Short Learning Programmes offered by Unisa focus on “just in time” and “just enough” learning to meet a specific learning need identified by society.

This need can focus on enabling access to other Short Learning Programmes, to improve access to the study of formal qualifications at Unisa or to address a specific need in the workplace.

Short Learning Programmes can update or broaden skills and knowledge in a specific area to enable lifelong learning. In this manner, Short Learning Programmes assist students with their continuing professional development by upgrading their skills and knowledge in newly developed areas or by sharing the results of research.

It is important to note that Short Learning Programmes are by nature short. They are not formal qualifications.

Please note that Unisa is a public higher education institution established in terms of the Higher Education Act (Act 101/1997) and does not have or require a provider registration number at the Department of Education or SAQA.
You are a valuable asset, both in your community and in the workplace. Unisa recognises this value, and offers extensive and diverse Short Learning Programmes to empower students to build a sustainable future.

College of Accounting Sciences
College of Agriculture & Environmental Sciences
College of Economic and Management Sciences
College of Education
College of Graduate Studies
College of Human Sciences
College of Law
College of Science, Engineering and Technology
Other, Administration and Professional

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OUR COURSES MAY BE SHORT, BUT OUR VISION IS LONG-TERM.
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The College of Accounting Sciences’ various short learning programmes (SLPs) have been designed for those students who need in-depth knowledge of the workings of the financial world, and for those who need up-to-date information on legislative requirements, financial and accounting principles, good corporate governance and managerial decision making.

A number of our SLPs, such as the “Workshop in Basic Accounting”, are introductory in nature and are aimed at equipping students with basic concepts to develop their individual skills and knowledge. Some of our short courses, such as our “Introduction to the Internal Audit Process”, are aimed at providing training and upskilling opportunities for students.

We also offer a number of “Workshops for ACCA papers”, which have been developed to assist students who want to obtain the internationally recognised qualification.

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.
As a college we strive to equip students with appropriate knowledge and skills in the business world.
Advanced Course in International Financial Reporting Standards (76736)

Duration: 12 months
Credits: 24
NQF Level 8

Purpose:
The purpose of this course is to equip students with 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 international financial reporting standards as it is 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; practitioners who are in the accounting field.

Admission Requirements:
BCom

Registration Periods:
The course commences in March 2015. Closing date for registration is 28 February 2015.

Module 1:
International Financial Reporting Standards (ACIFRSQ) – 24 Credits

Content:
- IAS 1 Presentation of financial statements
- IAS 2 Inventories
- IAS 8 Accounting policies, changes in accounting estimates and errors
- IAS 10 Events after the reporting period
- IAS 12 Income taxes
- IFRS 13 Fair value measurement
- IFRS 15 Revenue
- IAS 16 Property plant and equipment
- IAS 17 Leases
- IAS 21 Foreign exchange
- IFRS 5 Non-current assets held for sale and discontinuing operations
- IAS 36 Impairment of assets
- IAS 37 Provision, contingent liabilities and contingent assets
- IAS 38 Intangible assets
- IAS 40 Investment property
- IAS 39 Financial assets: recognition and measurement
- IAS32 Financial instruments presentation
- IFRS 9 Financial instruments
Advanced Course in Value-Added Tax (70963)

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

Language: English and Afrikaans

Purpose:
The Advanced Course in Value-Added Tax 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 value-added tax planning and to give professional advice to clients.

Target Group:
Persons involved in accounting and/or auditing practices
Tax consultants
Legal practitioners
Public officers of companies
Lectures at universities, or similar institutions
Persons with a good working and theoretical knowledge of VAT who wants to specialise
South African Revenue Services and Master of the Supreme Court employees

Admission Requirements:
Students must be in possession of an applicable bachelor’s degree with value-added tax 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:
The course commences in February 2015. Registrations should be received by 31 January 2015.

Module 1:
Value-Added Tax (Course Work) (ADVT116) – 24 Credits

Content:
Study Guide 1: Interpretation of fiscal legislation:
- Interpretation of fiscal legislation
- Imposition of VAT
- Input tax
- Registration requirements
Study Guide 2: Supplies:
• Supply of goods and services
• Deemed supplies
• Time of supply
• Value of supply
• Zero-rated supplies
• Exempt supplies

Study Guide 3: General requirements and procedures:
• Imported goods and services
• Accounting and documentation
• Adjustments
• Payment and recovery of VAT
• Administration
• Objection and appeals

Study Guide 4: Specialised enterprises:
• Agents and auctioneers
• Property transactions
• Unincorporated bodies
• Association not for gain
• Welfare organisations
• Diplomats
• Pre-incorporated transactions
• The Act, Case Law and SARS Practice Notes will be covered as well as VAT planning

Study Guide 5: Educational institutions
• Educational Institutions
• Public and Local Authorities
• Short-term insurance
• Financial institutions
• Estates and insolvencies
• Share-block companies
• Betting transactions

Module 2:
Value-Added Tax (Practical Research Project) (ADVT128) – 12 Credits

Content:
A practical research project which affords a student the opportunity to do research in a specialised field in VAT and to stimulate research in the discipline of taxation. The research project should:
• Have a bearing on VAT
• Be of an original nature, e.g. clarify an issue and/or contribute to a better understanding thereof and/or breaking new ground in the particular field. Accordingly, it should not merely cover a conventional topic that is dealt with in a textbook.
• Be viable, both as regards the research method and the availability of information.
Advanced Course in Taxpayers’ Rights (76760)

Duration: Six months  
Credits: 24  
NQF Level 8

Language: English and Afrikaans

Purpose:
The Advanced Course in Taxpayers’ Rights will provide the student with an advanced knowledge of the Constitutional principles as applied to taxpayers to enable such people to operate effectively in business. The course is taught at the honours degree level.

Target Group:
Persons involved in accounting and/or auditing practices, tax consultants, public officers of companies, Inland Revenue officials and legal practitioners.

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

Registration Periods:
The course commences in January. The closing date for registration is 15 January 2015. The second intake is in July of which the closing date for registration is 15 July 2015.

**NB:** completed registration forms, together with copies of your ID & qualification must be emailed/faxed to the administrator’s details from mid-November or mid-May for July intake.

Payment must specify the reference number according to the “payment details” in the brochure – once registered, you can gain access on myUnisa for study material & prescribed books.

Module 1:  
**Taxpayers’ Rights (ACTR01F) – 24 Credits**

Content:
- Interpretation of the Income Tax Act – a purposive approach
- Constitutional rights including interpretation of the Bill of Rights
  - Bill of Rights
  - Interpretation of the Bill of Rights
  - Limitations
  - Equality
  - Human dignity
  - Privacy
  - Property
  - Just Administration
  - Access to Information
  - Access to Courts, and
  - Reverse onus of proof
Punishment of defaulting taxpayers and defences available
- Legislative and common law offences
- Role of the special court
- General meaning of extenuating circumstances
- Use of professional advisors and staff as a defence
- Personal circumstances of the taxpayer as a defence, and
- Miscellaneous defences

Workshop in ACCA paper: Professional Accountant (76739)

Duration: 5 days Credits: Non-credit bearing

Purpose:
The objective of these online courses is to provide online tuition and support for the ACCA Professional Qualification examination papers. The ACCA (Association of Chartered Certified Accountants) is known as the global body for professional accountants and is one of the most prestigious financial and business qualifications in the world.

Target Group:
Students registered for the ACCA examinations who aspire to become Chartered Certified Accountants.

Admission Requirements:
Fundamental papers: Students must hold the UK equivalent of 2 A-Levels and 3 GCSEs in 5 separate subjects, or equivalent. In South Africa, the equivalent qualification is the Senior Certificate (issued by the Matriculation Board). Passes must include English and Mathematics at the higher Level. Professional papers: Students must have completed the Fundamental level. Relevant degree holders from ACCA-accredited institutions (including Unisa BCompt students) may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level. Degrees with some relevance may also qualify for exemptions.

Registration Periods:
Registration for the June exams opens on 26 November 2014 and closes two weeks prior to the ACCA examination date.

Registration for the December exams opens on 3 June 2015 and closes two weeks prior to the ACCA examination date.

Module 1:
ACCA paper: Professional Accountant (Non-credit bearing credits) – Non-credit bearing credits

Workshop in ACCA paper: Corporate Reporting (76741)

Duration: 5 days Credits: Non-credit bearing

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:
A student must have obtained the “Fundamental” papers of the ACCA qualification. Please note that BCom students receive exemption for certain of the “Fundamental” papers.

Module 1:
**ACCA paper: Corporate Reporting** (WSCRPRT) – Non-credit bearing credits

Content:
To apply knowledge, skills and exercise professional judgement in the application and evaluation of financial reporting principles and practices in a range of business contexts and situations.

Workshop in ACCA paper: Advanced Financial Management (76742)

Duration: 5 days  
Credits: Non-credit bearing

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:
A student 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:
For information please contact the Centre krielw@unisa.ac.za or 012 429 2175

Module 1:
**ACCA paper: Advanced Financial Management** (WSADVFM) – Non-credit bearing credits

Content:
To apply relevant knowledge, skills and exercise professional judgement as expected of a senior financial executive or advisor, in taking or recommending decisions relating to the financial management of an organisation.

Workshop in ACCA paper: Business Analysis (76743)

Duration: 5 days  
Credits: Non-credit bearing

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:
A student 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:
For information please contact krielw@unisa.ac.za or 012 429 2175

Module 1:
**ACCA paper: Business Analysis (WSBUSAN)** – Non-credit bearing credits

Content:
To apply relevant knowledge, skills, and exercise professional judgement in assessing strategic position, determining strategic choice, and implementing strategic action through beneficial business process and structural change; coordinating knowledge systems and information technology and by effectively managing quality processes, projects, and people within financial and other resource constraints.

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**Workshop in ACCA paper: Advanced Performance Management (76744)**

Duration: 5 days  
Credits: Non-credit bearing

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:
A student 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:
For information please contact krielw@unisa.ac.za or 012 429 2175

Module 1:
**ACCA paper: Advanced Performance Management (WSADPMN)** – Non-credit bearing credits

Content:
To apply relevant knowledge, skills and exercise professional judgement in selecting and applying strategic management accounting techniques in different business contexts and to contribute to the evaluation of the performance of an organisation and its strategic development.

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**Workshop in ACCA paper: Advanced Taxation (76745)**

Duration: 5 days  
Credits: Non-credit bearing

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:
A student 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:
For information, please contact krielw@unisa.ac.za or 012 429 2175

Module 1:
ACCA paper: Advanced Taxation (WSADVTX) – Non-credit bearing credits

Content:
To apply relevant knowledge and skills and exercise professional judgement in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations.

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

Duration: 5 days Credits: Non-credit bearing

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:
A student 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:
For information, please contact krielw@unisa.ac.za or 012 429 2175

Module 1:
ACCA paper: Advanced Audit and Assurance (WSAUDAS) – Non-credit bearing credits

Content:
To analyse, evaluate and conclude on the assurance engagement and other audit and assurance issues in the context of best practice and current developments.
Workshop in Basic Accounting (76747)

Duration: Two days or 1 semester online  Credits: Non-credit bearing

Purpose:
The objective of this workshop is to equip learners with basic accounting concepts to develop their individual skills and knowledge in accounting.

After completion of this workshop, learners should know the basic principles of processing and recording of accounting data in the books of prime entry, posting the data to the ledger(s), making adjustments and closing transfers, and the preparation of financial statements. Attention is also given to different forms of enterprises and the registration with the appropriate authorities like SARS.

Target Group:
Students who battle with the basic accounting concepts like Accounting 1 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:
Anybody who is interested on improving their accounting skills.

Registration Periods:
The workshop has no registration requirements and registration takes place prior to the workshop dates. Some students prefer face-to-face workshops where the content of the course is dealt with in those two days. We, however, have a minimum limit for students to attend when we do a workshop, thus tuition will take place only at centres where there is sufficient demand. The 2-day workshop will be presented on scheduled dates after the closing of registrations.

We have an online course for the Workshop in Basic Accounting which you will have access to for a semester (January - June or July - December). The study guide, PowerPoint presentations and podcasts will be available to you during this period and you will be able to contact us with any queries you may have. After completion we will send you a participation certificate.

Module 1:
Basic Accounting (WSBSACC) – Non-credit bearing credits

Content:
- Accounting concepts, principles and procedures
- The basic accounting equation
- The financial position and result
- The double-entry system and journal entries
- Posting of accounting data to ledgers (T-accounts)
- The trial balance
- Bank reconciliation
- Introduction to debtors control and creditors control
- Non-current and current assets
- Non-current and current liabilities
- Adjustments and year-end closing-off procedures
- Basic financial statements (compilation and use)
- Different forms of enterprises
- Registering with the appropriate authorities
Workshop in ACCA paper: Accountant in Business (76750)

Duration: 5 days   Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
• Can perform mathematical calculations at NQF level 2 with above-average capability.
• Possess English language skills.
• Capable of learning from written and electronic material.
• Willing to work independently and with guided support take responsibility for their own progress.
• Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
ACCA PAPER: Accountant in Business (WSACCBS) – Non-credit bearing credits

Content:
To introduce knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and systems.

Workshop in ACCA paper: Management Accounting (76751)

Duration: 5 days   Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
• Can perform mathematical calculations at NQF level 2 with above-average capability.
• Possess English language skills.
• Capable of learning from written and electronic material.
• Willing to work independently and with guided support take responsibility for their own progress.
• Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
**ACCA paper: Management Accounting** (WSMANAC) – Non-credit bearing credits

Content:
To develop knowledge and understanding of how to prepare and process basic cost and quantitative information to support management in planning and decision-making in a variety of business contexts.

Workshop in ACCA paper: Financial Accounting (76752)

Duration: 5 days

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:
Minimum age of 16 years and the following:
• Can perform mathematical calculations at NQF level 2 with above-average capability.
• Possess English language skills.
• Capable of learning from written and electronic material.
• Willing to work independently and with guided support take responsibility for their own progress.
• Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
**ACCA paper: Financial Accounting** (WSFINAC) – Non-credit bearing credits

Content:
To develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements.
Workshop in ACCA paper: Corporate and Business Law (76753)

Duration: 5 days
Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
• Can perform mathematical calculations at NQF level 2 with above-average capability.
• Possess English language skills.
• Capable of learning from written and electronic material.
• Willing to work independently and with guided support take responsibility for their own progress.
• Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module:
ACCA paper: Corporate and Business Law (WSCORBL) – Non-credit bearing credits

Content:
To develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice where necessary.

Workshop in ACCA paper: Performance Management (76754)

Duration: 5 days
Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
• Can perform mathematical calculations at NQF level 2 with above-average capability.
• Possess English language skills.
• Capable of learning from written and electronic material.
• Willing to work independently and with guided support take responsibility for their own progress.
• Communicate what they have learnt comprehensively.
Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
ACCA paper: Performance Management (WSPERMA) – Non-credit bearing credits

Content:
To develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

Workshop in ACCA paper: Taxation (76755)

Duration: 5 days
Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
- Can perform mathematical calculations at NQF level 2 with above-average capability.
- Possess English language skills.
- Capable of learning from written and electronic material.
- Willing to work independently and with guided support take responsibility for their own progress.
- Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
ACCA paper: Taxation (WSTAXAT) – Non-credit bearing credits

Content:
To develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies.

Workshop in ACCA paper: Financial Reporting (76756)

Duration: 5 days
Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
- Can perform mathematical calculations at NQF level 2 with above-average capability.
- Possess English language skills.
- Capable of learning from written and electronic material.
- Willing to work independently and with guided support take responsibility for their own progress.
- Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
ACCA paper: Financial Reporting (WSPINRE) – Non-credit bearing credits

Content:
To develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

Workshop in ACCA paper: Audit and Assurance (76757)
Duration: 5 days Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
- Can perform mathematical calculations at NQF level 2 with above-average capability.
- Possess English language skills.
- Capable of learning from written and electronic material.
- Willing to work independently and with guided support take responsibility for their own progress.
- Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
ACCA paper: Audit and Assurance (WSAUASC) – Non-credit bearing credits
Content:
To develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

Workshop in ACCA paper: Financial Management (76800)
Duration: 5 days Credits: Non-credit bearing

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:
Minimum age of 16 years and the following:
• Can perform mathematical calculations at NQF level 2 with above-average capability.
• Possess English language skills.
• Capable of learning from written and electronic material.
• Willing to work independently and with guided support take responsibility for their own progress.
• Communicate what they have learnt comprehensively.

Registration Periods:
First semester: 1 - 11 December, 5 - 26 January
Second semester: depends on the Unisa second semester registration dates

Module 1:
ACCA paper: Financial Management (WSFINMA) – Non-credit bearing credits

Content:
To develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions.

Short Course in the Professional Practice Framework for Internal Auditors (70831)
Duration: Three months Credits: 12 NQF Level 5

Purpose:
The objective of this short course is 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 Auditor’s Professional Practice Framework (IPPF).

Target Group:
• People working in internal auditing or forensic auditing, and 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:
A Senior Certificate or equivalent qualification or appropriate experience.

Registration Periods:
Registration for the first semester opens 1 December 2014 and closes 22 January 2015 with a two-hour examination in May/June.

Module 1:
The Professional Practice Framework for Internal Auditors (PPFC01B) – 12 Credits

Content:
Topic 1 – Elements surrounding the definition of Internal Auditing
After completing this topic, learners should be able to interpret the implications of the definition of internal auditing for internal auditors and be able to apply that knowledge in practice at the level of a junior internal auditor.

Topic 2 – Code of Ethics of Internal Auditors
After completing this topic, learners should be able to apply the requirements of the Code of Ethics to evaluate the acceptability of the conduct of junior internal auditors in practical situations.

Topic 3 – Standards for the Professional Practice of Internal Auditing
After completing this topic, learners should be able to apply the requirements of the International Standards for the Professional Practice of Internal Auditing in basic practical internal audit scenarios.

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

Duration: Six months Credits: 12 NQF Level 5

Purpose:
The objective of this course is 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 learners should be able to contribute towards more effective boards and service delivery of public entities in general.

Target Group:
This NQF level 5-course is aimed at board members and officials of public entities.

Admission Requirements:
A Senior Certificate or equivalent qualification or work experience. 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 course administrator).

Registration Periods:
Registration is from 1 December 2014 to 7 February 2015 for the first semester and 2 May to 15 July 2015 for the second semester.
Module 1:
Financial and Accounting Principles for Public Entities (PEFAP1F) – 12 Credits

Content:
- Legislative requirements
- Corporate governance
- Financial and accounting principles
- Managerial decision making

Short Course in the Introduction to Performance Auditing (76163)

Duration: Three months  Credits: 12  NQF Level 5

Purpose:
The objective of this course is 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 theirs skills in the field of performance auditing.
- People who are interested in obtaining the skills to conduct a performance audit.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
Registration for the first semester opens 1 December 2014 and closes 25 January 2015 with a two-hour examination in May/June.

Registration for the second semester opens 3 June 2015 and closes on 16 July 2015 with a two-hour examination in October/November.

Module 1:
Introduction to Performance Auditing (SCPA01T) – 12 Credits

Content:
Topic 1 – Theoretical concepts underlying performance auditing
After completing this topic, learners should be able to define performance auditing and understand why performance auditing is necessary as well as the advantages and characteristics of performing a performance audit.

Topic 2 – Scope and objectives of a performance audit
After completing this topic, learners should be able to understand principles underlying performance auditing and the scope, objectives of a performance audit of the procurement process.

Topic 3 – Economy, effectiveness and efficiency
After completing this topic, learners should be able to understand the theory and practical aspects of economy, efficiency and effectiveness of procurement processes.

The information contained in this brochure was correct at the time of publication (19 November 2014).
Topic 4 – Strategic planning phase of a performance audit
After completing this topic, learners should be able to list and understand the various steps within the strategic planning phase of a performance audit and be able to apply these steps in practice.

Topic 5 – Planning phase of a performance audit
After completing this topic, learners should be able to list and understand the various steps within the planning phase of a performance audit and be able to apply these steps in practice.

Topic 6 – Executing a performance audit
After completing this topic, learners should be able to list and understand the various steps within the execution phase of a performance audit of the procurement process and be able to apply these steps in practice. Learners should also be able to understand the requirements for audit evidence and the methods for collecting audit evidence.

Topic 7 – Reporting and follow-up phase of the performance audit
After completing this topic, learners should be able to list and understand the various steps within the reporting and follow-up phase of a performance audit and be able to apply these steps in practice.

Topic 8 – Audit working papers and layout of the audit file
After completing this topic, learners should be able to understand the importance, the essential elements and other requirements of working papers as well as the layout of the audit file.

Topic 9 – Demonstration of the various phases of a performance audit using a case study
This topic explains the steps in the various phases of a performance audit using a case study. This practical case study will enable learners to understand the performance audit process.

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

Duration: Three months  
Credits: 12  
NQF Level 5

Purpose:
The objective of this short course is 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 obtaining the skills to conduct a basic internal audit.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification.
Registration Periods:
Registration for the first semester opens 1 December 2014 and closes on 25 January 2015 with a two-hour examination in May/June.

Registration for the second semester opens 3 June 2015 and closes on 16 July 2015 with a two-hour examination in October/November.

Module 1:
An Introduction to the Internal Audit Process (SCIAP01) – 12 Credits

Content:
Topic 1 – Basic concepts of internal auditing
After completing this topic, learners should be able to define internal auditing and understand why internal auditing is necessary as well as the advantages and characteristics of performing an internal audit.

Topic 2 – Type of engagements and business processes
After completing this topic, learners should be able to understand the different types of audit engagements and business processes and be able to define the scope and objectives of an internal audit of a financial systems audit.

Topic 3 – Business risks and controls
After completing this topic, learners should be able to understand the theory and practical aspects of business risks, risk and controls and the effect thereof on the internal audit process.

Topic 4 – Planning the internal audit
After completing this topic, learners should be able to list and understand the various steps within the pre-engagement and planning phase of an internal audit and be able to apply these steps in practice.

Topic 5 – Performing the audit engagement
After completing this topic, learners should be able to list and understand the various steps within the execution phase of an internal audit of a financial system and be able to apply these steps in practice. Learners should also be able to understand the requirements for audit evidence and the methods for collecting audit evidence.

Topic 6 – Draft an internal audit report
After completing this topic, learners should be able to list and understand the various steps within the reporting phase of an internal audit and be able to apply these steps in practice. Learners should also be able to understand the importance, the essential elements and other requirements of working papers as well as the layout of the audit file.

Topic 7 – Follow-up
After completing this topic, learners should be able to list and understand the importance and requirements of the follow-up phase of an internal audit and be able to apply these steps in practice.
Course in Fundamental Accounting (70866)

Duration: One year  
Credits: 24  
NQF Level: 5

Language: Afrikaans and English

Purpose:
The objective of this course is to equip a student 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 the successful completion of this course, in terms of bookkeeping, a student should be able to complete the books of prime entry from source documents, post journal entries to 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, a student should be able to prepare cash budgets.

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. Provided that you have matriculated with university acceptation, this course grants exemption from FAC1502, a Unisa undergraduate course in financial accounting.

Admission Requirements:
A National Senior Certificate (with or without university exemption) or an equivalent NQF level 4 qualification. Accounting or mathematics at matriculation level is not required.

Registration Periods:
The course comprises two modules, namely FUAC02F and FUAC03G. You can only register for one module (either for FUAC02F or FUAC03G) at a time, and for FUAC03G only after having passed FUAC02F. The registration period for the first semester for either of the two modules commences on 1 December 2014 and closes on 3 February 2015.

The registration period for the second semester for either of the two modules commences on 1 May 2015 and closes on 30 June 2015.

To maximise tuition time, register as soon as possible.

Module 1: Introductory bookkeeping and reporting (FUAC02F) – 12 Credits
Content:
Study guide: Introductory Bookkeeping and Reporting
- The nature and function of accounting
- The nature of accounting theory
- The financial position
- The financial result
- The double-entry system
- The accounting process
- Processing accounting data
- Adjustments
- The closing-off procedure, determining of profit, and preparation of financial reports

NB: FUAC02F is a prerequisite for FUAC03G.

Module 2:
Intermediate bookkeeping and reporting (FUAC03G) — 12 Credits

Content:
Study guide: Intermediate Bookkeeping and Reporting
- Cash and cash equivalents
- Trade and other receivables
- Inventory
- Property, plant and equipment
- Other non-current assets and financial instruments
- Current liabilities
- Non-current liabilities
- The financial reports of a sole proprietorship
- The financial reports of a company
- Non-profit organisations
- Incomplete records
- Planning and control (cash budgets)

Course in Administration of Estates (70874)
Duration: One year Credits: 30 NQF Level 6
Language: Afrikaans and English

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 Receiver of Revenue 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 or an appropriate experience.

Registration Periods:
The course commences in February 2015. The closing date for registration is 31 January 2015.
Module 1:
The Administration of Estates (ESTX01M) – 30 Credits

Content:
- Procedure for the administration of an estate and the calculation of estate duty
- Intestate and testate succession, the law of trusts, the matrimonial property regime and estate planning
- Insolvent estates and the winding up process including rehabilitation
- Deceased insolvent estates

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

Duration: One year
Credits: 24
NQF Level 5
Language: Afrikaans and English

Purpose:
The objective of this course is 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 the quality thereof.
- Basic analysis and interpretation of financial statements (of private undertakings or municipalities) and reporting thereon.
- Basic principles of cost accounting – relevant techniques and applications.
- Basic aspects of financing, financing costs and budgets.
- Reporting and analyses.

Target Group:
Persons who do basic accounting work (ie budgeting and/or budgeting control and analysis of financial and other results) in the following sectors:
- industry, trade, finance and professional services, or
- government departments, public office and municipalities.

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

Registration Periods:
The course commences in February 2015. Closing date for registration is 28 February 2015.

Module 1:
Basic Principles of Financial Statement Analysis and Interpretation (FAIN018) – 24 Credits

Content:
Section 1:
- The nature and contents of financial reports and the principles and practices which determine the quality thereof
- Accounting records: the basis of financial reporting
- The nature, characteristics and composition of assets, liabilities and obligations
- Owner’s equity and the form of the enterprise

Section 2:
- Basic analysis and interpretation of financial statements
- Underlying aspects of analysis and interpretation
- Profitability analysis
- Risk analysis
- Growth analysis
- Cash flow
Course in Practical Bookkeeping (70904)

Duration: One year
Credits: 24
NQF Level 5

Purpose:
The objective of this course is 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:
All persons who do clerical work and who are involved in the handling of business documents and bookkeeping aspects, but have no (or little) bookkeeping knowledge. Business owners that do not have the proper bookkeeping and accounting background.

Admission Requirements:
Senior Certificate, National Senior Certificate or equivalent qualification.

Registration Periods:
The course commences on 17 February 2015. The closing date for registration is 13 February 2015.

Module 1:
Practical Bookkeeping (PRAC01W) – 24 Credits

Content:

Topic A: Introduction to Bookkeeping
Study unit 1: The nature and purpose of bookkeeping
Study unit 2: The accounting equation
Study unit 3: Business documents (Part 1 – cash transactions)
Study unit 4: Recording of transactions (Part 1 – cash transactions)
Study unit 5: Business documents (Part 2 – credit transactions)
Study unit 6: Recording of transactions (Part 2 – credit transactions)
Study unit 7: Accounting records of close corporations

Topic B: Applied Bookkeeping
Study unit 8: Inventory systems
Study unit 9: Bank reconciliation
Study unit 10: Trial balance
Study unit 11: Final accounts and year-end adjustment

Topic C: Internal Control and Budgets
Study unit 12: Internal control
Study unit 13: Budgets
Study unit 14: Controlling of budgets
Course in Value-Added Tax (70912)

Duration: Ten months (One year) Credits: 24 NQF Level 6

Purpose:
The objective of the course was designed to teach students the principles of Value-Added Tax in a practical way. It 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
- Persons involved in VAT audits and investigations
- Persons involved in VAT matters in public practice
- Persons who want to further their studies in the field of taxation

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

Registration Periods:
The course commences in February 2015. Registrations should be received by 31 January 2015.

Module 1:
Value-Added Tax (VATX013) – 24 Credits

Content:
Study Guide 1:
- Introduction
- General background on VAT
- The VAT Act
- Accounting basis
- Registration and tax periods
- Types of supply
- Taxable supplies
- Exempt supplies
- Goods imported and imported services
- Tax invoices and other documentation
- The VAT return
Study Guide 2:
• Input tax
• Deemed supplies
• Time and value of supply
• Adjustments for change in use
• Exports
• Supply of a going concern
• Deregistration
• The VAT return

Study Guide 3:
• Fixed property transactions
• Deceased estates
• Insolvent estates and VAT
• The agricultural sector
• Financial services
• Tax Administration Act
• Objection and appeal, tax liability, payment and recovery of tax
• Penalties, interest and other sanctions, planning considerations and transitional rules

Course in Computerised Bookkeeping (70920)
Duration: 6 months (or One semester) Credits: 24 NQF Level 5

Purpose:
The primary objective of the course is to prepare students to meet the accounting demands of the information age. The course will provide students with a thorough understanding of essential accounting concepts, and teach them to apply these concepts in a computerised accounting environment. It will further provide students with an understanding of accounting applications commonly used in business, e.g. general ledger, accounts receivable, accounts payable and inventories.

Target Group:
The Computerised Bookkeeping course is directed at accountants and not future computer specialists and is presented from a user rather than a technical perspective. The course is aimed at persons involved in or who want to become involved in computerised accounting and bookkeeping, or anyone who wants to better equip himself/herself for the future.

