of estates and specific employees at the South African Revenue Service and the Master of the High Court. Knowledge of the determination of taxable income will be to their advantage.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** The Administration of Estates: ESTX01M - 30 credits

Course in Auditing in an IT Environment (76678)

Duration: 3 months

Credits: 36

NQF Level: 5

Purpose: To present an opportunity for prospective IT auditors and people currently working as internal or external auditors to receive training to enable them to conduct a basic IT audit.

Target group:

- people working in the field of IT auditing without any formal academic training in IT auditing
- people who want to refresh their skills in the field of IT auditing
- people who are interested in acquiring the skills to conduct an IT audit

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or appropriate work-based experience of a period of 6 to 12 months with a confirmation letter from the employer.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January, with a two-hour examination in May/June

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Introduction to IT Auditing: CAITE01 - 12 credits
- **Module 2:** Conducting a Basic IT Audit: CAITE02 - 12 credits
- **Module 3:** Auditing Advanced IT Systems: CAITE03 - 12 credits

Course in Basic Principles of Financial Statement Analysis and Interpretation (70882)

Duration: 1 year

Credits: 24

Language: English and Afrikaans.

NQF Level: 5

Purpose: To equip the student with a well-founded knowledge of the following: the nature and contents of financial reports and the principles and practices which determine their quality; basic analysis and interpretation of financial statements (of private undertakings or local authorities) and reporting on them; basic principles of cost accounting - relevant techniques and applications; basic aspects of financing, financing costs and budgets; reporting and analyses.

Target group: People who do basic accounting work (such as budgeting and/or budgeting control and analysis of financial and other results) in the following sectors: industry, trade, finance and professional services; government departments, public office and local governments.

Continued...

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or appropriate experience and a basic accounting background.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Basic Principles of Financial Statement Analysis and Interpretation: FAIN018 - 24 credits

Course in Fundamental Accounting (70866)

Duration: 1 academic year

Credits: 24

Language: English and Afrikaans.

NQF Level: 5

Purpose:

- To equip students with bookkeeping and basic financial reporting skills applicable to the preparation of a full set of bookkeeping records and the financial reports of a sole proprietorship, company and non-profit organisation - statements of cash flows excluded.
- After successful completion of this course, in terms of bookkeeping, students should be able to complete the books of prime entry from source documents, post journal entries to the ledger(s), calculate and record adjustments, record closing entries and prepare pre- and post-adjustment trial balances. Specific attention is given to the calculation and recording of value-added tax, the preparation of bank reconciliation statements, the application of periodic and perpetual inventory systems, the preparation of debtors and creditors control accounts, and debtors and creditors ledgers. In terms of financial reporting, attention is also given to the preparation of financial reports from incomplete records. In addition, students should be able to prepare cash budgets
- Students who have obtained the Certificate in Fundamental Accounting and were in possession of a matriculation certificate with university exemption prior to obtaining the Certificate in Fundamental Accounting can apply for exemption from FAC1502, a module which forms part of the BCom degree at Unisa

Target group: Individuals interested in a career in the fields of bookkeeping and basic financial reporting, or those students who intend furthering their academic tuition towards obtaining a degree in accounting at Unisa.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Introductory Bookkeeping and Reporting: FUAC02F - 12 credits **NB:** FUAC02F is a prerequisite for FUAC03G.
- **Module 2:** Intermediate Bookkeeping and Reporting: FUAC03G - 12 credits

Course in Intermediate Financial Accounting (70939)

Duration: 1 year

Credits: 24

Language: English and Afrikaans.

NQF Level: 5

Purpose:

- To offer further tuition and more advanced applications in financial accounting to candidates who have a reasonable knowledge of fundamental accounting
- This course focuses primarily on financial reporting by companies and evaluation of the operating results and the financial position of business concerns

Target group: The broad business environment.

Continued...

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Intermediate Financial Accounting: INAC01S - 24 credits

Course in Practical Bookkeeping (70904)

Duration: 1 year

Credits: 24

NQF Level: 5

Purpose: To equip students with a practical knowledge of bookkeeping which will enable them to do bookkeeping in the environment of any small/medium and large business enterprise.

Target group:

- everyone who does clerical work and who is involved in the handling of business documents and bookkeeping aspects, but has little or no bookkeeping knowledge
- people who run their own business but do not have the proper bookkeeping and accounting background

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Practical Bookkeeping: PRAC01W - 24 credits

Course in Risk-based Internal Auditing (7666X)

Duration: 3 months

Credits: 24

NQF Level: 5

Purpose: To present an opportunity for prospective internal auditors and people currently working as internal auditors to receive training to enable them to conduct a basic risk-based internal audit.

Target group:

- people working in the field of risk-based internal auditing without any formal academic training in risk-based internal auditing or internal auditing
- people who want to refresh their skills in the field of risk-based internal auditing
- people who are interested in acquiring the skills to conduct a risk-based internal audit

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January, with a two-hour examination in May/June

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Risk-based Internal Auditing: An Introduction: CRBIA01 - 12 credits
- **Module 2:** Implementing Risk-based Internal Auditing: CRBIA02 - 12 credits

Course in Taxation (70971)

Duration: 2 semesters.
It is, however, possible to pass both modules in 1 semester.

Credits: 24

NQF Level: 6

Purpose: The course covers the entire field of taxation (including value-added tax), excluding certain specialised areas and will enable students to calculate the tax of individuals including farmers, partnerships and sole traders, as well as the tax of companies, close corporations and trusts. This course is aimed at beginners as well as students who only need to update their knowledge in the discipline of taxation.

Target group: Those in partnerships, farmers and people involved in smaller businesses with a more formal business structure, such as a close corporation or company, people in employment, the holders of public office (e.g. SARS) and sole traders will find this course very beneficial for personal and business purposes.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or appropriate experience in taxation.

ADDITIONAL REQUIREMENT: Students may register for both modules in either the first or second semester.

Owing to the volume of the work, students who register for one module per semester are advised to register for CTAX12U in the first semester and for CTAX11T in the second semester of the year.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** The Taxation of Business Income: CTAX11T - 12 credits
- **Module 2:** The Taxation of Individuals: CTAX12U - 12 credits

Course in Value Added Tax (70912)

Duration: 10 months
(1 year)

Credits: 24

NQF Level: 6

Purpose: To teach students the principles of value-added tax in a practical way. The course covers the entire field of VAT and concentrates on the calculation and recording of VAT transactions.

Target group: The course is suitable for

- employees of SARS
- people in smaller businesses with a more formal business structure, such as a close corporation or company
- people involved in VAT audits and investigations
- people involved in VAT matters in public practice
- people who want to further their studies in the field of taxation

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Value Added Tax: VATX013 - 24 credits

Advanced Course in Value Added Tax (70963)

Duration: 20 months including a dissertation of limited scope. The purpose of the dissertation is to promote research in the field of VAT.

Credits: 36

NQF Level: 8

Purpose: This course is aimed at students who need a solid foundation and in-depth knowledge of the legal principles of value-added tax. Classified on the same level as an honours degree, the programme will enable students to provide advanced VAT planning and to give professional advice to clients.

Target group: People involved in accounting and/or auditing practices; tax consultants; legal practitioners; public officers of companies; lecturers at universities, technical universities or similar institutions; people with a good working and theoretical knowledge of VAT who want to specialise; people with a sound knowledge of income tax; SARS and Master of the High Court employees.

Continued...

Admission requirements: Students must be in possession of an applicable bachelor's degree with VAT as part of their studies; or a law degree; or have completed the Course in Value Added Tax offered by the Centre for Accounting Studies.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Value Added Tax (Course Work): ADVT116 - 24 credits
- **Module 2:** Value Added Tax (Practical Research Project): ADVT128 - 12 credits

Advanced Course in Taxpayers' Rights (76760)

Duration: 6 months

Credits: 24

NQF Level: 8

Purpose: To provide students with an advanced knowledge of the constitutional principles as applied to taxpayers to enable such people to operate effectively in business.

Target group: People involved in accounting and/or auditing practices, tax consultants, public officers of companies, SARS officials and legal practitioners.

Admission requirements: Students who have successfully completed a Course in Taxation.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Taxpayer's Rights: ACTR01F - 24 credits

Advanced Course in International Financial Reporting Standards (76736)

Duration: 12 months

Credits: 24

NQF Level: 8

Purpose: To equip students with the solid knowledge to prepare financial statements in accordance with International Financial Reporting Standards. On completion of this course students should have a sound knowledge of the principles and rules of the Standards as applicable to the calculation of the carrying amounts of assets and liabilities and the income and expenditure to be recognised.

Target group: This course will be useful to managers and practitioners who are in the accounting field.

Admission requirements: BCom

Registration periods:

First semester: 1 to 11 December, 5 to 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** International Financial Reporting Standards: ACIFRSQ - 24 credits

CIS Programme 1 (71684)

Duration: Minimum of 1 year if all 7 modules are successfully completed (students cannot register for A & B at the same time)

Credits: 84

NQF Level: 5

Purpose:

- "... to ensure a constant supply of qualified people with appropriate knowledge and skills in business management and administration to meet the demands of the new South Africa ..." is the mission of the Institute of Chartered Secretaries and Administrators (ICSA)
- Being an examining body only, this institute has collaborated with the Centre for Accounting Studies to present and examine its courses on a distance education basis – allowing students to complete their CIS Programme 1, CIS Programme 2 and CIS Programme 3 studies
- The CIS qualification is a professional qualification which is recognised internationally. Unisa offers students the opportunity to complete the first three levels of the International Qualification Scheme (IQC) CIS Management Programme. The International Qualifying Board Exam, which covers the Fellow CIBM level, is dealt with through the ICSA directly

Target group: People who aspire to become a member of the ICSA on successful completion of these programmes and act in a secretarial capacity (submit company returns, perform certain financial functions and ensure that legal requirements are adhered to) on behalf of a company.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification with a numerate subject (e.g. Mathematics, Accounting or Science) on that level.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918 or www.unisa.ac.za/cas

Module content:

- **Module 1:** Management Information Systems: PCIS118/129 - 24 credits
- **Module 2:** Financial Accounting I: PCIS13A/14B - 24 credits
- **Module 3:** Foundations of Law: PCIS15C - 12 credits
- **Module 4:** Communication: PCIS16D - 12 credits
- **Module 5:** General Principles of Commercial Law: PCIS17E - 12 credits

CIS Programme 2 (71676)

Duration: Each of the 3 programmes will have a duration of at least 1 year, provided that its respective modules (see curriculum below) are successfully completed. Students cannot advance to the next programme unless all the modules of the previous programme have either been successfully completed, or such student has been exempted therefrom. ICSA needs to provide students with a credit list.

Credits: 96

NQF Level: 6

Purpose:

- "... to ensure a constant supply of qualified people with appropriate knowledge and skills in business management and administration to meet the demands of the new South Africa ..." is the mission of the Institute of Chartered Secretaries and Administrators (ICSA)
- Being an examining body only, this institute has collaborated with the Centre for Accounting Studies to present and examine its courses on a distance education basis – allowing students to complete their CIS Programme 1, CIS Programme 2 and CIS Programme 3 studies

Target group: People who aspire to become a member of the ICSA on successful completion of these programmes and act in a secretarial capacity (submit company returns, perform certain financial functions and ensure that legal requirements are adhered to) on behalf of a company.

Continued...

- The CIS qualification is a professional qualification which is recognised internationally. Unisa offers students the opportunity to complete the first three levels of the International Qualification Scheme (IQC) CIS Management Programme. The International Qualifying Board Exam, which covers the Fellow CIBM level, is dealt with through the ICSA directly

Admission requirements: Successful completion of CIS Programme 1

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918 or www.unisa.ac.za/cas

Module content:

- **Module 1:** Taxation: PCIB22J - 24 credits
- **Module 2:** Financial Accounting II: PCIB23K - 24 credits
- **Module 3:** Management Principles: PCIB24L - 24 credits
- **Module 4:** Economics: PCIB25M - 24 credits

CIS Programme 3 (71668)

Duration: Each of the 3 programmes will have a duration of at least 1 year, provided that its respective modules (see curriculum below) are successfully completed. Students cannot advance to the next programme unless all the modules of the previous programme have either been successfully completed, or such student has been exempted therefrom. ICSA needs to provide students with a credit list.

Credits: 96

NQF Level: 7

Purpose:

- "... to ensure a constant supply of qualified people with appropriate knowledge and skills in business management and administration to meet the demands of the new South Africa ..." is the mission of the Institute of Chartered Secretaries and Administrators (ICSA)
- Being an examining body only, this institute has collaborated with the Centre for Accounting Studies to present and examine its courses on a distance education basis – allowing students to complete their CIS Programme 1, CIS Programme 2 and CIS Programme 3 studies
- The CIS qualification is a professional qualification which is recognised internationally. Unisa offers students the opportunity to complete the first three levels of the International Qualification Scheme (IQC) CIS Management Programme. The International Qualifying Board Exam, which covers the Fellow CIBM level, is dealt with through the ICSA directly

Target group: People who aspire to become a member of the ICSA on successful completion of these programmes and act in a secretarial capacity (submit company returns, perform certain financial functions and ensure that legal requirements are adhered to) on behalf of a company.

Admission requirements: Successful completion of CIS Programme 2

Continued...

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Advanced Corporate and Commercial Law: PCIS31C/32D - 24 credits
- **Module 2:** Strategic and Operational Management: PCIS33E/34F - 24 credits
- **Module 3:** Management Accounting: PCIS35G/36H - 24 credits
- **Module 4:** Financial Accounting III: PCIS37J/38K - 24 credits

Programme in Forensic and Investigative Auditing (71315)

Duration: 1 year

Credits: 48

NQF Level: 6

Purpose: The severity of commercial crime, highlighted by recent research and cases such as Leisurennet and Fidentia, emphasise the need in society to prevent and detect commercial crime, and to ensure that effective remedial actions are implemented.

Target group: People whose prime interest is in the prevention, detection or investigation of commercial crime.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and at least three years' working experience.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Fraud Prevention: PFIA01R - 12 credits
- **Module 2:** Fraud Detection: PFIA02S - 12 credits
- **Module 3:** Fraud Investigation: PFIA03T - 12 credits
- **Module 4:** Forensic and Investigative Audit Reporting: PFIA04U - 12 credits

Programme in Taxation: A Strategic Approach (70947)

Duration: 1 year

Credits: 72

NQF Level: 7

Purpose: To provide students with a solid foundation and an in-depth knowledge of taxation principles to enable them to provide advice to clients and to perform tax planning on their behalf.

Target group: People involved in accounting and/or auditing practices, tax consultants, public officers of companies, SARS officials and legal practitioners.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Must have completed the Course in Taxation (G/CTAX11T or G/CTAX12U) or be in possession of a CIS, ICB, CMA or an equivalent qualification.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Principles of "Gross Income" and "Income": STTX02Q - 24 credits
- **Module 2:** Principles of the General Deduction Formula, Special Allowances and Anti-tax Avoidance Legislation: STTX03R - 24 credits
- **Module 3:** Tax Strategy and Practices (Administration) of Taxation: STTX04S - 24 credits

Advanced Programme in International Financial Reporting Standards (Contact) (76705)

Duration: 1 year

Credits: 96

NQF Level: 8

Purpose: To update postgraduate students with financial accounting background and to update their knowledge of the International Financial Reporting Standards.

Target group: Practitioners and personnel at financial institutions such as SARS and the Auditor General.

Admission requirements: BCom degree

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** International Financial Reporting Standards (Contact): APIF053 - 96 credits

Advanced Programme in Taxation (75744)

Duration: 18 months (3 semesters)

Credits: 108

NQF Level: 8

Purpose: To provide students with a solid foundation and an in-depth knowledge of the legal principles to enable them to provide professional advice to clients and to perform advanced tax planning on their behalf. The programme is taught at the honours degree level.

Target group: People involved in accounting and/or auditing practices, tax consultants, public officers of companies, SARS officials, lecturers at universities, universities of technology or similar institutions and legal practitioners.

Admission requirements: Bachelors degree/BTech will be admitted (OR the programme in Taxation: A Strategic Approach must have been passed with an average mark of 65%, in order to submit a portfolio to qualify).

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cas

Module content:

- **Module 1:** Principles of "Gross Income" and "Income": PATX01S - 24 credits
- **Module 2:** Principles of the General Deduction Formula, Special Allowances and Anti-tax Avoidance Legislation: PATX02T - 24 credits
- **Module 3:** Tax Strategy and Practices (Administration) of Taxation: PATX03U - 24 credits
- **Module 4:** Practical Research Project: PATX04V - 36 credits

Workshop in Computerised Bookkeeping (70920)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Continued...

Admission requirements: Grade 10.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Work with Information Technology in Accounting Environment: WSCTBKB

Workshop in Income Tax Returns (76414)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 6

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or previous six courses.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Income Tax Returns: WSITRET

Workshop in Business Law and Accounting Control (76422)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or previous six courses.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Business Law Accounting Control: WSBLACX

Workshop in Payroll and Monthly SARS Returns (76430)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Admission requirements: Grade 10.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Make and Record Payments: WSPAYMR

Workshop in Bookkeeping to Trial Balance (76449)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers and technical financial accountants and perform basic accounting work.

Admission requirements: Grade 10.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Bookkeeping to Trial Balance: WSBKPTB

Workshop in Business Literacy (76457)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Admission requirements: Grade 10.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Business Literacy: WSBUSLT

Workshop in Financial Statements (76465)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip student to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Admission requirements: Grade 11 or previous four courses.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Financial Statements: WVSFINST

Workshop in Cost and Management Accounting (76562)

Duration: 3 months (1 semester)

Credits: Non-credit bearing

NQF Level: 5

Purpose: To support and equip students with the necessary skills to complete the ICB examinations/qualifications. Also to equip students to complete monthly and annual bookkeeping functions up to trial balance, prepare and analyse financial statements and budgets, perform payroll and debtors and creditors clerk functions. Students will also be equipped with comprehensive and practical knowledge of financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control and how to work with SARS.

Target group: People who are writing the ICB examinations and who aspire to become certified junior or senior bookkeepers or technical financial accountants and perform basic accounting work.

Admission requirements: Grade 11 or previous four courses.

Continued...

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre:
CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** Cost and Management Accounting: WSCMACC

Workshop for ACCA paper: Professional Accountant (76739)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre:
CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Professional Accountant: WSPRFAC

Workshop for ACCA paper: Corporate Reporting (76741)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre:
CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Corporate Reporting: WSCRPR

Workshop for ACCA paper: Advanced Financial Management (76742)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Continued...

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Advanced Financial Management: WSADVFM

Workshop for ACCA paper: Business Analysis (76743)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Business Analysis: WSBUSAN

Workshop for ACCA paper: Advanced Performance Management (76744)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Advanced Performance Management: WSADPMN

Workshop for ACCA paper: Advanced Taxation (76745)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Advanced Taxation: WSADVTX

Workshop for ACCA paper: Advanced Audit and Assurance (76746)

Duration: 5 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To provide online tuition and support for the professional papers of the ACCA qualification.

Target group: Students who wish to obtain the internationally recognised ACCA qualification.

Admission requirements: Students must have obtained the fundamental papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the fundamental papers.

Registration periods:

First semester: 1 – 11 December, 5 – 26 January

Second semester: depends on the Unisa second semester registration dates

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or +27 12 429 3918.

Module content:

- **Module 1:** ACCA paper: Advanced Audit and Assurance: WSAUDAS

Workshop in Basic Accounting (76747)

Duration: 2 days

Credits: Non-credit bearing

NQF Level: 8

Purpose: To equip students with basic accounting concepts to develop their individual skills and knowledge in accounting. After completion of this workshop, students should know the basic principles of processing and recording accounting data in the books of prime entry, posting the data to the ledger(s), making adjustments and closing transfers and preparing financial statements. Attention is also given to different forms of enterprises and the registration with the appropriate authorities such as SARS.

Target group: Students who battle with basic accounting concepts, such as Accounting I students, entrepreneurs, people who want to expand and refresh their basic accounting knowledge as well as those involved in the accounting and semi-accounting functions of private, government and semi-government organisations and local governments.

Admission requirements: No specific requirements.

Registration periods:

The workshop has no registration requirements and registration takes place prior to the workshop dates. The workshop will be presented on scheduled dates after the closing of registrations. Study material is handed out to students at the workshop.

Module content:

- **Module 1:** Basic Accounting: WSBSACC

Centre for Business Management

When enquiring about any of the SLPs at the Centre for Business Management, please refer to the SLP qualification code listed below and the name of the respective SLP.

Direct general queries to the following:

Postal address:	The Head: Centre for Business Management Vudec Unisa Building Floor: 05 - 09 Cnr Nana Sita and Lilian Ngoyi (formerly Skinner and Van der Walt Streets) Pretoria
General enquiries:	Tel: +27 12 352 4288/4170/4317/4383 Fax: +27 12 429 4150 E-mail: bussen@unisa.ac.za
Registrations:	Tel: +27 12 352 4307 Fax to e-mail: +27 86 686 3401 E-mail: cbmregistrations@unisa.ac.za
Study material:	Tel: +27 12 429 4801/4920/6670 Fax to e-mail: +27 86 686 3401 E-mail: cbmstudymaterial@unisa.ac.za
Assignments:	Tel: +27 12 352 4376/4174/4274 Fax to e-mail: +27 86 640 2060 E-mail: cbmassignments@unisa.ac.za
Examinations:	Tel: +27 12 352 4245/4294 Fax to e-mail: +27 86 682 9651 E-mail: cbmexaminations@unisa.ac.za
Student finances:	Tel: +27 12 352 4215/4229/4236/4224 Fax to e-mail: +27 86 641 7259 E-mail: cbmfinance@unisa.ac.za
Certificate ceremonies:	Tel: +27 12 352 4058/4059/4063/4348 Fax to e-mail: +27 86 225 4794 E-mail: cbmceremonies@unisa.ac.za

On registration, students must pay fees as follows:

- Semester modules: the full fee per module for the number of modules registered
- Year modules: unless otherwise stated, 50% of the full fee per module on registration and the balance to be paid before 15 August 2013

No registration will be processed until the fees specified have been paid.

Students living in **FOREIGN COUNTRIES** pay an additional levy which will be indicated on the invoice issued at registration. Students who, after registration, change their postal address to a foreign address or examination centre will be liable to pay the foreign levy as specified. The levy for foreign students is not transferable or refundable; this rule also applies to the change of address from foreign countries to South Africa.

SLPs offered through the Centre for Business Management

Short Course in Basic Business Finance (71307)

Duration: 6 months (1 semester)

Credits: 12

NQF Level: 5

Purpose: To equip students with the necessary knowledge, skills and values to practise sound basic financial management in their enterprises, thereby empowering this sector of the economy and ensuring good small business governance.

Target group: Candidates requiring effective day-to-day financial management skills.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Basic Business Finance: CBBF01W - 12 credits

Short Course in Basic Financial Life Skills (7182X)

Duration: 6 months (1 semester)

Credits: 12

NQF Level: 5

Purpose: To educate students, individuals, parents, teachers, skills/HR trainers, brokers to be, employees, entrepreneurs and school leavers in basic personal financial life skills. This knowledge is a prerequisite for life, a career and entrepreneurship.

Target group: Adults interest in learning about basic financial life skills.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Basic Financial Skills: SBFS016 - 12 credits

Short Course in Customer Relationship Marketing (71633)

Duration: 3 months

Credits: 12

NQF Level: 6

Purpose: Customer relationship marketing is a broadly recognised, widely implemented strategy for managing an organisation's interactions with customers, clients and sales prospects. The purpose of the course is to provide students with fundamental theoretical and practical knowledge in various concepts of customer relationship management, which is necessary when interacting with internal and external stakeholders.

Target group: Customer relationship managers, customer relationship practitioners, customer service managers and customer service practitioners.

Admission requirements: Senior Certificate or an equivalent NQF qualification and/or applicable experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Relationship Management Principles: SCRM01D - 12 credits

Short Course in Customer Service Management (71641)

Duration: 3 months

Credits: 12

NQF Level: 6

Purpose: To introduce students to the complexities of rendering service on a one-to-one basis, as well as managing this function in a service provision organisation. The main areas that students focus on are the general principles of customer service, its advantages to an organisation, the steps involved in developing a service plan and the personal features of the excellent service provider. The aim is to develop the service delivery skills of individual students and to equip them for higher-level positions in the service divisions of organisations. The short course also lays the foundation for students to advance to the one-year programme in Customer Service Management. This short course serves as a credit for one of the six modules of the one-year programme.

Target group: People working in business, professional services, government and semi-government.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification, or relevant practical experience, or 25 years or older.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Customer Service Management: SCCS01V - 12 credits

Short Course in Human Resource Hiring Practices (71900)

Duration: 3 months

Credits: 12

NQF Level: 6

Purpose: Employees play a vital role in the success of an organisation. Competent and efficient employees, however, are hard to find and it requires a skilled manager or employment expert to identify and appoint only the best applicants. The purpose of this course is therefore to equip HR practitioners, trade union officials and line managers with the skills to recruit, interview and select the most suitable applicants in a fair, professional and legally sound manner.

Target group: This course will equip anyone pursuing a career as a manager or in the field of human resource management with the skills to become a competent recruiter, employment manager and supervisor, an employment specialist in an employment agency or an HR consultant. Trade union representatives involved in the appointment of employees will also benefit greatly by this course. Opportunities exist for students to start their own employment services business.

Admission requirements: Senior Certificate or an equivalent of NQF level 4 (students who do not have a matric certificate will be admitted based on work experience).

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Human Resource Hiring Practices: SMEP01L - 12 credits

Short Course in Public Relations (71897)

Duration: 3 months

Credits: 12

NQF Level: 6

Purpose: The field of public relations involves a variety of programmes designed to promote and/or protect an organisation's image or its individual products. Public relations can also be used to promote people, places, ideas, activities and even nations. The purpose of this short course is to provide students with the competence to apply, under supervision, the implementation of elementary public relations, communication and media activities. The aim of this course is to provide a working knowledge of the principles of public relations.

Target group: Public relations managers.

Continued...

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and/or relevant retail experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Basic Public Relations Principles: SSPR01D - 12 credits

Short Course in SMME Management (72087)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To empower students with the necessary competencies, such as knowledge, skills and values, to equip them for entrepreneurial and management responsibilities in a small business; show them how to apply marketing concepts and principles relating to product, pricing, promotion and distribution strategies in the business; show them how to manage the operations of the business ethically, efficiently and effectively with regard to human resources management and production and operations management; and show them how to manage the finances and assets and evaluate the financial performance of a small business.

Target group:

- existing small business owners with fewer than 50 employees who would like to enhance their management skills in preparation for business growth
- potential entrepreneurs who intend to start a business and who need the skills to manage their small business effectively

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** SMME Management: SMME01K - 12 credits

Short Course in Writing a Business Plan (7179X)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: The rise in unemployment and the number of retrenched employees and an increased entrepreneurial spirit among the youth have resulted in more people needing to start their own businesses. To start a business or expand an existing one, an entrepreneur needs finance. All financial institutions or venture capitalists insist on a proper business plan. The aim of the course is to provide entrepreneurs with the necessary skills and knowledge to write a business plan for a small and medium-sized venture, introducing them to the various components of a business plan and the level and extent of the information that should be included in each component.

Target group:

- people who wish to start a new business or buy an existing venture
- people who plan to expand an existing venture
- people who need a management tool to grow and steer an existing venture and to keep it on course
- people who need to obtain financing for a new venture or to expand an existing venture
- people who wish to write up their venture in order to qualify for a large contract or a tender

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and/or relevant experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Writing a Business Plan: SWBP01V - 12 credits

IISA Short Course in Elements of Short Term Insurance (76635)

Duration: 6 months (1 semester)

Credits: 12

NQF Level: 5

Purpose: To build the knowledge and skill required by employees in short-term insurance who may have had schooling and training in insurance, but have not acquired the necessary knowledge and skills regarded as an essential prerequisite for studying short-term insurance in the IISA Programme in Short Term Insurance. This course introduces a basic understanding of the key terms, rules, concepts and principles of the field of short-term insurance.

Target group: Insurance personnel employed in the short-term insurance industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Elements of Short term Insurance: ICST016 - 12 credits

Course in Basics of Project Management (7215X)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 5

Purpose: To expose students to the basic philosophy of project management as a unique, specialised discipline of management. The course will introduce certain selected project management concepts and terminology and provide an overview of the whole project management body of knowledge (the PMBOK® Guide). It will also enable students to solve practical problems and apply some of the basic project management tools and techniques. The course will help students to attain a basic academic-oriented knowledge of the principal aspects of project management and to prepare them for further, more advanced programmes.

Target group: All employees in a business, institution or organisation (project-driven and non-project-driven) who may be involved or interested in "project-type" work; similarly all people who may be responsible for planning and executing projects be they small or medium in size and ranging from low to medium complexity, aspirant project managers, junior project managers, assistant project managers, operations managers, project planners, project controllers, but even senior managers and CEOs who need to gain a basic understanding of and appreciation for the dynamic nature, unique body of knowledge and potential advantages which may be gained by project management.

Admission requirements: Candidates who do not hold a National Senior Certificate may be admitted on the basis of an equivalent qualification or appropriate work experience, specifically with regard to project-type or related work.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Project Management Concepts and the Managerial Process: CBPM01L - 12 credits
- **Module 2:** Introduction to the Project Management Body of Knowledge (PMBOK® Guide): CBPM02M - 12 credits

Course in Basics of Total Quality Management (71811)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 5

Purpose: Total quality management or TQM is a widely popular and recognised managerial philosophy aimed primarily at the improvement of all aspects related to the operational performance of the business or other organisations. It focuses on meeting the needs and expectations of customers/clients by moving the emphasis for quality to other functional areas as well – that is, away from the sole focus of the production/operations function into a major concern for the whole organisation. TQM is a holistic approach to quality. The primary purpose of this course is to equip employees from all types of businesses with the basic body of knowledge of TQM and introduce them to some of the soft components and methods and techniques for the improvement of quality and overall operational performance.

Target group: Any employee in a business or institution or organisation who may be involved or interested in quality management (TQM); similarly all people (e.g. supervisors) who may be responsible for planning, controlling or improving quality (e.g. aspirant quality assurance managers, junior quality managers, assistant quality managers, operations managers, but even senior managers who need to gain a basic understanding of and appreciation for the dynamic nature, unique body of knowledge and potential advantages which may be gained by TQM).

Continued...

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or proven appropriate work experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The Human Components and Tools and Techniques for TQM: CSTQ01H - 12 credits
- **Module 2:** Quality Management Systems and TQM Implementation: CSTQ02J - 12 credits

Course in Financial Management (71293)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: Effective financial management is vital to any company, particularly if it aims to improve profitability, liquidity and solvency. The purpose of this course is to develop and train students interested in gaining knowledge of financial management. The study material is suitable for any non-financial manager.

Target group: Entrepreneurs, managers and leaders.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification; or an achievement rating of at least 4 for Accounting or Mathematics or 5 for Mathematical Literacy is recommended.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Financial Management: CFIN01F - 12 credits
- **Module 2:** The Management of Working Capital: CFIN02G - 12 credits

Course in Financial Performance Measurement and Control (71285)

Duration: 6 months (1 semester)

Credits: 12

NQF Level: 6

Purpose: To help students achieve financial excellence in the field of effective financial performance measurement and control. The course focuses on financial performance evaluation and control, financial planning, budget analysis and cost control, which are pivotal knowledge areas for any business today. An understanding of these key knowledge areas assists managers and staff not directly involved in the finance function in gaining insight into how their decision-making processes affect the financial performance of their organisation.

Target group: Marketers, buyers, non-financial managers, employees, BEE candidates and entrepreneurs in the private sector, professional people in educational management and the public sector requiring insight into financial performance measurement and control.

Admission requirements: Senior Certificate or an equivalent NQF level 4 education.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Financial Performance Measurement and Control: CFPM01B - 12 credits

Course in Fundamentals of Banking and Risk Management (72176)

Duration: 6 months (1 semester)

Credits: 30

NQF Level: 5

Purpose: Banking and risk management form an integral part of bank employees' knowledge framework and it is therefore imperative that they have a sound knowledge of these subjects. The purpose of this course is to provide students with the required theoretical and practical knowledge in various concepts of banking and risk management. This is necessary to understand the banking environment and its role in society.

Target group: Those involved in financial institutions such as banks.

Admission requirements: Senior Certificate or an equivalent NQF level qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Fundamentals in Banking: CCBF015 - 15 credits
- **Module 2:** Fundamentals in Risk Management: CCBF026 - 15 credits

Course in International Marketing (71250)

Duration: 6 months (1 semester)

Credits: 36

NQF Level: 6

Purpose: The world of exporting is complex. Exporters need to understand not only the context of international trade and international marketing, but also how to deal with administrative, financial and logistical challenges associated with marketing in an international context. This course is aimed at exporters, freight forwarders and other individuals that have an interest in international trade and marketing. The purpose of the course is to provide students with a knowledge of the context within which exporting takes place and to enable them to deal with the administrative, financial and logistics challenges that they have to deal with in the export process. The course will enable them to complete the required export documents, negotiate alternative payment options, find alternative sources of financing for their export and select the most appropriate transportation methods. It will also enable them to identify and select suitable marine insurance cover for their export consignment.

Target group: All marketers, exporters and entrepreneurs that have an interest in international trade, exporting and international marketing fall within the target audience of this course. This could include individuals working for freight forwarders, transport companies (such as shipping and airlines), and anybody that has an "international" interest (e.g. government officials working for the Department of Foreign Affairs or Trade and Industry).