Admission Requirements:
Students who want to register for this course should have successfully completed the accounting paper at Senior Certificate level. Those not in possession of such qualification will be considered for admission based on their experience. Students must also have access to a personal computer running Microsoft Windows. The Course in Computerised Bookkeeping assumes no previous experience with computers and was developed with continuity, simplicity, and practicality in mind.

Registration Periods:
The course commences in April 2015. The closing date for registration is 31 March 2015.

Module 1:
Computerised Bookkeeping (COBK01P) – 24 Credits

Content:
• Essential Accounting Concepts
• Computerised Accounting Concepts
Course in Intermediate Financial Accounting (70939)

Duration: One year
Credits: 24
NQF Level 5

Language: English and Afrikaans
The assignments and examinations may be answered in English or Afrikaans

Purpose:
This course offers further tuition and more advanced applications in financial accounting to candidates who have a reasonable knowledge of fundamental accounting.

This course primarily focuses on financial reporting by companies and evaluation of the operating results and the financial position of business concerns.

Target Group:
• Students who intend to further their studies in financial reporting.
• Persons who do basic and more advanced accounting work up to involvement in financial reporting.
• Persons involved and interested in financial statement analysis and budgeting.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and a sound knowledge of fundamental accounting.

Registration Periods:
The course commences on 1 March 2015. The closing date for registration is 27 January 2015.

Module:
Intermediate Financial Accounting (INAC01S) — 24 Credits

Content:
• Financial reporting by close corporations, companies and partnerships
• Analysis and interpretation of financial reports
• Budgeting and responsibility accounting

Course in Taxation (70971)

Duration: Two semesters. It is, however, possible to pass both modules in one semester
Credits: 24
NQF Level 6
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, sole traders as well as the taxation 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:
Partners in partnership, farmers and persons 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:
A National Senior certificate or appropriate experience in taxation.

Registration Periods:
The course commences in January 2015 (first semester) and July 2015 (second semester). Registrations should be received on or before 21 January 2015 and 15 July 2015 (second semester).

Module:
The Taxation of Business Income (CTAX11T) — 12 Credits

Content:
- Gross income
- Special inclusions of gross income
- Exempt income
- The general deduction formula
- Foreign income
- Specific deductions
- Expenditure and allowances relating to capital assets
- Capital gains tax
- Partnerships
- Taxation of companies and close corporations
- Taxation of trusts
- Tax avoidance and evasion
- Administrative procedures
- Value-added tax (VAT)

Module:
The Taxation of Individuals (CTAX12U) — 12 Credits

Content:
- Gross income
- Exempt income
- General deduction formula
- Fringe benefits
- Non-residents
- Retirement benefits
- Farming income
- Sole traders
- Donations tax
- Prepaid taxes
- Capital gains tax for individuals
- Foreign income
Course in Risk-Based Internal Auditing (7666X)

Duration: Three months  
Credits: 24  
NQF Level 5

Purpose:
The objective of this course is 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 obtaining the skills to conduct a risk-based internal audit.

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

Registration Periods:
Registration for the first semester opens 1 December 2014 and closes on 25 January 2015 with a two-hour examination in May/June.

Registration for the second semester opens 1 June 2015 and closes on 16 July 2015 with a two-hour examination in October/November.

Module:
**Risk-Based Internal Auditing: An Introduction** (CRBIA01) — 12 Credits

Content:
**Topic 1 – Theoretical concepts underlying risk-based internal auditing**
After completing this topic, learners should be able to define risk and risk-based internal auditing and understand why risk-based internal auditing is necessary as well as the advantages and characteristics of performing a risk-based internal audit.

**Topic 2 – Risk management and the role of internal audit**
After completing this topic, learners should be able to understand principles underlying risk management and the role of internal audit in the risk management process and the risk-based internal audit.

**Topic 3 – Identifying and evaluating risks**
After completing this topic, learners should be able to understand the theory and practical aspects of identifying and evaluating risks, as well as the consequence and likelihood as elements of risk identification and evaluation of risks to determine the focus areas of the audit.

Module 1:
**Implementing Risk-Based Internal Auditing** (CRBIA02) — 12 Credits
Content:

Module 2:
Topic 4 – A basic risk-based internal audit plan
After completing this topic, learners should be able to list and understand the various steps within the pre-engagement and planning phase of a risk-based internal audit and be able to apply these steps in practice.

Topic 5 – Fieldwork and reporting phase of the risk-based internal audit
After completing this topic, learners should be able to list and understand the various steps within the fieldwork phase of a risk-based internal audit and be able to apply these steps in practice. Learners should also be able to understand the requirements for audit evidence and the methods for collecting audit evidence. Learners should be able to list and understand the various steps within the reporting and follow-up phase of a risk-based internal audit and the essential elements and other requirements of working papers as well as the layout of the audit file.

Topic 6 – Impact of risk-based internal auditing
After completing this topic, learners should be able to explain the relationship between internal audit and management in terms of the risk management process and discuss the effect and impact of risk-based internal auditing in terms of the changing role of the internal auditor in an organisation and describe the benefits derived from a risk-based internal audit approach.

Course in Auditing in an IT Environment (76678)
Duration: Three months   Credits: 36   NQF Level 5

Purpose:
The objective of this course is 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 obtaining the skills to conduct an IT audit.

Admission Requirements:
A Senior Certificate or equivalent NQF level 4; and relevant work experience or a relevant NQF level 5 qualification. Students must have access to a computer and internet, as all material will only be available online.

Registration Periods:
Registration for the first semester opens 1 December 2014 and closes on 25 January 2015 with a two-hour examination in May/June.
Registration for the second semester opens 1 June 2015 and closes on 16 July 2015 with a two-hour examination in October/November.

Module 1:
Introduction to IT Auditing (CAITE01) — 12 Credits
Content:

Basic concepts of IT auditing
Learners should be able to explain the theoretical concepts underlying IT auditing, describe the various stages of the IT audit process and the general principles of auditing in relation to the overall audit process. Learners should also be able to explain the impact of an IT environment on the audit process.

Formulate and perform IT audit procedures
Learners should be able to understand the basic concepts of audit evidence, internal control, risk and risk assessment procedures and where they fit into the audit process. Learners should be able to understand the general concepts of tests of control, substantive procedures, audit sampling and the purpose and essential elements of audit working papers. Learners should be able to define and formulate tests of controls.

Plan and develop an IT audit programme using a risk-based audit approach
Learners should be able to explain the basic concepts of the audit process in terms of the conduct of an IT audit engagement; also to understand how the audit programme is prepared, developed and recorded to address the audit objectives established during a risk assessment. Learners should be able to describe and apply the framework of the audit strategy in a CIS environment and explain risk-based auditing as well as list the objectives of a risk-based audit and discuss the elements of risk analysis.

Finalise the IT audit process
After completing this topic, learners should be able to understand the general concepts of the finalisation and reporting phases of the IT audit and the procedures to be followed during each phase.

Business process and risks
Learners should be able to discuss the nature and effect of risk, computer risks and exposures, the different types of risks and explain the concept of risk management. Learners should be able to identify and discuss the different risk factors.

Introduction to computerised information systems (CIS)
Learners should be able to describe the basic computer environments in terms of the organisation's objectives and requirements, identify the basic components of the IT environment and identify the benefits of computerised information systems (CIS).

Controls
Learners should be able to define and describe control activities, internal control and control objectives within a business environment. Learners should be able to describe and evaluate mutual system controls, as well as general controls and application controls. They should also be able to identify control weaknesses.

System development controls
Learners should be able to discuss the events that lead to computer system failures; describe system development exposures and controls. Learners should be able to discuss the systems development lifecycle control and explain the auditor’s role in software development.

Governance
Information technology is no longer only a support system within business but an integrated part of business and therefore the learner should be able to understand the concept of IT governance and apply risk-based auditing techniques on IT governance processes.

Development, testing and implementation of computer assisted auditing techniques (CAATs)
Learners should be able to understand the theoretical concepts underlying CAATTs, uses of CAATTs with regard to the conduct of an IT audit as well as the factors that need to be considered in applying CAATTs in relation to the IT audit process.
Reliance on other assurance experts
Learners should be able to understand the theoretical concepts underlying the reliance on other assurance experts, as well as the factors that need to be considered with considering the use of other assurance experts.

Security and privacy of information assets
Learners should be able to understand what information security is and how privacy risks in the information system environment should be managed and audited.

Business continuity and disaster recovery
Learners should be able to explain the objectives of business continuity in terms of organisational goals, the theoretical concepts underlying key aspects of business continuity and apply the basic principles of a disaster recovery plan and process.

Internet and cloud computing systems
Learners should be able to know and understand the risks related to internet and cloud computing systems and be able to identify potential risks in a given scenario; explain the organisational objectives, risks and controls relating to these systems.

Auditing advanced IT systems and applications
Learners should be able to apply risk-based auditing concepts on advanced IT systems and applications.

Auditing new IT systems and developments
Learners should be able to know and understand the risks related to new or developed IT systems and be able to identify potential risks in a given scenario; explain the organisational objectives, risks and controls relating to IT systems that are developed in-house or purchased externally. Learners should be able to understand and apply the step-by-step approach relating to the audit of the system development.

Module 2:
Conducting a Basic It Audit (CAITE02) — 12 Credits

Content:
Business process and risks
Learners should be able to discuss the nature and effect of risk, computer risks and exposures, the different types of risks and explain the concept of risk management. Learners should be able to identify and discuss the different risk factors.

Introduction to computerised information systems (CIS)
Learners should be able to describe the basic computer environments in terms of the organisation’s objectives and requirements, identify the basic components of the IT environment and identify the benefits of computerised information systems (CIS).

Controls
Learners should be able to define and describe control activities, internal control and control objectives within a business environment. Learners should be able to describe and evaluate mutual system controls, as well as general controls and application controls. They should also be able to identify control weaknesses.

System development controls
Learners should be able to discuss the events that lead to computer system failures; describe system development exposures and controls. Learners should be able to discuss the systems development lifecycle control and explain the auditor’s role in software development.

Module 3:
Auditing Advanced IT Systems (CAITE03) — 12 Credits
Content:

**Governance**

Information technology is no longer only a support system within business but an integrated part of business and therefore the learner should be able to understand the concept of IT governance and apply risk-based auditing techniques on IT governance processes.

**Development, testing and implementation of computer assisted auditing techniques (CAATs)**

Learners should be able to understand the theoretical concepts underlying CAATs, uses of CAATTs with regard to the conduct of an IT audit as well as the factors that need to be considered in applying CAATTs in relation to the IT audit process.

**Reliance on other assurance experts**

Learners should be able to understand the theoretical concepts underlying the reliance on other assurance experts, as well as the factors that need to be considered with considering the use of other assurance experts.

**Security and privacy of information assets**

Learners should be able to understand what information security is and how privacy risks in the information system environment should be managed and audited.

**Business continuity and disaster recovery**

Learners should be able to explain the objectives of business continuity in terms of organisational goals, the theoretical concepts underlying key aspects of business continuity and apply the basic principles of a disaster recovery plan and process.

**Internet and cloud computing systems**

Learners should be able to know and understand the risks related to internet and cloud computing systems and be able to identify potential risks in a given scenario; explain the organisational objectives, risks and controls relating to these systems.

**Auditing advanced IT systems and applications**

Learners should be able to apply risk-based auditing concepts on advanced IT systems and applications.

**Auditing new IT systems and developments**

Learners should be able to know and understand the risks related to new or developed IT systems and be able to identify potential risks in a given scenario; explain the organisational objectives, risks and controls relating to IT systems that are developed in-house or purchased externally. Learners should be able to understand and apply the step-by-step approach relating to the audit of the system development.

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**Programme in Taxation: A Strategic Approach (70947)**

**Duration:** One year (12 months)  
**Credits:** 72  
**NQF Level:** 7

**Purpose:**

The programme has been designed to provide the student with a solid foundation and an in-depth knowledge of taxation principles to enable him/her to provide advice to clients and to perform tax planning on their behalf.

**Target Group:**

The programme caters for persons involved in accounting and/or auditing practices, tax consultants, public officers of companies, Inland Revenue officials, and legal practitioners.
Admission Requirements:
Students wanting to register for this programme must have successfully completed the Course in Taxation (G/CTAX11T or G/CTAX12U) or be in possession of a CIS, ICB, CMA or an equivalent qualification with Taxation I.

Registration Periods:
Applications for registration should be received by 30 June. The course commences in July 2015.

Module 1:
Principles of “Gross Income” and “Income” (STTX02Q) – 24 Credits

Content:
- Interpretation of “gross income” (including special inclusions) as defined in the Income Tax Act
- Identify the exemptions from taxation as provided for in the Income Tax Act
- Identify general tax planning opportunities based on the definition of “gross income” and “income”
- Interpretation of different case scenarios in relation to the definition of “gross income” for different profiles of clients

Module 2:
Principles of the General Deduction Formula, Special Allowances and Anti-Tax Avoidance Legislation (STTX03R) – 24 Credits

Content:
- Interpretation of the general deduction formula and special allowances as provided for in the Income Tax Act
- Identify and interpret the general and specific anti-tax avoidance legislation in the Income Tax Act
- Identify general tax planning opportunities based on the general deduction formula and special allowances
- Interpretation of different case scenarios in relation to the general deduction formula and special allowances for different profiles of clients bearing in mind the anti-tax avoidance legislation

Module 3:
Tax Strategy and Practices (Administration) of Taxation (STTX04S) – 24 Credits

Content:
- Identify and strategise tax planning opportunities in relation to contracts of sale, lease and compensation (damages)
- Identify and strategise tax planning opportunities in relation to service contracts including the application of fringe benefits and retirement benefits
- Identify and strategise tax planning opportunities in relation to estate planning
- Interpretation and application of the administrative provisions of the Income Tax Act
- Interpretation of different case scenarios in relation to taxation in general for different profiles of clients always bearing in mind the anti-tax avoidance legislation

Programme in Forensic and Investigative Auditing (71315)

Duration: Nine months Credits: 48 NQF Level 6

Purpose:
The severity of commercial crime, highlighted by cases such as Leisurenet and Fidentia, and numerous publicised cases under investigation by the Public Protector emphasise the need that exists in society to prevent and detect commercial crime, and to ensure that effective remedial actions are implemented.
Target Group:
This course is aimed at persons whose prime interest is in the prevention, detection or investigation of commercial crime.

Admission Requirements:
A Senior Certificate, and at least three years’ relevant working experience, or a relevant diploma, or degree.

Registration Periods:
The course commences in March 2014. Registration opens on 1 December 2014 and should be completed by 15 February 2015 when study material will be dispatched to students who have supplied proof that registration fees have been paid as indicated below.

Module 1:
**Fraud Prevention** (PFIA01R) — 12 Credits

Content:
The purpose of this module is to teach skills to formulate appropriate strategies for the prevention of fraud.
- Motivating the need for fraud prevention
- Theoretical background (professional associations, etc)
- Definitions of economic crime
- Corporate governance (PFMA)
- Fraud risk assessment
- Rolling of internal control in fraud prevention
- Fraud prevention strategies
- Fraud prevention policies
- Managing human resources
- Fraud auditing

Module 2:
**Fraud Detection** (PFIA02S) — 12 Credits

Content:
The purpose of this module is to teach skills to formulate appropriate strategies for the detection of fraud.
- Identifying fraud
- Legal definitions and elements of offences
- Practical examples
- Red flags
- Fraud detection strategies
- Information technology
- Reporting lines (Whistle Blowers Act, etc)
- Auditing — surprise audits, internal and external
- Theoretical and legal issues pertaining to fraud detection
- Response to fraud
- Evidentiary issues
Module 3:  
**Fraud Investigation** (PFIA03T) — 12 Credits

**Content:**
The purpose of this module is to teach skills in planning and execution of fraud investigations.

- Theoretical and legal issues pertaining to fraud investigations
- Multidisciplinary approach to fraud investigations
- General legal issues
- Forensic auditing process
- Planning fraud investigations
- Preliminary investigation
- Execution phase (interviews, documentary evidence, etc)
- Remedies and testimony (disciplinary, criminal and civil)
- Follow-up

Module 4:  
**Forensic and Investigative Audit Reporting** (PFIA04U) — 12 Credits

**Content:**
The purpose of this module is to teach skills in writing reports on fraud, using the professional and academic conventions and formats appropriately.

- Types of reporting
- Reporting to Management
- Reporting to Board/Audit committee
- Disciplinary action
- Litigation support
- Criminal process
- Follow-up and remedial action

CIS Programme 1 (71684)

Duration: Minimum of one year if all seven modules are successfully completed

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 (CSSA).

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 CIS Programme. The International Qualifying Board Exam, which covers the Fellow CiIBM level, is dealt with through the CSSA directly.
Target Group:
Persons who aspire to become a member of the Institute of Chartered Secretaries and Administrators (CSSA) 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:
A Senior Certificate or equivalent qualification with a numerate subject (e.g. mathematics, accountancy or science) on that level.

Registration Periods:
Two registration periods per annum: 15 November to 31 January (studies commence in January); 15 May to 30 June (studies commence in July).

Module 1:
Management Information Systems (PCIS118/129) — 24 Credits

Content:
- Information systems in perspective
- Technology: hardware, software
- Organising information: database management systems
- Telecommunications: the internet, the worldwide web, network issues
- Electronic business
- Decisions and problem solving
- Overview of some specialised systems: artificial intelligence, expert systems
- Computer security

Module 2:
Financial Accounting 1 (PCIS13A/14B) — 24 Credits

Content:
- Basic concepts, transactions and the accounting system
- Processing of accounting data
- Accounting for current and non-current assets
- Incomplete records
- Partnership accounting
- Cash flow statements
- Financial reporting: characteristics and requirements

Module 3:
General Principles of Commercial Law 1A (PCIS15C) — 12 Credits

Content:
- History and sources of law
- Introduction to the Law of: Contract, Lease, Purchase and Sale, Agency and Insurance

Module 4:
Communication (PCIS16D) — 12 Credits
Content:
- The process and concepts of communication
- Media communication
- Effective communication in the workplace
- Persuasive communication between the workplace and external audience

Module 5:
**General Principles of Commercial Law 1B (PCIS17E) — 12 Credits**

Content:
- Introduction to the South African legal system and the science of law
- General Principles of the Law of Contract
- Specific Contracts – principles of purchase and sale, lease, credit agreements and agency

### CIS Programme 2 (71676)

Duration: Each of the three programmes will have a duration of at least one year, provided that its respective modules (see curriculum below) are successfully completed.

Credits: 108

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 (CSSA).

Target Group:

Persons who aspire to become a member of the Institute of Chartered Secretaries and Administrators (CSSA) 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 the CIS Programme 1

Registration Periods:

Two registration periods per annum: 15 November to 31 January (studies commence in January); 15 May to 30 June (studies commence in July).

Module 1:
**Taxation 1A (PCIS21A) — 12 Credits**
Content:
• Principles of normal tax
• Taxable income of salaried persons
• The calculation of gross income
• Exempt income
• Allowable deductions and allowances
• Fringe benefits
• Advance payments of normal tax
• Capital gains tax for natural persons

Module 2:
Taxation 1B (PCIS22B) — 12 Credits

Content:
• Taxation and corporate entities
• Administrative procedures and measures for the prevention of tax avoidance
• Specific deductions and allowances
• Expenditure and allowances claimable in respect of capital assets
• Capital gains tax

Module 3:
Financial Accounting 2A (PCIS23C) — 12 Credits

Content:
• Framework for the preparation and presentation of financial statements
• Theory and background to consolidated financial statements
• Consolidation at different dates
• Intercompany transactions
• Nature of a partnership, admission and retirement of partners
• Dissolution and gradual liquidation of a partnership
• Conversion of a partnership to a close corporation or company
• Formation, operation, membership and management of a close corporation
• Accounting records and accounting officer
• Financial statements of a close corporation

Module 4:
Financial Accounting 2B (PCIS24D) — 12 Credits

Content:
• Preparation of financial statements for limited companies
• Earnings and dividends per share
• Statement of cash flows
• Accounting for branches
• Analysis and interpretation of financial statements
Module 5:
Management Principles 1A (PCIS25E) — 12 Credits

Content:
- Introduction to management
- The evolution of management theory
- Managing in a changing environment
- Strategic planning
- Planning
- Creative problem solving and decision making
- Information management
- Organising and delegating
- Managing change: Culture, innovation and technology

Module 6:
Management Principles 1B (PCIS26F) — 12 Credits

Content:
- Managing diversity
- Leadership
- Groups and teams in the organisation
- Motivation
- Communication and interpersonal relationships
- Control
- Human resources management
- Labour relations

Module 7:
Economics 1A (PCIS27G) — 12 Credits

Content:
- What Economics is all about
- A closer look at the economic problem
- The interdependence between the major sectors, markets and flows in the mixed economy
- Demand, supply and prices
- Elasticity
- Perfect competition
- Monopoly and imperfect competition

Module 8:
Economics 1B (PCIS28H) — 12 Credits

Content:
- The monetary sector, the public sector and the foreign sector
- Measuring the performance of the economy
- Income determination in a closed economy without a government
- Inflation
- Unemployment
- Economic growth and development
Module 9:
Advanced Commercial Law (PCIS29J) — 12 Credits

Content:
- Labour law
- Intellectual property law and franchising
- Forms of business enterprise
- The law of competition
- Banking law and paying systems
- The law of trusts
- The law of insolvency

CIS Programme 3 (71668)
Duration: Each of the three programmes will have a duration of at least one year, provided that its respective modules (see curriculum below) are successfully completed.

Credits: 108 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 (CSSA).

Target Group:
Persons who aspire to become a member of the Institute of Chartered Secretaries and Administrators (CSSA) 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 completed CIS Programme 2

Registration Periods:
Two registration periods per annum: 15 November to 31 January (studies commence in January); 15 May to 30 June (studies commence in July).

Module 1:
Corporate Law (PCIS32D) — 12 Credits
Content:
- Legal personality, types of companies and company formation
- Corporate finance: Shares, debentures and distributions
- The offer and transfer of shares
- Shareholders and company meetings
- Groups of companies
- Directors and board committees
- Financial records and reporting
- Auditors and the company secretary
- Fundamental transactions and takeovers
- Remedies and enforcement
- Close corporations
- Business rescue proceedings, compromises and winding-up

Module 2:
**Strategic and Operational Management 1A** (PCIS33E) – 12 Credits

Content:
- The strategic management process
- Strategic direction and corporate governance
- Internal environmental analysis
- External environmental analysis
- Strategy formulation: Long-term goals and generic strategies
- Strategy formulation: Grand and functional strategies

Module:
**Strategic & Operational Management 1B** (PCIS34F) – 12 Credits

Content:
- Strategy analysis and choice
- Strategy implementation: The drivers of strategy implementation
- Strategy implementation: Structural drivers and instruments for strategy implementation
- Strategic control
- Operations and quality management
- Information management

Module 3:
**Management Accounting 1A** (PCIS35G) – 12 Credits

Content:
- Fundamentals of Cost and Management Accounting
- Material costs
- Labour costs
- Overheads
- The manufacturing facility and cost flows
- Introduction to costing systems
- Job costing system
- Contract costing system
- Process costing
- Joint and by-products
Module 4:  
**Management Accounting 1B** (PCIS36H) — 12 Credits

**Content:**  
- Cost-volume-profit analysis  
- Budgets  
- Standard costs  
- Short-term decisions  
- Linear or rectilinear programming  
- Learning curves

Module:  
**Financial Accounting 3A** (PCIS37J) — 12 Credits

**Content:**  
- Applying the conceptual framework for the preparation and presentation of financial statements  
- Investments  
- Taxation  
- Intangible assets  
- Operating segments  
- Impairment of assets

Module 4:  
**Financial Accounting 3B** (PCIS38K) — 12 Credits

**Content:**  
- Investment properties  
- Leases  
- Foreign exchange transactions  
- Group statements

Module 5:  
**Audit and Independent Review Engagements 1A** (PCIS39L) — 12 Credits

**Content:**  
- Introduction to auditing  
- Nature and objectives of assurance engagements  
- Fundamental principles of auditing  
- Objectives and extent of planning  
- Development of an overall audit plan  
- Understanding the accounting and internal control systems  
- Evaluation and tests of controls and substantive procedures  
- Sample design and selection  
- Going concern considerations
Module 6:
Audit and Independent Review Engagements 1B (PCIS40D) — 12 Credits

Content:
- Various classes of transactions and balances to be audited
- Audit completion and the auditor’s report
- Other engagements and reporting issues
- Audit of group financial statements
- Terms and scope of engagement
- Other assurances
- Reportable irregularities
- Regulation and professional responsibilities
- Corporate governance

Advanced Programme in Taxation (for graduates) (75744)

Duration: Three semesters (18 months)  Credits: 108  NQF Level 8

Purpose:
The Advanced Programme in Taxation (for graduates) has been designed to provide the student with a solid foundation and an in-depth knowledge of the legal principles to enable him/her 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:
Persons involved in accounting and/or auditing practices, tax consultants, public officers of companies, Inland Revenue officials, lecturers at universities, technikons or similar institutions and legal practitioners.

Admission Requirements:
Only students in possession of at least a Bachelor’s degree/BTech will be admitted.

Registration Periods:
Registrations should be received by 30 June 2015. The course commences in July 2015.

Module 1:
Principles of “Gross Income” and “Income” (PATX01S) — 24 Credits

Content:
- Interpretation of “gross income” (including special inclusions) as defined in the Income Tax Act
- Identify the exemptions from taxation as provided for in the Income Tax Act
- Identify general tax planning opportunities based on the definition of “gross income” and “income”
- Interpretation of different case scenarios in relation to the definition of “gross income” for different profiles of clients

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 2:
Principles of the General Deduction Formula, Special Allowances and Anti-Tax Avoidance Legislation
(PATX02T) – 24 Credits

Content:
• Interpretation of the general deduction formula and special allowances as provided for in the Income Tax Act
• Identify and interpret the general and specific anti-tax avoidance legislation in the Income Tax Act
• Identify general tax planning opportunities based on the general deduction formula and special allowances
• Interpretation of different case scenarios in relation to the general deduction formula and special allowances for different profiles of clients bearing in mind the anti-tax avoidance legislation

Module 3:
Tax Strategy and Practices (Administration) of Taxation (PATX03U) – 24 Credits

Content:
• Tax strategy and practices (administration of taxes) including employee benefits, retirement planning and estate planning

• Identify and strategise tax planning opportunities in relation to contracts of sale, lease and compensation (damages)
• Identify and strategise tax planning opportunities in relation to service contracts including the application of fringe benefits and retirement benefits
• Identify and strategise tax planning opportunities in relation to estate planning
• Interpretation and application of the administrative provisions of the Income Tax Act
• Interpretation of different case scenarios in relation to taxation in general for different profiles of clients always bearing in mind the anti-tax avoidance legislation

Module 4:
Practical Research Project (PATX04V) – 36 Credits

Content:
• Practical research case studies
• Up-to-date developments in tax law
• Literature review methodology of a case study
Knowledge is constantly expanding. It quickly gets old or obsolete; quickly gets replaced. New knowledge is being created constantly.

Short learning programmes (SLPs), or “short courses”, are the College of Agriculture and Environmental Sciences’ response to the short-term educational needs of our communities and our country. Among other things, these SLPs equip students with the knowledge and skills to combat poverty, hunger and malnutrition, not only now but in the future.

While our courses may be short, our vision is long-term. As such, the environment as a whole, including climate change and sustainability, is central to our curriculum.

We are committed to making students aware of global environmental issues, so as to equip them to become champions for a greener more sustainable future.

Making good decisions about the future requires current knowledge. We are proud to present our SLPs to you. We hope they can empower you to help build a sustainable future.
The college strives to find sustainable ways to use natural, living and community resources for the benefit of humanity.
Short Course in Managing Health and Nutrition in Adverse Conditions (72540)

Duration: One year  
Credits: 12  
NQF Level: 5

Purpose:
To enable health workers or people educating the community, or who are involved with the community to identify malnutrition and address it appropriately, specifically in adverse conditions. Qualifying students will be able to:
• describe nutrition principles for promoting balanced nutritional adequacy
• identify nutrition-related diseases and malnutrition
• implement nutrition management principles in aim of preventing disease
• apply balanced food decision-making and adjustments

Target Group:
Health professionals working with communities, groups and individuals affected by malnutrition and nutrition-related diseases. Consequently the target group for this course is limited to the following students:
• community extension workers
• community health workers
• health aid workers concerned with food security (for example missionaries)
• medical representatives
• primary healthcare professionals (for example: nurses, medical doctors)
• allied health professionals (for example: social workers, occupational therapists)
• educators and caretakers of children

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. Registration with a Health Professions Council will be a benefit.

Registration Periods:
Year module registration: 28 November to 25 January. For more information please visit www.unisa.ac.za/caes

Module:
Managing Health and Nutrition in Adverse Conditions (MHNA018) — 12 Credits

Content:
• Introduction to basic nutrition principles for the promotion balanced nutritional adequacy
• Discussions on the onset, management and medical and nutritional implications of nutrition-related diseases
• Implementation of nutrition management (nutritional support, and counselling) by means of corrective practices with the aim of disease prevention
• Practical guidance in balanced food decision making
Short Course in the Introduction to Agribusiness Management (72621)

Duration: Six months  Credits: 12  NQF Level: 5

Purpose:
To target previously disadvantaged managers and beginners in these businesses who seek to expand their areas of knowledge to assist them in adapting to this fast-changing discipline.