Admission requirements: Students with appropriate experience or that are over the age of 25 will also be considered for this course.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The International Marketing Environment and Research: CITM01D - 12 credits
- **Module 2:** Export Finance and Payments: CITM02E - 12 credits
- **Module 3:** Export Administration and Logistics: CITM03F - 12 credits

Course in Introduction to Retailing (71722)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: To equip students with the introductory knowledge and skills to be able to function in a retail organisation by concentrating on the importance of a customer focus and store location, as well as the marketing and merchandising of a store to enable a retailer to be successful.

Target group: Managers already within the marketing field, lower-level retail managers, students wishing to enter the retail industry.

Continued...

Admission requirements: Applicants without a Senior Certificate can apply based on written proof of at least two years' working experience in retailing.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Store Location and Customer Focus: CIRM014 - 12 credits
- **Module 2:** Marketing and Merchandising: CIRM025 - 12 credits

Course in Introduction to Sales and Marketing (76686)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 5

Purpose: To equip students with the knowledge and skills to be able to function effectively in a sales department with a sound foundational knowledge of marketing. The qualification provides a solid foundation in the basic principles of marketing, including the development of marketing thought, the marketing environment, consumer behaviour and market segmentation. The marketing aspect concludes with an in-depth discussion of the marketing mix. The main focus of the qualification is sales and successful students will have an extensive understanding of the selling process.

Target group: People currently working in sales or interested in pursuing a career in sales who wish to expand their knowledge of the selling function and how it fits into marketing as a management science.

Admission requirements: Applicants without a Senior Certificate can apply for admission based on written proof of at least two years' working experience in sales or marketing.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Marketing: PISM01V - 12 credits
- **Module 2:** Sales Principles: PISM02W - 12 credits

Course in Labour Relations Management (71072)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: To afford students the opportunity to develop labour relations management competencies. This is done in terms of the Labour Relations Act 66 of 1995 and other government prescripts, as well as the requirements for the effective management of labour relations in organisational context.

Target group: Human resource managers, supervisors and practitioners, labour relations practitioners, trade union representatives.

Admission requirements: A National Senior Certificate or equivalent qualification. Students who do not have such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a CV and references or other prior learning.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Labour Relations Management: A Macro-perspective: CLRM01L - 12 credits
- **Module 2:** Labour Relations Management: A Micro-perspective: CLRM02M - 12 credits

Course in Management Principles for First-line Managers (71099)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 5

Purpose: First-line managers play an important role in the success of organisations because they are directly responsible for the efficient and effective delivery of products and services to customers. The purpose of this course is to introduce students to the principles of general management, focusing on the theory and skills first-line managers need to perform successfully in the South African work environment. Case studies and interactive activities provide students with opportunities to apply the theory to practice and to their own jobs.

Target group: First-line managers or people aspiring to be first-line managers.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Management and Management Functions: CMPF01R - 12 credits
- **Module 2:** Introduction to Business Functions: CMPF02S - 12 credits

Course in Personal Financial Management (71056)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: To educate students, individuals, parents, teachers, skills/HR trainers, brokers-to-be, employees, entrepreneurs and school leavers about basic personal financial management for investing a package or lump sum, that is, all aspects of the investment decision. This knowledge is a prerequisite for life, the creation of a positive financial future, entrepreneurship and retirement.

Target group: Adults interested in learning about personal financial management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Personal Financial Management: CPM01M - 24 credits

Course in Public Relations (71889)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: The field of public relations involves a variety of programmes designed to promote and/or protect an organisation's image or its individual products. Public relations can also be used to promote people, places, ideas, activities and even nations. The purpose of this course is to provide students with the competence to apply, under supervision, elementary public relations, communication and media activities. This course also provides a working knowledge of the principles of public relations and the application areas relating to the use of public relations.

Target group: Senior Certificate or an equivalent NQF level 4 qualification or relevant retail experience.

Admission requirements: Applicants without a Senior Certificate can apply based on written proof of at least two years' working experience in retailing.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Basic Public Relations Principles: CCPL01N - 12 credits
- **Module 2:** Public Relations in Practice: CCPL02P - 12 credits

Course in Customer Relationship Management (71110)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: Customer relationship management is a broadly recognised, widely implemented strategy for managing an organisation's interactions with customers, clients and sales prospects. The purpose of the course is to provide students with fundamental theoretical and practical knowledge in various concepts of customer relationship management, which is necessary when interacting with internal and external stakeholders.

Target group: Customer relationship managers, customer relationship practitioners, customer service managers and customer service practitioners.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or applicable experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Customer Relationship Management Principles: CCCR01H - 12 credits
- **Module 2:** Customer Relationship Management: Applied Strategy: CCCR02J - 12 credits

Course in Retail Buying (71692)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: To equip students with the knowledge and skills to enable them to function in a buying function in a retail organisation by focusing on the importance of the buyer's role in buying for retail organisations and of the correct sourcing for retail organisations.

Target group: Retail managers and buyers, students who are interested in entering the retail buying field.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and relevant retail experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Retail Buying: CRTB01R - 12 credits
- **Module 2:** Retail Sourcing: CRTB02S - 12 credits

Course in Retail Marketing and Merchandising (71137)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: To equip students with the knowledge and skills to be able to market and merchandise a retail store by examining the important marketing issues in retailing, as well as key merchandising aspects of retailing such as visual merchandising and sourcing.

Target group: Managers already in the marketing field, retail managers, students wishing to enter the retail industry.

Admission requirements: Applicants without a Senior Certificate can apply based on written proof of at least two years' working experience in retailing.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Business Environment: CRMM01W - 12 credits
- **Module 2:** Practical Merchandising: CRMM02X - 12 credits

Course in Strategic Management (72028)

Duration: 6 months (1 semester)

Credits: 24

Language: English, however, students may respond to assignments and exams in Afrikaans.

NQF Level: 6

Purpose: Strategic management is in essence about surviving in the volatile contemporary business environment. Strategic management consists of two phases, namely strategic planning, and strategy implementation and control. The strategic management field has always been seen as the domain of top management. There is a huge need in the market for strategic management training. The purpose of the course is to provide training to individuals to form a sound theoretical basis from which to practise strategic management.

Target group: Potential managers and/or individuals who have not yet been introduced to strategic management and/or those who will be involved in strategic management in the near future. This especially includes lower to middle management levels where a theoretical background would be an entry level for students into this field.

Admission requirements: A National Senior Certificate or equivalent qualification is required for enrolment in this programme. Those not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience (students will be required to submit proof of this in the form of a CV and references) or other prior learning.

ADDITIONAL REQUIREMENTS: Three years' business-related experience. All students need REGULAR access to the internet and MUST register as a myUnisa user once registered for the course.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Strategic Planning: CSTR01L - 12 credits
- **Module 2:** Strategy Implementation and Control: CSTR02M - 12 credits

Course in the Introduction to Marketing Management (71625)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: To provide a basic understanding of the marketing function to students in an open and distance education learning environment. It commences with the clarification of marketing terminology. It focuses on the marketing environmental model and helps the student to identify the target market for an organisation. In order to do so the course focuses on consumer behaviour, market segmentation and market research. Furthermore it exposes students to the fundamentals of the marketing mix (product, price, promotion and distribution as well as the extended marketing mix, people, process and physical evidence) and how to prepare a marketing plan.

Target group: Those involved in front-line marketing management in businesses such as banks, retailers and other corporate institutions.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or relevant experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Identify the Target Market: CCIM01S - 12 credits
- **Module 2:** The Marketing Mix: CCIM02T - 12 credits

Course in Marketing Research (7005X)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: Successful marketing decisions are based on good knowledge of the principles of marketing and the successful gathering of good quality data of the market. The objective of this course is to offer training in marketing research. The programme is practical, geared to South African conditions, and is career oriented.

Target group: Those involved in marketing products and services in business enterprises, the services sector and financial institutions; marketing researchers; advertising practitioners; managers/owners of small businesses; sales representatives; those wishing to follow a career in marketing, advertising and/or marketing research.

Continued...

Admission requirements: A National Senior Certificate or equivalent qualification. Those not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a detailed CV and references, or other prior learning.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Marketing Research: Data Collection: CRMR03J - 12 credits
- **Module 2:** Marketing Research: Data Analysis: CRMR04K - 12 credits

Course in Customer Relationship Management Principles for Contact Centre Management (76763)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: Customer relationship management is a broadly recognised, widely implemented strategy for managing an organisation's interactions with customers, clients and sales prospects. The purpose of the course is to provide students with fundamental theoretical and practical knowledge in various concepts of customer relationship management in a contact centre environment which is necessary when interacting with internal and external stakeholders.

Target group: Those involved in call centres who interact with customers in any way and who manage any contact points with customers.

Admission requirements: Senior Certificate or relevant experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Customer Relationship Management Principles for Contact Centre Management: CRMP01A - 12 credits
- **Module 2:** Customer Relationship Management: Applied Strategy for Contact Centre Management: CRMP02B - 12 credits

Course in International Business Management (76735)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 6

Purpose: This course incorporates the essential knowledge and skills needed by anyone interested in international business. It is designed to expose business practitioners to the intricacies of cross-border trade and investment, irrespective of the business size, experience or capability. It is designed to help and guide people seeking a career in cross-border trade and investment activities. The course endeavours to empower everyone, irrespective of academic background or professional discipline, with the understanding, tools and skills necessary to invest across borders as entrepreneurs or to interact with foreign organisations hosted in the local economy. The course is aimed at empowering individuals (and their businesses or corporations) to establish the foundations for career development or further professional competence in taking on the challenges of foreign expansion.

Target group: Potential and active entrepreneurs, policy-makers and corporate representatives.

Continued...

Admission requirements: Applicants should have obtained GCSE or equivalent in English language (NQF4); or an 'Access' certificate from a further or higher education institution; or any NVQ qualifications at level 3; or National Senior Certificate with a minimum of 50% in English or an achievement rating of 3 or better.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Global Business Management: CIBM01U - 12 credits
- **Module 2:** Expansion Strategies in International Business: CIBM02V - 12 credits

Course in Work Study (76737)

Duration: 6 months (1 semester)

Credits: 24

NQF Level: 5

Purpose: For an organisation to operate effectively, it requires proper working methods and realistic and achievable measurement standards. The primary purpose of this course is to introduce students to the concept of work study and its two techniques, namely method study and work measurement. This qualification provides a solid foundation for individuals entering the field of work study and students will benefit from the theoretical and practical knowledge that this course will provide.

Target group: Work study officers, management services practitioners, productivity analysts, employees from the various government sectors, financial institutions, manufacturing enterprises and the mining industries and those employed at any type of organisation in South Africa, who want to pursue studies in the field of work study.

Admission requirements: A National Senior Certificate or equivalent qualification. Those not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a CV, references or other prior learning.

ADDITIONAL REQUIREMENTS: Students must register for both modules of this course concurrently. Partial or "split-up" registrations will not be permitted at all.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Method Study: CIWS01E - 12 credits
- **Module 2:** Work Measurement: CIWS02F - 12 credits

Course in Social Media Marketing (76710)

Duration: 6 months (1 semester)

Credits: 36

NQF Level: 6

Purpose: Social media marketing (or social network marketing) is taking the business world by storm. In conjunction with e-marketing, social media marketing provides large and small businesses with a new channel to reach out to a huge market of well over a billion users, at affordable prices. Social media marketing has the added advantage of leveraging value from the social and personal "conversations" that are already taking place among a business's customers, using social networks such as Facebook, Twitter, LinkedIn, blogs, YouTube, etc. Because customers place considerable value on the opinions and advice of family members, friends and colleagues, these social media conversations and channels have a significant impact on the views of customers who participate in these conversations. To put it bluntly - social media marketing works, as recent global events have shown.

Target group: All existing and future marketing practitioners, as well as web, e-commerce, e-marketing and social media specialists fall within the target group of this course. Indeed, any person who is interested in using social media services as a marketing channel would benefit from this offering. Students are expected to come from both the SMME and big business environments, as well as from entrepreneurial entities, academia, NGOs and government departments that wish to take advantage of the social media world.

The purpose of this social media marketing course is to introduce students to the world of social networks and how they work, from a marketing perspective in particular. They will be taught how to listen, initiate and shape these conversations to the advantage of their business. With the knowledge they gain from this three-module six-month course, students will be able to apply this knowledge in their own business or even help other businesses with their social media efforts. This course is aimed at, among other things, the following:

Continued...

- marketing practitioners and other managers who need to get to grips with new social media marketing and the channels that support them
- entrepreneurs wishing to market their own businesses in affordable, yet effective ways
- existing businesses, large and small, that need to expand their current markets and grow their businesses using social platforms
- any individual who wishes to get to grips with social media marketing and improve his or her career and employment prospects

This is a generic social media marketing course developed to meet the needs of a global audience. Social media marketing is growing at a tremendous rate and provides unique career opportunities for students. It is open to all South Africans as well as international students from around the world.

Admission requirements: Students with appropriate experience or that are over the age of 25 will also be considered for this course. International students need to provide evidence that they have completed their national schooling requirements.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Social Media Marketing Principles: CSMM015 - 12 credits
- **Module 2:** Social Media Marketing Channels: CSMM026 - 12 credits
- **Module 3:** Social Media Marketing Strategy: CSMM038 - 12 credits

Course in Introduction to Storage and Inventory Management (76711)

Duration: 6 months (1 semester)

Credits: 36

NQF Level: 5

Purpose: To provide to students, employed (or interested in being employed) in the inventory and storage functions of a business, with knowledge of and insight into (i) the management and the various functional areas in business organisations, more specifically, (ii) the inventory and storage area. The aim is to empower them in their working environment to make a better contribution towards the creation of value and service improvement in the contemporary business organisation.

Target group: Any person involved in storage and inventory management in large and small organisations in all business sectors in countries in Africa.

Admission requirements: National Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The Tasks of Management: CISIM01 - 12 credits
- **Module 2:** The Functional Areas of Business Management: CISIM02 - 12 credits
- **Module 3:** Storage and Inventory Management: CISIM03 - 12 credits

Course in the Introduction to Human Resource Management (76749)

Duration: 11 weeks (1 semester)

Credits: 24

NQF Level: 5

Purpose: To provide prospective human resource practitioners with knowledge and skills related to general human resource management concepts and the external environment in which South African human resource practitioners operate as well as the knowledge underlying the provision of human resources in organisations.

Target group: Human resource supervisors and practitioners. NB: This course is presented as an in-house course only.

Admission requirements: A National Senior Certificate or equivalent qualification. Those not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience (students will be required to submit proof of this in the form of a CV and references) or other prior learning.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Foundations of Human Resource Management: CCHR01L – 12 credits
- **Module 2:** Empowerment and Retention of Human Resources: CCHR02M – 12 credits

IISA Introductory Programme in Advanced Insurance Practice (7649X)

Duration: 6 months

Credits: 60

NQF Level: 7

Purpose: These programmes represent an advanced qualification for insurance staff working across all sectors of the insurance industry, planning to ultimately gain a professional qualification. This SLP will enhance students' understanding of insurance practice, both in terms of technical subject matter and overall management skills, often irrespective of the role of the person.

This SLP was specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the advanced educational needs of the insurance industry in South Africa and to provide individuals in this industry with a higher education qualification, to satisfy both educational and regulatory needs.

The programmes provide for development in two spheres, firstly, in the business of insurance, through the two compulsory subjects, and then in the processes and practices of insurance at an advanced technical level in the specific subfield through the elective subjects. In the case of the latter, both the formative (assignments) and summative (examinations) assessments test the students' ability to apply the knowledge and skills by requiring them to solve problems and analyse and make recommendations using a factual case study as part of the testing.

This SLP is the second part of a specific learning programme for the advanced insurance market. As such, students who have completed this SLP will be academically qualified for election to Associateship of the Insurance Institute of South Africa and the accompanying professional designation, subject to the by-laws from time to time.

Target group: People employed by insurance companies, insurance brokers, loss adjusters or retirement funds. The programme improves the employability of students in the sense that the successful completion of the programme enables them to become professional insurance practitioners with a good understanding of the insurance business, an appreciation for the entire insurance market, as well as some specialised insurance practice fields, insurance broking and reinsurance, and risk management. In addition, all intermediaries in the insurance industry who offer advice on products need to be in possession of suitable academic qualifications and this SLP is in line with part of the advanced requirements.

Admission requirements: IISA Programme in either Short Term Insurance (76546) or Life Insurance (76538) or Retirement Fund Management (76511)

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Continued...