Target Group:
People managing small-, medium- and micro-enterprises (SMMEs) without any formal academic training in agribusiness 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/caes

Module:
Introduction to Agribusiness Management (SCIAM01) — 12 Credits

Content:
- The concept and framework of agribusiness management and its objectives
- Financial statements in the respective agribusinesses of the participants or in simulated agribusinesses
- Financial statement analyses
- Agribusiness budgets
- Sources and procedures for credit application in South Africa
- Apply for credit for the agribusinesses that the students have already identified

Short Course in Community Asset Mapping for Change (76707)

Duration: 15 weeks (One semester)  Credits: 12  NQF Level: 5

Fully online Module

Purpose:
To present a roots-driven development tool that can be used by agents of social change within communities to achieve a better life.

Target Group:
Agents of social change from government organisations and NGOs, CSI managers, champions and leaders within communities.
Admission Requirements:
Any NQF level 4 qualification. Also note that access to the internet, and registration as a myUnisa user is compulsory.

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/caes

Module:
**Community Asset Mapping for Change** (SCCA013) — 12 Credits

Content:
- Definition of philanthropy; how philanthropy is practised in the geographical regions of the global north and global south
- Participatory rural appraisal and asset-mapping methodology
- Tools for change developed in the global south for the global south
- History of CAMP and the ABCD experience in the Bojanala Region
- Description and analysis of the various processes included in the Community Asset Mapping Programme
- Roles and responsibilities of external stakeholders involved in Community Asset Mapping (CAMP)
- Non-profit organisations (NPO) as agents of change and vehicles to assist communities in achieving roots-driven change

Course in Exploring Geographical Information Systems (75515)

Duration: 1 semester (The 2 modules should be taken simultaneously)

Credits: 27

NQF level: 5

Purpose:
This course will be useful to students of all disciplines and practitioners who make use of, or need spatial information, to better understand their discipline and the environment in which they operate and who wish to use Geographical Information System (GIS) as a research tool. Another group of students that will benefit from this course would be those who aim to achieve career advancement in the GIS industry by gaining basic skills in operating a GIS. In particular, students credited with this course are able to think geographically, apply methods of spatial enquiry and use a GIS as a tool for solving spatial problems and making informed decisions in the real world based on viewing, querying, analysing and communicating spatial data.

Target Group:
Individuals who have an interest in spatial data and employees of institutions that deal with and need spatial information in their daily activities. Of particular importance are the following application areas: natural resource management; environmental planning and management; provision and maintenance of transport and communication networks; delivery of general public services such as electricity, water and sewerage; provision of community services such as hospitals, schools, libraries, sports fields; crisis planning and management; provision of public safety and security; property development; socioeconomic and health development; marketing; tourism development; education and training; business geographics; military strategy.

A prominent market is the pool of Geography teachers in secondary schools who lack the knowledge and skills to effectively teach the GIS concepts that have been introduced in the Grades 10 to 12 Geography curricula.

A further market is the growing number of people considering the GIS industry as a career. Although this course does not offer the depth required to eventually register as a GIS technician or professional, it offers the opportunity to gain experience of what the industry requires.
Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. The two modules should be taken simultaneously. Also note that access to the Internet, Microsoft Office Access 2007 (or more recent) and registration as a myUnisa user is essential.

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/caes

Module:
Explore Geography for Geographical Information Systems (EGIS01J) — 12 Credits

Content:
• Geographical thinking and spatial perspectives
• Introduction to human geography
• Introduction to physical geography
• Introduction to human-environment relationships
• Spatial data – the fuel of a GIS
• Basic map literacy
• Introduction to GIS: applications, definitions, origins, components and concepts

Module:
Operate a Vector-based Geographical Information System (EGIS02K) — 15 Credits

Content:
• Architecture and functionality of a vector GIS software system
• Modelling the real world in GIS
• Spatial reference frameworks for data capturing
• Geographic databases
• Data input and editing in a GIS
• Exploring and analysing data in a vector GIS
• Producing proper maps with GIS

Programme in Household Food Security (76104)

Duration: 1 year Credits: 72 NQF Level: 5

Purpose:
To equip individuals who wish to become household food security facilitators with the skills that they can use to help empower communities to improve household food security, health and nutrition and thus contribute to integrated rural development. The programme seeks to improve conditions in rural and peri-urban areas through development of capacity, skills, and values within these communities to meet long-term goals of sustainable development and poverty alleviation within the context of food security using a sustainable livelihoods approach.
Target Group:
Active community development workers or community members who are willing to work with vulnerable individual households to develop food security, health and improved nutrition.

The programme is designed for individuals from rural and peri-urban areas who have successfully completed an NQF level 4 qualification. The individuals should be working in communities (both rural and peri-urban) as volunteers or community development workers. Unemployed youth wanting to serve the community may also be selected. The individuals are recruited in groups of 20 to 25 students within a 50km radius, with a promoter from the same community to be linked to a partner organisation for delivery of the programme. An organisation can also apply to enrol its community development workers or volunteers. The target group could also include assistants to community nutritionists, health workers or agriculturalist extension advisors from NGOs or government departments.

Admission Requirements:
Senior Certificate or completion of Grade 12 or an equivalent NQF level 4 qualification. Students will be selected according to criteria.

Registration Periods:
Year module registration: 28 November - 25 January
For more information please visit www.unisa.ac.za/caes

Module:
Introduction to Food Security Concepts (PHFS01K) — 12 Credits

Content:
• Food security systems and components at national, community and household levels; a household’s ability to achieve food security, millennium development goals; traditional community food security systems
• Preparation of status reports based on the requirements, opinions and perceptions of the households on household food insecurity and related issues in a specific village/area, taking into consideration the current situation of nutrition in South Africa as well as attitudes towards micro-scale food production and accessibility
• Key aspects of current policies and strategies that affect household food security: SA, NEPAD and SADC
• Formulation of written requests for assistance from various stakeholders

Module:
Participatory Extension for Household Food Security (PHFS02L) — 12 Credits

Content:
• Participatory facilitation techniques relevant to the context of different households
• Implications of local development dynamics for household livelihoods, control of assets and food accessibility
• Determination of local food security status, challenges and processes
• Mobilising and facilitating households to analyse their own needs, basic assets and to construct household food security vision and action plans
• Facilitating households in order to help them implement, monitor and refine food security action plans

Module:
Sustainable Natural Resource Use (PHFS03M) — 12 Credits
Content:
- Identify natural resources in the local area
- Assess the state of natural resources in the area
- Determine the impact of the natural resource use systems on people and the environment
- Analyse resources in terms of their contribution to food security
- Explore knowledge systems for alternative resource management options
- Interventions for improved natural resource utilisation and livelihood strategies

Module:
**Food Behaviour and Nutrition** (PHFS04N) — 12 Credits

Content:
- Basic nutrition principles and food-based guidelines
- Documentation of the levels of the household’s nutrition, knowledge, food habits, cultural and behavioural practices
- Assessing household health and sanitation, environment and hygiene practices
- Introduction to local health and social services

Module:
**Optimising Household Food Production** (PHFS05P) — 12 Credits

Content:
- Working with information about different community farming systems
- Teaching households about viable farming practices
- Planning, designing and implementing farming practice experiments
- Monitoring and evaluation of farming practice experiments

Module:
**Food Resource Management** (PHFS06Q) — 12 Credits

Content:
- Household livelihood profiles and food access strategies relevant to food security status
- Household and consumer practices relating to the allocation and use of resources
- Food storage, processing and preparation practices
- Appropriate and indigenous technologies that add value and increase shelf life of food
- The development of a household food resource plan for improved food and nutrition security

**Workshop in Nutrition and Food Safety (76602)**

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 credits  NQF level: 5

**Purpose:**
To equip participants to prepare safe and nutritious food within their respective communities to achieve a food-safe environment for better lives.

**Target Group:**
Any individual that is involved in the preparation of food for groups, i.e. crèches, hostels, orphanages, old age homes, feeding schemes and community members.
Admission Requirements:
None

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/caes
Workshop will only be presented if a minimum of 15 students are registered

Module:
**Workshop in Nutrition and Food Safety** (WSNFS01) — 0 Credits

Content:
The topics addressed in the workshop will be the following:
- The “what/why and how” to a food-safe environment
- Introduction to foodborne diseases
- Safe food-handling practices
- Nutritious food preparation methods/practices
- Nutritious and ideal food consumption patterns — a brief introduction to critical aspects of meal planning

**Workshop in Sewing Techniques 1: The Basics (76603)**

Duration: 02 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 credits  
NQF level: N/A

Purpose:
To introduce students to basic dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn the basics about sewing.

Admission Requirements:
Not Applicable

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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
**Workshop in Sewing Techniques 1: The Basics** (WSSTTBS) — 0 Credits

The information contained in this brochure was correct at the time of publication (19 November 2014).
Content:
• How to purchase fabrics
• Using a commercial pattern
• Make it fit
• Seams
• Hems
• Binding

Workshop in Sewing Techniques 2: The Fitted Skirt (76842)

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)  
Credits: 0 credits  
NQF level: N/A

Purpose:
To introduce students to basic dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn the basics about sewing.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTBS); or has previous sewing 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/caes  
Workshop will only be presented if a minimum of 5 students are registered

Module:
Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX) — 0 Credits

Content:
• Adjust the commercial pattern to fit  
• Fusible interlinings  
• Seams  
• Darts  
• Slit opening and Hems  
• Zips  
• Facings

Workshop in Sewing Techniques 3: The Fitted Dress (76843)

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)  
Credits: 0 Credits  
NQF level: N/A
Purpose:
To introduce students to more advanced dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn the basics about sewing.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTBS) and Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX); or has previous sewing 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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
**Workshop in Sewing Techniques 3: The Fitted Dress** (WSINSTA) — 0 Credits

Content:
- Make it fit
- Fusible interlinings
- Princess seams
- Facings
- Zips
- Flared hems

**Workshop in Sewing Techniques 4: The Fitted Blouse (76844)**

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 Credits  
NQF level: N/A

Purpose:
To introduce students to more advanced dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn the basics about sewing.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTBS); Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX) and Workshop in Sewing Techniques 3: The Fitted Dress (WSINSTA); or has previous sewing 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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
Workshop in Sewing Techniques 4: The Fitted Blouse (WSINSTB) – 0 Credits

Content:
- Make it fit
- Fusible interlinings
- Shaping devices
- Sleeves and cuffs
- Collars
- Hems
- Buttons and buttonholes

Workshop in Sewing Techniques 5: Fitted Pants (76845)
Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)
Credits: 0 Credits
NQF level: N/A

Purpose:
To introduce students to more advanced dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn the basics about sewing.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTBS); Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX) and Workshop in Sewing Techniques 3: The Fitted Dress (WSINSTA); Workshop in Sewing Techniques 4: The Fitted Blouse (WSINSTB); or has previous sewing 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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
Workshop in Sewing Techniques 5: The Fitted Pants (WSINSTC) – 0 Credits
Content:
- Make it fit
- Shaping devices
- Seams, sewing the crotch seam
- Zips
- Waistbands
- Hems

Workshop in Sewing Techniques 6: The Fitted Jacket (76846)

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 Credits
NQF level: N/A

Purpose:
To introduce students to more advanced dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn the basics about sewing.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTBS); Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX) and Workshop in Sewing Techniques 3: The Fitted Dress (WSINSTA); Workshop in Sewing Techniques 4: The Fitted Blouse (WSINSTB); Workshop in Sewing Techniques 5: The Fitted Pants (WSINSTC); or has previous sewing 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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
Workshop in Sewing Techniques 6: The Fitted Jacket (WSINSTD) — 0 Credits

Content:
- Make it fit
- Fabric choice
- Use of fusible interlinings
- Seams and shaping devices
- Pockets
- Collars
- Sleeves
- Hems
- Buttons and buttonholes
Workshop in Sewing Techniques 7 : Working with Knits (76847)

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 Credits

NQF level: N/A

Purpose:
To introduce students to more advanced dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.

Target Group:
Any person who wants to learn about sewing and handling different fabrics.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTBS); Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX) and Workshop in Sewing Techniques 3: The Fitted Dress (WSINSTA); Workshop in Sewing Techniques 4: The Fitted Blouse (WSINSTB); Workshop in Sewing Techniques 5: The Fitted Pants (WSINSTC); Workshop in Sewing Techniques 6: The Fitted Jacket (WSINSTD); or has previous sewing 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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
Workshop in Sewing Techniques 7: Working with Knits (WSINSTE) — 0 Credits

Content:
- Fabric characteristic
- How to choose
- How to sew a knitted fabric
- Use of fusible interlinings
- Seams for knits
- Hems for knits
- Edge finishes for knits

Workshop in Advanced Sewing Techniques Tailoring (76848)

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 Credits

NQF level: N/A

Purpose:
To introduce students to more advanced dressmaking skills and to make a garment in a two-day beginner’s dressmaking workshop.
Target Group:
Any person who wants to learn about sewing and handling different fabrics.

Admission Requirements:
Must have completed Workshop in Sewing Techniques 1: The Basics (WSSTTB); Workshop in Sewing Techniques 2: The Fitted Skirt (WSINSTX) and Workshop in Sewing Techniques 3: The Fitted Dress (WSINSTA); Workshop in Sewing Techniques 4: The Fitted Blouse (WSINSTB); Workshop in Sewing Techniques 5: The Fitted Pants (WSINSTC); Workshop in Sewing Techniques 6: The Fitted Jacket (WSINSTD); Workshop in Sewing Techniques 7: Working with Knits (WSINSTE); or has previous sewing 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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module:
**Workshop in Advance Sewing Techniques 8: Tailoring (WSINSTF)** – 0 Credits

Content:
- Fabric characteristic
- How to choose
- How to sew a knitted fabric
- Use of fusible interlinings
- Seams for knits
- Hems for knits
- Edge finishes for knits

**Baking 1: Measuring for Success (76826)**

Duration: 4 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)
Credits: 0 Credits
NQF level: N/A
Language: English/Afrikaans/Xhosa

Purpose:
The purpose of this workshop is to introduce students to correct measuring techniques; kitchen safety and hygiene, baking equipment and utensils, and different ovens required to bake a product, in a five-day beginner’s baking workshop.

Students will learn how to accurately measure various ingredients, and how to pre-prepare measuring equipment to measure correctly and accurately. Students will use measured ingredients to bake a dry baking product.

Target Group:
Any person who wants to learn the basics about baking measuring techniques.

Admission Requirements:
None
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/caes
Workshop will only be presented if a minimum of 10 students are registered

Module:
**Baking 1: Measuring For Success** (WSB1MSY) – 0 Credits

Content:
- How to use measuring equipment
- How to measure ingredients with different consistencies
- Calculating metric conversions
- Identification of baking equipment and utensils
- Kitchen hygiene and safety principles
- Oven temperature settings for baking
- Baking biscuits with measured ingredients

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**Childhood Diseases Identification and Treatment (76827)**

Duration: 2 Days (Consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00); 2 sessions of a minimum of 5 hours up to a maximum of 10 hours depending on learning group and travel and logistics.

Language: English/Xhoza

Purpose:
The overall aim of the workshop is to introduce communities and individuals to commonly encountered childhood diseases and means of treating such diseases. Such basic information enables community members within their communities to recognise and assist other community members particularly regarding childhood diseases.

Target Group:
Community health/healthcare workers, community members or any person who wants to learn the basics about childhood diseases, their treatment and the importance of breastfeeding, good nutrition, hand washing and hygiene, vaccines and primary healthcare.

Admission Requirements:
None

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/caes
Workshop will only be presented if a minimum of 10 students are registered
Module:
Workshop in Childhood Diseases (WSCD1TF) — 0 credits

Content:
• Features of childhood diseases
• Features of disease treatment
• The importance in childhood health of personal hygiene, breastfeeding and good nutrition
• The importance of early diagnosis and treatment within health facilities

Workshop in Composting Excellence (76828)

Duration: 5 days (Consecutive days or 5 consecutive Saturdays from 09:00 to 16:00)

Credits: 0 Credits
NQF level: N/A

Purpose:
To equip community members, practitioners and learners with a firm foundation of skills, knowledge and values, to look forward to a career in the Waste Management, Agricultural/Horticultural/Environmental Science, with emphasis on Organic recycling/Composting, and to contribute towards effective use, and wise management of our earth’s “natural resource provision strategy” and Ecological systems. As an artisan craft it provides the opportunity for creative expression, yet it also offers income-generating possibilities to the entrepreneur.

Target Group:
Community members, Government and Municipal officials as well as members of disadvantaged communities, the public sector involved in Horticulture, Agriculture, Waste management or interested in organic recycling.

Admission Requirements:
Any 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/caes
Workshop will only be presented if a minimum of 15 students are registered

Module:
Workshop in Composting Excellence (WSBOCEH) — 0 Credits
Content:
- Understanding the impact and implications of their activities on the environment
- Creating and evaluating composting sites
- Applying water effluent and contamination control
- Understanding the concept of Composting and knowing the basic principles which underpin the sustainable use of resources
- Understanding Composting ecology
- Evaluating Aerobic/anaerobic composting principles
- Knowing and analysing the process of Aerobic composting
- Evaluating the different phases in the Aerobic composting process
- Creating optimal conditions for successful composting
- Knowing and understanding large- and small-scale aerobic composting and the different ways it is executed
- Analysing and Monitoring statistics
- Knowing and analysing trouble shooting
- Creating different end products
- Knowing the importance and use of compost in growing media
- Knowing how to control odour and diseases
- Understand how they are affected by laws, agreements and policies related to their particular context
- Understand the principles of health and safety
- Understand the use, necessity, mechanics and safety precautions of the mechanised side of composting

Workshop in Baking Budgeting and costing for sustainability (76841)

Duration: 2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)

Credits: 0 credits
NQF level: N/A

Language: English/Afrikaans/Xhoza

Purpose:
The purpose of this workshop is to introduce students to determining the cost, mark-up and gross profit margins of baked products; correct calculation techniques.

Students will learn how to accurately calculate the cost of various ingredients, baking equipment, utensils, resources and logistical expenses accurately. Students will use these calculations to determine the selling price for different baked products.

Target Group:
Any person who wants to learn the basics about budgeting and costing of baked products to ensure sustainability.

Admission Requirements:
None

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/caes
Workshop will only be presented if a minimum of 10 students are registered
Module: Baking Budgeting and Costing (WSBBDFS) — 0 Credits

Content:
- How to measure profit of baked products
- Explain the concept about margins and mark-ups as they apply in the hospitality business
- Calculating the cost of ingredients, preparation and human resources
- Calculating mark-up of baked items
- Calculating food cost percentage
- How to set a gross profit margin
- Explain how to calculate gross profit

Workshop in Baking Assorted Cookies and Rusks (76849)

Duration: 5 days (consecutive days or 5 consecutive Saturdays), from 09:00 to 16:00 depending on availability of community members as well as logistical issues.

Credits: 0 credits
NQF level: N/A
Language: English/Afrikaans/Xhosa

Purpose:
The purpose of this workshop is to train students on speciality cookies and rusks; and to add value to the Hospitality and Tourism Industry’s products offered.

Target Group:
Any person who wants to learn to bake rusks and cookies.

Admission Requirements:
None

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/caes
Workshop will only be presented if a minimum of 5 students are registered

Module: Baking Assorted Cookies and Rusks (WSBACAR) — 0 Credits
Content:
- prepare and cook basic and speciality dough products
- use equipment required for preparing and cooking dough
- select dough ingredients of the type, quality and quantity required
- prepare dough using appropriate preparation methods
- storing prepared dough not for immediate use
- suitably preparing the dough for the cooking process
- cooking the dough according to recipe requirements
- finishing dough products according to recipe requirements
- Storing finished dough products

### Workshop in Baking Artisan Bread (76850)

| Duration: 5 days (consecutive days or 5 consecutive Saturdays), from 09:00 to 16:00 depending on availability of community members as well as logistical issues. |
| Credits: 0 credits |
| NQF level: N/A |

Language: English/Afrikaans/Xhosa

**Purpose:**
The purpose of this workshop is to train students to bake speciality breads; and to add value to the Hospitality and Tourism Industry’s products offered.

**Target Group:**
Any person who wants to learn to bake artisan breads.

**Admission Requirements:**
None

**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/caes
Workshop will only be presented if a minimum of 5 students are registered

**Module:**
**Baking Artisan Breads** (WSBAB01) — 0 Credits
Content:
- prepare and cook basic and specialty dough products
- use equipment required for preparing and cooking dough
- select dough ingredients of the type, quality and quantity required
- prepare dough using appropriate preparation methods
- storing prepared dough not for immediate use
- suitably preparing the dough for the cooking process
- cooking the dough according to recipe requirements
- finishing dough products according to recipe requirements
- Storing finished dough products

Advanced Programme in South African Tree Appraisal Method (72885)

Duration: 15 weeks (One semester) | Credits: 60 (12 credits per course) | NQF level: 8
5 days practical at the Unisa Science Campus, Florida

Purpose:
This programme is intended for people who would like to work as tree appraisers in the green industry.

Target Group:
Green Industry: Local authorities, arboriculturists, horticulturists, agriculturists, nature conservationists, environmentalists and other members of the green industry. The programme is targeted at individuals within the green industry who wish to register as tree appraisers in Southern Africa. From initial surveys within the industry, we anticipate a considerable amount of interest from Green Industry specialists, who have not had the opportunity of this specialised training in tree appraisal.

Admission Requirements:
A qualification in horticulture, landscaping, agriculture, nature conservation and environmental sciences field at NQF level 7. Students should be competent with language, numeracy and communication skills on NQF level 7. Own laptop with Microsoft Word and Excel, and computer literate to intermediate level in Word and Excel.

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/caes

Module:
The Aesthetic and Environmental Value of Trees in Urban Landscapes (APTA01V) — 12 Credits

Content:
- The physical effects of exotic, indigenous trees on the environment
- Trees in landscapes using the elements of design, such as line, colour, shape and texture to implement the design principles, for example scale, repetition, rhythm, etc
- The trees’ ecological effects in the environment are evaluated
- Client’s data, appraiser’s information and location data are captured
- Sub-routines such as tree appraisals, questionnaires, editing are successfully operated
- Data exporting from the home computer to the host computer via the internet

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module:  
**Tree Biology and Pruning** (APTA053) — 12 Credits

**Content:**
- Tree anatomy such as basic cell and tissue structures, xylem and phloem, cambium, stems, leaves and roots
- Tree physiology including photosynthesis, respiration, transpiration, absorption, translocation and the vascular system of trees
- Pruning techniques including root pruning, topiary, espalier, pollarding, thinning, etc.

Module:  
**Hazard Tree Assessment and Abatement Procedures** (APTA02W) — 12 Credits

**Content:**
- Tree problems can be identified by using diagnostic tools, e.g. hypsometer, GPS, digital camera, binoculars, and magnifying glass
- The correct collection and pressing of relevant plant material
- Non-parasitic factors, e.g. construction around trees
- Chewing and sucking insects and mite pests
- Parasitic (bacteria, fungi, viruses, mycoplasma, nematodes and parasitic higher plants)
- Natural laws of growth and a visual tree hazard assessment
- South African Tree Appraisal Method for trees in the urban environment

Module:  
**Legal Liability of Persons Causing Damage to Trees** (APTA03X) — 12 Credits

**Content:**
- The sources of law including common law, local authorities and legislation, custom and legal precedent
- Legal liability including both criminal and civil liability. The sources of criminal and civil liability differ as do their components and application
- Forensic procedures including basic procedures applied in various tribunals (Fora), the rules of natural justice and relevant principles from the law of evidence

Module:  
**Tree Identification** (APTA04Y) — 12 Credits

**Content:**
- Angiosperms, gymnosperms, monocotyledons, dicotyledons
- Shape, texture, leaf arrangements
- Buds, twig shape and texture
- Flowers
- Indigenous trees in urban South Africa according to demographic/regional areas
- Exotic trees in urban South Africa according to demographic/regional areas
- Category 3 invader trees in urban South Africa according to demographic/regional areas
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 will enjoy our project and business management programmes. 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 also 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, and we hope they help in growing your knowledge and furthering your career.
As a college, we aim to make new knowledge available so that students and business practitioners can quickly adapt to the fast-changing business world.
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 students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle-management level.

Target Group:
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF Level 5.

Registration Periods:
Semester registrations

Module 1:
Primary High Explosives (PPSE01B) — 12 Credits

Content:
• Introduction including types, definitions and applications of primary explosives (lead styphnate, lead azide, silver azide and organic primary explosives), the power and sensitivity of explosives and explosive trains
• The use of primary explosives and priming compositions
• Methods of ignition of primary explosives
• Other applications of primary explosives
Module 2:
**Secondary High Explosives and Blast Design Principles** (PPSE02C) — 12 Credits

**Content:**
- The use of explosives in blasting operations
- The influences of free faces (open joints) in the rock breaking process
- Blasting geometry and explosives charge distribution
- Blast design patterns
- Environmental considerations
- Computer based blasting modeling

Module 3:
**Propellants, Blasting and Ground Vibration** (PPSE03D) — 12 Credits

**Content:**
- The legal requirements for use of explosives in blasting operations
- The influences of ground vibrations in blasting operations
- The influences of air blast and noise in blasting
- The instrumentation used for the monitoring and evaluation of ground vibrations, air blast and noise during blasting
- This module also covers the health and safety aspects working with the above mentioned machinery, including storage requirements

Module 4:
**Propellants** (PPSE04E) — 12 Credits

**Content:**
This module covers the practical skills required to operate, maintain and manage the following:
- Introduction including types, definitions and applications of propellants, the historical overview, the behaviour of propellants, its energy and requirements
- The use of propellants and priming compositions
- Methods of ignition of gun propellants, the types of gun propellants, gun propellant ingredients and shapes
- Methods of ignition of rocket propellants, the types of rocket propellants, rocket propellant ingredients and shapes
- Manufacture, purification, transport, storage and safe handling of propellants
- Typical manufacturing processes, quality processing and applications of pyrotechnic devices which generate heat; create a noise; generate gas or produce light of various colours, which are generators of smoke and other chemicals as well as pyrotechnic time delays
- Chemical, physical and explosives properties of various propellants and internal ballistics and related sciences
- Day-to-day applications of propellants, black powder and other typical propellant compositions
Module 5:
Quality Management Principles when Supervising Staff (PPSE05F) — 12 Credits

Content:
- The quality function
- Six-sigma of information
- Quality management systems
- ISO 9000 family

Module 6:
Configuration Management Techniques (PPSE06G) — 12 Credits

Content:
- The quality function
- Documentation management
- Configuration management

Module 7:
Quality Management Principles in the Working Environment (PPSE07H) — 12 Credits

Content:
- The quality function
- Six-sigma of information
- Quality assurance
- Quality control

Module 8:
Quality Techniques (PPSE08J) — 12 Credits

Content:
- The quality function
- Six-sigma of information
- Quality toolbox
- Process development and qualification

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 students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle-management level.
**Target Group:**
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

**All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF Level 5.

**Registration Periods:**
Semester registration

**Module 1:**
**Pyrotechnics for a Particular Application** (PCPL01D) — 12 Credits

**Content:**
- Practical common concepts of initiation (to start a device functioning) and Ignition (to start a composition burning)
- Areas where there are safety problems; if there is a safety problem with explosives, consult someone who has expert knowledge in the field
- Manufacture, quality processing and applications of pyrotechnic devices, which generate heat; create a noise; generate gas or produce light of various colours, which are generators of smoke and other chemicals as well as pyrotechnic time delays

**Module 2:**
**Supervise Limited Production Processes and Perform Routine Tasks** (PCPL02E) — 12 Credits

**Content:**
- Different types of commercial explosives
- Differences between the different commercial explosives
- Characteristics of different commercial explosives
- Principles of specific applications

**Module 3:**
**Pyrotechnics, Properties and Performance** (PCPL03F) — 12 Credits

**Content:**
- Introduction to give the learners a basic knowledge of pyrotechnics and the types manufactured and used in South Africa
- Day-to-day applications of pyrotechnics, the scientific basis for pyrotechnics and selected items of equipment used in the manufacture of pyrotechnics
- Manufacture, quality processing and applications of pyrotechnic devices, which generate heat; create a noise; generate gas or produce light of various colours, which are generators of smoke and other chemicals as well as pyrotechnic time delays
Module 4: 
Supervise Flow-Line and Plant Design Optimisation (PCPL04G) — 12 Credits

Content:
- Flow-line and plant design optimisation
- Basic knowledge and understanding in areas where there are safety problems; if there is a safety problem with explosives, someone who has expert knowledge in the field should be consulted
- Identify and solve production problems, plan the layout of production lines, develop production procedures to be safe, manage the production of a single product line and plan production schedules
- This module also covers the health and safety aspects working with the above-mentioned machinery, including storage requirements

Module 5: 
Workplace Safety and Health Requirements (PCPL05H) — 12 Credits

Content:
- Classification of explosives
- Effects of an explosion
- Characteristics of explosives

Module 6: 
Health and Safety Related Legal Requirements (PCPL06J) — 12 Credits

Content:
- Duties of the Explosives Manager and Supervising Official specified in the Explosives Regulations under the Occupational Health and Safety Act 85 of 1993

Module 7: 
Health and Safety Management System Requirements (PCPL07K) — 12 Credits

Content:
- Management System requirements
- Safety and Health Committees

Module 8: 
Risk Management Principles (PCPL08L) — 12 Credits

Content:
- Risk Management principles
- Risk Assessments
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 students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle-management level.