Module content:

- **Module 1:** Introduction to Risk and Insurance: (Compulsory) IPAI01R - 12 credits
- **Module 2:** Introduction to the Principles of Short Term Insurance: (Elective) IPAI02S - 12 credits
- **Module 3:** Introduction to Principles of Life Insurance: (Elective) IPAI03T - 12 credits
- **Module 4:** Introduction to Interruption Insurance: (Elective) IPAI04U - 12 credits
- **Module 5:** Introduction to Liability Insurance: (Elective) IPAI05V - 12 credits
- **Module 6:** Introduction to Motor Insurance: (Elective) IPAI06W - 12 credits
- **Module 7:** Property Insurance: (Elective) IPAI07X - 12 credits
- **Module 8:** Property Insurance Hazards: (Elective) IPAI08Y - 12 credits
- **Module 9:** Introduction to Life Insurance Practice: (Elective) IPAI093 - 12 credits
- **Module 10:** Introduction to Retirement and Related Benefits: (Elective) IPAI10S - 12 credits
- **Module 11:** Introduction to Life Insurance Sales: (Elective) IPAI11T - 12 credits
- **Module 12:** Introduction to Insurance Broking: (Elective) IPAI12U - 12 credits
- **Module 13:** Introduction to Advanced Re-insurance Practice: (Elective) IPAI13V - 12 credits

IISA Introductory Programme in Retirement Fund Management (76600)**Duration:** 6 months**Credits:** 60**NQF Level:** 6

Purpose: This SLP was specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the educational needs of the retirement fund management industry in South Africa and to provide individuals in that sector of the insurance industry with a higher education qualification, to satisfy both educational and regulatory needs.

This SLP is the first part of a specific learning programme for the retirement fund management sector. As such, students who have completed this SLP will continue with a further NQF level 5 Programme in Retirement Fund Management in order to complete their studies at this level. The programme will also enhance the knowledge and competence of financial advisors and intermediaries, which is required in terms of the fit and proper requirements of the FAIS Act.

Target group: People employed by life insurance companies, insurance brokers, independent (privately administered) retirement funds, fund administrators or elsewhere in the retirement fund industry. Students not presently employed in the retirement fund industry, but who may want to obtain the credits attached to the SLP in order to obtain employment in the insurance industry will also be allowed to enrol.

The programme improves the employability of students in the sense that the successful completion of the programme enables them to become retirement fund practitioners with a good introductory understanding of the legal framework within which retirement funds are conducted, retirement fund administration, benefit design, fund financing and investment practices and instruments.

In addition, all intermediaries in the retail pensions industry who offer advice on products need to be in possession of suitable academic qualifications and this SLP is in line with part of such requirements.

Admission requirements: National Senior Certificate.**Registration periods:**

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm**Module content:**

- **Module 1:** Introduction to Legal Framework of Insurance: (Compulsory) IPST01E - 12 credits
- **Module 2:** Introduction to Fund Administration: (Compulsory) ICRF02L - 12 credits
- **Module 3:** Introduction to Benefit Design: (Compulsory) ICRF03M - 12 credits
- **Module 4:** Introduction to Fund Financing: (Compulsory) ICRF04N - 12 credits
- **Module 5:** Introduction to Investment Management: (Compulsory) ICRF05P - 12 credits

IISA Introductory Programme to Short Term Insurance (7652X)

Duration: 6 months

Credits: 60

NQF Level: 6

Purpose: This SLP was specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the educational needs of the short-term insurance industry in South Africa and to provide individuals in this industry with a higher education qualification in order to satisfy both educational and regulatory needs.

This SLP is the first part of a specific learning programme for the short-term insurance market. As such, students who have completed this SLP will continue with a further NQF level 6 Programme in Short Term Insurance, in order to complete their insurance studies at this level. The programme will also improve the knowledge and competence of financial advisors and intermediaries, which is required in terms of the fit and proper requirements of the FAIS Act.

Target group: Those employed by short-term insurance companies and insurance brokers. Students not presently employed in the insurance industry, but who may want to obtain the credits attached to the programme in order to obtain employment in the insurance industry will also be allowed to enrol.

The programme improves the employability of students in the sense that the successful completion of the programme enables them to become short-term insurance practitioners with a good introductory understanding of the legal framework within which short-term insurance business is conducted, personal insurance practice, commercial insurance, marine and aviation insurance, reinsurance and risk management.

In addition, all intermediaries in the insurance industry who offer advice on products need to be in possession of suitable academic qualifications and this SLP is in line with part of such requirements.

Admission requirements: National Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Legal Framework of Insurance (Compulsory) IPST01E - 12 credits
- **Module 2:** Introduction to Personal Insurance Practice (Elective) IPST02F - 12 credits
- **Module 3:** Introduction to Commercial Insurance Practice (Elective) IPST03G - 12 credits
- **Module 4:** Marine Insurance (Elective) IPST04H - 12 credits
- **Module 5:** Introduction to Risk Management (Elective) IPST06K - 12 credits
- **Module 6:** Introduction to Reinsurance Practice (Elective) IPST05J - 12 credits

IISA Programme in Retirement Fund Management (76511)

Duration: 6 months

Credits: 60

NQF Level: 6

Purpose: This SLP was specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the educational needs of the retirement fund management sector in South Africa and to provide individuals in that sector with a higher education qualification in order to satisfy both educational and regulatory needs.

This SLP is the second part of a specific learning programme for the retirement fund management sector. As such, students who have completed this SLP may continue with an NQF level 7 Introductory Programme in Advanced Insurance Practice, in order to complete their insurance studies. The programme will also enhance the knowledge and competence of financial advisors and intermediaries, which is required in terms of the fit and proper requirements of the FAIS Act.

Target group: Those employed by life insurance companies, insurance brokers, independent (privately administered) retirement funds, fund administrators or elsewhere in the retirement fund industry. Students not presently employed in the retirement fund industry, but who may want to obtain the credits attached to the programme in order to obtain employment in the insurance industry will also be allowed to enrol.

The programme improves the employability of students in the sense that the successful completion of the programme enables them to become retirement fund practitioners with a good introductory understanding of the legal framework within which retirement funds are conducted, retirement fund administration, benefit design, fund financing and investment practices and instruments.

In addition, all intermediaries in the retail pensions industry who offer advice on products need to be in possession of suitable academic qualifications and this SLP is in line with part of such requirements.

Admission requirements: The IISA Short Course in Elements of Life Insurance or at least 24 insurance credits on at least NQF level 4.

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Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Legal Framework of Retirement Funds: (Compulsory) PRRF01L - 12 credits
- **Module 2:** Fund Administration: (Compulsory) PRRF02M - 12 credits
- **Module 3:** Benefit Design: (Compulsory) PRRF03N - 12 credits
- **Module 4:** Fund Financing: (Compulsory) PRRF04P - 12 credits
- **Module 5:** Investment Management: (Compulsory) PRRF05Q - 12 credits

IISA Programme in Short Term Insurance (76546)

Duration: 6 months

Credits: 60

NQF Level: 6

Purpose: This SLP was specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the educational needs of the short-term insurance industry in South Africa and to provide individuals in this industry with a higher education qualification in order to satisfy both educational and regulatory needs.

This SLP is the second part of a specific learning programme for the short-term insurance market. As such, students who have completed this programme may continue with an NQF level 7 Introductory Programme in Advanced Insurance Practice, in order to complete their insurance studies. The programme also enhances the knowledge and competence of financial advisors and intermediaries, which is required in terms of the fit and proper requirements of the FAIS Act.

Target group: Those employed by short-term insurance companies and insurance brokers. Students not presently employed in the insurance industry, but who may want to obtain the credits attached to the programme in order to obtain employment in the insurance industry will also be allowed to enrol.

The programme improves the employability of students in the sense that the successful completion of the programme enables them to become short-term insurance practitioners with a good introductory understanding of the legal framework within which short-term insurance business is conducted, personal insurance practice, commercial insurance, marine and aviation insurance, reinsurance and risk management.

In addition, all intermediaries in the insurance industry who offer advice on products need to be in possession of suitable academic qualifications and this SLP is in line with part of such requirements.

Admission requirements: IISA Introductory Programme in Short Term Insurance.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Legal Framework of Short Term Insurance: (Compulsory) PSTI01D - 12 credits
- **Module 2:** Personal Insurance Practice: (Elective: choose 4) PSTI02E - 12 credits
- **Module 3:** Commercial Insurance Practice: (Elective: choose 4) PSTI03F - 12 credits
- **Module 4:** Aviation Insurance: (Elective: choose 4) PSTI04G - 12 credits
- **Module 5:** Reinsurance Practice: (Elective: choose 4) PSTI05H - 12 credits
- **Module 6:** Risk Management: (Elective: choose 4) PSTI06J - 12 credits

IISA Programme in Advanced Insurance Practice (76481)

Duration: 6 months

Credits: 60

NQF Level: 7

Purpose: These programmes represent an advanced qualification for insurance staff working across all sectors of the insurance industry, planning to ultimately gain a professional qualification. It provides an enhanced understanding of insurance practice, both in terms of technical subject matter and overall management skills, often irrespective of the role of the person.

This SLP was specifically developed by the Insurance Institute of South Africa (IISA) to serve the advanced educational needs of the insurance industry in South Africa and to provide the insurance industry with a higher education qualification, to satisfy both educational and regulatory needs.

The programmes provides for the development in two spheres, firstly, in the business of insurance, through the two compulsory subjects, and then in the processes and practices of insurance at an advanced technical level in the specific subfield through the elective subjects. In the case of the latter, both the formative (assignments) and summative (examinations) assessments test the students' ability to apply the knowledge and skills by requiring them to solve problems, analyse and make recommendations using a factual case study as part of the testing.

This SLP is the first part of a specific learning programme for the advanced insurance market. As such, student who have completed this programme will continue with a further NQF level 6 Programme in Advanced Insurance Practice, in order to complete their insurance studies. Upon completion of the second part of this specific learning programme, student will academically qualify for election to Associateship of the Insurance Institute of South Africa and the accompanying professional designation, subject to the by-laws from time to time.

Target group: People employed by insurance companies, insurance brokers, loss adjusters or retirement funds.

The programme improves the employability of students in the sense that the successful completion of the programme enables them to become professional insurance practitioners with a good understanding of the insurance business, an appreciation for the entire insurance market, as well as some specialised insurance practice fields, insurance broking and reinsurance, and risk management.

In addition, all intermediaries in the insurance industry who offer advice on products need to be in possession of suitable academic qualifications and this SLP is in line with part of the advanced requirements.

Admission requirements: IISA Introductory Programme in Advanced Insurance Practice.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Risk and Insurance (Compulsory) PAIP01G - 12 credits
- **Module 2:** Principles of Short Term Insurance (Elective) PAIP02H - 12 credits
- **Module 3:** Principles in Life Insurance (Elective) PAIP03J - 12 credits
- **Module 4:** Interruption Insurance (Elective) PAIP04K - 12 credits
- **Module 5:** Liability Insurance (Elective) PAIP05L - 12 credits
- **Module 6:** Motor Insurance (Elective) PAIP06M - 12 credits
- **Module 7:** Property Insurance Claims (Elective) PAIP07N - 12 credits
- **Module 8:** Property Insurance Perils (Elective) PAIP08P - 12 credits
- **Module 9:** Life Insurance Practice (Elective) PAIP09Q - 12 credits
- **Module 10:** Retirement and Related Benefits (Elective) PAIP10H - 12 credits
- **Module 11:** Life Insurance Sales (Elective) PAIP011J - 12 credits
- **Module 12:** Insurance Broking (Elective) PAIP12K - 12 credits

Programme in Advanced Marketing Management (71129)

Duration: 12 months

Credits: 48

NQF Level: 7

Purpose: The future of most organisations depends on the manner in which they deal with their environment and the approach they follow in respect of their markets and competitors. A business needs to be proactive in dealing with these key factors. The aim of this programme is to focus on the strategic aspects of marketing so as to be able to deal successfully with the challenges that businesses face in these key areas.

Target group: Marketing managers, retail managers, marketing executives.

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Admission requirements: A university degree in marketing, a relevant Marketing Diploma from a university of technology, a relevant certificate such as the IMM, the Programme in Business-to-Business Marketing, the Programme in Retail Management, the Programme in Marketing Management, or the Programme in Sales and Marketing.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Foundation for Market Strategy Selection: (Compulsory) PAMM01P - 12 credits
- **Module 2:** Internal Analysis: (Compulsory) PAMM02Q - 12 credits
- **Module 3:** Formulation of Competitive Market Strategy: (Compulsory) PAMM03R - 12 credits
- **Module 4:** The Investment Decision in Market Strategy: (Compulsory) PAMM04S - 12 credits

Programme in Business Communication (71854)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To teach interpersonal communication skills to business people. One of the main problems in business and marketing is the inability of people to communicate effectively. Communication skills are essential for interaction in business and without them, misunderstanding and conflict are inevitable. The acquisition of communication skills will enable students to benefit fully from further education and training in their business careers.

Target group: People studying through distance education by means of study guides, tutorial letters and assignments.

Admission requirements: A National Senior Certificate or equivalent qualification. People not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a detailed CV and references, or other prior learning.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Linguistic Ability in Business: (Compulsory) PBCM01H - 12 credits
- **Module 2:** The Communication Process in a Multicultural Business Environment: (Compulsory) PBCM02J - 12 credits
- **Module 3:** Oral and Written Communication in Business: (Compulsory) PBCM03K - 12 credits
- **Module 4:** Internal and External Interaction in Business: (Compulsory) PBCM04L - 12 credits

Programme in Business Continuity Management (72508)

Duration: 12 months (A student can register for a maximum of 3 modules per semester)

Credits: 72

NQF Level: 5

Purpose: Business continuity management is an integral part of operational risk management and is rapidly becoming a specialised management discipline in its own right. This programme will provide employees of all business environments with the necessary skills to manage risk exposures that may threaten the effective continuation of the business should such a risk event materialise.

Target group: Employees of the public and private sectors involved in risk management and business continuity management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

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Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Enterprise Wide Risk Management: PCOM01C - 12 credits
- **Module 2:** Introduction to Business Continuity Management 1: PCOM02D - 12 credits
- **Module 3:** Introduction to Business Continuity Management 2: PCOM03E - 12 credits
- **Module 4:** Strategic Business Continuity Management: PCOM04F - 12 credits
- **Module 5:** Business Continuity Planning 1: PCOM05G - 12 credits
- **Module 6:** Business Continuity Planning 2: PCOM06H - 12 credits

Programme in Business Focused Management (71757)

Duration: 12 months

Credits: 48

NQF Level: 5

Purpose: To equip potential managers with the following: (1) a basic knowledge of the economic environment; (2) knowledge of the methods of price determination in a market economy; (3) a basic understanding of a macroeconomic perspective of the South African economy; (4) knowledge of the three important sectors of the economy; (5) the principles of establishing a new business; (6) knowledge of the functioning of a business organisation; (7) the principles of general management; (8) knowledge of the functional areas of management; (9) knowledge of effective business communication; and (10) critical factors determining the success of a manager.

Target group: Supervisory and middle levels of management in medium to large-sized business organisations.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to the Business World (Compulsory) (PBFM01V) - 12 credits
- **Module 2:** The Entrepreneur and His Business: (Compulsory) PBFM02W - 12 credits
- **Module 3:** Specialised Areas of Management: (Compulsory) PBFM03X - 12 credits
- **Module 4:** Critical Factors Determining the Success of a Manager: (Compulsory) PBFM04Y - 12 credits

Programme in Business-to-Business Marketing (71706)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: The focus of study of this programme is on the marketing and selling of goods and services by one business to another (referred to as business-to-business [B2B] or industrial marketing). This programme is intended to provide students with the knowledge and skills to analyse customers and the operating environment within which B2B marketing takes place, to prepare a strategic marketing plan, to develop alternative marketing strategies and to prepare an export plan for the firm.

Target group: Marketers, industrial marketers, business-to-business marketers, professionals such as engineers, architects, scientists working in an industrial environment.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and/or relevant experience and mature age.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Customer Analysis: (Compulsory) PB2B01W - 12 credits
- **Module 2:** Strategic Marketing Planning: (Compulsory) PB2B02X - 12 credits
- **Module 3:** Marketing Strategies: (Compulsory) PB2B03Y - 12 credits
- **Module 4:** Export Marketing: (Compulsory) PB2B04Z - 12 credits

Programme in Entrepreneurship and Small Business Management (71773)

Duration: 12 months

Credits: 48

NQF Level: 5

Purpose: To (1) provide potential entrepreneurs with the necessary knowledge to establish and manage a business; (2) transfer entrepreneurial and managerial skills to potential entrepreneurs through indigenous and Africa-relevant multimedia (mainly case studies, practical examples, simulation of real business situations by means of teaching); (3) improve the small business management skills of those entrepreneurs who already own a small business; and (4) develop a cadre of entrepreneurs who will promote economic growth and create employment in order to meet the rising economic expectations of all South Africans.

Target group: Potential and existing entrepreneurs and small business owners.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and/or relevant business experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Entrepreneurship: (Compulsory) PESB014 - 12 credits
- **Module 2:** Entering the Business World: (Compulsory) PESB025 - 12 credits
- **Module 3:** The Business Plan: (Compulsory) PESB036 - 12 credits
- **Module 4:** Managing the Small Business: (Compulsory) PESB048 - 12 credits

Programme in Financial Management (71277)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: Effective financial management is vital to any company, particularly if its aim is to improve profitability, liquidity and solvency. The programme is aimed at managers, accountants, bookkeepers, employees in the financial services sector and business owners. The purpose of the programme is to develop and train any person interested in acquiring knowledge of financial management. The study material is suitable for any manager.