Target Group:
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF level 5.

Registration Periods:
Semester registrations

Module 1:
**Determination of the Properties of the Explosives** (PETE01J) — 7 Credits

Content:
- Introduction, including types of tests and evaluation of explosives and explosive-filled items, the definitions and applications of the tests and evaluation
- The measurement of the physical and detonation properties of explosives and explosive-filled items and the determination of deflagration properties
- The determination of deflagration properties of explosives and explosive-filled items
- Typical manufacturing processes, quality processing and tests and evaluation of explosives and explosive-filled items
- This module also covers the health and safety aspects working with the above-mentioned machinery

Module 2:
**Analysis of Explosives and Environmental Tests** (PETE02K) — 12 Credits

Content:
- The analysis of explosives by chemical methods
- The determination of the effects of the environment on explosives — environmental test methods — (pressure (altitude), temperature, solar radiation, humidity, rain, salt fog, dust, acceleration, vibration, shock, etc)
- This module also covers the health and safety aspects working with the above-mentioned machinery
Module 3: Explosives Handling Techniques and Static Electricity Control (PETE03L) — 12 Credits

Content:
- Introduction and material handling techniques and the day-to-day principles and practices in the use of equipment in the manufacture of explosives and explosives-filled items
- Control of static electricity
- This module also covers the health and safety aspects working with the above-mentioned machinery, including storage requirements

Module 4: Explosives Flow-Line and Plant Design Optimisation (PETE04M) — 12 Credits

Content:
- Flow-line and plant design optimisation
- Basic knowledge and understanding in areas where there are safety problems; if there is a safety problem with explosives, someone who has expert knowledge in the field should be consulted
- Identify and solve production problems, plan the layout of production lines, develop production procedures to be safe, manage the production of a single product line and plan production schedules
- Health and safety aspects working with the above-mentioned machinery, including storage requirements

Module 5: Environmental Requirements in an Explosives Workplace (PETE05N) — 12 Credits

Content:
- The environmental issues
- Waste management

Module 6: Core Environmental Legal Requirements in an Explosives Environment (PETE06P) — 12 Credits

Content:
- Constitution, Act 108 of 1996
- National Environmental Management Act (NEMA), Act 107 of 1998
- Occupational Health and Safety Act (OHSA), Act 85 of 1993
- Atmospheric Pollution Prevention Act (APPA), Act 45 of 1965
- NEMA: Air Quality Act 39 of 2004
- Environment Conservation Act (ECA), Act 73 of 1989
Module 7:
Additional Environmental Legal Requirements in an Explosives Environment (PETE07Q) — 12 Credits

Content:
- The following scope and context applies to the whole unit standard
- National water Act (NWA), Act 36 of 1998
- Hazardous Substances Act, Act 15 of 1973
- Mineral and Petroleum Resources Development Act, Act 28 of 2002
- Explosives Act, Act 15 of 2003
- International Agreements

Module 8:
Environmental Management System Requirements in an Explosives Environment (PETE08R) — 12 Credits

Content:
The full scope and context applicable to management system requirements.

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 students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle-management level.

Target Group:
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF Level 5.

Registration Periods:
Semester registrations
Module 1:
Explosive Technologies and Skills (PIIE01P) — 12 Credits

Content:
- Different types of explosives
- Differences between the explosives
- What makes an explosive
- Characteristics of different explosives
- Principles of specific applications

Module 2:
Explosive or Combination of Explosives for a Particular Application (PIIE02Q) — 12 Credits

Content: Practical skills required to operate, maintain and manage the following:
- Introduction including types of explosives, the power and sensitivity of explosives and explosive trains
- Military applications of explosives (ammunition)
- Mining applications of explosives
- Other applications of explosives (cladding, welding, forming and explosive art)

Module 3:
Appropriate Common Explosives Accessories (PIIE03R) — 12 Credits

Content:
- The use of boosters, primers, detonators and power cartridges
- The composition and manufacture, properties and use of common commercial explosive accessories
- The handling and transportation of explosives accessories
- Military application applications of explosives (ammunition)
- Mining applications of explosives
- Other applications of explosives (cladding, welding, forming and explosive art)

Module 4:
Utilise and Maintain Standard Services and Measuring Apparatus in the Services and Measuring Apparatus in Explosive Plants (PIIE04S) — 12 Credits

Content:
- Practical laboratory skills
- The ethics of analysis and measurement – is your answer the true answer?
- Principles of measuring instrumentation (basics of measurements)
- Measurement of temperature
- Measurement of pressure and vacuum
- Measurement of humidity and moisture content
- Measurement of liquid levels
- Measurement of the flow of liquids
- Other measuring techniques (i.e. measurement of certain physical parameters)
Programme in Control of Explosives and Activities (76832)

Duration: 6 Months  
Credits: 60  
NQF Level 5

**Purpose:**
To apply safe handling principles during explosives processes throughout the lifecycle of explosives products and to ensure students are able to control explosives and explosives-related activity safely in a practical environment.

**Target Group:**
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

*All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF level 5.

**Registration Periods:**
Semester registrations

**Module 1:**
**Explosives Classification, Marking and Packaging Requirements.** (PECMPRX) — 12 Credits

**Content:**
- Understand and apply different types of dangerous goods legislation, protocols and conventions
- Identify and explain the various explosives classifications with regard to dangerous goods
- Identify and explain the various explosives marking and labelling requirements in terms of national legislation and organisational requirements
- Identify and explain the various explosives packaging requirements in terms of national legislation and organisational procedures

**Module 2:**
**Explosives Transportation Legislation and Regulations.** (PETLRW1) — 12 Credits

**Content:**
- Identify and explain the various explosives transport requirements in terms of legislation
- Conduct explosives transport inspections to ensure compliance to national legislation and organisational procedures
- Process applications for transport licences and permits in terms of national legislation and organisational procedures
- Identify and explain the various explosives import regulations in terms of legislation
- Identify and explain the various explosives export regulations in terms of legislation
- Process applications for import/export permits in terms of national legislation and organisational procedures
Module 3:
**Control of Explosives.** (PPCOESQ) — 12 Credits

**Content:**
- Demonstrate an understanding of legal prescripts pertaining to explosives and explosives control
- Identify and explain national legislation, national standards and international instruments pertaining to explosives control
- Identify and explain the functioning of the different South African explosives control regulatory authorities

Module 4:
**The Control of Explosives Tasks.** (PCEAA00) — 12 Credits

**Content:**
- Understand explosives and their influence
- Analyse the explosives work
- Develop process instructions
- Do command and control of explosives work
- Do explosives work

Programme in SMME Management In-house (76838)

Duration: 6 months  
Credits: 36 credits  
NQF Level 5

**Purpose:**
The purpose of this short learning programme is to equip learners with foundational management knowledge, skills and attitudes to manage an enterprise. Qualifying learners will have developed sound foundational skills in general management, financial management, operational management and employee relations. The main objective of the learning programme is to ensure that the learners are able to handle the general management of their businesses successfully, with support in identified specialist functions. The learning programme is primarily occupationally orientated and provides a basic level of higher education knowledge to ensure that the qualifying learner is able to apply such knowledge and competence in the workplace.

**Target Group:**
Emerging managers in an enterprise.

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

**Registration Periods:**
Semester Registrations
Module 1:
Management Enterprise and Business Functions (SMME01A) — 12 Credits

Content:
- The underlying principles and theory that underpin a functional area in an enterprise
- The best-practice business process associated with managing this functional area in an enterprise
- The basic business process flow of an enterprise
- Management of resources
- Management and the development of people

Module 2:
Employee Relations and Financial Administration. (SMME02B) — 12 Credits

Content:
- Employment relations in the workplace
- Labour legislation
- Grievance procedure
- Discipline in the workplace
- The dismissal process
- Dismissal due to the operational requirements of the organisation
- Financial Management Concepts
- Basic Accounting and Financial Statements
- Annual Financial Statements: Ratios
- Capital Requirements of the Enterprise
- Financing of the Capital requirements of the Enterprise
- The Break-Even point
- Budgets

Module 3:
Portfolio of Quality Management Systems. (SMME03C) — 12 Credits

Content:
- Legislation in terms of the management of employees
- Financial management principles in an enterprise
- Customer service in an enterprise
- Administrative management activities in an enterprise
- Marketing and public relations management concepts in an enterprise
- Safety procedures in an enterprise
- Training and development of human resources
- Areas of inspection
Course in Explosive Product Assurance (76833)

Duration: 6 months  Credits: 36  NQF Level 6

Purpose:
To apply elementary explosives product assurance during processes throughout the lifecycle of explosives products and to ensure students are able to execute product assurance plans, apply principles of business improvement processes and solve management problems in the explosives industry.

Target Group:
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF level 5.

Registration Periods:
Semester registration

Module 1:
Managing improvement projects during the lifecycle of explosives products (CIMIPDL) – 12 Credits

Content:
The following scope and context applies to the whole unit standard.
This unit standard covers the practical skills required to operate, maintain and manage the following:
- Planning, implementation and management of complaints handling process
- Planning implementation and management of product improvement process
- The use of root cause analysis in investigating explosives related problems over the product lifecycle
- The use of different tools for continual improvement process in the explosives industry

Module 2:
The management of risk in explosives related processes and projects (CITMRER) – 12 Credits

Content:
- The use of different risk assessment procedures in explosives related processes
- The steps to a comprehensive mitigation analysis and implementation
- Good explosives practice

Module 3:
Measurement and analysis of data for process improvement (CICMADP) – 12 Credits

Content:
- Populations and samples
- Variation
- Sampling distributions
- Data analysis
- Measure and calculate improvement

The information contained in this brochure was correct at the time of publication (19 November 2014).
Short Course in Refresher Training for Explosives Workers (76831)

Duration: 6 months  Credits: 12  NQF Level 6

Purpose:
To apply safe handling principles during explosives processes throughout the lifecycle of explosives products and to allow refresher training to explosives workers to confirm their ability to control explosives and explosives-related activity safely in a practical environment.

Target Group:
The explosives and armaments industry (including commercial, arms manufacturing, military, police, mining, structural engineering and explosives regulatory sectors).

All students wishing to register for the Short Learning Programmes 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 with language, numeracy and communication skills at NQF level 5.

Registration Periods:
Semester registration

Module 1:
Apply explosives technologies and skills and interpret and apply legal and safety requirements in an explosives environment. (SCAETLS) — 12 Credits

Content:
- Identify and explain the various explosives classifications with regard to dangerous goods.
- Identify and explain the various explosives marking and labelling requirements in terms of national legislation and organisational requirements
- Identify and explain the various explosives storage and transport requirements in terms of legislation
- Apply and use the elementary explosive technologies and legal requirements during explosives-related tasks
- On successful completion of the unit standard, students will be able to apply and use the elementary explosive technologies and legal requirements during explosives-related tasks
College of Economic and Management Sciences
Centre for Business Management

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

Please address general queries to:

Postal Address:
The Head: Centre for Business Management
Solomon Mahlangu Building
Floor: 05 - 09
Corner of Nana Sita and Lilian Ngoyi Streets
(Corner of Skinner and Van der Walt Streets)
Pretoria

General Enquiries:
Tel: 012 352 4288 / 4170 / 4317 / 4383
Fax: 012 429 4150
E-mail: cbm@unisa.ac.za

Registrations:
Tel: 012 352 4307
Fax to E-mail: 086 686 3401
E-mail: cbmregistrations@unisa.ac.za

Study Material:
Tel: 012 429 4801 / 4920 / 6670
Fax to E-mail: 086 686 3401
E-mail: cbmstudymaterial@unisa.ac.za

Assignments:
Tel: 012 352 4376 / 4174 / 4274
Fax to E-mail: 086 640 2060
E-mail: cbmassignments@unisa.ac.za

Examinations:
Tel: 012 352 4245 / 4294
Fax to E-mail: 086 682 9651
E-mail: cbmexaminations@unisa.ac.za

Student Finances:
Tel: 012 352 4215 / 4229 / 4236 / 4224
Fax to E-mail: 086 641 7259
E-mail: cbmfinance@unisa.ac.za

Certificate Ceremonies:
Tel: 012 352 4058 / 4059 / 4063 / 4348
Fax to E-mail: 086 225 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.

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 and also not refundable; this rule also applies to the change of address from foreign countries to South Africa.

The information contained in this brochure was correct at the time of publication (19 November 2014).
### Short Course in Basic Business Finance (71307)

**Duration:** Six months  
**Credits:** 12  
**NQF Level:** 5

**Purpose:**  
The aim of the course is 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: 26 November to 25 January  
Second semester: 01 to 30 June

**Module 1:**  
**Basic Business Finance** (CBBF01W) — 12 Credits

**Content:**
- Basic business records
- Financing capital requirements
- The break-even analysis
- Financial planning
- Managing credit and inventories
- Taxes and insurance

### Short Course in Basic Financial Life Skills (7182X)

**Duration:** 6 months  
**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 interested in learning about basic financial life skills.

**Admission Requirements:**  
No admission requirements. Anybody can register.

**Registration Periods:**  
First semester: 26 November to 25 January  
Second semester: 01 to 30 June
Module 1:
Basic Financial Skills (SBFS016) — 12 Credits

Content:
The module shows you how to:
• do your own personal financial planning
• draw up your own budget
• identify debt problems and plan your debt situation
• choose the best micro-loan from the best micro-lender
• budget to purchase a car
• evaluate and plan the purchase of a residence
• avoid investment pitfalls and how to choose the right investments
• protect your income and assets
• do timeous retirement planning in order to retire financially independent
• protect your job and how to start or buy a business
• make use of a bank, banking products and services

Short Course in Customer Relationship Marketing (71633)

Duration: Three 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 that 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Relationship Management Principles (SCRM01D) — 12 Credits

Content:
• The nature and role of relationship marketing
• Building customer relationships
• Customer service
• Process of customer service
• Internal marketing

The information contained in this brochure was correct at the time of publication (19 November 2014).
### Short Course in Customer Service Management (71641)

**Duration:** Three months  
**Credits:** 12  
**NQF Level:** 6

**Purpose:**
The purpose of the Short Course in Customer Service Management is 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 the 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: 26 November to 25 January
- Second semester: 01 to 30 June

**Module 1:**
**Customer Service Management** (SCCS01V) — 12 Credits

**Content:**
- The nature of customer service
- The planning of a customer service programme
- The analysis of customer service (situation analysis)
- The customer service plan
- Implementing the customer service plan
- Evaluating customer service
- The individual in customer service activities

### Short Course in Public Relations (71897)

**Duration:** Three 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 learners with the competence to apply, under supervision, the implementation of elementary public relations, communication and media activities. The aim of the Short Course in Public Relations is to provide a working knowledge of the principles of public relations.
Target Group:
Public Relations managers

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

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Basic Public Relations Principles (SSPR01D) — 12 Credits

Content:
• Integrated marketing communications
• Place of public relations in the organisation
• Ethics, public relations and society
• Performance dimensions of public relations: campaign planning and management
• Marketing, public relations and relationship marketing
• Public relations, marketing and the media

Short Course in SMME Management (72087)

Duration: Three months (structured in two intakes per year)
Credits: 12 NQF Level 5

Purpose:
The purpose of this SLP and module is 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 respect 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 intending 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
**SMME Management** (SMME01K) — 12 Credits

**Content:**
- The operations and purchasing function
- The human resources function
- Introduction to financial management
- Financing the capital requirements of a small business
- The break-even analysis
- Budgets

**Short Course in Writing a Business Plan (7179X)**

<table>
<thead>
<tr>
<th>Duration: Three months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
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**Purpose:**
The rise in unemployment and the number of retrenched employees and an increased entrepreneurial spirit among the youth have resulted in increasingly 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: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:  
Writing a Business Plan (SWBP01V) — 12 Credits

Content:
- Business plan preparation
- Executive summary
- Description of business venture
- Product/service
- Marketing plan
- Management team and plan
- Production plan
- Financial plan

Course in Basics of Project Management (7215X)

Duration: Six months  
Credits: 24  
NQF Level 5

Purpose:
The purpose of this course is 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 terminologies 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-orientated knowledge of the principal aspects of project management and to prepare them for further more advanced programmes. The course is aimed at all persons and every employee in a business or private/public institution, organisation or department, who may be involved with or who is interested in “project-type” work. Similarly, all persons who may be responsible for planning and executing projects in small-and medium-sized business and ranging from low to medium complexity, aspirant project managers, junior project managers, assistant project managers, project planners, project coordinators, project controllers and senior managers and CEOs who need to gain a basic understanding of and appreciation for the dynamic nature and potential of this field will benefit from the use of project management.

Target Group:
Specifically, the course is aimed at each and every employee in a business or institution or organisation (project-driven and non-project-driven) who may be involved with or who is interested in “project-type” work, similarly all people who may be responsible for planning and executing projects be it 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: December to January  
Second semester: 01 to 30 June

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 1:
Introduction to Project Management Concepts and the Managerial Process (CBPM01L) — 12 Credits

Content:
Topic 1: Introduction to project management dynamics
  ● Study unit 1: The need for an introduction to modern project management
  ● Study unit 2: Project management dynamics

Topic 2: Project management philosophy, strategy and systems
  ● Study unit 3: Project management philosophy and strategy
  ● Study unit 4: Systems and the project lifecycle

Topic 3: Project management leadership and organisation
  ● Study unit 5: Leadership and effective project managers
  ● Study unit 6: Project organisation
  ● Study unit 7: Teamwork and managing project teams

Topic 4: Project planning and scheduling
  ● Study unit 8: Project definition, performance, timing, costing and closure
  ● Study unit 9: Developing a project plan and managing risk
  ● Study unit 10: Scheduling resources and reducing project duration

Topic 5: Project control and closure
  ● Study unit 11: Project control principles, progress and performance measurement and evaluation
  ● Study unit 12: Project audit, closure, success, failure and lessons learned

Module 2:
Introduction to the Project Management Body of Knowledge (PMBOK ® guide) (CBPM02M) — 12 Credits

Content:
Topic 1: Coordinating project elements for successful project completion
  ● Study unit 1: Project integration management
  ● Study unit 2: Project scope management

Topic 2: Achieving project objectives of timely completion, in budget and to stakeholder satisfaction
  ● Study unit 3: Project time management
  ● Study unit 4: Project cost management
  ● Study unit 5: Project quality management

Topic 3: Utilising project team members effectively and disposing project information appropriately
  ● Study unit 6: Project human resource management
  ● Study unit 7: Project communications management

Topic 4: Acquiring project resources efficiently from external sources
  ● Study unit 8: Project procurement management

Topic 5: Managing project risks for maximising positive outcomes
  ● Study unit 9: Project risk management
Purpose:
Total Quality Management or TQM is a widely popular and recognised managerial philosophy primarily aimed 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 focus 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:
The course is specifically aimed at any employee in a business or institution or organisation who may be involved with or who is interested in quality management (total quality management), 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.

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

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
The Human Components and Tools and Techniques for TQM (CSTQ01H) — 12 Credits

Content:
Topic 1
Introduction to quality and total quality management (TQM).
Study unit 1: Understand quality and quality defined
Study unit 2: Towards a holistic approach to quality and TQM defined

Topic 2
Leadership, quality culture and self-management for life excellence
Study unit 3: The primary culture-building tasks of leadership
Study unit 4: Creating and maintaining a quality culture
Study unit 5: Self-management for life excellence

Topic 3
Measurement and the systems, tools and techniques for quality improvement
Study unit 12: Introduction to systems and processes for quality
Study unit 13: Measuring quality, self-assessment and benchmarking
Study unit 14: Basic tools and techniques for quality improvement
Module 2:  
**Quality Management Systems and TQM Implementation** (CSTQ02J) — 12 Credits

**Content:**

**Topic 1**
- Concepts and principles of systems for quality management
  - Study unit 1: System definition, concepts and principles
  - Study unit 2: A quality management system

**Topic 2**
- The ISO 9001: 2000 quality management system (QMS) standard
  - Study unit 3: Overview of QMS standards (ISO 9000, 14001 & OHSAS 18001)

**Topic 3**
- Strategies for implementing change
  - Study unit 4: Strategy definition, formulation and implementation
  - Study unit 5: Key elements of a change process

**Topic 4**
- Managing change and implementing TQM
  - Study unit 6: Managing the change process and risk
  - Study unit 7: Successful TQM implementation

**Topic 5**
- Sustaining continuous improvement
  - Study unit 8: Basic approaches to improvement
  - Study unit 9: Keeping TQM effective

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**Course in Financial Management (71293)**

**Duration:** Six months  
**Credits:** 24  
**NQF Level:** 6

**Purpose:**
Effective financial management is of vital importance to any company, particularly if it aims to improve profitability, liquidity and solvency. The purpose of the Course in Financial Management is to learn the fundamental principles of financial management: how to read and interpret financial statements; analyse financial statements; how to use a financial calculator; assess risk and return; how to do financial planning; and manage the cash flow of a firm by means of effective credit management, stock control and a cash budget. The study material is suitable for any non-financial manager.

**Target Group:**
Entrepreneurs, managers and leaders

**Admission Requirements:**
National Senior Certificate or an equivalent NQF level 4 qualification.
Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Introduction to Financial Management (CFIN01F) — 12 Credits

Content:
• Goal of financial management
• Understanding financial statements
• The analysis of financial statements
• Financial planning
• Time value of money
• Risk and return
• The valuation of financial assets

Module 2:
The Management of Working Capital (CFIN02G) — 12 Credits

Content:
• Inventory management
• The management of accounts receivable
• Cash management

Course in Financial Performance Measurement and Control (71285)
Duration: Six months  Credits: 12  NQF Level 6

Purpose:
This course is designed 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, to gain insight into how their decision-making processes affect the financial performance of their organisation.

Target Group:
Marketers, buyers, non-financial managers, employees, BEEs 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:
National Senior Certificate or an equivalent NQF level 4 education.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
Financial Performance Measurement and Control (CFPM01B) — 12 Credits

Content:
- Understand financial statements
- Measure financial performance
- Cost behaviour
- Develop the financial plan
- Exercising financial control

Course in Fundamentals of Banking and Risk Management (72176)

Duration: Six months
Credits: 36
NQF Level 5

Purpose:
Banking and Risk Management form an integral part of a bank employee’s knowledge framework and it is, therefore, imperative that they should 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, which is necessary to understand the banking environment and its role in society.

Target Group:
Persons involved in financial institutions such as banks.

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

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Fundamentals in Banking (CCBF015) — 15 Credits

Content:
Fundamentals of banking

The module covers the following: the banking environment; the intermediation within the South African financial system; the importance of the financial service sector; the code of banking practice; characteristics of the banker-client relationship; and customer needs and requirements within a banking environment.
Module 2:
Fundamentals in Risk Management (CCBF026) — 15 Credits

Content:
Fundamentals of risk management

The module covers the following: typical risks in a financial environment; legislation and regulatory requirements; operational risk in a banking environment; and risk management process.

Course in International Marketing (71250)

Duration: Six months  Credits: 36  NQF Level 6

Purpose:
The world of exporting is complex. Exporters not only need to understand 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 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 who are over the age of 25 years will also be considered for this Course.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 3 June to 12 July
Module 1:
The International Marketing Environment & Research (CITM01D) — 12 Credits

Content:
- The benefits and drawbacks of international marketing
- Defining marketing and international marketing
- The difference between domestic and international marketing
- Why study international marketing?
- Contextualising industrial, consumer, commodity and service markets in international marketing
- Identifying and analysing the various environments within which international marketing takes place
- The importance of international marketing research
- The international marketing research process
- In-market versus desk research
- Sources of information for international marketing research
- Analysing and interpreting marketing data
- Preparing an international marketing research report

Module 2:
Export Finance and Payments (CITM02E) — 12 Credits

Content:
- The obstacles faced by exporters
- The role of the WTO, the IMF and other multilateral and bilateral organisations in international trade
- The role of customs and excise and the reserve bank in international marketing
- The international trade cycle
- Incoterms and how they impact upon exporting and international marketing
- The international payment process
- Ways of financing a firm's exports

Module 3:
Export Administration and Logistics (CITM03F) — 12 Credits

Content:
- The proforma invoice
- The commercial invoice
- The packing list
- Bills of lading and other transport documents
- Exchange control requirements
- Alternative transport methods
- Containerisation
- Managing export logistics
- Marine insurance
Course in Introduction to Retailing (71722)
Duration: Six months  Credits: 24  NQF Level 5

Purpose:
The Course in Introduction to Retailing aims to equip students with the introductory knowledge and skills to be able to function in a retail organisation by focusing 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.

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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Store Location and Customer Focus (CIRM014) — 12 Credits

Content:
- Focusing on customers
- Being in the right place
- Designing your store to sell
- Buying the right merchandise
- Suppliers: a key to success

Module 2:
Marketing and Merchandising (CIRM025) — 12 Credits

Content:
- Controlling inventory management
- Pricing for profit
- Managing price changes
- Promoting sales
- Blending store activities for success

The information contained in this brochure was correct at the time of publication (19 November 2014).
Course in Introduction to Sales and Marketing (76686)

Duration: Six months  Credits: 24  NQF Level 5

Purpose:
This course aims 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 are 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Introduction to Marketing (PISM01V) — 12 Credits

Content:
• Provide competencies (knowledge, skills, norms and values) to interpret marketing fundamentals
• The ability to apply and evaluate the relevance of new fundamentals in a marketing context

Module 2:
Sales Principles (PISM02W) — 12 Credits

Content:
• Provide competencies (knowledge, skills, norms and values) in order to sell successfully by identifying and analysing customers
• Communicate effectively
• Develop and present appropriate sales presentations
Course in Labour Relations Management (71072)

Duration: Six months  Credits: 24  NQF Level 6

Purpose:
The purpose of this course is 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 and 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Labour Relations Management: A Macro-Perspective (CLRM01L) – 12 Credits

Content:
- Introduction to labour relations management
- Role-players in labour relations in South Africa
- South African labour relations in context (environmental influences and historical development)
- The formal framework governing labour relations in South Africa: statutory perspectives (Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, etc)
- Informal aspects of labour relations dynamics (psychosocial contracting)

Module 2:
Labour Relations Management: A Micro-Perspective (CLRM02M) – 12 Credits

Content:
- The formulation, operation and implementation of strategy
- Conflict management
- Collective bargaining and negotiation
- Collective agreements
- Strike management
- Workplace structures and procedures (grievances, discipline, retrenchment, etc)
- Communication
- Group processes and dynamics
- Worker participation
- Social investment
- Quality control in labour relations

The information contained in this brochure was correct at the time of publication (19 November 2014).
Course in Management Principles for First-Line Managers (71099)

Duration: Six months  
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: 26 November to 25 January  
Second semester: 01 to 30 June

Module 1:
Introduction to Management and Management Functions (CMPF01R) – 12 Credits

Content:
- Self-management and the development of a personal growth plan
- An introduction to first-line management principles
- Planning and organising
- Leading and controlling

Module 2:
Introduction to Business Functions (CMPF02S) – 12 Credits

Content:
- Human resource management
- Financial management
- Marketing management
- Basics of project management
Course in Personal Financial Management (71056)

Duration: Six months
Credits: 24
NQF Level 6

Purpose:
The aim of this course is to educate students, individuals, parents, teachers, skills/HR trainers, brokers-to-be, employees, entrepreneurs and school leavers about TOTAL PERSONAL FINANCIAL PLANNING – the different personal financial planning areas. 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:
National Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Personal Financial Management (CPFM01M) – 24 Credits

Content:
The module covers the following: investing your package (severance or retirement); how to choose a broker; financial risks needs and objectives; choosing between pension and provident funds; preservation funds; different investment alternatives; moving to a new employer; buying an existing business (or franchise); investing for retirement; offshore investments; investor protection; investment, income tax, estate and retirement planning pitfalls; antenuptial contracts; and emigration.

Course in Public Relations (71889)

Duration: Six months
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 learners with the competence to apply, under supervision, elementary public relations, communication and media activities. The Course in Public Relations aims to provide a working knowledge of the principles of public relations and the application areas relating to the use of public relations.

Target Group:
Public Relations managers

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification or relevant retail experience

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30
Module 1:
**Basic Public Relations Principles** (CCPL01N) – 12 Credits

**Content:**
- Integrated marketing communications
- Place of public relations in the organisation
- Ethics, public relations and society
- Performance dimensions of public relations: campaign planning and management
- Marketing, public relations and relationship marketing
- Public relations, marketing and the media

Module 2:
**Public Relations in Practice** (CCPL02P) – 12 Credits

**Content:**
- Social responsibility and the image of the company
- Events management
- Crisis communication management
- Financial management for public relations
- Employee relations management
- Internal branding: creating and sustaining high-performance organisations
- Lobbying, issues management and public policy
- The internet and public relations

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**Course in Customer Relationship Management (71110)**

| Duration: Six months | 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 are 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
### Module 1:
**Customer Relationship Management Principles** (CCCR01H) – 12 Credits

#### Content:
- The nature and role of relationship marketing
- Building customer relationships
- Customer service
- Process of customer service
- Internal marketing

### Module 2:
**Customer Relationship Management: Applied Strategy** (CCCR02J) – 12 Credits

#### Content:
- Technology for CRM
- One-to-one marketing and mass customisation
- Building relationships with other stakeholders
- Planning the CRM strategy
- Implementation of CRM in the organisation

### Course in Retail Buying (71692)

| Duration: Six months | Credits: 24 | NQF Level 6 |

**Purpose:**
The purpose of the Course in Retail Buying is 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: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
Introduction to Retail Buying (CRTB01R) – 12 Credits

Content:
- The buyer’s role in contemporary buying
- Buying or retail chain organisations
- Buying for department stores
- Off-price buying
- Buying for direct retailing organisations
- Merchandise planning and quantities
- Resident buying offices and other outside information services

Module 2:
Retail Sourcing (CRTB02S) – 12 Credits

Content:
- Merchandise sources and timing
- Buying locally
- The global marketplace and import programmes
- Negotiation
- Pricing
- Developing private label programmes
- Buyer’s role in promotional activities
- The evolution of retail buying and supply chain management

Course in Retail Marketing and Merchandising (71137)

Duration: Six months  Credits: 24  NQF Level 6

Purpose:
The purpose of the Course in Retail Marketing and Merchandising is 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 within 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: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
**Business Environment** (CRMM01W) – 12 Credits

Content:
- Strategic retail planning
- Marketing environment
- The buying behaviour of consumers
- Target marketing
- Product lifecycle
- Product decisions
- Promotion decisions
- Pricing decisions
- Distribution decisions

Module 2:
**Practical Merchandising** (CRMM02X) – 12 Credits

Content:
- Store environment
- Store location and layout
- Visual merchandising
- Sourcing
- The merchandise ordering process
- Merchandise budget control
- The management of working capital

Course in Strategic Management (72028)

Duration: Six months  
Credits: 24  
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. A tremendous need exists in the market for strategic management training. As such, the Course in Strategic Management was developed for individuals who have not yet been introduced to this field and/or who will be involved in strategic management in the near future. The purpose of the Course is to provide training to individuals to form a sound theoretical basis from which to practice 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. Persons not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience (you will be required to submit proof of this in the form of your 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Strategic Planning (CSTR01L) – 12 Credits

Content:
• The strategic planning
• Strategic direction
• Internal environmental assessment
• Macro-environmental assessments
• Industry assessment
• Long-term goals
• Strategy selection

Module 2:
Strategy Implementation and Control (CSTR02M) – 12 Credits

Content:
• Strategy Implementation and strategic change
• Leadership
• Organisational culture
• Reward systems
• Organisational structure
• Components for successful strategy implementation
• Short-term objectives, functional tactics and policies
• Strategic control and evaluation
• Strategic leadership and corporate governance

Course in the Introduction to Marketing Management (71625)

Duration: Six months Credits: 24 NQF Level 6

Purpose:
The purpose of this course is to provide a basic understanding of the marketing function to students in an open and distant education learning environment. It commences with the clarification of the 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:
Persons 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: December 2014 to January 2015
Second semester: 01 to 30 June

Module 1:
**Identify the Target Market** (CCIM01S) – 12 Credits

Content:
- Building relationships
- The marketing environment
- The principles of market segmentation
- Market targeting and product positioning
- Information for marketing management

Module 2:
**The Marketing Mix** (CCIM02T) – 12 Credits

Content:
- Product decisions
- The distribution/supply chain decision
- Marketing communication decisions
- Promotion decisions
- Price decisions
- People, processes and physical evidence

**Course in Marketing Research (7005X)**

Duration: Six months
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 career orientated.

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 who wish to follow a career in marketing, advertising and/or marketing research.
Admission Requirements:
A National Senior Certificate or equivalent qualification is required for enrolment in this programme. Persons 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Marketing Research: Data Collection (CRMR03J) – 12 Credits

Content:
• Nature, scope and ethics of marketing research
• Marketing research process and management of marketing research
• Secondary research
• Primary data collection methods
• Primary research: survey design
• Fieldwork

Module 2:
Marketing Research: Data Analysis (CRMR04K) – 12 Credits

Content:
• Data capturing
• Secondary research: data analysis
• Primary research: descriptive and inferential analysis
• Presentation of survey results

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

Duration: Six months  
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:
Persons 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Customer Relationship Management Principles for Contact Centre Management (CRMP01A) – 12 Credits

Content:
• The South African contact centre industry
• Leadership in the contact centre
• Contact centre technology
• Telephone and Internet skills
• Health, wellness and ergonomics in the contact centre environment

Module 2:
Customer Relationship Management: Applied Strategy for Contact Centre Management (CRMP02B) – 12 Credits

Content:
• Contact centre recruitment and staffing
• Communication theory
• Marketing and Sales
• Customer relationship management
• Quality management

Course in International Business Management (76735)
Duration: Six months Credits: 24 NQF Level 6

Purpose:
The Course in International Business Management incorporates the essential knowledge and skills needed by anyone interested in international business. This course 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 necessary 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.

The information contained in this brochure was correct at the time of publication (19 November 2014).
Target Group:
Potential and active entrepreneurs, policymakers and corporate representatives

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 (NSC) with a minimum of 50% in the English Language or an Achievement Rating (AR) of 3 or better.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Introduction to Global Business Management (CIBM01U) – 12 Credits

Content:
- Globalisation – perspectives and implications for business
- The role of culture in International Business and ethical dimensions of international business
- Need for cross-border trade and investment – the role of political economies
- Socioeconomic considerate and the role of major global religions in International Business
- Human resources strategy, and other resources management in international business

Module 2:
Expansion Strategies in International Business (CIBM02V) – 12 Credits

Content:
- Going global – scope and entry-level of foreign expansion
- The relevance and intricacies of international business – the role of political economies and other relevant socioeconomic considerate
- The challenges of export promotion strategy, corroborative agreements and wholly-owned subsidiaries
- The challenges of financial exposures and intervention mechanism

Course in Work Study (76737)

Duration: Six months
Credits: 24
NQF Level 5

Purpose:
In order for an organisation to operate effectively, it requires proper working methods, 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 Operational Management, and students will benefit from the theoretical and practical knowledge that this course will provide.
Target Group:
The typical student will be 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 who wants to pursue studies in the field of Work Study.

Admission Requirements:
A National Senior Certificate or equivalent qualification is required for enrolment in this course. Persons 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. 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Method Study (CIWS01E) – 12 Credits

Content:
• Work Study: definition, techniques, objectives, structure and scope.
• Work Study officer: qualities, knowledge and relations with others.
• The Human factor in work study and its impact in the work situation.
• Method study: definition, procedure, objectives, structure and scope.
• Process charting: symbols, types of charts and compilation of present and proposed methods.

Module 2:
Work Measurement (CIWS02F) – 12 Credits

Content:
• Work measurement: definition, techniques, objectives, nature and scope.
• Work measurement structure, requirements and techniques.
• The important concepts in work measurement.
• Time study: definition, prerequisites for the use of time study, time study equipment and the basic procedure.

Course in Social Media Marketing (76710)
Duration: Six months                         Credits: 36

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 considerable 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.
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. You will be taught how to listen, initiate and shape these conversations to the advantage of your business. With the knowledge you gain from this three-module six-month course, you will be able to apply this knowledge in your own business or even help other businesses with their social media efforts. This six-month course is aimed, among others, at the following:

- 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 address 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 African as well as international students from around the world.

**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. Learners are expected to come from both the SMME and big business environments, as well as from entrepreneurs, academics, NGOs and government departments that wish to take advantage of the social media world.

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

**Registration Periods:**
First semester: 26 November to 25 January
Second semester: 01 to 30 June

**Module 1:**
**Social Media Marketing Principles** (CSMM015) – 12 Credits

**Content:**
- Introduction to the principles of marketing
- Introduction to the online business environment, including e-commerce, e-business, e-marketing, e-tailing and the new economy
- Introduction to the world of social media, highlighting how this field has grown and what its benefits and drawbacks are for marketing
- Communication model applicable to social media
- Highlight how marketing is practised within the social media environment
Module 2:  
**Social Media Marketing Channels** (CSMM026) – 12 Credits

**Content:**
- The five key social media channels
- Defining Facebook/Twitter/LinkedIn/YouTube/a Blog
- The advantages and disadvantages of Facebook/Twitter/LinkedIn/YouTube/a Blog
- How Facebook/Twitter/LinkedIn/YouTube/a Blog works
- Creating a business presence on Facebook/Twitter/LinkedIn/YouTube/a Blog
- Using Facebook/Twitter/LinkedIn/YouTube/a Blog to market your business
- Examples of Facebook/Twitter/LinkedIn/YouTube/a Blog in business
- Other social media channels

Module 3:  
**Social Media Marketing Strategy** (CSMM038) – 12 Credits

**Content:**
- The principles of strategy
- E-marketing and social media strategy
- Preparing a social media strategy
- Social media strategy management

**Course in Introduction to Storage and Inventory Management (76711)**

Duration: Six months  
Credits: 36  
NQF Level 5

**Purpose:**
The purpose of this course is 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:**
The typical student will be 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: 26 November to 25 January  
Second semester: 01 to 30 June
Module 1:
The Tasks of Management (CISIM01) – 12 Credits

Content:
• The business world and business management
• The establishment of a business
• The business environment
• Introduction to general management
• The basic elements of planning
• Organising the business venture
• Leading: leading people in the organisation
• Controlling the management process
• Corporate social responsibility

Module 2:
The Functional Areas of Business Management (CISIM02) – 12 Credits

Content:
• The operations management function
• The human resource function
• The marketing function
• Financial management
• Purchasing and supply management

Module 3:
Storage and Inventory Management (CISIM03) – 12 Credits

Content:
Topic 1: Inventory Management
Study unit 1: Matching supply with demand
Study unit 2: A focus on demand
Study unit 3: Some tools of inventory management

Topic 2: Storage Management
Study unit 4: Storage management
Study unit 5: Storage facilities and equipment
Study unit 6: Innovative stores operations
Study unit 7: Codification and identification of stock within the storage facility
Study unit 8: Stocktaking
Course in Human Resource Hiring Practices (76802)

Duration: Six months Credits: 24 NQF Level 6

Purpose:
To provide students with the relevant knowledge, competencies and capabilities to recruit qualified applicants, manage job applications and select the most suitable applicant.

Target Group:
HR staff, supervisors, trade union officials

Admission Requirements:
National Senior Certificate or an equivalent NQF level 4 qualification or practical work experience

Registration Periods:
January and May

Module 1:
Recruitment and the management of job applications (CHRH01E) – 12 Credits

Content:
- Recruitment and labour legislation
- The management of job applications
- The selection process

Module 2:
Job interviews and appointments (CHRH02F) – 12 Credits

Content:
- The job interview
- Selecting the most suitable applicant
- Appointing/rejecting employees

Course in Managing Training and Development (76803)

Duration: Six months Credits: 24 NQF Level 6

Purpose:
The purpose of this SLP (course) is to provide to students with the knowledge, skills and competencies to manage the various aspects of training and development in organisations within the context of the South African legal environment in regard to human resource development, as well as the principles, concepts and procedures of the management of training and development in business organisations.

Target Group:
The typical student will be any person involved in the management of training and development or skills development at organisation level.

The information contained in this brochure was correct at the time of publication (19 November 2014).
Admission Requirements:
National Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
**Practicing Training and Development** (CMTD015) – 12 Credits

Content:
- The education, training and development environment
- Learning theories and principles
- Determining training and development needs
- Programme design and development
- Preparing and presenting training
- Assessment of learning and programme evaluation

Module 2:
**Managing Training and Development** (CMTD026) – 12 Credits

Content:
- Managerial approach to training and development
- Strategic human resource development
- The administration of training and development
- Management development
- Contemporary issues in human resource development

**IISA Introductory Programme in Advanced Insurance Practice (7649X)**

Duration: Six months (One semester)  
Credits: 60  
NQF Level 6

This qualification has been discontinued. No new, first-time registrations are allowed for 2015. Students registered prior to 2015 have only the May and October 2015 examinations in order to complete this programme.

Purpose:
To provide an advanced qualification for insurance staff working across all sectors of the insurance industry, planning to ultimately gain a professional qualification. To 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 course was specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the advanced education 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 programme provides 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 course is the second part of a specific learning programme for the advanced insurance market. As such, completing it will academically qualify students 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:**
Employees of insurance companies, insurance brokers, loss adjusters or retirement funds. Successfully completing the programme improves students’ employability, because they can then become professional insurance practitioners with a good understanding of the insurance business, with an appreciation of 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; this programme is in line with part of the advanced requirements.

**Admission Requirements:**
120 insurance credits at NQF Level 5. (This programme is a progression from the IISA programme in either Short-Term Insurance (76546) or Retirement Fund Management (76511) and the Higher Certificate in Insurance.)

**Registration Periods:**
First semester: 29 November to 24 January 2014
Second semester: 2 June to 11 July

**Module 1:**
*Introduction to Risk and Insurance (Compulsory)* (IPAI01R) – 12 Credits

**Content:**
- Probability and Concept of Risk
- The Risk Management Concept
- Risk Reduction
- Risk Data and Presentation
- Probability and the Measurement of Risk
- Statistical Distributions

**Module 2:**
*Introduction to the Principles of Short-Term Insurance (Compulsory Option 1)* (IPAI02S) – 12 Credits

**Content:**
- The Short-Term Insurance Market
- Risk Management
- The Practice of Underwriting
- Renewals
- Short-Term Reinsurance Practice
- Claims Procedure
Module 3:
Introduction to Principles of Life Insurance (Compulsory Option 2) (IPAI03T) – 12 Credits

Content:
• Long-Term Industry Bodies Affecting the Life Intermediary
• Investments and their Management
• Legal and Tax Issues
• Life Insurance – a Product Introduction
• Retirement Annuities, Annuities and Supplementary Benefits
• Healthcare in South Africa

Module 4:
Introduction to Interruption Insurance (Elective) (IPAI04U) – 12 Credits

Content:
• Fundamental principles
• The policy framework
• Gross profit under the business interruption section
• Other items in the policy, extensions and clauses, the perils covered
• Insuring the payroll
• Damage away from insured’s premises

Module 5:
Introduction to Liability Insurance (Elective) (IPAI05V) – 12 Credits

Content:
• Sources of liability
• Defences and remedies
• Liability arising from property, bailment and vehicles
• Products liability and defective workmanship

Module 6:
Introduction to Motor Insurance (Elective) (IPAI06W) – 12 Credits

Content:
• The motor insurance market
• The motor insurance policy, own damage section
• The motor insurance policy – liability section
• The Road Accident Fund Act
• The motor traders external risk policy
• The “Internal Policy”
Module 7:
Property Insurance (Elective) (IPAI07X) – 12 Credits

Content:
- Property insurance policies
- Major classes
- Rating and underwriting
- Potential loss and reinstatement

Module 8:
Property Insurance Hazards (Elective) (IPAI08Y) – 12 Credits

Content:
- Ignition and combustion
- Heat
- Electricity
- Explosion
- Hazards of occupancy
- Buildings
- Natural Perils
- Theft

Module 9:
Introduction to Life Insurance Practice (Elective) (IPAI093) – 12 Credits

Content:
- Introduction to underwriting
- The medical organisation within a life office
- New business procedures – non-medical proposals
- New business procedures – large sums insured
- Aspects of premium collection
- General administrative duties,
- Dealing with intermediaries and clients

Module 10:
Introduction to Retirement and Related Benefits (Elective) (IPAI10S) – 12 Credits

Content:
- Introduction to retirement funds
- Benefits provided by the state
- Non-retirement fund employee benefits
- Key role-players in the retirement fund industry
- The Pension Funds Act and “PF Circulars”
- Other legislation applicable to retirement funds

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 11:
Introduction to Life Insurance Sales (Elective) (IPAI11T) – 12 Credits

Content:
- Long-term industry bodies affecting the intermediary
- The financial environment
- Basics of the sales process, needs analysis and building a portfolio
- The Codes of Conduct of the Life Offices Association
- Key legislation affecting the intermediary’s work

Module 12:
Introduction to Insurance Broking (Elective) (IPAI12U) – 12 Credits

Content:
- Different business structures found in South Africa
- The insurance market in South Africa
- The broker in the South African insurance market
- Legislation
- Compliance

IISA Introductory Programme in Retirement Fund Management (76600)

Duration: One year  
Credits: 60  
NQF Level 5

This qualification has been discontinued. No new, first-time registrations are allowed for 2015. Students registered prior to 2015 have only the May and October 2015 examinations in order to complete this programme.

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 both satisfy 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:
The typical students who will enrol for this short learning programme will either be 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 short learning 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:
National Senior Certificate

Registration Periods:
First semester: 29 November to 24 January
Second semester: 01 to 30 June

Module 1:
Introduction to Legal Framework of Insurance (IPST01E) – 12 Credits

Content:
- Introduction to South African law
- State revenue sources
- Regulatory issues/consumer protection
- The law of contract
- The contract of insurance, third party rights
- The law of agency

Module 2:
Introduction to Fund Administration (ICRF02L) - 12 Credits

Content:
- Different types of retirement funds
- Registration procedures
- Statutory control of fund administration
- Employer and employee roles in fund administration
- Duties of the management board
- Duties of the fund administrator
- Communication with members

Module 3:
Introduction to Benefit Design (ICRF03M) – 12 Credits

Content:
- An introduction to the design of employee benefits
- Retirement provision in developed countries
- Benefits provided by the state
- Types of arrangements and the benefits they provide
- Basic decisions in establishing a fund
- Service providers

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4:  
**Introduction to Fund Financing** (ICRF04N) – 12 Credits 

**Content:**  
- Funding principles  
- The pace of funding  
- Statutory requirements  
- The valuation process  
- The valuation method  
- The valuation of assets and liabilities

Module 5:  
**Introduction to Investment Management** (ICRF05P) – 12 Credits 

**Content:**  
- Investment principles and practice  
- Philosophy and strategy  
- Investment fund management  
- Investments in equities  
- Other types of investments  
- The international, investment scene

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**IISA Introductory Programme to Short-Term Insurance (7652X)**  
Duration: Six months  
Credits: 72  
NQF Level 5

This qualification has been discontinued. No new, first-time registrations are allowed for 2015. Students registered prior to 2015 have only the May and October 2015 examinations in order to complete this programme.

**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 both satisfy educational and regulatory needs.

This SLP is the first part of a specific learning programme for the short-term insurance market. As such, learners 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:**  
The typical students who will enrol for this programme will either be 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: 29 November 2013 to 24 January
Second semester: 01 to 30 June

**Module 1:**
**Legal Framework of Insurance (Compulsory) (IPST01E)** – 12 Credits

**Content:**
- Introduction to South African law
- State revenue sources
- Regulatory issues/consumer protection
- The law of contract
- The contract of insurance, third party rights
- The law of agency

**Module 2:**
**Introduction to Personal Insurance Practice (Elective) (IPST02F)** – 12 Credits

**Content:**
- Insurance and the consumer
- The personal insurance market today
- Managing the domestic risk
- Reinsurance and personal lines business
- The proposal
- Policy wording: general terms and conditions

**Module 3:**
**Introduction to Commercial Insurance Practice (Elective) (IPST03G)** – 12 Credits

**Content:**
- Standards features of the Multimark policy
- Fire and perils
- Business interruption
- Principles of liability insurance
- The liability policy
- Other forms of liability cover

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4:  
**Marine Insurance (Elective)** (IPST04H) – 12 Credits

**Content:**
- Geography
- Trades and commodities
- International trade
- Marine insurance
- Marine policies
- Marine Insurance Act

Module 5:  
**Introduction to Reinsurance Practice (Elective)** (IPST05J) – 12 Credits

**Content:**
- Basics of reinsurance
- Methods of reinsurance
- Proportional reinsurance
- Non-proportional reinsurance
- Classes of insurance

Module 6:  
**Introduction to Risk Management (Elective)** (IPST06K) – 12 Credits

**Content:**
- The concept of risk
- The role of risk management
- Risk identification methods
- Risk identification
- Risk evaluation
- Risk and loss control

**IISA Programme in Retirement Fund Management (76511)**

**Duration:** One year  
**Credits:** 60  
**NQF Level:** 5

This qualification has been discontinued. No new, first-time registrations are allowed for 2015. Students registered prior to 2015 have only the May and October 2015 examinations in order to complete this programme.

**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:**
The typical students who will enrol for this programme will either be 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:**
IISA Introductory Programme in Retirement Fund Management (76600) to be completed before proceeding to the IISA Programme in Retirement Fund Management (76511).

**Registration Periods:**
First semester: 29 November to 24 January
Second semester: 01 to 30 June

**Module 1:**
*Legal Framework of Retirement Funds* (PRRF01L) – 12 Credits

**Content:**
- The Pension Funds Act
- Pension funds circulars
- Other retirement fund related circulars
- Other legislation applicable to retirement funds
- Death and its implications
- Tax aspects specifically applicable to retirement funds

**Module 2:**
*Fund Administration* (PRRF02M) – 12 Credits

**Content:**
- Audits and valuations
- Reports to be submitted to the financial services board
- Alterations, terminations and mergers
Module 3:
Benefit Design (PRRF03N) – 12 Credits

Content:
• Benefits of retirement
• Benefits on death
• Benefits on disability
• Benefits on withdrawal
• Reasons for changing a benefit structure
• Mergers, transfers and the discontinuance of a fund
• Dealing with surpluses

Module 4:
Fund Financing (PRRF04P) – 12 Credits

Content:
• The valuation report
• Actuarial valuation of the sample provident fund

Module 5:
Investment Management (PRRF05Q) – 12 Credits

Content:
• Working with interest
• Measuring investment performance
• Performance comparison

IISA Programme in Short-Term Insurance (76546)

Duration: Six months  Credits: 60  NQF Level 5

This qualification has been discontinued. No new, first-time registrations are allowed for 2015. Students registered prior to 2015 have only the May and October 2015 examinations in order to complete this programme.

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:
The typical students who will enrol for this programme will either be 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 (7652X) to be completed before proceeding to the IISA Programme in Short-Term Insurance (76546).

Registration Periods:
First semester: 29 November 2013 to 24 January
Second semester: 01 to 30 June

Module 1:
Legal Framework of Short-Term Insurance (Compulsory) (PSTI01D) – 12 Credits

Content:
- Law of Delict – legal principles
- Law of Delict – origins of legal principles
- The Short-Term Insurance Contract
- Legal persons
- Regulations applicable to Intermediaries
- FAIS and the FAIS Ombud
- The Policyholder Protection Rules

Module 2:
Personal Insurance Practice (Elective) (PSTI02E) – 12 Credits

Content:
- Houseowners and householders
- Personal all risks, personal liability and personal accident
- Personal motor insurance
- Specialist cover
- Long-term insurance and investment options
- Claims in a personal lines environment
Module 3:
Commercial Insurance Practice (Elective) (PSTI03F) – 12 Credits

Content:
- Theft, money, fidelity, goods in transit
- Accounts receivable, glass, business all risk, accidental damage
- Group personal accident and stated benefits
- Motor insurance
- Electronic equipment section
- Other classes of insurance and reinsurance
- Claims

Module 4:
Aviation Insurance (Elective) (PSTI04G) – 12 Credits

Content:
- Aviation-market practice
- Aviation law
- Aviation policy forms and conditions

Module 5:
Reinsurance Practice (Elective) (PSTI05H) – 12 Credits

Content:
- Classes of insurance
- Reinsurance treaty wordings
- Transacting reinsurance
- Transacting reinsurance premiums and reserves
- Transacting reinsurance: underwriting
- The reinsurance market

Module 6:
Risk Management (Elective) (PSTI06J) – 12 Credits

Content:
- Financing risk
- Transferring risk
- Alternative risk transfer (ART)
- Personal risk management
- Introduction to risk data
This qualification has been discontinued. No new, first-time registrations are allowed for 2015. Students registered prior to 2015 have only the May and October 2015 examinations in order to complete this programme.

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 short learning programme 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 provide 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 sub-field through the elective subjects. In the case of the latter, both the formative (assignments) and summative (examinations) assessments test the student’s ability to apply the knowledge and skills by requiring him/her to solve problems, analyse and make recommendations using a factual case study as part of the testing.

This short learning programme is the first part of a specific learning programme for the advanced insurance market. As such, learners who have completed this short learning 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 bye-laws from time to time.

Target Group:
The typical students who will enrol for this programme will either be 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 of the entire insurance market, as well as some specialised insurance practice fields, insurance broking and reinsurance, as well as 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 (7649X) to be completed prior to attempting qualification IISA Programme in Advanced Insurance Practice (76481).

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
Risk and Insurance (Compulsory) (PAIP01G) – 12 Credits

Content:
- Broad Concepts of Insurance
- Risk/Insurance Classes
- Specific Insurance Applications
- Risk Financing, Captives
- Alternative Risk Transfer

Module 2:
Principles of Short-Term Insurance (Elective) (PAIP02H) – 12 Credits

Content:
- The Personal Insurance Policy
- Commercial Insurance
- Motor Insurance
- SASRIA, COID and Miscellaneous covers

Module 3:
Principles in Life Insurance (Elective) (PAIP03J) – 12 Credits

Content:
- Introduction to Underwriting
- Policy Servicing
- General Overview and Principles of Claims
- An Introduction to Retirement Funds
- The Use of Insurance in a Business Environment
- Estate Planning

Module 4:
Interruption Insurance (Elective) (PAIP04K) – 12 Credits

Content:
- Determining the sum insured
- Special forms of insurance
- Rating: Deductibles: Interruption reports
- Engineering interruption insurance
- Claims
Module 5:
Liability Insurance (Elective) (PAIP05L) – 12 Credits

Content:
- The public liability policy
- Public liability underwriting
- Claims handling

Module 6:
Motor Insurance (Elective) (PAIP06M) – 12 Credits

Content:
- Motor fleets
- Motor underwriting and claims prevention
- Claims
- Motor statistics

Module 7:
Property Insurance Claims (Elective) (PAIP07N) – 12 Credits

Content:
- Claims I – Fire
- Claims II – Miscellaneous
- Engineering and construction insurance
- Contribution and apportionment
- Assets all risk
- Risk financing

Module 8:
Property Insurance Perils (Elective) (PAIP08P) – 12 Credits

Content:
- Malicious Damage and Arson
- The Risk Survey

Module 9:
Life Insurance Practice (Elective) (PAIP09Q) – 12 Credits

Content:
- General overview and principles of claims handling
- Dealing with claims
- Maturities, surrenders and the payment of claims
Module 10:
Retirement and Related Benefits (Elective) (PAIP10H) – 12 Credits

Content:
- Different types of retirement funds
- Other types of retirement funds
- The difference between defined benefit and defined contribution schemes
- Group life insurance and other ancillary benefits
- Retirement fund investments and their management
- Marketing in a retirement fund environment

Module 11:
Life Insurance Sales (Elective) (PAIP011J) – 12 Credits

Content:
- Estate planning
- Investment and their management
- Investments
- Business entities
- Business insurance

Module 12:
Insurance Broking (Elective) (PAIP12K) – 12 Credits

Content:
- Industry agreements
- Financial issues
- Operations
- Subsidiary business functions

Programme in Advanced Marketing Management (71129)

Duration: One year
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 face businesses in these key areas.

Target Group:
Marketing managers, retail managers, marketing executives
Admission Requirements:
A university degree in marketing, a relevant Marketing Diploma from the 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: 26 November to 25 January
Second semester: 3 June to 12 July
Year module(s): 26 November to 15 March

Module 1:
Foundation for Market Strategy Selection (PAMM01P) – 12 Credits

Content:
• The strategic approach to marketing management
• Customer analysis
• Competitor analysis
• Industry analysis
• Environmental analysis

Module 2:
Internal Analysis (PAMM02Q) – 12 Credits

Content:
• Self-analysis
• Portfolio analysis
• Sustainable competitive advantages
• Methods used to analyse internal strengths and weaknesses

Module 3:
Formulation of Competitive Market Strategy (PAMM03R) – 12 Credits

Content:
• Differentiation strategy
• Low-cost strategy
• Focus strategy
• The pre-emptive move

Module 4:
The Investment Decision in Market Strategy (PAMM04S) – 12 Credits

Content:
• Growth strategies
• Growth strategy: diversification
• Strategies in mature and declining markets
• Global strategies
• Implementation and control
Programme in Business Communication (71854)

Duration: One year (2 semesters)  Credits: 48  NQF Level 6

Purpose:
The objective of this programme is 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 to 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.

Admission Requirements:
A National Senior Certificate or equivalent qualification is required for enrolment in this programme. Persons 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: 26 November to 25 January
Second semester: 1 to 30 June
Year module(s): 26 November to 15 March

Module 1:
Linguistic Ability in Business (PBCM01H) – 12 Credits

Content:
- Business language
- Business grammar and style
- Developing reading skills

Module 2:
The Communication Process in a Multicultural Business Environment (PBCM02J) – 12 Credits

Content:
- The nature and process of communication
- Developing business messages
- Listening and non-verbal communication
- Communicating across cultures

Module 3:
Oral and Written Communication in Business (PBCM03K) – 12 Credits

Content:
- Written communication
- Oral communication
- Visual and graphical communication
Module 4:
Internal and External Interaction in Business (PBCM04L) – 12 Credits

Content:
- Internal communication
- External communication
- Persuasive messages
- Ethics in business communication

Programme in Business Continuity Management (72508)

Duration: One year (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

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Introduction to Enterprise Wide Risk Management (PCOM01C) – 12 Credits

Content:
- Identify the business and business processes
- Risk types and definitions
- Underlying operational risk factors
- Risk Management framework
- Risk Management process
- Global approach and focus on risk management

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 2:
Introduction to Business Continuity Management 1 (PCOM02D) – 12 Credits

Content:
- Fundamentals of risk management
- Historical view of business continuity (BCM) in SA
- Concept of corporate governance
- BCM principles, planning, process and concepts
- BCM definitions and terminology

Module 3:
Introduction to Business Continuity Management 2 (PCOM03E) – 12 Credits

Content:
- Business in a dynamic and changing environment
- Business processes and systems
- Strategic directions of the business
- Funding of business continuity
- Roles and responsibilities

Module 4:
Strategic Business Continuity Management (PCOM04F) – 12 Credits

Content:
- International organisation for standards
- Risk financing
- Insurance as a risk transferring technique
- BCM strategies
- BCM Legislation

Module 5:
Business Continuity Planning 1 (PCOM05G) – 12 Credits

Content:
- Identify a risk incident
- Evaluate the incident
- Determine control measures
- Monitor the BCM control measures
Module 6:
Business Continuity Planning 2 (PCOM06H) – 12 Credits

Content:
- Behavioural analysis
- Risk identification
- Business continuity strategy and plans
- BCM evaluation
- BCM monitoring

Programme in Business Focused Management (71757)

Duration: One year 
Credits: 48
NQF Level 5

Purpose:
The purpose of the Programme in Business Focused Management is 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: 26 November to 25 January
Second semester: 3 June to 12 July
Year module(s): 26 November to 15 March

Module 1:
Introduction to the Business World (PBFM01V) – 12 Credits

Content:
Equip potential managers with a basic knowledge of the economic environment, methods of price determination in a market economy, a basic understanding of a macro-economic perspective of the South African economy, and knowledge of the three important sectors of the economy.