Target group: Entrepreneurs, managers and leaders.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Financial Management: (Compulsory) PFIN015 - 12 credits
- **Module 2:** Financing and Investment Decisions: (Compulsory) PFIN026 - 12 credits
- **Module 3:** Working Capital Management: (Compulsory) PFIN038 - 12 credits
- **Module 4:** Risk Management: (Elective) PFIN049 - 12 credits
- **Module 5:** Tax Planning: (Elective) PFIN05A - 12 credits

Programme in Human Resource Management (71080)

Duration: 12 months

Credits: 96

NQF Level: 6

Purpose: To equip students with the necessary knowledge, skills and abilities to perform various human resource management functions at foundation level in an organisation. This programme, which is accredited by the South African Board for People Practice, affords students the opportunity to develop the essential competencies needed in an HR context.

Target group: Human resource managers, supervisors and practitioners.

Admission requirements: A National Senior Certificate or equivalent qualification. People not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience (students will be required to submit proof of this in the form of a CV and references) or other prior learning.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The Human Resource Function: (Compulsory) PHRM01L - 24 credits
- **Module 2:** Labour Relations: (Compulsory) PHRM02M - 24 credits
- **Module 3:** Training and Development: (Compulsory) PHRM03N - 24 credits
- **Module 4:** Human Relations: (Compulsory) PHRM04P - 24 credits

Programme in International Marketing (71269)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: The importance of exporting and international trade to a country's economy and to the growth of companies is well documented. This programme equips students to navigate their way through the many environmental challenges faced by exporters, to prepare an appropriate international marketing research plan, to deal with the various marketing variables and to prepare a market strategy based on these variables. The programme also enables students to learn how to manage their export endeavours and to use the web to market their firms internationally. Students will be expected to complete a comprehensive international market-entry strategy as part of their project.

Target group: Exporters, international marketers, freight forwarders or anyone involved in international trade.

Admission requirements: Students with appropriate experience or that are over the age of 25 will also be considered for this programme.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The International Marketing Environment and Research: (Compulsory) PPIM01Q - 12 credits
- **Module 2:** The International Marketing Mix: (Compulsory) PPIM02R - 12 credits
- **Module 3:** International Marketing Management: (Compulsory) PPIM03S - 12 credits
- **Module 4:** Project: Practical Exporting: (Compulsory) PPIM04T - 12 credits

Programme in Investment Analysis and Portfolio Management (71064)

Duration: 12 months

Credits: 48 (compulsory) or 60 (with an optional module not required for certificate) **NQF Level:** 6

Purpose: To introduce individuals within the corporate, financial and non-financial institutions as well as public institutions to the field of investment analysis and portfolio management. The programme covers investment background, analysis of equities, fixed income securities, derivative instruments and foreign exchange policy as well as ethics in the investment field.

Target group: Private investors and CFA candidates.

Continued...

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The Investment Background: (Compulsory) PINV016 - 12 credits
- **Module 2:** Investment Analysis: (Compulsory) PINV028 - 12 credits
- **Module 3:** Portfolio Management: (Compulsory) PINV039 - 12 credits
- **Module 4:** Ethics: (Compulsory) PINV04A - 12 credits
- **Module 4:** Tax Planning for Investments: (Optional) PINV05B - 12 credits

Programme in Marketing Management (71765)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To equip students with the knowledge and skills to be able to function effectively in a marketing department. The qualification provides a solid foundation in the basic principles of marketing, including the evolution of marketing, the marketing environment, consumer behaviour, market segmentation and information for marketing management. An in-depth study of the elements of the marketing mix is also provided, as well as the implementation of the marketing strategy.

Target group: Lower to middle-level managers who need to expand their marketing knowledge.

Admission requirements: Applicants without a senior certificate can apply based on written proof of at least two years' working experience in marketing or sales.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Marketing Perspectives and Environmental Scanning: PMRM01G - 12 credits
- **Module 2:** Market Segmentation, Target Marketing and Product Positioning: PMRM02H - 12 credits
- **Module 3:** Formulation of the Marketing Strategy: PMRM03J - 12 credits
- **Module 4:** Implementing the Marketing Strategy: PMRM04K - 12 credits

Programme in Office Management (72702)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To encourage people in the office environment, especially those who do not have the time for further full-time tertiary education, to study in the field of office management. This will empower them in their environment, making them more productive and useful. It will also put them in a position to apply for better jobs and create opportunities for promotion. It would hopefully motivate them and be an indication to them that they are able to further their studies by enrolling for formal courses once they have completed this SLP.

Target group: Secretaries, office assistants and personal assistants employed by any type of organisation in South Africa.

Admission requirements: A National Senior Certificate or equivalent qualification. People not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a detailed CV and references, or other prior learning.

Continued...

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The Business and Office Environment: (Compulsory) PIOM01D - 12 credits
- **Module 2:** Information Management: (Compulsory) PIOM02E - 12 credits
- **Module 3:** Communication in the Office: (Compulsory) PIOM03F - 12 credits
- **Module 4:** Office Finance: (Compulsory) PIOM04G - 12 credits

Programme in Public Procurement and Supply Management (71226)

Duration: 12 months

Credits: 72

NQF Level: 6

Purpose: To introduce and sensitise students to an integrated approach in the management of procurement within the highly regulated public sector environment and to provide an output of students that will improve the effectiveness and efficiency of public procurement in South Africa. Students that have completed this programme will be able to:

- work with confidence within the current government procurement regulatory environment
- understand the determinants and apply the procedures relevant to public procurement
- understand the business principles underlining procurement of supplies, assets and services
- be able to participate in the discourse on and apply developments in procurement, such as preferential procurement, black economic empowerment and the supply chain management framework
- be able to apply tendering as a procurement tool (including the drawing up of specifications and the evaluation of tenders)
- be able to apply basic legal principles in procurement
- understand the role and management of inventories and storage in a supply management context

Target group: People involved in any purchasing activities within the public sector.

Admission requirements: A National Senior Certificate (or equivalent) qualification. Admission without a senior certificate may be considered on the basis of seniority and appropriate experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Public Financial Management: A Procurement and Supply Chain Perspective: (Compulsory) PPPS01C - 12 credits
- **Module 2:** Public Procurement and Supply Chain Management: (Compulsory) PPPS02D - 12 credits
- **Module 3:** Purchasing and Supply Management: (Compulsory) PPPS03E - 12 credits
- **Module 4:** Purchasing and Supply Tools: (Compulsory) PPPS04F - 12 credits
- **Module 5:** Legal Aspects of Purchasing: (Compulsory) PPPS05G - 12 credits
- **Module 6:** Storage and Inventory Management: (Compulsory) PPPS06H - 12 credits

Programme in Purchasing and Supply Management (71234)

Duration: 12 months

Credits: 72

NQF Level: 6

Purpose: To introduce and sensitise students to an integrated approach in the management of procurement within the highly regulated public sector environment and to provide an output of students that will improve the effectiveness and efficiency of public procurement in South Africa. Students that have completed this programme will:

Target group: People working in the purchasing function in organisations.

Continued...

- be able to work with confidence in the current government procurement regulatory environment
- understand the determinants and apply the procedures relevant to public procurement
- understand the business principles underlining procurement of supplies, assets and services
- be able to participate in the discourse on and apply developments in procurement, such as preferential procurement, black economic empowerment and the supply chain management framework
- be able to apply tendering as a procurement tool (including the drawing up of specifications and the evaluation of tenders)
- be able to apply basic legal principles in procurement
- understand the role and management of inventories and storage in a supply management context

Admission requirements: A National Senior Certificate (or equivalent) qualification. Admission without a senior certificate may be considered on the basis of seniority and appropriate experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Enterprise Management: (Compulsory) PPSM015 - 24 credits
- **Module 2:** Purchasing and Supply Management: (Compulsory) PPSM026 - 12 credits
- **Module 3:** Purchasing and Supply Tools: (Compulsory) PPSM038 - 12 credits
- **Module 4:** Legal Aspects of Purchasing: (Compulsory) PPSM049 - 12 credits
- **Module 5:** Storage and Inventory Management: (Compulsory) PPSM05A - 12 credits

Programme in Retail Management (71749)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To equip students with the knowledge and skills to be able to function effectively in a retail organisation at all levels in the retail sector. This programme affords students the opportunity to gain real retail knowledge and develop retailing skills.

Target group: Retail managers.

Admission requirements: A National Senior Certificate or equivalent qualification. People not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a detailed CV and references or other prior learning.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** The South African Retail Environment: (Compulsory) PRET01A - 12 credits
- **Module 2:** Fundamentals of Retail Management: (Compulsory) PRET02B - 12 credits
- **Module 3:** Functional Aspects of Retail Marketing: (Compulsory) PRET03C - 12 credits
- **Module 4:** Strategic Retail Marketing: (Elective) PRET04D - 12 credits
- **Module 5:** Small Business Management: (Elective) PRET05E - 12 credits

Programme in Risk Management (75949)

Duration: 12 months

Credits: 108

NQF Level: 6

Purpose: Risk management has emerged as one of the major management disciplines in a business environment. The purpose of the programme is to provide students with a fundamental knowledge to enable them to manage the risks an organisation faces. Students will acquire knowledge and understanding of a variety of disciplines that will add value in the effective management of risk.

Target group: Employees of the public and private sectors involved in risk management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Enterprise Risk Management: PRIM014 - 12 credits
- **Module 2:** Business Management: PRIM025 - 12 credits
- **Module 3:** Statistics: PRIM036 - 12 credits
- **Module 4:** Business Finance and Accounting: PRIM048 - 12 credits
- **Module 5:** Economics: PRIM059 - 12 credits
- **Module 6:** Risk Financing: PRIM06A - 24 credits (two sub-modules of 12 credits each)
- **Module 7:** Risk Control: PRIM07B - 24 credits (two sub-modules of 12 credits each)

Programme in Safety Management (72435)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: This programme focuses on the science of safety management and the safety responsibilities of both line managers and staff safety practitioners. The programme introduces line managers and safety practitioners to the very basics in safety management. Such basics comprise the sciences of safety management and the roles of line and staff functionaries pertaining to safety risk assessment, the management of safety in industry and the analysis of safety incidents.

Target group: Any manager or safety practitioners in industry or private practice.

Admission requirements: A Senior Certificate or equivalent qualification or appropriated experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Safety Management: (Compulsory) PSMP015 - 12 credits
- **Module 2:** Assess Safety Risk: (Compulsory) PSMP026 - 12 credits
- **Module 3:** Manage Safety in the Workplace: (Compulsory) PSMP038 - 12 credits
- **Module 4:** Analyse safety incidents: (Compulsory) PSMP049 - 12 credits

Programme in Sales and Marketing (76694)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To equip students with the knowledge and skills to be able to function effectively in a sales department. The qualification provides a solid foundation in the basic principles of marketing, including the development of marketing thought, the marketing environment, consumer behaviour and market segmentation. The marketing component concludes with an in-depth discussion of the marketing mix. The main focus of the qualification is sales and successful students will have an extensive understanding of the selling process and be equipped to manage a small sales team.

Target group: People currently working in sales or interested in pursuing a career in sales who wish to expand their knowledge of the selling function and how it fits into marketing as a management science.

Continued...

Admission requirements: Applicants without a Senior Certificate can apply based on written proof of at least two years' working experience in sales or marketing.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Marketing: PISM01V - 12 credits
- **Module 2:** Sales Principles: PISM02W - 12 credits
- **Module 3:** Sales Management: PISM03X - 12 credits
- **Module 4:** Practical Sales Project: OPISM04Y - 12 credits

Programme in Total Quality Management (71838)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: The national quality policy focuses on the quality of product, quality of service delivery (to the internal and external customer), quality of organisation (systems and processes) and quality of work-life (QWL). The purpose of this SLP is to provide students with a complete body of knowledge of TQM as a holistic approach to managing quality. Students will acquire fundamental theoretical and practical knowledge in various concepts of TQM necessary to improve quality in any organisation.

Target group: Any employee in a business or institution or organisation who may be involved or interested in quality management (TQM); similarly all people (e.g. supervisors) who may be responsible for planning, controlling or improving quality (e.g. aspirant quality assurance managers, junior quality managers, assistant quality managers, operations managers, but even senior managers who need to gain an understanding of and appreciation for the dynamic nature, unique body of knowledge and potential advantages which may be gained by TQM and SHEQ).

Admission requirements: National Senior Certificate or equivalent qualification or related work experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** An Overview of TQM and the Creation and Maintenance of a Quality Culture: PTQM01J - 12 credits
- **Module 2:** Developing the TQM System and the Tools and Techniques for the Continuous Improvement of Quality: PTQM02K - 12 credits
- **Module 3:** Total Quality Management: The Implementation of TQM: PTQM03L - 12 credits
- **Module 4:** Integrated SHEQ Management Based on ISO and OHSAS System Standards: PTQM04M - 12 credits

ICSA Programme in Strategic Management and Corporate Governance (71102)

Duration: 12 months

Credits: 96

NQF Level: 7

Purpose: On completion of this programme, managers, corporate secretaries and decision-makers will have the ability to respond appropriately to the changing environment in which business is being conducted. More specifically, the programme will give students insight into integrating holistic thinking with the organisation's functional aspects, from a strategic perspective. Students will have the ability to comprehend the intricacies of corporate finance and its importance to the organisation. They will have an understanding of the effect of legislation on the management function of the organisation and how to respond to these changes. Without risk, the organisation will not be able to survive or remain competitive, and this programme will help students comprehend risk and its impact on the organisation and the management of risk.

Target group: People/company secretaries involved in strategic management and corporate governance that need to provide guidance to directors on related issues.

Continued...

Admission requirements: A completed CIS qualification, degree or relevant work experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Strategic Planning: (Compulsory) PICS01C - 12 credits
- **Module 2:** Strategy Implementation: (Compulsory) PICS02D - 12 credits
- **Module 3:** Corporate Finance I: (Compulsory) PICS03E - 12 credits
- **Module 4:** Corporate Finance II: (Compulsory) PICS04F - 12 credits
- **Module 5:** Corporate Governance and Legislation I: (Compulsory) PICS05G - 12 credits
- **Module 6:** Corporate Governance and Legislation II: (Compulsory) PICS06H - 12 credits
- **Module 7:** Pure Risk Management: (Compulsory) PICS07J - 12 credits
- **Module 8:** Financial Risk Management: (Compulsory) PICS08K - 12 credits

Programme in Economics and Public Finance (70130)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To create an understanding of what economics is, the nature of the South African economy, the economics of a number of development issues and the economics of public finance. A basic knowledge of these economic principles provides students with a better understanding of the economic environment in which they operate daily.

Target group: All public sector employees (i.e. employees of government departments, parastatals, provincial and local governments), NGOs and private sector employees who want to obtain a better understanding of economic issues.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or appropriate experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to Economics and Price Theory: PEPF014 - 12 credits
- **Module 2:** Macroeconomic: Theory and Policy: PEPF025 - 12 credits
- **Module 3:** Economic Development Issues: PEPF036 - 12 credits
- **Module 4:** Public Finance: PEPF048 - 12 credits

Programme in Marketing and Marketing Research (70068)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: To equip students with the knowledge and skills to be able to function effectively in a marketing department. The qualification provides a solid foundation in the basic principles of marketing, including the evolution of marketing, the marketing environment, consumer behaviour, market segmentation and information for marketing management. An in-depth study of the elements of the marketing mix is also provided, as well as the implementation of the marketing strategy.

Target group: Those involved in marketing products and services in business enterprises, the services sector and financial institutions; marketing researchers; advertising practitioners; managers and/or owners of small businesses; sales representatives; those who wish to follow a career in marketing, advertising and/or marketing research.

Admission requirements: Senior Certificate or an equivalent NQF level qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Marketing Management: PMMR01B - 12 credits
- **Module 2:** Marketing Strategy: PMMR02C - 12 credits
- **Module 3:** Marketing Research: Data Collection: PMMR03D - 12 credits
- **Module 4:** Marketing Research: Data Analysis: PMMR04E - 12 credits

Continued...

Programme in Sport Management (76761)

Duration: 12 months

Credits: 72

NQF Level: 6

Purpose: The sport industry in South Africa is a multibillion rand industry and is the creator of many thousands of jobs. There is a definite gap in the market regarding the knowledge levels of the sport managers in charge of sport events. The objective of this programme is to teach these sport management skills to any person involved in sport events, be it at management or administrative level, as well as any active sport participants in any of the sporting disciplines of South Africa.