Module 2:
The Entrepreneur and His Business (PBFM02W) – 12 Credits

Content:
To provide insight into and an understanding of how businesses are established; how entrepreneurs can enter the business world and what the job of the manager in a business entails.
Module 3:
Specialised Areas of Management (PBFM03X) – 12 Credits

Content:
To provide insight into and an understanding of the specialised areas of management, which ultimately form a synergistic whole that directs the organisation towards its goals. These functional areas are marketing, public relations, finance, human resources, operations and purchasing management.

Module 4:
Critical Factors Determining the Success of a Manager (PBFM04Y) – 12 Credits

Content:
To provide insight into, and an understanding of the communication issues and skills which are important in a business organisation. These issues are multicultural business communication, oral and written communication and internal and external business communication.

Programme in Business-to-Business Marketing (71706)

Duration: One year
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 business organisation (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, professional persons 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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March
Module 1: 
Customer Analysis (PB2B01W) – 12 Credits

Content:
• Defining marketing
• The role of marketing in the business
• The environments within which marketing is performed
• The marketing concept
• The marketing management process
• Marketing planning
• Drawing up a marketing plan

Module 2: 
Strategic Marketing Planning (PB2B02X) – 12 Credits

Content:
• The nature of strategic marketing
• Environmental analysis for strategic marketing planning
• Planning techniques for strategic marketing planning
• The process of setting business objectives and strategies

Module 3: 
Marketing Strategies (PB2B03Y) – 12 Credits

Content:
• Planning a product strategy
• Planning a distribution strategy
• Planning a pricing strategy
• Planning a promotion strategy
• Compiling a single comprehensive marketing plan

Module 4: 
Export Marketing (PB2B043) – 12 Credits

Content:
• Introduction to export marketing
• The international business environment
• Export marketing research
• Export market selection
• Market-entry strategies
• Planning an export marketing strategy
• Marketing services internationally
• South Africa’s position in world markets

The information contained in this brochure was correct at the time of publication (19 November 2014).
Programme in Entrepreneurship and Small Business Management (71773)

Duration: One year  
Credits: 48  
NQF Level 5

**Purpose:**
This programme is intended 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:**
26 November to 15 March

**Module 1:**
*Introduction to Entrepreneurship* (PESB014) – 12 Credits

**Content:**
Introduce students to entrepreneurship and small business management

**Module 2:**
*Entering the Business World* (PESB025) – 12 Credits

**Content:**
Introduce students to the marketing mix, which consists of decisions on the product, price, distribution and promotion of a small business.

**Module 3:**
*The Business Plan* (PESB036) – 12 Credits

**Content:**
Equip students to write a business plan

**Module 4:**
*Managing the Small Business* (PESB048) – 12 Credits

**Content:**
Introduce students to the operations, purchasing, human resources, and financial functions of the small business.
Purpose:
Effective financial management is of vital importance 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 learn the fundamental principles of financial management; how to read and interpret financial statements; analyse financial statements; how to use a financial calculator; assess risk and return; how to do financial planning; and manage the cash flow of a firm by means of effective credit management, stock control and a cash budget. The programme also covers ways of assessing financing and investment decisions; and an introduction to risk management as part of ensuring the sustainability of a firm. A module about tax planning is also available, which inter alia explains the difference between tax avoidance as opposed to tax evasion. The study material is suitable for any manager.

Target Group:
Entrepreneurs, managers and leaders

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

Registration Periods:
Year module(s): 26 November to 15 March

Module 1:
Introduction to Financial Management (Compulsory) (PFIN015) – 12 Credits

Content:
- Goal of financial management
- Understanding financial statements
- The analysis of financial statements
- Financial planning
- Time value of money
- Risk and return
- The valuation of financial assets

Module 2:
Financing and Investment Decisions (Compulsory) (PFIN026) – 12 Credits

Content:
- Capital budgeting techniques
- Cost of capital
- Financing
- Dividend policy
Module 3:
Working Capital Management (Compulsory) (PFIN038) – 12 Credits

Content:
- Inventory management
- The management of accounts receivable
- Cash management

Module 4:
Risk Management (Elective) (PFIN049) – 12 Credits

Content:
- The identification of risk
- The management of pure risk
- The management of financial risk

Module 5:
Tax Planning (Elective) (PFIN05A) – 12 Credits

Content:
- Planning and avoidance of tax
- Income tax: income
- Income tax: deductions and allowances
- Tax strategy and structuring
- Value-added tax, estate duty and donations tax

Programme in Human Resource Management (71080)

Duration: One year Credits: 96 NQF Level 6

Purpose:
The purpose of this programme is 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. Persons not in possession of such a qualification will be considered for admission on the basis of alternative admission criteria such as relevant work experience (you will be required to submit proof of this in the form of your CV and references) or other prior learning.
Registration Periods:
Year module(s): 26 November to 15 March

Module 1:
The Human Resource Function (Compulsory) (PHRM01L) – 24 Credits

Content:
- Introduction to human resource management in South Africa
- The macro-context of human resource management in South Africa
- Equalising opportunities by means of affirmative action
- Strategic decisions regarding HRM
- Workforce planning
- Recruiting potential applicants
- Selecting, appointing and orientating employees
- Appraising and managing work performance
- Managing employees’ careers
- Remunerating employees
- Providing incentives and benefits to employees
- Establishing and maintaining employee wellness: health and safety at work

Module 2:
Labour Relations (Compulsory) (PHRM02M) – 24 Credits

Content:
- Introduction to labour relations management
- Role-players in labour relations in South Africa
- South African labour relations in context (environmental influences and historical development)
- The formal framework governing labour relations in South Africa: statutory perspectives (Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, etc)
- Informal aspects of labour relations dynamics (psychosocial contracting)
- The formulation, operation and implementation of strategy
- Conflict management
- Collective bargaining and negotiation
- Collective agreements
- Strike management
- Workplace structures and procedures (grievances, discipline, retrenchment, etc)
- Communication
- Group processes and dynamics
- Worker participation
- Social investment
- Quality control in labour relations
Module 3:  
**Training and Development (Compulsory) (PHRM03N)** – 24 Credits

**Content:**
- Learning theories
- The National Training and Education Strategy
- Skills development
- Training needs assessment
- Developing a training programme
- Presenting a training programme
- Programme evaluation and student assessment
- Aspects of the management and administration of training within an organisation
- Strategic human resource development
- Management development

Module 4:  
**Human Relations (Compulsory) (PHRM04P)** – 24 Credits

**Content:**
- Introduction to human relations
- Foundations of individual behaviour and the role of perceptions
- Values, attitudes and job satisfaction
- Personality and emotions
- Perceptions and individual decision making
- Motivation
- Stress management
- Foundations of group behaviour
- Understanding work teams
- Communication
- Leadership and trust
- Power and politics
- Conflict
- Foundations of organisational culture
- Organisational change

**Programme in International Marketing (71269)**

**Duration:** One year  
**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 who are over the age of 25 years will also be considered for this Programme.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
The International Marketing Environment and Research (PPIM01Q) – 12 Credits

Content:
• The decision to go international
• The difference between traditional and international marketing
• The various international marketing environments
• Identifying international markets
• International marketing research
• Deciding on market-entry options

Module 2:
The International Marketing Mix (PPIM02R) – 12 Credits

Content:
• International product decisions
• International packaging, branding and product servicing decisions
• International pricing decisions
• International distribution decisions
• International promotion decisions
• Doing business in different parts of the world

Module 3:
International Marketing Management (PPIM03S) – 12 Credits

Content:
• International marketing and the Internet
• Managing the international marketing initiative
• South Africa’s position in the world of exports

Module 4:
Project: Practical Exporting (PPIM04T) – 12 Credits

Content:
Compile a practical export project that draws upon knowledge gained from the other modules and to present this project for examination.
Programme in Investment Analysis and Portfolio Management (71064)

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

Purpose:
The purpose of this programme is 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 will consist of the 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 investment professionals

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

Registration Periods:
Year module(s): 26 November to 15 March

Module 1:
The Investment Background (Compulsory) (PINV016) – 12 Credits

Content:
• The investment setting
• Organisation and functioning of securities markets
• Developments in investment theory
• Time value of money
• Valuation principles and practices

Module 2:
Investment Analysis (Compulsory) (PINV028) – 12 Credits

Content:
• Fundamental analysis
• Industry analysis
• Company analysis valuation
• Technical analysis
• Analysis of fixed interest securities
• The analysis and valuation of debentures
Module 3:  
**Portfolio Management (Compulsory)** (PINV039) – 12 Credits

**Content:**
- Forward and futures contracts
- Option contracts
- Swap contracts
- Portfolio management
- Evaluation of portfolio management

Module 4:  
**Ethics (Compulsory)** (PINV04A) – 12 Credits

**Content:**
The CFA Institute Code of Ethics and standards of professional conduct

Module 5:  
**Tax Planning for Investments (Optional)** (PINV05B) – 12 Credits

**Content:**
- Tax planning and the avoidance of taxes
- Income tax: income
- Income tax: deductions and allowances
- International aspects: exchange control and residence-based system of taxation
- Special inclusions in gross income and capital gains tax
- Taxation issues relating to investments in property
- Taxation issues relating to investments in shares, unit trusts, bankers’ acceptances, negotiable certificates of deposit etc
- Tax planning for retirement
- Tax planning for farming
- Estate duty, donations tax and estate planning
- Income tax: administration

**Programme in Marketing Management (71765)**

**Duration:** One year  
**Credits:** 48  
**NQF Level:** 6

**Purpose:**
The Programme in Marketing Management aims 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:**
The programme is aimed at 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: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Marketing Perspectives and Environmental Scanning (PMRM01G) – 12 Credits

Content:
- Introduction to marketing as a business function
- Relationship marketing
- Marketing concept
- Marketing environment
- Environmental analysis (SWOT)

Module 2:
Market Segmentation, Target Marketing and Product Positioning (PMRM02H) – 12 Credits

Content:
- Market segmentation
- Market targeting
- Product positioning
- Marketing research

Module 3:
Formulation of the Marketing Strategy (PMRM03J) – 12 Credits

Content:
- Product decisions
- Pricing decisions
- Promotion decisions
- Distribution decisions

Module 4:
Implementing the Marketing Strategy (PMRM04K) – 12 Credits

Content:
- Marketing strategy planning
- Objective setting
- Implementation of the marketing strategy
- Portfolio planning
- Strategic control
Programme in Office Management (72702)

Duration: One year  
Credits: 48  
NQF Level 6

Purpose:
The purpose of this Programme is 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 short learning programme.

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 is required for enrolment in this programme. Persons 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: 26 November to 25 January  
Second semester: 01 to 30 June  
Year module(s): 26 November to 15 March

Module 1:  
The Business and Office Environment (PIOM01D) – 12 Credits

Content:
- Business management principles  
- Industrial sectors  
- Business ownership  
- The office environment  
- Office design and layout to accommodate information flow  
- Front office duties

Module 2:  
Information Management (PIOM02E) – 12 Credits

Content:
- The role of information management in an organisation  
- Information systems  
- Records management

Module 3:  
Communication in the Office (PIOM03F) – 12 Credits

Content:
- Basic communication  
- Written communication  
- Electronic communication  
- Meetings

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4:
Office Finance (PIOM04G) – 12 Credits

Content:
• Basic concepts of finance
• Budget
• Buying and selling
• Wages and salaries
• Petty cash
• Banking
• Insurance

Programme in Production/Operation and Productivity Management (71846)
Duration: 12 months Credits: 48 NQF Level 6

Purpose:
The purpose of the SLP is to provide students with knowledge of the role and functioning of production/operations management (POM) and the basics of productivity management; including some of the theoretical concepts and practical skills relating to POM strategies, selected aspects of the design, planning and control, and improvement of the production/operations management system, and the macro- and microperspective of productivity management.

Target Group:
The programme is applicable to persons currently employed or those wishing to take up employment in the production and operations function of a business, organisation or institution. The course content will be relevant to a range of positions, including production and operations employees, first-line supervisors, and employees in managerial positions (junior to senior) in the production and operations function. It is recommended for people involved in both manufacturing and service industries. Overall, it is recommended for all people who wish to obtain comprehensive exposure to the field of production and operations and productivity management.

Admission Requirements:
A National Senior Certificate or equivalent qualification is a prerequisite for enrolment in this programme. 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:
From December to March
Module 1:
Introduction and Strategic Role of Production and Operations Management (PPOM01K) – 12 Credits

Content:
• Production and operations management – an introduction
• Strategic role and objectives of production and operations
• Production and operations strategy

Module 2:
Designing, Planning and Controlling the Production and Operations Management System (PPOM02L) – 12 Credits

Content:
• Process design
• The design of products and services
• Supply network design
• Layout and flow
• Process technology
• Job design and work organisation
• The nature of planning and control
• Capacity planning and control
• Inventory planning and control
• Supply chain planning and control
• Enterprise resource planning (ERP)
• Lean operations and JIT
• Project planning and control
• Quality planning and control

Module 3:
Improving the Production and Operations Management System and New Challenges Ahead (PPOM03M) – 12 Credits

Content:
• Production and operations improvement
• Failure prevention and recovery
• Managing improvement – the Total Quality Management (TQM) approach
• The production/operations challenge

Module 4:
Basics of Productivity Management (PPOM04N) – 12 Credits

Content:
• Macro-perspective on productivity management
• Micro-perspective on productivity management
Programme in Public Procurement and Supply Management (71226)

Duration: One year  
Credits: 72  
NQF Level 6

Purpose:
The purpose of the programme is 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 who 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:
Persons 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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
Public Financial Management: A Procurement and Supply Chain Perspective (PPPS01C) – 12 Credits

Content:
• The state environment of public financial management: the three branches of government
• Public financial management
• Public procurement
• Basic national legislation governing the supply chain
• including procurement
• Basic supply chain ethics in the public sector
Module 2:
Public Procurement and Supply Chain Management (PPPS02D) – 12 Credits

Content:
• The public supply chain
• Demand management
• Tenders
• Tender legislation in South Africa
• Preferential procurement tenders
• Procurement tenders
• Inviting tenders
• Competing for tenders practical

Module 3:
Purchasing and Supply Management (PPPS03E) – 12 Credits

Content:
• The purchasing function in perspective
• The task of purchasing and supply management
• Purchasing and new management approaches
• Strategic sourcing
• Selection and performance evaluation of suppliers: the right supplier
• Supplier policies and strategies
• Ethical aspects, corporate governance and social responsibilities in purchasing and supply management
• The management of quality in purchasing and supply
• Purchasing price determination and cost analysis
• Area of application in purchasing and supply
• Risk management in purchasing and supply

Module 4:
Purchasing and Supply Tools (PPPS04F) – 12 Credits

Content:
• Instrument of purchasing and supply management
• Negotiation
• Research in purchasing and supply management
• Electronic information systems in purchasing and supply management
• Application fields of purchasing and supply management
• International and global purchasing and supply management
• Purchasing of capital equipment
• Purchasing from small businesses
• Purchasing of services
• Materials flow activities
Module 5:
Legal Aspects of Purchasing (PPPS05G) – 12 Credits

Content:
• General principles of law and contract
• Breach of contract
• Contracts of sale
• Interpretation of contracts
• Agency representation
• Legal framework for purchasing in South Africa

Module 6:
Storage and Inventory Management (PPPS06H) – 12 Credits

Content:
• Storage and inventory management
• Inventory management and activities
• Inventory management
• Codification and identification of stock
• Stocktaking
• Inventory or stock valuation
• Stores management and activities
• Stores management
• Receiving and inspection
• Storage
• Materials handling
• Information systems for inventories and stores

Programme in Purchasing and Supply Management (71234)

Duration: One year Credits: 72 NQF Level 6

Purpose:
The aim of this programme is to provide knowledge of, and insight into, the purchasing and supply environment in order to sensitise the junior, new and established purchasing, sourcing or strategic supply personnel to their contribution, by effectively and efficiently executing their purchasing and supply tasks, towards the creation of value and service improvement in the contemporary business organisation with its increased focus on the more integrated approach of supply chain management, globalisation and technological advancement.

Target Group:
People working in the purchasing function in organisations

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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
Enterprise Management (PPSM015) – 24 Credits

Content:
- Introduction to business management
- General management principles
- Marketing management
- Financial management
- Operations management
- Human resource management

Module 2:
Purchasing and Supply Management (PPSM026) – 12 Credits

Content:
- Purchasing management
- The purchasing function in perspective
- The task of purchasing and supply management
- Purchasing and new management approaches

Module 3:
Purchasing and Supply Tools (PPSM038) – 12 Credits

Content:
- Instruments of purchasing and supply management
- Negotiation
- Research in purchasing and supply management
- Electronic information systems in purchasing and supply management

Module 4:
Legal Aspects of Purchasing (PPSM049) – 12 Credits

Content:
- General principles of law of contract
- Breach of contract
- Contract of sale
- Interpretation of contracts
- Agency representation
- Legal framework for purchasing in South Africa

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 5:
Storage and Inventory Management (PPSM05A) – 12 Credits

Content:
- Storage and inventory management
- Inventory management and activities
- Inventory management
- Codification and identification of stock
- Stocktaking
- Inventory or stock valuation
- Stores management and activities
- Stores management
- Receiving and inspection
- Storage
- Materials handling
- Information systems for inventories and stores

Programme in Retail Management (71749)

Duration: One year  
Credits: 48  
NQF Level 6

Purpose:
The purpose of the Programme in Retail Management is 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 is required for enrolment in this programme. Persons 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: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
The South African Retail Environment (PRET01A) – 12 Credits

Content:
- Evolution of retailing in South Africa
- The South African retailing environment
- Factors influencing consumer behaviour
- Marketing research
- Store location
- Minimising theft

Module 2:
Fundamentals of Retail Management (PRET02B) – 12 Credits

Content:
- Management and the management process
- Purchasing management
- Management of working capital (cash, inventory and debtors)
- Labour relations
- Human resources management

Module 3:
Functional Aspects of Retail Marketing (PRET03C) – 12 Credits

Content:
- Basic nature of marketing
- Marketing decisions and planning
- Retail product decisions
- Retail distribution decisions
- Retail pricing decisions
- Marketing communication by the retailer
- Retail personal selling decisions
- Customer assistance

Module 4:
Strategic Retail Marketing (PRET04D) – 12 Credits

Content:
- The strategic approach to marketing
- Portfolio management
- Competitive market strategies
- Implementation and control

Module 5:
Small Business Management (PRET05E) – 12 Credits

Content:
A retail project must be completed by students
Programme in Risk Management (75949)

Duration: One year (students may only register for a maximum of 4 modules per semester)

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:
National Senior Certificate or an appropriate NQF level 4-5 qualification

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Introduction to Enterprise Risk Management (PRIM014) – 12 Credits

Content:
- Identify the business and business processes
- Risk types and definitions
- Underlying operational risk factors
- Risk Management framework
- Risk Management process
- Global approach and focus on risk management

Module 2:
Business Management (PRIM025) – 12 Credits

Content:
- The nature of general management
- Planning
- Organising
- Leading
- Control
- Ethics and corporate social responsibility
Module 3:  
Statistics (PRIM036) – 12 Credits  
Content:  
• Gather data  
• Data collection  
• Presentations  
• Measures of locality  
• Measures of dispersion  
• The box and whiskers diagram  
• Basic probability concepts

Module 4:  
Business Finance and Accounting (PRIM048) – 12 Credits  
Content:  
• Legal environment of the business  
• Financial goal of a firm  
• Financial statements  
• Aspects of accounting  
• Analysis of financial statements  
• Profit planning and control  
• Time value of money  
• Financing  
• Depreciation  
• Management of working capital  
• Management of raw material or stock costs  
• Management of overhead costs  
• Absorption costing principle  
• Profit planning and control  
• Product pricing decisions  
• Capital budgeting  
• Variance analysis

Module 5:  
Economics (PRIM059) – 12 Credits  
Content:  
• What economics is all about  
• A closer look at the economic problem  
• The interdependence between major sectors, markets flows in the mixed economy  
• Demand, supply and prices  
• Demand and supply in action  
• The labour market  
• The monetary sector  
• The foreign sector  
• The public sector  
• Measuring the performance of the economy  
• Macroeconomics
Module 6:  
**Risk Financing** (PRIM06A) – 24 (two sub-modules of 12 credits each) Credits

**Content:**
- Insurability
- Sources of South African Insurance Law
- Legal liability risks
- Insurance contract
- General principles of insurance law
- Specific insurance policies
- Reinsurance
- State insurance schemes
- Insurance market – the intermediary
- Risk financing principles
- Forecasting losses
- Retention and reserving
- Self-funding alternatives
- Derivatives and capital market instruments
- Risk management information systems

Module 7:  
**Risk Control** (PRIM07B) – 24 (two sub modules of 12 credits each) Credits

**Content:**
- Risk control review
- Fire and explosion
- Natural perils
- Security
- Occupational health and safety
- Motor vehicle risk control
- Emergency planning
- Mining risk control
- Control of a capita selecta of risks
- Risk control: an overview
- Managerial aspects of risk control
- Effectiveness of risk control
- Risk control: operations risks
- Application of management principles to mine health and safety
- Emergency planning
- Risk control programmes
- Liability risk
- Decision-making under uncertainty
- Expected monetary value
- Utility theory
Programme in Safety Management (72435)

Duration: One year 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; manage 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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
Introduction to Safety Management (PSMP015) – 12 Credits

Content:
- Safety Management: definition and philosophy
- Cornerstones of a safety management programme
- Hazard analysis
- Line and staff safety responsibilities

Module 2:
Assess Safety Risk (PSMP026) – 12 Credits

Content:
- Assessment of safety risk: definition and philosophy
- Levels and forms of safety risk assessment
- Hazard analysis in accordance with OHS Act, MHS Act, SANS and others
- Assessment of safety risk levels

Module 3:
Manage Safety in the Workplace (PSMP038) – 12 Credits

Content:
- Safety management programme: definition and philosophy
- Elements of an effective safety management programme
- Guidelines for developing and implementing a safety management programme as specified in industry
- Determinants of safety management programme efficiency

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4: Analyse safety incidents (PSMP049) – 12 Credits

Content:
- Incident analysis: definition and philosophy
- Phases of and processes in incident analysis
- Root causes

Programme in Sales and Marketing (76694)

Duration: One year  Credits: 48  NQF Level 6

Purpose:
The aim of the Programme in Sales and Marketing is 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 are 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 based on written proof of at least two years’ working experience in sales or marketing.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1: Introduction to Marketing (PISM01V) – 12 Credits

Content:
Interpret marketing fundamentals, and be able to apply and evaluate the relevance of new fundamentals in a marketing context.

Module 2: Sales Principles (PISM02W) – 12 Credits

Content:
Identify and analyse customers, communicate effectively and develop and present appropriate sales presentations.
Module 3:
Sales Management (PISM03X) – 12 Credits

Content:
Successfully manage a team of sales professionals.

Module 4:
Practical Sales Project (PISM04Y) – 12 Credits

Content:
Successful implementation of a sales plan.

Programme in Total Quality Management (71838)

Duration: One year
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 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:
Specifically, the programme is aimed at any employee in a business or institution or organisation who may be involved with or who is interested in quality management (total quality management), 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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
An Overview of TQM and the Creation and Maintenance of a Quality Culture (PTQM01J) – 12 Credits

Content:
The module consists of 3 topics and 14 study units:
- The foundations of TQM
- Creating a physical, psychological and social environment for TQM: a quality work-life
- People empowerment for TQM
Module 2:  
**Developing the TQM System and the Tools and Techniques for the Continuous Improvement of Quality**  
(PTQM02K) – 12 Credits

**Content:**
The module consists of 5 topics and 14 study units:
- Planning and design for quality
- Quality management system design
- Performance measurement
- Processes and tools for continuous improvement
- An alphabetical series of additional concepts and techniques for quality improvement

Module 3:  
**Total Quality Management: The implementation of TQM**  
(PTQM03L) – 12 Credits

**Content:**
The module consists of 4 topics and 20 study units:
- Implementation strategies
- Managing organisational change
- Implementing TQM and the management of change
- Sustaining continuous improvement

Module 4:  
**Integrated SHEQ Management Based on ISO and OHSAS System Standards**  
(PTQM04M) – 12 Credits

**Content:**
- ISO 9001:2000 quality management system requirements
- ISO 14001:2004 environmental management system specification guidance
- OHSAS 18001:1999 occupational health and safety system specifications
- Future directions

**ICSA Programme in Strategic Management and Corporate Governance (71102)**

Duration: One year  
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 insights 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. Students 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 to comprehend risk and its impact on the organisation and the management of risk.
**Target Group:**
Persons/company secretaries involved in strategic management and corporate governance that need to provide guidance to directors on related issues.

**Admission Requirements:**
A completed CIS qualification, degree or relevant work experience

**Registration Periods:**
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

**Module 1:**
**Strategic Planning** (PICS01C) – 12 Credits

**Content:**
- Assessing the external environment
- Determining the core competencies of the company
- The mission statement
- Long-term goals
- Corporate, business and functional strategies

**Module 2:**
**Strategy Implementation** (PICS02D) – 12 Credits

**Content:**
- Implementation of the strategies
- Organisational structures, leadership, culture and reward systems
- Control and evaluation of the strategies

**Module 3:**
**Corporate Finance 1** (PICS03E) – 12 Credits

**Content:**
- Revision of Financial Management 1: discounted cash flow techniques, valuation of interests in businesses, capital structure and cost of capital
- Mergers and acquisitions: identification of target companies for merger or acquisition, financing of acquisitions, structuring of mergers
- Expansion and capital investment: project evaluation and financing
- Disinvestments and buyout: structuring and financing of sales and businesses

**Module 4:**
**Corporate Finance II** (PICS04F) – 12 Credits

**Content:**
- Rationalisation and reorganisation of businesses: financing the transactions and tax implications
- Economic value and shareholder value analysis
- Financial instruments and their role in financing the undertaking of specific projects
- Investment policies and practices
Module 5:
**Corporate Governance and Legislation I** (PICS05G) – 12 Credits

**Content:**
- Aspects concerning the formation of companies: the inception of the company, the memorandum and articles
- The company as a separate entity
- Conversion of companies
- Maintenance of share capital
- Shares and debentures
- Members, register of members, allotment and issue of shares
- Transfer of shares and security by means of shares
- Uncertificated securities and STRATE

Module 6:
**Corporate Governance and Legislation II** (PICS06H) – 12 Credits

**Content:**
- Rights and powers of directors
- Duties of directors to the company
- Duties to directors to members of the company
- Restrictions on directors
- Directors and corporate governance
- Company secretaries and corporate governance
- Insider trading

Module 8:
**Pure Risk Management** (PICS07J) – 12 Credits

**Content:**
- The risk concept: what is risk, types of risk, risk and corporate governance
- The risk management process
- Pure risk and corporate governance: the cost of risk, risk identification, risk evaluation, risk control, risk financing

Module 9:
**Financial Risk Management** (PICS08K) – 12 Credits

**Content:**
- Financial risk management and corporate governance: identifying financial risk
- Quantifying financial risk, managing/controlling financial risk, implementing strategy
Programme in Marketing and Marketing Research (70068)

Duration: One year  
Credits: 48  
NQF Level 6

Purpose:
The aim of the Programme in Marketing Management is 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: 26 November to 25 January  
Second semester: 01 to 30 June  
Year module(s): 26 November to 15 March

Module 1:
Marketing Management (PMMR01B) – 12 Credits

Content:
- The nature of marketing  
- The modern marketing environment of business  
- Consumer behaviour  
- Segmenting the consumer market  
- The marketing plan

Module 2:
Marketing Strategy (PMMR02C) – 12 Credits

Content:
- Product decisions  
- Distribution decisions  
- Marketing communication decisions  
- Pricing decisions

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 3:
Marketing Research: Data Collection (PMMR03D) – 12 Credits

Content:
• Nature, scope and ethics of marketing research
• Marketing research process and management of marketing research
• Secondary research
• Primary data collection methods
• Primary research: survey design
• Fieldwork

Module 4:
Marketing Research: Data Analysis (PMMR04E) – 12 Credits

Content:
• Data capturing
• Secondary research: data analysis
• Primary research: descriptive and inferential analysis
• Presentation of survey results

Programme in Sport Management (76761)

Duration: One year  Credits: 72  NQF Level 6

Purpose:
The sport industry in South Africa is a multi-billion 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:
The typical student will be any person involved in sport, be it on management level, 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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March
Module 1:
Understanding the Business World (PSPM019) – 12 Credits

Content:
• The Business Environment
• Business ownership
• The functional areas of a business

Module 2:
The Tasks of Management (PSPM02A) – 12 Credits

Content:
• Planning
• Organising
• Leading
• Motivating
• Control

Module 3:
Legal Aspects of Sport Management (PSPM03B) – 12 Credits

Content:
• South African legislation relevant to sports management
• Requirements for the conclusion of a sports contract
• Consequences of breach of contract
• Employer-employee relationship
• Procedures for disciplinary hearings
• Liability for sport injuries
• Commercial rights in the sport environment

Module 4:
Financial Aspects of Sport Management (PSPM04C) – 12 Credits

Content:
• Role and responsibility of financial management
• Financial statements
• Budgets
• Risk and control
Module 5:
Aspects of Human Resource Management (PSPM05D) – 12 Credits

Content:
- Employee diversity
- Group decision making
- Human resource management
- The individual in sport

Module 6:
Introduction to Events Management (PSPM06E) – 12 Credits

Content:
- Introduction to events
- Destination planning of sports events
- The operation of sports events
- The sports event experience
- Evaluation of sports events

Programme in Advanced Bank Management (76767)

Duration: One year
Credits: 96
NQF Level 7

Purpose:
The aim of the Advanced Programme in Bank Management is 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:
The programme is intended for students in the banking and other financial services sectors who are, or 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.

Curriculum:
The programme comprises eight modules of which the first THREE are compulsory and the remaining FIVE must be selected from the list of elective modules.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
**Credit Risk Management** (PABM018) – 12 Credits

Content:
- The basic concepts of the Credit Risk Management Framework
- Credit Risk Assessment Models
- Credit Portfolio Management Models
- The regulatory and legal concepts relating to credit risk management
- The allocation of capital as a risk management technique
- Pursue the risk management goals and objectives of a business
- Evaluate and recommend the credit risk management decision
- Assess and validate the application and documentation in the credit risk management process for the financial institutions and non-financial institutions granting or dealing in credit

Module 2:
**Risk Management** (PABM029) – 12 Credits

Content:
- The risk management framework
- Bank supervision and corporate governance
- Operational and financial risk management
- Capital management
- The description and application of the risk management framework
- The role of bank supervision and corporate governance in the risk management process
- The evaluation of operational and financial risk management
- The importance of capital management in the banking environment

Module 3:
**Tax Management** (PABM03A (Until 2014 – no longer offered in 2015)) – 12 Credits

Content:
- The basis of taxation in South Africa, the various types of taxation, the structure and determination of taxable income and taxation, the gross income definition and its component parts, the concept of Capital Gains Tax
- Exempt income and how it fits into the determination of ‘taxable income’, taxpayers’ taxable income where there is exemption
- The general deduction formula in terms of Section 11(a) and the Section 23(g) limitation, prohibited deductions in terms of Section 23, special deductions in terms of Section 11
- Deductions in terms of the following: Section 12(1) – Machinery initial allowance – Section 12 – Special depreciation allowance – Section 13 – Building allowance
- Section 13 – Residential building allowance
- Section 8 (4) – Recoupments – Section 17 – Appointing agents outside the Republic – Section 18 – Medical expenses – Section 18A – Donations
- Other deductions that relate to dividends (Section 19), assessed losses (Section 20), allowance available to future expenditure agreements (Section 24C), taxation of partnerships (Section 24H), taxation of foreign exchange gains and losses (Section 24I), taxation of businesses which extend beyond the Republic, taxation of companies and close corporations, tax payable by companies and close corporations
- The concepts of tax avoidance and tax evasion, the provisions of Sections 103 (5) and 105A
Module 4:  
Financial Management (PABM04B) – 12 Credits  

Content:  
- The goals of financial managers, financial markets, institutions and securities  
- Financial statement analysis  
- Financial planning  
- Risk and return  
- Time value of money  
- Fundamentals of valuation  
- Cost-volume-profit analysis  

Module 5:  
Portfolio Management (elective) (PABM05C) – 12 Credits  

Content:  
- Various aspects of the investment market  
- Requirements for a balanced investment portfolio  
- The functions and the segments of the capital market, with reference to the following:  
  - The primary and secondary market, Capital Market resources, Capital Market institutions, Insurance companies, Life Assurance companies, Pensions and Provident Funds  
- Various aspects of the securities market in terms of the following:  
  - Definitions (unit trusts), Equities, Gilts and fixed interest, Money Market, Options, Futures  
  - The equities market and concepts of risk and return as well as dividend yields  
  - Debentures; types, conversions prices and premiums  
- An explanation of gilts by explaining the terms and concepts of the following:  
  - Interest rate, fixed and fluctuations, Gilts coupon rates and redemption rates, Yields capital gains and losses  
  - A description of the economic and market conditions  
  - An overview of the benefits and disadvantages of an investment in hard assets  
- An overview of investment in business:  

Module 6:  
Management of Trusts (elective) (PABM07E) – 12 Credits  

Content:  
- A review of the effects of trusts, the rights, duties and powers of the trustee and administrator  
- Provide advice to clients on the creation of trusts  
- Analyse and interpret the instructions and wishes contained in the deceased’s will  
- Registration of the trust  
- Setting up and management of a trust  
- Relationships with trustees and beneficiaries  
- Termination of a trust  
- Ascertain and analyse the client’s requirements for the trust to be created, including questions assessing the need for a trust  
- Ensure the client’s understanding of the implications of establishing the trust  
- Draft the trust deed  
- Attend to the execution of the Deed of Trust and the registration of the trust  
- Explain the different types of trusts and the roles of the trust officer/administrator  
- Apply knowledge of legislation to the management of a trust  
- Project the financial support a trust can provide over a certain term  
- Apply knowledge of different types of property ownership in order to recommend an appropriate financial solution
Module 7:
Legal Aspects of Financial Planning and Estates (elective) (PABM08F) – 12 Credits

Content:
- Financial Advisory and Intermediary Services Act (FAIS, concepts of financial services providers and financial products)
- The protection of consumers afforded by FAIS, requirements for licensing by the Financial Services Board related to each work role
- The relationship between financial services providers and representatives with reference to accountability and responsibility
- The concept of a natural person as defined in the FAIS legislation
- The process to be followed for licensing and ongoing compliance for a financial service provider
- Conditions under which suspensions, withdrawals and reinstatement of authorisation may be imposed, role and functions of the registrar with reference to the relationship to the Financial Services Board and the steps that the Registrar could take in cases of non-compliance, role and functions of the FAIS ombuds with reference to recent rulings and the implications for a sub-sector, role, duties and powers of the courts in terms of judgments against organisations and redress through the courts
- The rights of recourse available to aggrieved clients with examples, manner in which complaints are handled by the industry with reference to Financial Services Board directives, consequences arising from rulings from an approach to a regulatory body by a client for a specific organisation, impact as a result of rulings by the ombud for a selected sub-sector, issues relating to anti-money laundering and terrorism with reference to the implications for international investments
- Regulations relating to anti-money laundering procedures in terms of local and international requirements for knowing your client, legislation regulating personal offshore investing allocations with reference to exchange control, tax and the necessary documentation, the mandate of an offshore fund is analysed and a schedule of differences to comply with Financial Services Board regulations for the registration of offshore funds, a standard advertisement for an offshore fund is analysed for compliance with the Association of Collective Investments (ACI) code and recommendations to rectify irregularities, vehicles used for offshore investments in terms of the basic legal structure of each
- The regulator that is the equivalent of the South African Financial Services Board (FSB) for key offshore territories, an approved offshore life policy investment with reference to product structure, tax implications, approved investment vehicles and product term, the concept of an offshore tax haven with reference to a South African investor and client, the tax implications for citizens, residents and tax domiciled entities with reference to offshore investments
- The implications for South Africans who hold joint offshore investments with reference to implications of legal ownership of the investment and double taxation agreements between countries with reference to tax havens and investor’s residency, the potential tax liability for a South African investor offshore for a tax haven with a roll-up fund: a tax haven in a non-roll-up fund/distribution fund: a non-tax haven and a deemed income situation, the intentions and underlying principles of the legislation to clients in a meaningful manner, the constitution of an estate in accordance with related legislation
- Allowable deductions relating to estate planning for specific cases in line with legislation, calculation and apportionment of estate duty payable in accordance with standard procedures, important decisions of the courts on an ongoing basis; National trends in estate duty and taxation in order to develop on a continuous basis
- Practice notes issued by the Commissioner and the SARS, taxation developments that affect clients, Estate planning for clients, estate duty related legislation in the estate planning process, returns under the legislation during the estate planning process, Elements of transfer duty and trust incomes throughout the estate planning process, laws of trust accounts and applicable debtor accounts in the organisation, requirements of the Debt Collector’s Act with examples from accounts handled by the organisation, penalties for misconduct set out in the Debt Collector’s Act with examples, relevant provisions relating to the Debt Collector’s Act in the administration of trust accounts, requirements of financial institutions for opening a trust account, Bank charges and debits for the trust bank account debited to the business’s general bank account
- Banking regulations pertaining to trust account; Details of trust account to debtors for the purposes of payment of accounts; All relevant books of accounts in order to maintain records; A trust ledger is opened in order to control accounts of each credit grantor and the sub-accounts for each client’s credit grantor; All transactions pertaining to trust accounts according to legislative and organisational requirements, fees and charges levied against accounts according to legislative and organisational requirements

The information contained in this brochure was correct at the time of publication (19 November 2014).
A transfer journal utilised to keep track of the legitimate transfers from the trust ledger to the company’s fee account; Procedures for properly accounting to each trust client on the current states of accounts and applied according to legislative and organisational requirements; Reporting is done on a monthly basis to each client; Bank reconciliations are performed at regular intervals on the trust account in order to reconcile the balance on the trust banking account with a list of trust credits extracted from the trust ledger; Unallocated deposits according to company protocol, credit grantor requirements and Debt Collector’s Act, Debt Collecting Council, audit requirements required by the Council for Debt Collectors as stipulated in the relevant legislation with and all reports compiled and submitted accordingly.

**Module 8:**

**Strategic Marketing (elective) (PABM109) – 12 Credits**

**Content:**
- Ways in which an organisation can obtain sustainable competitive advantage
- The terms diversification, differentiation and growth strategies
- Strategies that can be applied in declining and mature markets
- An understanding of global strategies
- The application of an internal analysis in terms of the:
  - Financial (includes sales analysis)
  - Shareholder (shareholder value analysis)
  - Customer
  - Employee
- How to assess a company internally using SWOT analysis and self-analysis
- A portfolio analysis using the Boston Consulting Group growth share matrix
- The factors contributing to market attractiveness and business positioning
- The criteria to consider when selecting a strategy for different situations
- How to evaluate and control the implementation of a marketing plan
- The three stages of strategy relating to the following:
  - new product and market entry into the market
  - growth and maturity
  - decline
- The difference between pioneer and follower strategies is distinguished as well as applied appropriately in practice
- Industry structure and challenges are evaluated through research and learning
- Strategies are devised, competition analysed and an appropriate internal strategy selected based on differentiation for a given context
- The nature of marketing warfare in terms of defensive and offensive strategies
- The nature and types of organisational relationships
- Characteristics of functional strategies
- Strategy and strategic controls
- Marketing including all forms of marketing communications, direct marketing and relationship marketing, sponsorship, event marketing, sales promotions, public relations and alternative strategies
- Media will include all electronic, print, outdoor, digital media, e-media and direct media
Module 9:  
Property Management (elective) (PABM11A) – 12 Credits

Content:
• Laws relating to property transactions, mortgages and pledges
• Various forms of security
• Executed documents governing security
• Ownership of immovable property
• Legal requirements for ownership, legal requirements for transfer of ownership, different ownership options open to a purchaser
• Mortgage bond structures and properties, mortgage bond over immovable property as security for a debt/loan, different types of properties in terms of the requirements for good security, securities in the context of mortgage finance
• Project documentation with reference to quantities, the required material quantities, required human and equipment resources, work plans
• Bond registration, role of attorneys in the registration, role of the deeds office in the registration process, role of the financier/bank in the registration process, outcomes of the registration process. The Role of Property in Financial Markets, Annual Reports, Financial Statements and Share Prices: Property Companies and Real Estate Investment Trusts
• Revaluation, Taxation, Depreciation, Earnings and Share Prices of Property Companies
• Alternative Methods to Finance Property Investment and Development
• Secondary Mortgage Markets, Capital Asset Pricing Model and Property Investment, Arbitrage Pricing Theory and Property Investment
• Property valuations, financial profitability and risk associated with each funding option, price negotiation
• Market pertaining to vacant land, value of the vacant land, valuation of the different types of properties under consideration, valuation of the type of properties under consideration, and the main sources of information available to the valuer, regional and cultural variations in the property market, various purposes for which property valuations are required, techniques for reading and interpreting maps, plans and diagrams relating to the type of properties under consideration
• Methods for estimating and calculating costs for determining replacement cost for insurance purposes, principles of accessibility and the influence of the cost of transport facilities on the value of agricultural properties used for intensive farming, as appropriate, the legal factors and limitations that impact on the valuation of land, particularly of agricultural properties used for extensive farming, including subdivision and consolidation, categorisation of real rights and servitudes, as appropriate, the principles and methods of preparing fully motivated valuation reports in respect of income producing properties, basic accounting skills as related to procedures involved in performing valuation of income-producing properties
• Assess and evaluate the property finance in the financial services sector
• Assess and evaluate the different property valuation techniques
• Demonstrate a knowledge and understanding of property investment, as well as the management of property transactions in the financial services sector

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 10:
The South African Payment System for Banks (elective) (PABM12B (This module will be offered from 2015 in the place of Tax Management)) – 12 Credits

Content:
The purpose of the module is to provide students with the relevant capabilities, knowledge and skills to understand the core elements of payments systems (e.g. credit cards, internet banking and electronic funds transfer), their national importance and the regulation of these systems to ensure their safety and soundness. The curriculum consists of the following study units:

- Study Unit 1: Money and financial stability
- Study Unit 2: National Payment System Basics
- Study Unit 3: Payment Instruments, Channels and Streams
- Study Unit 4: Payment Clearing and Settlement
- Study Unit 5: Payments Concepts
- Study Unit 6: Oversight and Regulation
- Study Unit 7: Payment System Risks

Programme in Business Management (76759)

Duration: One year
Credits: 72
NQF Level 6

Purpose:
Successful organisations don’t just happen – they are managed to be that way. To be successful under constantly changing circumstances needs skilled managers. In South Africa there is a great need for skilled managers, especially in the areas of managing resources, people, systems and technology. This programme was developed in such a way that learners get exposure to the various management principles and functional areas of management. Topics dealt with in this programme are Management Principles, Business Communication, Business Accounting and Finance, Self-Management, Human Resource Management Principles, Marketing Management Principles, Information Technology Principles and Credit Management Principles.

Target Group:
Enter 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: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March
Module 1:
Management Principles (Compulsory) (PPBM01R) – 12 Credits

Content:
• Introduction to General Management
• The Evolution of the Management
• Theory – Managing in a Changing Environment
• Managerial Decision Making
• Organisational Change
• Goal Setting – Planning
• Organisational Design
• Authority
• Power and Job Design
• Leadership
• Motivation
• Groups
• Controlling

Module 2:
Business Communication (Compulsory) (PPBM02S) – 12 Credits

Content:
• The Communication Model
• Body Language
• Multicultural Communication
• Preparing to Interact
• Oral Communication
• Written Communication
• Using Graphs and Equations
• Persuasive Interaction
• Using Internal Communication
• Channels
• External Business Communication
• Ethics in Business Communication

Module 3:
Business Accounting and Finance (Compulsory) (PPBM03T) – 12 Credits

Content:
• The use of financial information in managerial decision making
• Financial reports for management – financial statement analysis
• Cost behaviour and profit
• Volume decisions
• Management control of costs and efficiency
• Managing finance
• Setting budgets
• Achieving budgets – management of working capital
• Investment alternatives and project evaluation
• Finance sources and costs
• Strategic decisions involving finance

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4:
Self-Management (Compulsory) (PPBM04U) – 12 Credits

Content:
- Understanding Self-Mastery
- Understanding and Developing your Mind Power and a Positive Mental Attitude
- Self-Empowerment
- Motivating and Communicating effectively
- Presentation skills
- Developing Superior Interpersonal Skills
- Improving your Self-Image and Self-Esteem
- Assessing your Management Potential
- Achieving Personal Success and Meaning in your Life
- Developing a Personal Life Plan

Module 5:
Human Resource Management (Elective: choose any 2) (PPBM05V) – 12 Credits

Content:
- The foundation and challenges of human resource management
- Workforce diversity and regulatory challenges
- Job analysis
- Job design
- Employee recruitment
- Employee selection
- Employee induction
- Internal staffing
- Performance appraisal and performance management
- Employee training, management development and career management
- Compensation systems and benefits
- Health and Safety
- Trade Unions
- Collective bargaining and grievance procedure
- Discipline, counselling and dismissal

Module 6:
Marketing Management Principles (Elective: choose any 2) (PPBM06W) – 12 Credits

Content:
- The Nature of Marketing
- The Marketing Environment
- Market Segmentation
- Market Targeting and Product Positioning
- Market Information and Forecasting
- Product Decisions
- Distribution Decisions
- Marketing Communication Decisions
- Pricing Decisions
- The Planning, Implementation and Control of the Marketing Strategy
Module 7:
Information Technology (Elective: choose any 2) (PPBM07X) – 12 Credits

Content:
- Business information systems: an overview
- Information systems in business functions
- Information technology in business hardware
- Information systems in business software
- Information technology in business
- E-commerce
- Managers and their information needs
- Systems development

Module 8:
Credit Management Principles (Elective: choose any 2) (PPBM08Y) – 12 Credits

Content:
- The Origin and Development of Credit and Banking
- Functions of Financial Institutions in Southern Africa
- Development Institutions and the Structure of the Southern African Economy
- Introduction to Credit and Credit Terminology
- Credit Function of an Organisation
- Introduction to Credit Instruments
- Corporate Credit-Consumer Credit-Cooperation between Credit and other Departments
- The Credit Supervisor and Credit Policy
- Basic Principles of the Law of Contract
- Forms of Business Ownership
- The National Credit Act

Programme in E-Marketing (72745)

Duration: One year
Credits: 48
NQF Level 6

Purpose:
Electronic marketing (or e-marketing) is taking the business world by storm! E-marketing provides large and small businesses access to a huge market of over two-billion users at affordable prices and, unlike TV or print advertising, it allows truly personalised marketing. The benefits of e-marketing include a global reach, lower costs, personalisation, measurable results, 24/7 marketing capabilities, a media-rich marketing environment, direct sales opportunities, and much, much more.

Target Group:
- Marketing practitioners and other managers that need to get to grips with new electronic media channels
- Entrepreneurs that want to start a new online business
- Existing businesses, large and small, that need to expand their current markets and grow their businesses
- Any individual that wants to get to grips with online marketing and improve their career and employment prospects

The information contained in this brochure was correct at the time of publication (19 November 2014).
Admission Requirements:
A National Senior Certificate, or equivalent national or international qualification, or relevant experience. Students must have access to a computer, the internet, email and a cell/mobile phone.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
**Introduction to E-Marketing** (PEMK018) – 12 Credits

Content:
In this module we put e-marketing into context with the broader field of marketing and provide you with various definitions and terminology that you will encounter in the e-marketing environment. We highlight the differences between e-commerce, e-tailing, e-marketing, e-business, and introduce you to the e-marketing environment. The relationship and challenges of managing the marketing mix as part of your e-marketing strategy are highlighted. We further focus on online marketing communications, online relationship building, generating publicity and community engagement. Finally, we examine the different types of e-marketing tools such as viral marketing, affiliate marketing, social media marketing, and briefly touch on web-based, search-engine, social media, e-mail and mobile marketing, which are addressed in more detail in the other modules.

Module 2:
**Web and Search Engine Marketing** (PEMK029) – 12 Credits

Content:
In this module we examine the role of websites as a marketing tool. We look at the different type of websites and the importance of web usability in developing effective marketing-orientated websites. We also introduce you to website advertising and how to create and manage effective banner advertising campaigns. There will be some discussion on the role of e-marketplaces, digital malls, portals and other types of web-based marketing channels, with a particular focus on social media marketing. We then turn to the role of search engines in marketing and emphasise the importance of search engine optimisation. You will be shown what to do to run your own search engine optimisation campaign including the importance of building a community of reciprocal links. There is a special focus on Google adwords and Google analytics and we end the section by providing you with a framework to manage your web-based marketing efforts.

Module 3:
**E-mail and Mobile Marketing** (PEMK03A) – 12 Credits

Content:
In this module we introduce you to the world of e-mail marketing and show you how to create and run your email marketing campaign. You will be shown the key issues to focus on when writing marketing-orientated emails. The module expands on how to deal with email replies, how to develop your e-mail databank, the importance of opt-in marketing, and introduces you to some of the metrics associated with running e-mail marketing campaigns. Finally, the module turns to mobile marketing and introduces you to SMS marketing. You will be shown how to create and manage an SMS marketing campaign as well as how to link this campaign to your other e-marketing activities.
Module 4:
Practical E-Marketing Project (PEMK04B) – 12 Credits

Content:
In this project you will be expected to actually develop and run a mini e-marketing campaign in order to put into practice those principles we have introduced you to. It is a pure hands-on project and will require that you don’t just review the theory but develop a workable campaign.

These modules are offered on a six-monthly (semester) basis. If you register for a module in the first (January) semester, you will write the examination in May or June, whilst if you register in the second (July) semester, you will write the examination in October or November. It is recommended to register for the first two modules in the first semester and for the second two modules in the second semester. Students can also register in July for this programme and will write their final examinations in May/June the year thereafter should they pass all the modules on their first attempt.

Programme in Advanced Strategic Management (76769)

Duration: One year
Credits: 48
NQF Level 7

Purpose:
The purpose of this programme is to equip students with advanced knowledge, skills and attitudes in strategic management, with a specific focus on corporate level strategies in multi-business corporations. It is an advanced programme in the sense that it will focus 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 ICSA 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 5 years’ business 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. Persons 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 email is a prerequisite. Students need to register as myUnisa users once their registration has been activated.

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March
Module 1:
Strategic Intelligence and Analysis (PASM01J) – 12 Credits

Content:
- Competitive and business intelligence systems
- Scenario analysis and planning
- Strategic knowledge systems
- Sensemaking and sensegiving

Module 2:
Strategic Decision Making (PASM02K) – 12 Credits

Content:
- Corporate governance and sustainability
- Strategising: Putting people at the centre of strategy
- Corporate strategic management
- Strategic decision making

Module 3:
Strategic Change Management (PASM03L) – 12 Credits

Content:
- Strategic change viewed through three lenses: Strategic design, political and cultural
- Managing change
- Complex environments viewed through three lenses: Strategic design, political and cultural
- Strategic leadership

Module 4:
Strategic Risk Management (PASM04M) – 12 Credits

Content:
- Risk assessment
- Risk evaluation and reporting
- Risk treatment
- Risk monitoring and review
Programme in Knowledge Management (76778)

Duration: Six months Credits: 48 NQF Level 6

Purpose:
The purpose of the SLP is 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 5 years’ management experience and exposure to knowledge management

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

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
Knowledge Management Principles (PIKM01S) – 12 Credits

Content:
• The origins, extent, nature and value of Knowledge Management (KM), innovation culture and vision
• Generating opportunities for innovation and KM
• Innovation development process
• Preserving knowledge and protecting rights
• The Importance of celebrating successes
• Aligning KM and organisational strategy
• The knowledge management platform
• Information sharing, knowledge acquisition and knowledge creation

Module 2:
Knowledge Management Practices (PIKM02T) – 12 Credits

Content:
• Knowledge audit and analysis
• Designing the knowledge management team
• Creating the knowledge management system blueprint
• Developing the knowledge management system
• Leadership and reward structures
• Commercialisation of innovation & KM systems
• Real-option analysis for knowledge valuation
Module 3:
Management of Innovation (PIKM03U) – 12 Credits

Content:
• Innovation and Business Strategy: Complementary or Opposing Forces?
• Individual Creativity
• Defining and Framing Problems
• Team and Organisational Creativity
• Design Thinking: Framing Problems from a Customer’s Point of View
• Customer Understanding and Need-finding as a Source of Ideas
• Models and Prototypes: Iterating within the Innovation Cycle
• Hurdles to Organisational Innovation
• Organisational Models
• Successful Innovation in Business: Industry Guest Speaker
• Integrating Innovation in Your Business Strategy

Module 4:
Human Capital Management (PIKM04V) – 12 Credits

Content:
• The Skills Development Act
• Employment Equity Act
• Labour Relations Act
• Performance Management
• Individual and team performance
• Career management planning
• Training and development
• Mentoring
• Team and individual motivation
• Management of team and individual competencies and behavioural traits

Programme in Banking (75892)

Duration: One year (12 months)  
Credits: 96  
NQF Level 6

Correspondence

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

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
**Accounting Principles** (PBNK01S) – 12 Credits

Content:
- Fundamental accounting concepts and financial analysis
- The bookkeeping process
- The double-entry bookkeeping system
- Value-Added Tax (VAT)
- Journals
- Postings from the book of prime entry to the general ledger and control accounts
- Adjustments
- Trial balance
- Bank accounts and bank reconciliation
- Financial statements

Module 2:
**Introduction to Economics** (PBNK02T) – 12 Credits

Content:
- The function of the economy and its participants
- The concept of supply and demand as it relates to markets and economic conditions
- The effects of changes in demand and/or supply on prices and quantities
- The conditions under which markets fail and why government intervention is necessary
- Basic macroeconomic goals and instruments, the GDP concept and its limitations
- The concepts of inflation
- The interaction between inflation and unemployment
- The objectives of macroeconomic policy
- The differences between privatisation, deregulation and competition
- Research to explain the interaction and differences between different economic systems

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 3:  
**Introduction to the Tax Environment** (PBNK03U) – 12 Credits

**Content:**
- Interpretation of revenue statutes in general and interpretation of the Income Tax Act in particular
- Identify general tax planning opportunities based on general tax principles and provide tax strategy advice
- Analyse and provide advice in respect of employee benefits, retirement benefits and estate planning
- Interpretation of different case scenarios for different profiles of clients
- Implement administrative provisions of the Income Tax Act

Module 4:  
**Banking Law** (PBNK04V) – 12 Credits

**Content:**
- The South African Legal System
- Introduction to the Science of Law
- The Law of Contract
- The Contract of Sale
- The Contract of Lease
- The Contract of Insurance
- The Law of Agency
- The Forms of Business Enterprise
- Instruments of payment
- Other methods of payment

Module 5:  
**Introduction to Business Management** (PBNK05W) – 12 Credits

**Content:**
- Business and its challenges
- the establishment of a business
- the business environment
- the task of management
- the basic elements of planning
- organising the business venture
- leadership: leading people in the organisation
- motivating employees
- controlling the management process
- the operations management function
- logistics management
- meeting human resource requirements and developing effectiveness in HR
- the marketing process
Module 6: 
Marketing and Customer Relationship Management (PBNK06X) – 12 Credits

Content:
- The nature of relationship marketing
- Building customer relationships
- Customer service
- Employees and internal marketing
- The marketing process and its role in the business environment
- The marketing concept and relationship marketing
- The composition and functioning of the marketing environment
- The micro-environment
- The market environment
- The macro-environment
- Conducting a SWOT analysis
- Market segmentation
- Issues in segmentation
- Market targeting and product positioning
- Product positioning
- The marketing information system (MIS)
- Marketing research
- What are products and services?
- Product decisions
- Developing new products
- The product lifecycle
- Composition and functioning of the distribution channel
- Classification of the channel participants
- The communication process
- Marketing communication and planning
- Advertising
- Sales promotion
- Personal selling
- Direct marketing
- Public relations and sponsorships
- Pricing and the interaction with the other marketing instruments
- Identifying the pricing constraints and objectives

Module 7: 
Compliance Management (PBNK07Y) – 12 Credits

Content:
- Introduction to compliance management
- The Financial Intelligence Centre Act (FICA)
- Structure of FICA
- Role-players and offences
- Control measures for money laundering and financing of terrorist-related activities
- Internal rules for compliance with FICA
- The new National Credit Act
- FAIS

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 8:  
Credit Management (PBNK083) – 12 Credits

Content:
- Knowledge of the types of credit available to clients i.e. loans, bonds, credit cards, overdrafts, etc with examples of which product is best suited to which type of client
- Assisting clients in identifying the effects of poor credit management on his/her personal situation
- Interpretation of basic financial data through research and practical examples
- The difference between income and expenditure
- Income and expenditure are accounted for correctly
- Simple financial ratios
- An understanding of investments using the following in practical examples:
  - Investment vehicles – Bonds, Treasury Bills, Equities, Unit Trusts, Deposits etc
  - Insurance vehicles – annuities, endowments etc
  - Investment categories – cash reserves, fixed income, equity, property, hard assets or other direct investment
- Types of equity investment structures ranging from fixed deposits to hedge funds, futures and options, multi-manager and share portfolio principles
- Investment terms and concepts
- Terms and concepts relating to risk and return
- Dividend yields
- Correct terminology when dealing with investments
- Have knowledge of the National Credit Act
- Have knowledge and understanding of the Company Credit Risk Policy

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 contacts. 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. The Programme in Customer Service 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 (NSC) or 3 years’ relevant practical experience
Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June
Year module(s): 26 November to 15 March

Module 1:
Basics of Customer Service Management: Module 1: Basics of Customer Service Management is a prerequisite for Module 4: Advanced Customer Service Management (PRCS04X). It is crucial that students do not enrol for the Advanced Module before they have completed or at least wrote an exam on the Basic Module (PRCS01U) – 12 Credits

Content:
• General Principles of Customer Service
• Managing Customer Service
• Customer contact scenarios
• Service excellence

Module 2:
Marketing Management (PRCS02V) – 12 Credits

Content:
• Basic principles of marketing
• Analysing the marketing environment in which a business operates
• Analysing customer behaviour
• Gathering and managing marketing information
• Targeting customers
• Developing a marketing strategy and developing activity programmes

Module 3:
Sales Management (PRCS03W) – 12 Credits

Content:
• Basic principles of personal selling
• The personal selling process
• Communication skills
• Closing the sale and follow up
• Manage salespeople within a sales team
• Design and implement compensation and reward schemes

Module 4:
Advanced Customer Service Management (PRCS04X) – 12 Credits

Content:
• Perspectives of Customer Service
• The Service Managing and Marketing process
• Analysing customer behaviour
• Market segmentation, Targeting and Service positioning
• The Service Marketing Mix
Module 5:
Public Relations (PRCS05Y) – 12 Credits

Content:
- Integrated marketing communications
- The role of public relations in the organisation
- Public relations, marketing and the media
- Social responsibility and the image of a company
- Campaign planning and management
- Public relations activities

Module 6:
Relationship Management (PRCS063) – 12 Credits

Content:
- The nature of relationship management
- Building customer relationships
- Employee relations and internal marketing
- Customer relations
- One-to-one marketing and mass customisation
- Business-to-business relationships
- Building relationships with other stakeholders
- Technology for customer relationship management
- Planning the relationship management strategy
- Implementing a relationship strategy and plan

Programme in Credit Management (76812)

Duration: One year
Credits: 48
NQF Level 6

Purpose:
The purpose of the programme is to provide learners with a sound understanding of the concepts, processes and
techniques that underpin best practice across a range of credit environments. This qualification will contribute to the learner’s
employability and marketability as a credit management professional in all sectors of the South African economy by providing
skills in credit management. It contributes to the economic and social upskilling of South Africa.