Target group: Any person involved in sport, be it on management or administrative level, or active sport participants in any of the sporting codes of South Africa.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Understanding the Business World: (Compulsory) PSPM019 - 12 credits
- **Module 2:** The Tasks of Management: (Compulsory) PSPM02A - 12 credits
- **Module 3:** Legal Aspects of Sport Management: (Compulsory) PSPM03B - 12 credits
- **Module 4:** Financial Aspects of Sport Management: (Compulsory) PSPM04C - 12 credits
- **Module 5:** Aspects of Human Resource Management: (Compulsory) PSPM05D - 12 credits
- **Module 6:** Introduction to Events Management: (Compulsory) PSPM06E - 12 credits

Programme in Advanced Bank Management (76767)

Duration: 12 months

Credits: 96

NQF Level: 7

Purpose: To equip students with the in-depth knowledge and competencies necessary to apply the principles of the operations of the financial system in the domestic economy. The programme is intended for students who already have a basic knowledge of banking and finance to acquire more in-depth knowledge, skills, attitudes and values required to operate responsibly in the banking and financial services sector in various management fields.

Target group: Students in the banking and other financial services sectors who are, or who intend to become, involved in the management processes of the bank.

Admission requirements: The Programme in Banking or an equivalent qualification in a financial discipline at NQF level 6 or higher.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Credit Risk Management: PABM018 - 12 credits
- **Module 2:** Risk Management: PABM029 - 12 credits
- **Module 3:** Tax Management: PABM03A - 12 credits
- **Module 4:** Financial Management: PABM04B - 12 credits
- **Module 5:** Portfolio Management: PABM05C - 12 credits
- **Module 6:** Estate Planning: PABM06D - 12 credits
- **Module 7:** Management of Trusts: PABM07E - 12 credits
- **Module 8:** Legal Aspects of Financial Planning, Estates and Trusts: PABM08F - 12 credits
- **Module 9:** Human Capital Management: PABM09G - 12 credits
- **Module 10:** Strategic Marketing: PABM109 - 12 credits
- **Module 11:** Property Management: PABM11A - 12 credits

Programme in Business Management (76759)

Duration: 12 months

Credits: 72

NQF Level: 6

Purpose: Business management is about managing the business as an integrated system and in South Africa there is a great need for sound management education and training. Managers need to be skilled in dealing with resources, people, systems and technology, and for this reason this programme was compiled in such a way that managers could gain exposure to the various areas of management. Topics dealt with in this programme include general management, accounting and finance, human resource management, marketing and technology management. This programme aims to equip managers with the skills and knowledge in various areas of a business.

Target group: Entry- and middle-level managers in both public and private sectors.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or at least two years' work experience in addition to a completed formal qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Management Principles (Compulsory) PPBM01R - 12 credit
- **Module 2:** Business Communication (Compulsory) PPBM02S - 12 credits
- **Module 3:** Business Accounting and Finance (Compulsory) PPBM03T - 12 credits
- **Module 4:** Self Management (Compulsory) PPBM04U - 12 credits
- **Module 5:** Human Resource Management (Elective) PPBM05V - 12 credits
- **Module 6:** Marketing Management Principles (Elective) PPBM06W - 12 credits
- **Module 7:** Information Technology (Elective) PPBM07X - 12 credits
- **Module 8:** Credit Management Principles (Elective) PPBM08Y - 12 credits

Programme in E-Marketing (72745)

Duration: 12 months

Credits: 48

NQF Level: 6

Purpose: E-marketing provides large and small businesses with 24/7 media-rich, direct-marketing access to a huge market of well over a billion users, enabling affordable, personalised marketing. This programme is aimed at marketing practitioners, managers in all other fields, entrepreneurs, small businesses and individuals wishing to improve their career prospects. It is a generic e-marketing programme developed to address the needs of both South African as well as international students from around the world. This one-year programme enables students to create e-marketing campaigns leveraging the benefits of the various e-marketing channels in order to promote their respective businesses online. Students will learn about web-based, search engine, e-mail and mobile marketing, including search engine optimisation.

Target group: All existing and future marketing practitioners, as well as internet and e-commerce specialists fall within the target audience of this programme. Indeed, any person who is interested in using the internet and electronic realms as a marketing channel would benefit from this offering. Students are expected to come from both the SMME and big business environments, as well as from entrepreneurial environments.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification or relevant experience and/or of mature age.

ADDITIONAL REQUIREMENTS: All students MUST have e-mail and access to the internet/web because this is primarily an online course which requires internet access and at least three or more hours online each week per module.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Introduction to E-Marketing: (Compulsory) PEMK018 - 12 credits
- **Module 2:** Web and Search Engine Marketing: (Compulsory) PEMK029 - 12 credits
- **Module 3:** E-mail and Mobile Marketing: (Compulsory) PEMK03A - 12 credits
- **Module 4:** Practical E-Marketing Project: (Compulsory) PEMK04B - 12 credits

Continued...

Programme in Advanced Strategic Management (76769)

Duration: 12 months

Credits: 48

NQF Level: 7

Purpose: To equip students with advanced knowledge, skills and attitudes in strategic management, with a specific focus on corporate level strategies in multibusiness corporations. It is an advanced programme in the sense that it focuses on advanced techniques of analysis, decision-making and change management. With two of the four modules focusing on strategy in action, this programme provides an action basis in a field where strategy training traditionally focuses on strategy formulation.

Target group:

- students who have completed the CBM Course in Strategic Management
- students who have completed the CBM SAIM Programme in Business Management (with Strategic Management elective)
- students who have completed the CBM ICOSA Programme in Strategic Management and Corporate Governance
- students who have completed other structured training in strategic management (minimum of 24 credits)
- managers with at least five years' management experience and exposure to strategic management

Admission requirements: A previous qualification or course in Strategic Management at NQF level 6 (such as the Course in Strategic Management offered by the CBM) and five years of suitable business experience are required for enrolment in this programme. Those not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience. Students will be required to submit proof of this in the form of a detailed CV and references or other prior learning.

ADDITIONAL REQUIREMENTS: This programme will be offered online and access to a computer with internet and e-mail is a prerequisite. Students need to register as myUnisa users once their registration has been activated.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Strategic Intelligence and Analysis: (Compulsory) PASM01J - 12 credits
- **Module 2:** Strategic Decision Making: (Compulsory) PASM02K - 12 credits
- **Module 3:** Strategic Change Management: (Compulsory) PASM03L - 12 credits
- **Module 4:** Strategic Risk Management: (Compulsory) PASM04M - 12 credits

Programme in Knowledge Management (76778)

Duration: 6 months

Credits: 48

NQF Level: 6

Purpose: To equip students with knowledge, skills and approaches to knowledge management and the management of intellectual talent in organisations. The programme is targeted at any person in any private or public organisation who needs to adapt to the changing internal and external environment. While the programme is suitable for all levels of the organisation, it is especially relevant to middle and senior managers or project teams involved in the change process.

Target group:

- students wishing to enter knowledge management careers
- students who have completed the CBM Short Course in Knowledge Management
- students who have completed the CBM SAIM Programme in Business Management
- managers with at least five years' management experience and exposure to knowledge management

Admission requirements: A National Senior Certificate or equivalent of NQF level 4.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Knowledge Management Principles: PIKM01S - 12 credits
- **Module 2:** Knowledge Management Practices: PIKM02T - 12 credits
- **Module 3:** Management of Innovation: PIKM03U - 12 credits
- **Module 4:** Human Capital Management: PIKM04V - 12 credits

Programme in Banking (75892)

Duration: 12 months

Credits: 96

NQF Level: 6

Purpose: Changes in the banking environment have made it necessary for banking staff to equip themselves with basic banking skills. The primary purpose of this programme is to promote an understanding of and enable students to apply the basic principles of the operations of the financial system in the domestic economy. This will contribute to the student's employability as a professional, both in the formal financial services sector and related industries, thereby contributing to the economic and social upskilling of South Africa.

Target group: Banking and related financial services.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification plus the Course in Fundamentals of Banking and Risk Management.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Accounting Principles: PBNK01S - 12 credits
- **Module 2:** Introduction to Economics: PBNK02T - 12 credits
- **Module 3:** Introduction to the Tax Environment: PBNK03U - 12 credits
- **Module 4:** Banking Law: PBNK04V - 12 credits
- **Module 5:** Introduction to Business Management: PBNK05W - 12 credits
- **Module 6:** Marketing and Customer Relationship Management: PBNK06X - 12 credits
- **Module 7:** Compliance Management: PBNK07Y - 12 credits
- **Module 8:** Credit Management: PBNK083 - 12 credits

Programme in Customer Service (76712)

Duration: 12 months

Credits: 72

NQF Level: 6

Purpose: This programme is useful for students wishing to develop their knowledge, skills and competencies in the application and rendering of customer service in private, institutional, governmental and parastatal organisations. Organisations expect their customer service employees to be able to liaise with customers in different contact situations, such as face-to-face, telephone and written contact. These employees also need to be able to manage a customer service division, by evaluating service activities, developing a service plan and motivating and empowering service personnel. This programme teaches students the skills to successfully manage the customer service function in an organisation.

Target group: Private, institutional, governmental and parastatal organisations.

Admission requirements: National Senior Certificate or three years' relevant practical experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Basics of Customer Service Management: (Compulsory) PRCS01U - 12 credits
- **Module 2:** Marketing Management: (Compulsory) PRCS02V - 12 credits
- **Module 3:** Sales Management: (Compulsory) PRCS03W - 12 credits
- **Module 4:** Advanced Customer Service Management: (Compulsory) PRCS04X - 12 credits
- **Module 5:** Public Relations: (Compulsory) PRCS05Y - 12 credits
- **Module 6:** Relationship Management: (Compulsory) PRCS063 - 12 credits

Advanced Programme in Sourcing and Supply Chain Management (71218)

Duration: 12 months

Credits: 90

NQF Level: 7

Purpose: To provide middle and senior management in purchasing, sourcing and supply related fields with a broader vision of and insight into strategic sourcing, the supply chain management approach, negotiations and global sourcing. It further aims to equip students to apply theoretical knowledge gained in this area to their current working environment.

Target group: People working in supply chains of organisations.

Admission requirements: A university degree, or a management development programme offered by various universities, or a National Diploma or BTech degree from an accredited institution, or the Unisa Programme in Purchasing and Supply Management certificate, or the Unisa Programme in Public Procurement and Supply Management certificate.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Strategic Sourcing Management: AASM01F - 18 credits
- **Module 2:** Supply Chain Management: AASM02G - 18 credits
- **Module 3:** Negotiations: AASM03H - 18 credits
- **Module 4:** Global Sourcing Management (Focusing on International Purchasing): AASM04J - 18 credits
- **Module 5:** Research Project: AASM05K - 18 credits

Advanced Programme in Risk Management (76789)

Duration: 12 months

Credits: 96

NQF Level: 8

Purpose: To provide students with an advanced understanding of and the competencies necessary to apply the principles of the operations of the financial system in the domestic economy. The programme is intended to empower students to acquire the knowledge, skills, attitudes and values required to operate responsibly in most sectors in the field of risk management (credit risk management, market risk management, operational risk management and strategic risk management).

Target group: Banking and related financial services as well as risk managers in other organisations outside financial services.

Admission requirements: A National Senior Certificate and Programme in Risk Management or an appropriate three-year qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Credit Risk Management: (Compulsory) APRM01U - 24 credits
- **Module 2:** Market Risk Management: (Compulsory) APRM02V - 24 credits
- **Module 3:** Operational Risk Management: (Compulsory) APRM03W - 12 credits
- **Module 4:** Strategic Business Risk Management: (Compulsory) APRM04X - 12 credits
- **Module 5:** Risk Management Portfolio Project: (Compulsory) APRM05Y - 24 credits

Advanced Programme in Human Resource Management (76748)

Duration: 12 months

Credits: 96

NQF Level: 8

Purpose: To equip students with the necessary knowledge, skills and abilities to manage human resources effectively in organisations. This programme is ideally suited to middle- and top-level human resource practitioners who will be exposed to the more advanced aspects of human resource management.

Target group: Middle- and top-level human resource managers.

Admission requirements: Bachelor's degree in human resource management or an advanced diploma in human resource management at NQF level 7.

The ideal student should also have worked in a human resource department in a middle or senior management position for five years.

Prospective students who do not have a formal qualification in human resource management at NQF level 7 should provide Unisa with the following information on their previous qualifications:

- a full academic record
- the name(s) of the qualification, and the syllabus and learning outcomes of each module/paper
- a list of the prescribed books used
- an indication of any other study material (e.g. study guides) used
- an indication of the means of assessment (e.g. assignments and examinations, and their format)
- the duration of the programme
- the entry-level requirement
- the NQF level
- SAQA credits attached to the programme and modules/papers
- an indication of whether the institution at which the qualification was obtained is registered as a training provider in terms of the Higher Education Act

The above information is required to adequately assess the relative value of modules/papers offered by other institutions. Prospective students are requested to contact the institution at which the qualification/s was/were completed to obtain the necessary information.

In addition, information on relevant working experience should be included in the form of a CV.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cbm

Module content:

- **Module 1:** Strategic and International Human Resource Management: (Compulsory) AAHR01L - 24 credits
- **Module 2:** Organisational Behaviour and Renewal: (Compulsory) AAHR02M - 24 credits
- **Module 3:** Research Methodology: (Compulsory) AAHR03N - 24 credits
- **Module 4:** Advanced Human Resource Development: (Compulsory) AAHR04P - 24 credits

Centre for Industrial and Organisational Psychology

Enquiries regarding the SLPs offered through the Centre for Industrial and Organisational Psychology should be directed to

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Administrator

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SLPs offered through the Centre for Industrial and Organisational Psychology

Short Course in Business Psychology and Human Behaviour (70475)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To provide students with the basic knowledge, skills and competence to effectively understand and manage their own behaviour and their relationships at work with the aim of enhancing their teamwork and people management. The purpose of the course is therefore to provide students with the basic knowledge, skills, applied competence and the necessary values and attitudes in the field of business psychology and human behaviour as a catalyst for continued personal growth, enhanced satisfying interpersonal work relationships, optimal career satisfaction and growth. A further purpose of the course is to provide the South African business world with employees competent in the application of psychological principles and behavioural dynamics to ensure optimal and effective team playing and people management in the pursuit of business objectives.

Target group: Employees or people entering the labour market keen to know more about human interaction in the world of work.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Business Psychology and Human Behaviour: BPHB02L - 12 credits

Short Course in Compensation for Occupational Injuries and Diseases (72036)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To enhance knowledge and understanding of the field of compensation for occupational injuries and diseases. This will include an understanding of various Acts relating to occupational injuries and diseases, as well as the calculation of benefits for these injuries and diseases. This field forms the core of a person's working career. An understanding of social security and knowledge of relevant Acts will influence the way clients are serviced and how they perceive this service.

Target group: Employees who are specifically working with occupational injury and disease compensation and also employees/union shop stewards working for the organisations.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Compensation for Occupational Injuries and Diseases in the Workplace: COID01W - 12 credits

Short Course in Employee Wellness (71579)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To enable students to develop the competencies to enhance their or others' personal psychological wellness in the work context. They will understand the factors/influences that inhibit personal psychological wellness, as well as those theories and constructs that can be utilised to enhance it. The gained knowledge will aid students in compiling a personal development plan to enhance their psychological wellness. By enhancing their own psychological wellness, students will add value in their work context as well as in society by being able to guide others in the understanding and application of personal psychological wellness.

Target group: Industrial and organisational psychologists, human resource managers and practitioners, employee assistance programme practitioners and employees interested in personal psychological wellness in the work context.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Employee Wellness: CREW01U - 12 credits

Course in Organisational Development: Appreciative Inquiry Approach (72362)

Duration: 6 months

Credits: 12

NQF Level: 7

Purpose: This course will be useful to students who specifically work in the field of organisational development, as well as students in the field of human resource development and human resource management. Students credited with this course are able to competently apply the appreciative inquiry process as a constructive approach to organisational change and transformation efforts.

Target group: Students who completed the Advanced Programme in Organisational Development, OD consultants and practitioners, SASOL HR managers and HR managers.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Organisational Development: The Appreciative Enquiry Approach: ODAI01W - 12 credits

Course in Workforce Diversity (70491)

Duration: 6 months

Credits: 24

NQF Level: 5

Purpose: To provide participants with knowledge, skills, applied competence and the necessary values and attitudes in the field of diversity management. The programme will be a catalyst for continued personal growth, enhanced satisfying interpersonal work relationships and organisational effectiveness. A second purpose of this programme is to provide the participants with skills to conduct a diversity audit and implement strategic diversity management to ensure optimal and effective people management in the pursuit of business objectives. These skills and knowledge will enable them to inspire employees to embrace diversity and change.

Target group: Employees should be specifically practising within fields relevant to general people management, as well as diversity and change management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Workforce Diversity: WKDV01K - 24 credits

Short Course in the Occupational Health and Safety Act, 1993 (01724)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To provide students with knowledge, specific skills, applied competence and the necessary attitudes in the field of occupational health and safety that prepare them to be lifelong students, employable, self-employed workers and contributors to society and the business community.

Target group: People at all levels of management, health and safety practitioners, and engineers preparing for their Government Certificate of Competency, union members and employees who want to gain insight into the implementation of the Act as well as understand what their duties entail and what their rights are in terms of the Act.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** The Occupational Health and Safety Act: OHSM02K - 12 credits

Programme in Client Service Excellence (70009)

Duration: 1 year

Credits: 96

NQF Level: 5

Purpose: To provide the student with the knowledge, understanding and skills to transform the organisation into one that is responsive to the needs and demands of the business environment in developing and maintaining customer relationships. Focus is also placed on the major trends which are shaping the way business is conducted and the fact that if organisations are to survive and prosper in the 21st century, major culture changes often need to be made. Organisations will be required to be responsive to the changing needs and demands of the market and to anticipate changes in the marketplace. The programme is practically oriented. This qualification may create work opportunities or add to the competencies in existing positions. Also, the programme is aimed at providing qualifiers with the necessary knowledge, skills, competencies and attitudes to become efficient customer service providers in the field of human behaviour and related work and organisational processes.

Target group: The programme for customer service managers, business development practitioners, human resource managers involved in organisational transformation and organisational change specialists.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and/or HR experience.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Client Care and a Service Philosophy: PCSE013 - 24 credits
- **Module 2:** Quality in a Customer-Driven Culture: PCSE035 - 24 credits
- **Module 3:** Responsiveness: PCSE024 - 24 credits
- **Module 4:** Developing a Customer-Driven Culture: PCSE046 - 24 credits

Programme in Industrial and Organisational Psychology (70750)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To empower students with a foundational knowledge and skills base in the fields of industrial and organisational psychology, psychology of personality, individual, group and organisational behaviour.

Target group: Students interested in pursuing a career and further studies in industrial and organisational psychology and/or human resource practitioners.

Admission requirements: Senior Certificate or an equivalent NQF level qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Introduction to Industrial and Organisational Psychology: PIOP01N - 12 credits
- **Module 2:** Psychology in the Workplace: PIOP02P - 12 credits
- **Module 3:** Group Behaviour: PIOP03Q - 12 credits
- **Module 4:** Organisational Behaviour: PIOP04R - 12 credits

Programme in Skills Development Facilitation (72206)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To empower skills development facilitators, human resource practitioners and ETD practitioners with in-depth knowledge and skills in the theory and practice of skills development facilitation. The programme addresses the national unit standards for skills development facilitators and provides an outcomes-based practical and theoretical learning experience.

Target group: Skills development facilitators/ human resource practitioners, ETD practitioners, managers, supervisors.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** The Skills Development Legislation: SDEF01Y - 12 credits
- **Module 2:** The Workplace Skills Plan: SDEF023 - 12 credits
- **Module 3:** Implement the Workplace Skills Plan: SDEF034 - 12 credits
- **Module 4:** Reporting on the Workplace Skills Plan: SDEF045 - 12 credits

Programme in Applied Organisational Development (01783)

Duration: 1 year

Credits: 60

NQF Level: 7

Purpose: To train organisational development (OD) consultants, human resource managers, training managers, change agents, personnel consultants and other practitioners who are involved in organisational change or are required to facilitate organisational change.

Target group: OD consultants, human resource managers, training managers, change agents, personnel consultants.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. The student must have successfully passed Industrial and Organisational Psychology (second-year level) successfully or completed the bridging course in Business Psychology and Human Behaviour.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/iop

Module content:

- **Module 1:** Dynamics of Behaviour: APOD01J - 12 credits
- **Module 2:** Interpersonal and Facilitation Skills: APOD01J - 12 credits
- **Module 3:** The Process of Organisational Development: APOD03L - 24 credits
- **Module 4:** Strategic Planning and Team Building as Organisational Development Interventions: APOD03L - 12 credits

Centre for Public Administration and Management

Enquiries regarding the SLPs offered through the Centre for Public Administration and Management should be directed to

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SLPs offered through the Centre for Public Administration and Management

Short Course in Coaching and Mentoring Skills (Contact) (76112)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To train delegates in aspects of mentoring and coaching.

Target group: All supervisors and managers, potential supervisors and managers and/or individuals in the public sector who have not yet been introduced to the fundamental principles of mentoring and coaching.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Introduction to Coaching in Mentoring: SCMC01M - 12 credits

Short Course in Disaster Management (Contact) (76171)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To train individuals in public and private institutions in various issues relating to disaster management. Special emphasis is placed on interaction between disasters and development and relevant disaster management legislation.

Target group: People working in the field of disaster, risk and emergency management in either the public (all spheres of government) or private sector such as disaster and risk managers, development officials, departmental line functions, paramedics, 107 Centre personnel, fire department personnel, police officials, health officials, traffic and municipal security personnel, town planners, NGOs, CBOs, private security and rescue companies, councillors.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Introduction to Disasters, Disaster Management and Business Continuity: SCDM01F - 12 credits

Short Course in Project Management for Strategic Change and Upliftment (Contact) (76120)

Duration: 3 months

Credits: 12

NQF Level: 5

Purpose: To train delegates in principles of project management for strategic change and upliftment.

Target group: Individuals and employees employed by the public sector who have not yet been exposed to project management for strategic change and upliftment.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Project Management for Institutional Change and Community Development: SCPM014 - 12 credits

Course for Ward Clerks (Contact) (76031)

Duration: 3 months

Credits: 36

NQF Level: 5

Purpose: To train delegates in principles of basic management principles, applied communication skills and workplace management.

Target group: Ward clerks of the Department of Health.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Basic Management Principles: CFCW019 - 12 credits
- **Module 2:** Applied Communication Skills: CFWC02A - 12 credits
- **Module 3:** Workplace Management: CFWC03B - 12 credits

Course in Local Government Councillor Orientation (Contact) (76023)

Duration: 3 months

Credits: 36

NQF Level: 5

Purpose: To train delegates in principles of councillor orientation.

Target group: Local government councillors.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Local Government Management: CLGC013 - 12 credits
- **Module 2:** Ethics and Professionalism: CLGC024 - 12 credits
- **Module 3:** Local Government Finance and Budgeting: CLGC035 - 12 credits

Programme in Integrated Community Building (Contact) (76058)

Duration: 6 months

Credits: 60

NQF Level: 5

Purpose: To train delegates in all principles of integrated community building.

Target group: Community leaders, local government councillors, interest groups, CBOs and individuals who have a passion for and are willing to help communities empower themselves in order to achieve integrated development in a sustainable manner.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Community Awareness and Identity: PICB01K - 12 credits
- **Module 2:** Community Information: PICB02L - 12 credits
- **Module 3:** Community Governance: PICB03M - 12 credits
- **Module 4:** Community Economics: PICB04N - 12 credits
- **Module 5:** Symbiotic Management Systems: PICB05P - 12 credits

Middle Management Development Programme for Local Government (Contact) (76074)

Duration: 6 months

Credits: 72

NQF Level: 5

Purpose: To train delegates in all aspects of middle management and development.

Target group: Supervisory and/or middle management, potential supervisory and/or middle management in local government who have not yet been introduced to the principles of middle management and development

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Management Orientation: PMMD01T - 12 credits
- **Module 2:** Strategic Management in Local Government: PMMD02U - 12 credits
- **Module 3:** Local Government Finance and Budgeting: PMMD03V - 12 credits
- **Module 4:** Performance Management: PMMD04W - 12 credits
- **Module 5:** Project Management for Sustainable Development: PMMD05X - 12 credits
- **Module 6:** Leadership: PMMD06Y - 12 credits

Programme in Basic, Intermediate and Advanced Project Management (Contact) (76279)

Duration: 8 months

Credits: 96

NQF Level: 5

Purpose: To train delegates in all aspects of project management.

Target group: Any individual wishing to study project management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** The Project Management Framework: PGPM016 - 8 credits
- **Module 2:** Strategic Project Management: PGPM028 - 8 credits
- **Module 3:** Project Management for Development and Upliftment: PGPM039 - 8 credits
- **Module 4:** Project Management Processes: PGPM04A - 8 credits
- **Module 5:** Project Time Management: PGPM05B - 8 credits
- **Module 6:** Information Technology for Project Management: PGPM06C - 8 credits
- **Module 7:** Project Human Resource Management: PGPM07D - 8 credits
- **Module 8:** Project Cost Management: PGPM08E - 8 credits
- **Module 9:** Project Procurement Management: PGPM09F - 8 credits
- **Module 10:** Project Risk Management: PGPM108 - 8 credits
- **Module 11:** Project Quality Management: PGPM119 - 8 credits
- **Module 12:** Project Communications Management: PGPM12A - 8 credits

Programme in Basic, Intermediate and Advanced Project Management (ODL) (72524)

Duration: 1 year

Credits: 96

NQF Level: 5

Purpose: To train delegates in all aspects of project management.

Target group: Any individual wishing to study project management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** The Project Management Framework: DAPM01M - 8 credits
- **Module 2:** Strategic Project Management: DAPM02N - 8 credits
- **Module 3:** Project Management for Development and Upliftment: DAPM03P - 8 credits
- **Module 4:** Project Management Processes: DAPM04Q - 8 credits
- **Module 5:** Project Time Management: DAPM05R - 8 credits
- **Module 6:** Project Cost Management: DAPM08U - 8 credits
- **Module 7:** Project Quality Management: DAPM11P - 8 credits
- **Module 8:** Project Human Resource Management: DAPM07T - 8 credits
- **Module 9:** Project Communication Management: DAPM12Q - 8 credits
- **Module 10:** Project Risk Management: DAPM10N - 8 credits
- **Module 11:** Project Procurement Management: DAPM09V - 8 credits
- **Module 12:** Information Technology for Project Management: DAPM06S - 8 credits

Programme in Disaster Management (Contact) (76260)

Duration: 1 year

Credits: 96

NQF Level: 5

Purpose: To train individuals in public and private institutions in various issues relating to disaster management. Special emphasis is placed on the specific disaster profile of each region/province and issues relating to vulnerability and risk assessment, prevention, mitigation, preparedness, rehabilitation and reconstruction and relevant legislation.

Target group: People working in the field of disaster, risk and emergency management in either the public (all spheres of government) or private sector such as disaster and risk managers, development officials, departmental line functions, paramedics, 107 Centre personnel, fire department personnel, police officials, health officials, traffic and municipal security personnel, town planners, NGOs, CBOs, private security and rescue companies, councillors.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Introduction to Disaster Management: PRDM01E - 12 credits
- **Module 2:** Institutional Capacity: PRDM02F - 12 credits
- **Module 3:** Risk Assessment and Monitoring: PRDM03G - 12 credits
- **Module 4:** Risk Reduction Planning and Implementation: PRDM04H - 12 credits
- **Module 5:** Operational Response and Recovery: PRDM05J - 12 credits
- **Module 6:** Education, Training and Awareness: PRDM06K - 12 credits
- **Module 7:** Monitoring, Evaluation and Improvement: PRDM07L - 12 credits
- **Module 8:** Management: PRDM08M - 12 credits

Programme in Disaster Management (ODL) (72532)

Duration: 1 year

Credits: 96

NQF Level: 5

Purpose: To train individuals in public and private institutions in various issues relating to disaster management. Special emphasis is placed on the specific disaster profile of each region/province and issues relating to vulnerability and risk assessment, prevention, mitigation, preparedness, rehabilitation and reconstruction and relevant legislation.

Target group: People working in the field of disaster, risk and emergency management in either the public (all spheres of government) or private sector such as disaster and risk managers, development officials, departmental line functions, paramedics, 107 Centre personnel, fire department personnel, police officials, health officials, traffic and municipal security personnel, town planners, NGOs, CBOs, private security and rescue companies, councillors.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Introduction to Disaster Management: DPDM01K - 12 credits
- **Module 2:** Institutional Capacity: DPDM02L - 12 credits
- **Module 3:** Risk Assessment and Monitoring: DPDM03L - 12 credits
- **Module 4:** Risk Reduction Planning and Implementation: DPDM04N - 12 credits
- **Module 5:** Operational Response and Recovery: DPDM05P - 12 credits
- **Module 6:** Education, Training and Awareness: DPDM06Q - 12 credits
- **Module 7:** Monitoring, Evaluation and Improvement: DPDM07R - 12 credits
- **Module 8:** Management: DPDM08S - 12 credits

Programme in Labour Inspection and Enforcement (Contact) (76066)

Duration: 6 months

Credits: 72

NQF Level: 5

Purpose: To train delegates in principles of labour inspection and enforcement to enable them to advocate and enforce the legislation.

Target group: Labour inspectors and client service officers of the Department of Labour.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Generic Training Component (Part 1): PLIE019 - 12 credits
- **Module 2:** Generic Training Component (Part 2): PLIE02A - 12 credits
- **Module 3:** Functional Training Component (Part 1): PLIE03B - 12 credits
- **Module 4:** Functional Training Component (Part 2): PLIE04C - 12 credits
- **Module 5:** Functional Training Component (Part 3): PLIE05D - 12 credits
- **Module 6:** Functional Training Component (Part 4): PLIE06E - 12 credits

Programme in Local Government Management (Contact) (76090)

Duration: 1 year

Credits: 84

NQF Level: 5

Purpose: To train delegates in aspects of local government management.

Target group: All employees, all levels of management, councillors and officials within local government, members of CBOs and/or individuals who have not yet been introduced to the principles of local government management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

This course is not for private individuals

Module content:

- **Module 1:** Local Government Management: PLGM01R - 12 credits
- **Module 2:** Project Management for Sustainable Development: PLGM025 - 12 credits
- **Module 3:** Introduction to Disaster Management: PLGM03T - 12 credits
- **Module 4:** Ethics and Professionalism: PLGM04U - 12 credits
- **Module 5:** Introduction to Law and Community Policing: PLGM05V - 12 credits
- **Module 6:** Local Government Finance: PLGM06W - 12 credits
- **Module 7:** Human Resource Management: PLGM07X - 12 credits

Programme in Local Government Management (ODL) (76082)

Duration: 1 year

Credits: 84

NQF Level: 5

Purpose: To train delegates in aspects of local government management.

Target group: All employees, all levels of management, councillors and officials within local government, members of CBOs and/or individuals who have not yet been introduced to the principles of local government management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Local Government Management: DLGM01B - 12 credits
- **Module 2:** Project Management for Sustainable Development: DLGM02C - 12 credits
- **Module 3:** Introduction to Disaster Management: DLGM03D - 12 credits
- **Module 4:** Ethics and Professionalism: DLGM04E - 12 credits
- **Module 5:** Introduction to Law and Community Policing: DLGM05F - 12 credits
- **Module 6:** Local Government Finance: DLGM06G - 12 credits
- **Module 7:** Human Resource Management: DLGM07H - 12 credits

Programme in Accelerated Supervisory Development for the Public Sector (Contact) (75965)

Duration: 6 months

Credits: 60

NQF Level: 5

Purpose: To train students in all aspects of supervisory development management.

Target group: All levels of supervisors, middle managers, potential supervisors, managers and/or individuals in the public sector who have not yet been introduced to the fundamental principles of management.

Admission requirements: Senior Certificate or Matric or Grade 12 or NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Basic Management Principles: ASDP01R - 12 credits
- **Module 2:** Personnel Development and Communication: ASDP02S - 12 credits
- **Module 3:** Human Resource Management: ASDP03T - 12 credits
- **Module 4:** Workplace Management: ASDP04U - 12 credits
- **Module 5:** Public Financial Management for Non-financial Managers: ASDP05V - 12 credits

Programme in Public Administration and Management (ODL) (76777)

Duration: 12 months

Credits: 72

NQF Level: 5

Purpose: To train individuals in aspects relating to public administration and management. The programme focuses on the introduction of public administration and management, public human resource management, public information and communication principles, public project management, public financial management as well as public policy.

Target group: All local, provincial and central government sphere role players, NGOs, CBOs, communities, individuals and other interested clients.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Introduction to Public Administration and Management: PAMA01G - 12 credits
- **Module 2:** Public Information and Communication Management: PAMA02H - 12 credits
- **Module 3:** Public Project Management: PAMA03J - 12 credits
- **Module 4:** Public Human Resource Management: PAMA04K - 12 credits
- **Module 5:** Public Policy Making: PAMA05L - 12 credits
- **Module 6:** Public Financial Management: PAMA06M - 12 credits

Programme in Accelerated Supervisory Development (ODL) (76643)

Duration: 6 months

Credits: 60

NQF Level: 5

Purpose: To train students in all aspects of supervisory development management.

Target group: All levels of supervisors and middle managers, potential supervisors and managers and/or individuals in the public sector who have not yet been introduced to the fundamental principles of management.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za

Module content:

- **Module 1:** Basic Management Principles: DASD015 - 12 credits
- **Module 2:** Personnel Development and Communication: DASD026 - 12 credits
- **Module 3:** Human Resource Management: DASD038 - 12 credits
- **Module 4:** Workplace Management: DASD049 - 12 credits
- **Module 5:** Public Financial Management for Non-Financial Managers: DASD05A - 12 credits

Graduate SBL

Enquiries regarding the SLPs offered through the Graduate SBL should be directed to

Prof AA Okharedia

Office 4-16, SBL Building
Cnr First & Smuts Avenue, Midrand

Tel: +27 11 652 0000/0375

Fax: +27 11 652 0299

E-mail: AOkharedia@sbleds.ac.za

Web: www.sblunisa.ac.za

SLPs offered through the Graduate SBL

Advanced Project Management Programme (75280)

Duration: 1 year

Credits: 72

NQF Level: 7

Purpose: To equip students with appropriate managerial, professional and individual competencies to be effective results-oriented project managers and professionals.

Target group: Middle-level managers in large organisations and people who have a leadership role in smaller organisations.

Admission requirements: Applicants must have a Senior Certificate and at least three years' managerial experience. Admission is granted on the understanding that students are able to attend weekly syndicate group meetings and the compulsory study schools at the SBL in Midrand.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** Project Planning and Control: APMCONT - 12 credits
- **Module 2:** Project Budgeting and Finance: APMFINQ - 12 credits
- **Module 3:** Labour Law and Contracts: APMLLC8 - 12 credits
- **Module 4:** Integrated Project Management: APMMANV - 12 credits
- **Module 5:** Supply Chain Management and Marketing: APMMAR3 - 12 credits
- **Module 6:** Managing and Leading Human Resources: APMMHRJ - 12 credits

Executive Development Programme (75191)

Duration: 1 year

Credits: 96

NQF Level: 8

Purpose: To develop executives to manage and lead organisations in strategic decision-making at corporate level in a global context.

Target group: Managers at senior and top level who have at least ten years' management experience.

Admission requirements: Applicants must have a Senior Certificate and at least five years' managerial experience. Admission is granted on the understanding that students are able to attend weekly syndicate group meetings and the compulsory study schools at the SBL in Midrand.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** The Global Business and Financial Environment: EDPGBE9 - 12 credits
- **Module 2:** Leadership for Organisational Excellence: EDPLNS3 - 12 credits
- **Module 3:** Strategic Financial Management: EDPSFMY - 12 credits
- **Module 4:** Strategic Management: EDPSTMX - 12 credits
- **Module 5:** Change and Transformation Management: EDPCTMC - 12 credits
- **Module 6:** Strategic Project Management: EDPPJMX - 12 credits
- **Module 7:** Strategy Dynamics and Global Business: EDPSDGN - 12 credits
- **Module 8:** E-Business and Technology Management: EDPMTCY - 12 credits

Fundamental Management Programme (01392)

Duration: 1 year

Credits: 72

NQF Level: 6

Purpose: To equip entry-level managers with theoretical knowledge and hands-on skills that enable them to handle fundamental management aspects and to be team leaders in rapidly changing organisations.

Target group: First-level managers, supervisors, foremen, superintendents, small business managers.

Admission requirements: Applicants must have a Senior Certificate and at least three years' work experience. Admission is granted on the understanding that students are able to attend syndicate group meetings and the compulsory study schools at the SBL in Midrand.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** The Management Process: FMPMPOV - 12 credits
- **Module 2:** Introduction to Financial Management: FMPIFMQ - 12 credits
- **Module 3:** Labour and Employee Relations: FMPLER6 - 12 credits
- **Module 4:** Leadership and Interpersonal Skills: FMPLISG - 12 credits
- **Module 5:** Activity Planning and Control: FMPAPCA - 12 credits
- **Module 6:** Occupational Health and Safety: (OHS) FMPOHSP - 12 credits

Management Development Programme (75213)

Duration: 1 year

Credits: 72

NQF Level: 7

Purpose: To equip middle managers with the means to become effective managers pursuing the goals of excellence within their own organisations. The programme is designed to facilitate an understanding of and the ability to integrate and apply the key competencies required for each of the functional areas of business.

Target group: Managers with at least three years' managerial experience and managers earmarked by their companies for further development.

Students acquire knowledge and skills in various key areas of business management.

Admission requirements: Applicants must have a Senior Certificate and at least three years' managerial experience. Admission is granted on the understanding that students are able to attend weekly syndicate group meetings and the compulsory study schools at the SBL in Midrand.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** Strategy Implementation: MDP111M January/MDP121P June - 12 credits
- **Module 2:** Operations and Supply Chain Management: MDP112N January/MDP122Q June - 12 credits
- **Module 3:** Marketing and Information Management: MDP113P January/MDP123R June - 12 credits
- **Module 4:** Mobilising People: MDP114Q January/MDP124S June - 12 credits
- **Module 5:** Financial and Management Accounting: MDP115R January/MDP125T June - 12 credits
- **Module 6:** Economics for Business: MDP116S January/MDP126U June - 12 credits

Practical Project Management Programme (75256)

Duration: 1 year

Credits: 72

NQF Level: 6

Purpose: This programme is highly sought after in the marketplace as it equips entry-level managers with the skills to transform ideas into successful projects or ventures.

Target group: Anyone interested or already involved in projects and who wishes to further develop their skills in project management.

Since its introduction in 1993 the programme has increasingly been updated to meet market needs. Its aim is to provide practical experience and knowledge in project management and it is designed to ensure that theoretical infrastructure complements practice.

Admission requirements: Applicants must have a Senior Certificate and at least three years' work experience. Admission is granted on the understanding that students are able to attend syndicate group meetings and the compulsory study schools at the SBL in Midrand.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** Project Planning: PPMPE3 - 12 credits
- **Module 2:** Managing People: PPMMEQ - 12 credits
- **Module 3:** Cost Management: PPMCMEH - 12 credits
- **Module 4:** Project Scheduling and Control: PPMSEA - 12 credits
- **Module 5:** Supply Chain Management: PPMSCMQ - 12 credits
- **Module 6:** Labour Law and Contracts: PPMLLCB - 12 credits

Public Sector Governance (75396)

Duration: 3 months

Credits: 12

NQF Level: 7

Purpose: Since publication of the King III Report on Corporate Governance, the urgent need for governance in all sectors of the business environment has been highlighted. The course advocates an integrated approach to good governance by including principles of good social, ethical and environmental practice. With the expertise of the Unisa Graduate School of Business Leadership (SBL), students will be provided with theoretical and practical competencies to evaluate and implement good governance in the public sector.

Target group: Senior executives and directors.

Admission requirements: Applicants must have a Senior Certificate, a bachelor's degree and five years' relevant work experience, as well as the ability to learn independently.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** Public Sector Governance: PSG101J - 12 credits

Programme in Strategic Human Resource Management (76740)

Duration: 6 months

Credits: 72

NQF Level: 6

Purpose: To equip students with the skills and abilities to link human resource decisions to business strategy and performance. They will do this by creating alignment between human resources and business strategies, designing work systems that allow employees to contribute to organisational performance, establishing appropriate staffing and compensation systems to attract and retain ethical employees and learning how to use quantitative tools to cost human resources.

Target group: Middle to senior employees in human resource management positions in organisations.

Admission requirements: Senior Certificate or NQF level 5 equivalent; three years' experience in middle- to senior-level human resource management position.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** Strategic Management – Principles and Practice: PSHR01M - 12 credits
- **Module 2:** Human Resource Leadership: PSHR02N - 12 credits
- **Module 3:** Financial and Accounting Perspectives on HR Management: PSHR03P - 12 credits
- **Module 4:** Compensation as a Value Creating Function: PSHR04Q - 12 credits
- **Module 5:** Strategic Resourcing and Learning Organisations: PSHR05R - 12 credits
- **Module 6:** Dispute Resolution for HR Managers: PSHR06S - 12 credits

Broad-Based Black Economic Empowerment Management Development Programme (76770)

Duration: 6 months

Credits: 60

NQF Level: 7

Purpose: To provide students with the tools and the ability to work within the provisions of the BBBEE Act 53 of 2003 and other relevant policies.

Target group: Verification agencies, accountants, auditors, supply chain management practitioners in government and in state-owned enterprises, employers of entities being verified for broad-based black economic empowerment (BBBEE) compliance.

Admission requirements: Qualification in related studies equivalent to NQF level 6.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.sblunisa.ac.za

Module content:

- **Module 1:** B-BBEE Legislative and Strategic Framework: BBBEE0N - 12 credits
- **Module 2:** B-BBEE Ownership and Best Practices: BBBEE04 - 12 credits
- **Module 3:** Management Control, Employment Equity and Skills Development: BBBEE05 - 12 credits
- **Module 4:** Enterprise and Socio-Economic Development through Procurement: BBBEE06 - 12 credits
- **Module 5:** Public Finance and Principles of Accounting: BBBEE07 - 12 credits

Centre for Decision Sciences

Enquiries regarding the SLPs offered through the Centre for Decision Sciences should be directed to

Ms I du Plooy

Tel:

Office 4-109, AJH van der Walt Building, Muckleneuk Campus

Fax:

+27 12 429 4006

E-mail:

deci@unisa.ac.za

Web:

www.unisa.ac.za/cems

SLPs offered through the Centre for Decision Sciences

Short Course in Decision Numeracy (72397)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To offer skills in basic mathematical and financial calculations.

Target group: Any adult wishing to acquire the necessary skills in basic mathematical and financial calculations for decision-making. The short course targets adults without mathematics at NQF level 4.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Decision Numeracy: CSDN01X - 12 credits

Course in Artificial Neural Networks (71161)

Duration: 1 year

Credits: 24

NQF Level: 5

Purpose: To enable students to solve routine problems in a management environment by using the theory and principles of artificial neural networks.

Target group: Managers, advisors, consultants, etc., working in environments where decisions have to be made in situations too complex for traditional problem-solving techniques.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification with Mathematics of 50% in higher grade, computer literate and access to the internet.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** History and Principles of Artificial Neural Networks: NEUR01L - 12 credits
- **Module 2:** Artificial Neural Networks Models and Applications: NEUR02M - 12 credits

Programme in Numerical Skills for Business (70114)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To equip students with basic numerical skills for use in everyday business situations.

Target group: Anyone in need of basic numerical skills will benefit from this programme. This may include historically disadvantaged students or students whose previous learning experience of numerical subjects was so unpleasant or such a long time ago that they have no confidence in their mathematical ability.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Numbers and Functions: NUMS01D - 12 credits
- **Module 2:** Business Data: NUMS02E - 12 credits
- **Module 3:** Optimisation: NUMS03F - 12 credits
- **Module 4:** Decision Structuring: NUMS04G - 12 credits

Centre for Transport Economics, Logistics and Tourism

Enquiries regarding the SLPs offered through the Centre for Transport Economics, Logistics and Tourism should be directed to the following:

Postal address The Head Centre for Transport Economics, Logistics and Tourism
Floor: 03-06, Hazelwood Campus, Club One, Cnr Dely and Albert Road
Hazelwood

Registration and General enquiries

Tel: +27 12 433 4696/4697
Fax: +27 12 429 4678/ +27 86 640 9838
E-mail: telinfo@unisa.ac.za
Web: www.unisa.ac.za/cems

SLPs offered through the Centre for Transport Economics, Logistics and Tourism

Short Course in Bed and Breakfast Management (71412)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To equip students with a basic knowledge and understanding of the management of a small/medium enterprise in the hospitality sector of the tourism industry. The focus is on the practical implementation of the basic principles relating to the management of a guest house or bed and breakfast establishment.

Target group: Any student specifically interested in equipping themselves with a basic knowledge and understanding of the management of a guest house or bed and breakfast in order to integrate such knowledge with their entrepreneurial skills to establish and effectively operate their own business in the hospitality sector of the tourism industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and numerical skills on the NQF level 3. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Bed-and-Breakfast Management: BBMN014 - 12 credits

Short Course in Tourism Awareness (71420)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To provide the broader community with basic tourism awareness of the tourism industry and practically relating aspects of how to make money out of tourism, and becoming an entrepreneur.

Target group: Any student wishing to enter the tourism industry and become more aware of the community and the benefits tourism provides.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and numerical skills on the NQF level 3. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Tourism Awareness: How to Profit from Tourism: TAWR01F - 12 credits

Short Course in Tour Operators Management (71439)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To equip students with the background of hospitality at all the different levels.

Target group: Aspiring tour operators, personnel working in an established tour operating business, personnel working in associated tourism sectors such as the hospitality industry.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and numerical skills on the NQF level 3. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Tour Operators Management: TOPM01D - 12 credits

Short Course in Meetings, Incentives, Conferences and Exhibitions (71447)

Duration: 6 months

Credits: 12

NQF Level: 5

Purpose: To equip students with the background of hospitality at all the different levels.

Target group: Students within the travel and tourism industry who would like to make a career in the MICE industry, personal assistants, secretaries, bed and breakfast and guest house owners, conference organisers, incentive companies and people who would like to make a career change.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and numerical skills on the NQF level 3. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Meetings, Incentives, Conferences and Events: MICE01A - 12 credits

Programme in Business Logistics: A Transport Approach (01902)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To provide qualifiers with the necessary knowledge, skills and applied competency to manage logistics in an enterprise in an integrated manner.

Target group: People who follow a management career or plan to follow such a career in logistics. The programme focuses on lower and middle management. Emphasis is placed on distribution with brief reference also to procurement and production. People working in an environment where customer service, warehousing, inventory management, transport management, materials management and order processing are of particular importance would benefit from this programme. Employment opportunities exist in manufacturing enterprises, wholesalers and distributors, retailers and third-party logistics firms.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and numerical skills on the NQF level 3. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Conceptual Framework and Structure: PRBL01Y - 12 credits
- **Module 2:** Integrated Logistics Management: PRBL023 - 12 credits
- **Module 3:** Logistics Activities: PRBL034 - 12 credits
- **Module 4:** Transport Systems, Decisions and Strategies: PRBL045 - 12 credits

Programme in Road Transport Management (01910)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To provide qualifiers with the necessary knowledge, skills and applied competency to manage a road transport enterprise effectively and efficiently.

A practical approach is followed, empowering qualifiers to make rational decisions in a road transport business and to contribute to the community by ensuring the continuous availability of transport services at the lowest possible costs. Although considerable emphasis is placed on road freight transport, the principles that are taught in the programme are directly applicable to the passenger transport industry.

Target group: Entrepreneurs who own and operate small transport businesses or middle management in larger road freight and passenger transport enterprises. Apart from opportunities in professional transport enterprises, employment opportunities also exist in other sectors of the economy, for example services, manufacturing, wholesale, retail and mining. Many firms in these sectors own and operate their own fleet of vehicles and require personnel with the relevant knowledge and skills to manage a fleet.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification and numerical skills on the NQF level 3. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Introduction to Transport Management: PRRT013 - 12 credits
- **Module 2:** Transport Operations Management: PRRT024 - 12 credits
- **Module 3:** Costing, Tariffs and Financing: PRRT035 - 12 credits
- **Module 4:** Transport Policy and Regulation: PRRT046 - 12 credits

Programme in International Freight Management and Administration for Importers and Exporters (01929)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To satisfy the growing need for training in import and export practices and procedures. The necessity for such a certificate programme has increased owing to the changing international economic climate and increasing access to overseas markets - especially markets in America, Europe and Africa where great possibilities exist for local entrepreneurs.

Target group: Middle management in the import and export industries as well as freight transport operators.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Applicants who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Introduction to Management in an Importing and Exporting Environment: PRFM01N - 12 credits
- **Module 2:** Importing and the Customs Clearance Process: PRFM02P - 12 credits
- **Module 3:** Freight Forwarding: PRFM03Q - 12 credits
- **Module 4:** Export Practices and Cargo-Handling Methods: PRFM04R - 12 credits

Programme in Tourism, Travel and Hospitality (76554)

Duration: 1 year

Credits: 48

NQF Level: 5

Purpose: To equip students with generic tourism expertise and appropriate practical skills within the context of the tourism industry. The successful student will have developed a sound base for a range of tourism careers and have the ability to exploit entrepreneurial opportunities in the tourism industry. The programme is devoted to an introduction to tourism and the tourism environment, accounting, marketing and customer service.

Target group: Those already working in or planning to enter the middle management level in the tourism field.

Admission requirements: Senior Certificate or an equivalent NQF level 4 qualification. Students who do not qualify but who have suitable experience may apply to the head of department for consideration.

Registration periods:

First semester: 28 November – 25 January

Second semester: depends on the Unisa second semester registration dates

For more information please visit www.unisa.ac.za/cems

Module content:

- **Module 1:** Introduction to Tourism: APTT11W - 12 credits
- **Module 2:** Tourism Environment and Resources: APTT12X - 12 credits
- **Module 3:** Tourism Marketing: APTT13Y - 12 credits
- **Module 4:** Customer Service in Tourism, Travel and Hospitality: APTT143 - 12 credits