Target Group:
All current and aspiring credit management practitioners in the retail sector, banking and related financial services sectors fall
within the target group of this programme. This programme is expected to attract learner interest from all business sectors
and financial institutions.
Admission Requirements:
National Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Financial Accounting Principles (PCMN01T) – 12 Credits

Content:
• Introduction to accounting
• Financial accounting concepts, terminology and the accounting equation
• Company financial statements, budgets and their analysis and interpretation
• Bank reconciliation
• Value-added tax (VAT)

Module 2:
Fundamentals of Credit Management (PCMN02U) – 12 Credits

Content:
• The nature and purpose of credit
• The role of financial institutions in South Africa
• The functions of a credit management department
• Types and characteristics of credit instruments
• Corporate credit
• Retail credit
• Relationship between the credit department and other departments

Module 3:
International Credit Management (PCMN03X) – 12 Credits

Content:
• Link between organisational strategy and strategic credit management
• Analysis of customer’s credit capacity
• An overview of risks in international credit
• Measuring efficiency using balanced scorecard
• International trade credit
• International credit risk
• Methods of foreign payment
• Export and import credit insurance
Module 4:  
**Operating Liquidity Management (PCMN04Y)** – 12 Credits

**Content:**
- Credit assessment
- The credit control and collection policy
- Uses of financial statements in working capital management
- Measuring efficiency of the credit function
- Credit standards in an enterprise
- Control and management of debtors and creditors
- Financial ratios in credit management
- Decisions regarding the granting of credit

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**Programme in Advanced Office Management (76829)**

**Duration:** One year  
**Credits:** 48  
**NQF Level:** 7

**Purpose:**
The purpose of this programme is to prepare potential learners and office employees for a career in office management and to prepare them for promotion by teaching them advanced aspects of office and information management. The focus of this programme constitutes the management of an administrative section. It will 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 previous qualification or course in Office Management at NQF level 6 (such as the programme in Office Management).

**Registration Periods:**
First semester: 26 November to 25 January  
Second semester: 01 to 30 June

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**Module 1:**  
**The Contemporary Office (Compulsory) (PIAOMCO) – 12 Credits**

**Content:**
- Virtual Workplace
- Productivity, Workflow and Office Procedures in the Administrative Office
- Employee and organisational wellness
- Ergonomics in the office environment
Module 2:  
Quality in the Office (Compulsory) (PIAOMQO) – 12 Credits

Content:
- Quality Administrative Management
- The Role of information systems
- ICT in the business environment
- Global business

Module 3:  
Managerial Functions in Event Management (Compulsory) (PIAOMEM) – 12 Credits

Content:
- Fundamentals of Event Management
- Event planning and Time Management
- Event implementation

Module 4:  
Managing Safety in the Office Environment (Compulsory) (PIAOMOE) – 12 Credits

Content:
- Introduction to office safety management
- Behaviour-based safety in the office environment
- Unsafe practices in the office environment
- Legal requirements regarding office safety

Programme in Short-Term Insurance Associateship (76835)

Duration: 12 months  
Credits: 108  
NQF Level 6

Purpose:
This SLP was specifically developed by Unisa and the Insurance Institute of South Africa (IISA). Not only does it serve the educational needs of the short-term insurance industry in South Africa, but it also provides individuals with an opportunity to become an Associate of the IISA. This SLP is 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 7 Programme in Short-Term Insurance for Fellowship (planned for 2017).

Target Group:
IISA Licentiate members who aspire to become IISA Associate members and other students who want to broaden their understanding of the short-term insurance industry.

Admission Requirements:
An appropriate NQF5 level qualification with a minimum of 120 credits, appropriate national diploma or B-Degree.
Registration Periods:
First semester: 26 November to 25 January
Second semester: 01 to 30 June

Module 1:
Risk Management (PASTIRM) – 12 Credits

Content:
• Introduction to risk management and insurance
• The risk management process
• Risk identification
• Risk assessment
• Risk control
• Risk financing
• Risk reporting
• Risk monitoring

Module 2:
Regulatory framework (PASTIRF) – 12 Credits

Content:
• Regulatory framework
• Prudential regulation
• Twin peaks regulation
• Market conduct
• Solvency Assessment and Management
• Binder regulations
• The Short-Term Insurance Act
• The Financial Intelligence Centre Act
• The Financial Advisory and Intermediaries Act
• The Consumer Protection Act
• The Protection of Personal Information Act

Module 3:
Legal framework of insurance (PASTLFI) – 12 Credits

Content:
• Introduction to South African Law
• Introduction to international legal structures
• State revenue sources
• Regulatory issues and Consumer protection
• The Law of Contract
• The Insurance Contract
• Third Party rights
• The Law of Agency
• The Law of Delict
• Legal capacity
Module 4: Property insurances (PASTIPI) – 12 Credits

Content:

Module 5: Motor insurances (PASTIMI) – 12 Credits

Content:

- The motor insurance market
- Managing motor insurance risk
- The proposal
- The policy wording – general terms and conditions
- Claims in motor insurance

Module 6: Liability insurances (PASTILI) – 12 Credits

Content:

- The liability insurance market
- Managing liability insurance risk
- The proposal
- The policy wording – general terms and conditions
- Claims in liability insurance

Module 7: Insurance intermediaries (PASTIII) – 12 Credits

Content:

- Insurance and the consumer
- The Personal Insurance Market
- Managing Personal Risk
- Reinsurance and Personal Lines Business
- The proposal
- The policy wording – general terms and conditions
- Houseowners and Householders insurance
- Personal All Risks, Personal Liability and Personal Accident insurance
- Personal Motor insurance
- Specialist cover
- Long-term Insurance and Investment cover
- Claims in Personal Lines Environment
Module 8:
Applied insurance (PASTIAI) – 12 Credits

Content:
- Risk management
- Regulatory framework
- Legal framework of insurance
- Property insurances
- Motor insurances
- Liability insurances
- Specialist insurances
- Insurance intermediaries

Advanced Programme in Sourcing and Supply Chain Management (71218)

Duration: One year
Credits: 90
NQF Level 7

Purpose:
The aim of the programme is to provide employees 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: 26 November to 25 January
Second semester: 01 to 30 June
Module 1:
Strategic Sourcing Management (AASM01F) – 18 Credits

Content:
- World-class supply management
- Purchasing becomes supply management
- Supply management: an organisation-spanning activity
- E-commerce II
- Outsourcing: to make or to buy
- Sourcing
- Global supply management
- Pricing
- Cost analysis
- Negotiation
- Relationship and contract management
- Specifications and standardisation
- The procurement of equipment
- Purchasing services
- Supplier development

Module 2:
Supply Chain Management (AASM02G) – 18 Credits

Content:
- Supply chain management: concept and demarcation
- Planning for supply chain management
- Organisation for the supply chain
- Optimisation for the supply chain
- Control over the supply chain
- Customer service: a supply chain focus
- Total cost of ownership
- Supply chain and integrated logistics
- Investment recovery, reverse logistics and green supply chain
- E-commerce in the supply chain
- Time-based techniques in retailing
- Inventory in the supply chain
- Distribution in the supply chain
- The role of transport in the supply chain

Module 3:
Negotiations (AASM03H) – 18 Credits

Content:
- Introduction to negotiation
- Planning and preparation for negotiation
- Negotiation for climate
- Negotiation for common ground
- Persuasive tactics
- Handling conflict and aggression
- Specialised negotiating areas

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4:
**Global Sourcing Management (Focusing on International Purchasing)** (AASM04I) – 18 Credits

**Content:**
- Introduction to international purchasing
- International purchasing by South African enterprises
- Theoretical framework for international business
- Planning for international purchasing
- Foreign suppliers – identification and selection
- Organisation for international purchasing
- Procedures for international purchasing
- Payment for international purchases
- Control over international purchasing
- Countertrade

Module 5:
**Research Project** (AASM05K) – 18 Credits

**Content:**
A research study must be done in a strategic sourcing or a broader supply chain management context. (The research project includes a literature study and empirical study (case study) in the organisation of the student.)

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**Advanced Programme in Risk Management (76789)**

Duration: One year  
Credits: 96  
NQF Level 8

**Purpose:**
The Advanced Programme in Risk Management aims to give students an advanced understanding, knowledge and competencies necessary to apply the principles of risk management in an organisation. The programme is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate responsibly within the field of Risk Management.

**Target Group:**
Employees of the public and private sectors involved in risk management

**Admission Requirements:**
A National Senior Certificate and Programme in Risk Management or an appropriate three-year qualification is required for enrolment in this programme.

**Registration Periods:**
First semester: 26 November to 25 January  
Second semester: 01 to 30 June

**Module 1:**
**Credit Risk Management (Compulsory)** (APRM01U) – 24 Credits
Content:

- **Introduction to credit risk**
  - Origination of credit risk
  - Importance of managing credit risk
  - Major players

- **Measuring credit risk**
  - Credit risk metrics
  - Probability of Default (PD)
  - Loss Given Default (LGD)
  - Expected at Default (EAD)
  - Basis Credit Models
  - Other important metrics
  - Credit value-at-risk

- **Credit risk assessment**
  - Financial assessment ratios
  - Credit scoring

- **Credit-rating agencies**
  - Purpose of rating agencies
  - How ratings came about
  - The rating process
  - Rating agencies
  - Credit Bureaus

- **Banking credit risk**
  - Capital adequacy
  - Credit risk regulation – Basel Capital Accord

**Module 2:**

*Market Risk Management (Compulsory) (APRM02V) – 24 Credits*

Content:

- **Market risk and financial derivatives**
  - Introduction to market risk
  - Trading environment
  - Terminology and concepts
  - Basic calculations

- **Forward and futures contracts**
  - Forward and futures basics
  - Pricing forward and futures contracts
  - Valuing forward contracts
  - Arbitrage

- **Trading of forwards and futures**
  - Applications of forwards and futures
  - **Fundamentals of options**
    - Options basics
    - Options pricing
    - Options Greeks
    - Delta, gamma and vega hedging
• Options trading strategies  
  - Trading strategies  
  - Options algebra  
• Swaps design and application  
  - Swaps design  
  - Swaps application

Module 3:  
Operational Risk Management (Compulsory) (APRM03W) – 12 Credits

Content:
Topic 1: Introduction to the concept of operational risk  
• Origin and importance of operational risk  
• Defining operational risk  
• Interrelationship between operational risk and other risk types  
• Challenges facing operational risk management

Topic 2: Operational risk management framework  
• Risk management culture  
• Risk management strategy  
• Risk management structure  
• Risk management process  
  - Risk identification  
  - Risk evaluation (Measurement and assessment)  
  - Risk control  
  - Risk financing  
  - Risk monitoring

Topic 3: Operational risk management methodologies  
• Incident and loss management  
• Risk and Control Self-assessments  
• Key Risk Indicators  
• Scenarios

Topic 4: Operational risk modelling  
• Loss distributions  
• Severity and Frequency of loss incidents  
• Expected and unexpected losses  
• Capital allocation for operational risk  
• Operational risk appetite
Module 4:
Strategic Business Risk Management (Compulsory) (APRM04X) – 12 Credits

Content:
Topic 1: Introduction to business risk
- Origin and importance of business risk
- Defining business risk
- The interrelationship with the other risks such as strategic, reputational, operational, market and credit risk

Topic 2: The business or enterprise risk management framework
- Origin an importance of enterprise risk management
- Defining enterprise risk management
- Risk management culture
- Enterprise risk management process

Topic 3: Strategic risk
- Origin and importance of strategic risk
- Defining strategic risk
- Strategic governance and risk management

Topic 4: Reputational risk
- Origin and importance of reputational risk
- Defining reputational risk
- Measuring reputational risk
- Managing reputational risk

Module 5:
Risk Management Portfolio Project (Compulsory) (APRM05Y) – 24 Credits

Content:
- Structure and applied writing skills
- Research methodology
- Market risk management
- Credit risk management
- Operational risk management
- Strategic business risk management

The information contained in this brochure was correct at the time of publication (19 November 2014).
Advanced Programme in Human Resource Management (76748)

Duration: One year  
Credits: 96  
NQF Level 8

Purpose:
The purpose of the programme is 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-level and top-level human resource managers

Admission Requirements:
The minimum admission requirement is a 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 curriculum vitae.

Registration Periods:
Year module(s): 26 November to 15 March
Module 1:  
Strategic and International Human Resource Management (AAHR01L) – 24 Credits  

Content:  
Strategic Human Resource Management (SHRM): A new way of:  
• Managing performance  
• Managing structures  
• Managing learning  
• Managing change  

International Human Resource Management:  
• The multinational context  
• Managing and supporting international assignments  

Module 2:  
Organisational Behaviour and Renewal (AAHR02M) – 24 Credits  

Content:  
• Anticipating change  
• Understanding the OD process  
• Developing excellence in leaders  
• Developing high performance in teams  
• Promoting success in organisation  
• Focusing on the future  

Module 3:  
Research Methodology (AAHR03N) – 24 Credits  

Content:  
• Introduction to research  
• Research planning and design  
• Qualitative research methodologies  
• Quantitative research methodologies  
• The research report  

Module 4:  
Advanced Human Resource Development (AAHR04P) – 24 Credits  

Content:  
• Strategic HRD  
• Performance improvement  
• Managing an HRD system  
• Career and talent management  
• HRD measurement and evaluation
Short Course in Business Psychology and Human Behaviour (70475)

**Duration:** Six 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 teamship and people management. The purpose of the course is therefore to provide qualifiers 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:**
1st semester January and 2nd semester June

**Module 1:**
**Business Psychology and Human Behaviour** (BPHB02L) – 12 Credits

**Content:**
- Basics of business psychology and human behaviour
- Dealing with individuals
- Dealing with small groups and the organisation
- Realising your potential
Short Course in Compensation for Occupational Injuries and Diseases (72036)

Duration: Six 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 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:
1st semester: January and 2nd semester: June

Module 1:
Compensation for Occupational Injuries and Diseases in the Workplace (COID01W) – 12 Credits

Content:
- Social security
- Administration, financing, compensation and claims according to COIDA
- Determination and calculation of compensation
- Occupational diseases
- Process recoveries, objections to and appeals against the RAF
- Practical calculations and case studies

Short Course in Employee Wellness (71579)

Duration: Six months
Credits: 12
NQF Level 5

Purpose:
To enable students to develop the competencies to enhance their or other's 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:
1st semester: January and 2nd semester: June

Module 1:
Employee Wellness (CREW01U) – 12 Credits

Content:
- Conceptualisation of personal psychological wellness in the work context
- The theory of partagogy applied to personal psychological wellness
- Factors or influences that inhibit personal psychological wellness
- Theory, models, constructs and application of salutogenesis
- Theory, models, constructs and application of positive psychology
- Using the above theoretical foundation to assess and improve employee wellness

Short Course in Organisational Development: Appreciative Inquiry Approach (72362)
Duration: Six 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:
1st semester: January and 2nd semester: June
**Module 1: Organisational Development: The Appreciative Enquiry Approach (ODAI01W) – 12 Credits**

**Content:**
- Differentiation between a problem-solving approach and an appreciative approach to OD
- Theoretical underpinning of AI
- The emerging paradigm as context for AI
- Different models of the AI process
- AI applications
- Affirmative topic choice
- Crafting AI questions for a customised AI protocol
- Conducting appreciative interviews
- Identifying themes
- Developing provocative propositions
- Consensual validation
- Designing socio-technical strategies
- Determining change agendas
- Coaching clients in how/where to get started
- Training internal facilitators in conducting interviews appreciatively, topic selection, protocol development, consensual validation and the design of socio-technical strategies
- Activating designs

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**Course in Workforce Diversity (70491)**

**Duration:** Six months  
**Credits:** 24  
**NQF Level:** 5

**Purpose:**
The primary purpose of the programme is 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 implementing 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:**
1st semester January and 2nd semester June

**Module 1: Workforce Diversity (WKDV01K) – 24 Credits**

**Content:**
- Diversity dynamics
- Diversity audit
- Strategic diversity management
Short Course in the Occupational Health and Safety Act, 1993 (01724)

Duration: Six months  Credits: 12  NQF Level 5

Purpose:
The primary purpose of this qualification is to provide qualifiers 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; to be self-employed workers and contributors to society and the business community.

Target Group:
This course is intended for persons on 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 equivalent NQF level 4 qualification

Registration Periods:
1 Semester: January
2nd Semester: June

Module 1:
The Occupational Health and Safety Act (OHSM01J or OHSM02K) – 12 Credits

Content:
• A basic interpretation of Statute
• The Occupational Health and Safety Act, 1993 (excluding regulations)
• Health Related Regulations
• The Lead Regulations
• The Asbestos Regulations
• The Regulations for Hazardous Chemical Substances
• The Environmental Regulations for Workplaces
• The Major Hazard Installation Regulation
• The Regulations for Hazardous Biological Agents
• The General Administrative Regulations
• The General Safety Regulations
• The Diving Regulations
• The General Machinery Regulations
• The Electrical Installation Regulations
• The Regulations Concerning the Certificate of Competency
• Machinery Related Regulations
• The Driven Machinery Regulations
• The Electrical Machinery Regulations
• The Vessel Under Pressure Regulations
• Lift, Escalators and Passenger Conveyor Regulations
Programme in Client Service Excellence (70009)

Duration: One 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 orientated. 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 is 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:
December to February

Module 1:
Client Care and a Service Philosophy (PCSE013) – 24 Credits

Content:
• What is client care and service?
• Characteristics of client service
• Developing a customer service strategy
• Developing a code of customer service values/credo
• The role of the mission statement and the vision in client services
• Management’s role in customer care
• Creating value-added customer service
• Measuring customer service performance
• Relationship-marketing: building relationships and customer retention

Module 2:
Quality in a Customer-Driven Culture (PCSE035) – 24 Credits

Content:
• What is quality in the customer environment?
• A total quality management philosophy focusing on the customer
• Developing a customer quality policy
• Developing a customer quality action plan
• Monitoring customer quality performance
• Developing and monitoring a quality service culture

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 3:  
**Responsiveness** (PCSE024) – 24 Credits

**Content:**
- Relating customer focus to the mission statement
- Overview of core concept as they relate to responsiveness
- Organisational and managerial responsiveness in customer care
- Managing change to be more responsive
- Organisations in the 21st Century – profiling the new generation organisation

Module 4:  
**Developing a Customer-Driven Culture** (PCSE046) – 24 Credits

**Content:**
- Developing a culture of excellence
- The learning organisation and customer responsiveness
- Client care success factors in top-performing organisations
- Managerial challenges in client care: Operating in the 21st Century
- Developing a customer-driven culture

**Programme in Industrial and Organisational Psychology (70750)**

**Duration:** One year  
**Credits:** 48  
**NQF Level:** 5

**Purpose:**
The Programme in Industrial and Organisational Psychology has been designed 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:**
December - February

Module 1:  
**Introduction to Industrial and Organisational Psychology** (PIOP01N) – 12 Credits
Content:
- The practice of industrial and organisational psychology
- Basic principles of research methodology
- Personnel psychology
- Basic characteristics of personnel practices
- Organisational psychology
- Career psychology
- Models of ergonomics
- Person-machine systems
- Principles of workplace optimisation
- Consumer psychology

Module 2: Psychology in the Workplace (PIOP02P) – 12 Credits

Content:
- Psychology as a field of study, a science and profession
- The biological basis of human behaviour
- Human development
- Personality in the work context
- Psychological wellness
- Psychological assessment

Module 3: Group Behaviour (PIOP03Q) – 12 Credits

Content:
- Group dimensions
- Group dynamics
- Workforce diversity
- Principles of team management
- Problem-solving teams; cross-functional teams; self-managed teams
- Intra- and inter-group behaviour
- Characteristics of group members
- Group decision-making and communication
- Group development

Module 4: Organisational Behaviour (PIOP04R) – 12 Credits

Content:
- Leadership theories
- Models of job and organisational design
- Principles of communication and decision-making in organisations
- Theories and models of organisational climate and culture
- Models of organisational change and development
- Organisational behavioural and systems theory
Programme in Skills Development Facilitation (72206)

Duration: One 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.

The Programme in Skills Development Facilitation is accredited by the SABPP. Students who successfully complete the Programme may register as a skills development facilitator with the SABPP.

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:
December - February

Module 1:
The Skills Development Legislation (SDEF01Y) – 12 Credits

Content:
- SAQA Act/NOF Act
- Skills Development Act
- Skills Development Levies Act
- Employment Equity Act
- National Skills Development Strategy
- Principles of Quality Assurance in skills development
- Features of a quality management system for skills development practices
- Quality assurance audit
- Improvement planning

Module 2:
The Workplace Skills Plan (SDEF023) – 12 Credits

Content:
- National and sectoral skills development trends
- Stakeholders and role-players in skills development
- Conducting a skills audit
- Drafting the workplace skills plan
- SETA requirements for workplace skills plan
Module 3:
Implement the Workplace Skills Plan (SDEF034) – 12 Credits

Content:
- Implementation and management process
- Role-players in implementing the workplace skills plan
- Principles of human resource development
- Human Resource Information System
- Intervention strategies
- Evaluation of implementation effectiveness
- Project planning principles
- Swot analysis

Module 4:
Reporting on the Workplace Skills Plan (SDEF045) – 12 Credits

Content:
- SWOT analysis
- Assessment of outcomes
- Improvement plan
- Workplace skills plan report (Annual Training Report)
- Quality assurance and impact assessment

Programme in Applied Organisational Development (01783)

Duration: One year Credits: 48 NQF Level 7

Purpose:
To train organisational development (OD) consultants, human resources 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:
Organisational development (OD) consultants, human resources managers, training managers, change agents, personnel consultants

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

Registration Periods:
December - February
Module 1:
Interpersonal and Facilitation Skills (APOD01J) – 12 Credits

Content:
• Feedback facilitation skills
• Micro-skills
• Problem solving and decision making

Module 2:
Dynamics of Behaviour (APD02K) – 12 Credits

Content:
• Define organisational development
• Explain the values, assumptions and beliefs on which organisational development is based
• Explain the phases of organisational development
• Describe what organisational practitioners do
• Understand the skills needed by organisational practitioners

Module 3:
The Link between Organisational Development, Interventions and Strategic Planning (APOD03L) – 12 Credits

Content:
• Organisational development
• Strategic planning
• Organisational culture
• Stakeholder analysis
• SWOT analysis
• Implementation of plans
College of Economic and Management Sciences
Centre for Public Administration and Management

Enquiries for the Short Learning Programmes offered through the Centre for Public Administration and Management should be directed to:

**Mr LAA Matthews**
Centre for Public Administration and Management
Office K02, Basement of Block C, Unisa Science Campus
Tel: 011 471 2357
Fax: 011 471 3568/3021
E-mail: amatthew@unisa.ac.za

**Ms JJ Rossouw**
Centre for Public Administration and Management
Office K02, Basement of Block C, Unisa Science Campus
Tel: 011 471 3044
Fax: 011 471 3568/3021
E-mail: krossouw@unisa.ac.za

**Ms MS Naane**
Centre for Public Administration and Management
Office 4-082, AJH Building Unisa Muckleneuk Campus
Tel: 012 429 6438
Fax: 086 549 0423
E-mail: naanems@unisa.ac.za

**Mr BM Tabane**
Centre for Public Administration and Management
Office K02, Basement of Block C, Unisa Science Campus
Cnr Christiaan de Wet Road and Pioneer Avenue, Florida
Tel: 011 471 3051
Fax: 011 471 3568/3021
E-mail: Tabanbm@unisa.ac.za

**Ms L Champion**
Centre for Public Administration and Management
Office K02, Basement of Block C, Unisa Science Campus
Cnr Christiaan de Wet Road and Pioneer Avenue, Florida
Tel: 011 471 2975
Fax: 011 471 3568/3021
E-mail: Lchampion@unisa.ac.za

**Ms N Naidoo**
Centre for Public Administration and Management
Office K02, Basement of Block C, Unisa Science Campus
Cnr Christiaan de Wet Road and Pioneer Avenue, Florida
Tel: 011 471 2450
Fax: 011 471 3568/3021
E-mail: Naidon1@unisa.ac.za

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

Duration: Three 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:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Introduction to Coaching in Mentoring (SCMC01M) – 12 Credits

Content:
- Introduction to mentoring and coaching
- The mentor/coach
- The mentee/coachee
- The benefits of coaching and mentoring
- Matching expectations
- Effective communications and barriers to it
- Effective listening
- Providing constructive feedback
- Verbal and non-verbal behaviour
- Goal setting
- Getting started: a guide for mentors and coaches
- Coaching and mentoring in six steps
- The mentoring/coaching contract and code of ethics
- Two mentoring/coaching models
- Mentoring and coaching role plays
- Post-learning lest
**Short Course in Disaster Management (Contact) (76171)**

Duration: Three months  
Credits: 12  
NQF Level 5

**Purpose:**
The principal aim of this short course is 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:**
The Short Course in Disaster Management is tailor-made for 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 officers; health officials; traffic and municipal security personnel; town planners; NGOs; CBOs; private security and rescue companies; councillors.

**Registration Periods:**
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

**Module 1:**
**Introduction to Disasters, Disaster Management and Business Continuity** (SCDM01F) – 12 Credits

**Content:**

**Part 1**
- Disasters: types of disasters, the factors causing disasters and terminology

**Part 2**
- Causes and characteristics of certain disasters
- Identification and characteristics of certain hazards
- UN response to disasters

**Part 3**
- Interaction between disasters and development
- Linking disasters and development

**Part 4**
- Disaster and Business Continuity Management in South Africa
- Green Paper on Disaster Management
- White Paper on Disaster Management
- Disaster Management Bill
- Disaster Management Act, Act 57 of 2002
- Disaster Management Framework
Short Course in Project Management for Strategic Change and Upliftment (Contact) (76120)

Duration: Three months
Credits: 12
NQF Level 5

Purpose:
Training of 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 an equivalent NQF level 4 qualification

Registration Periods:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Project Management for Institutional Change and Community Development (SCPM014) – 12 Credits

Content:
- Application of strategic management in public sector
- Management of change
- Project management: the process
- Application of project management for Strategic Change
- Role and functions of Project Managers
- Development environment of communities
- Poverty
- Public participation and involvement
- Documentation for community projects
- Role-players in community development
- Application of project management by means of computer software

Course in Ward Clerks (Contact) (76031)

Duration: Three months
Credits: 36
NQF Level 5

Purpose:
Training of 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:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Basic Management Principles (CFCW019) – 12 Credits

Content:
- Introduction to health service management
- The focus and principles of health service management
- Environmental factors that influence health service management
- Models of management
- Characteristics of management
- Goal setting
- Using objectives as a management tool
- Delegation

Module 2:
Applied Communication Skills (CFWC02A) – 12 Credits

Content:
- Attitude
- Role clarification
- Role perceptions questionnaire
- Listening skills survey
- Methods of communication
- Interpersonal relations in the public sector
- Public managers reaction to unacceptable conduct
- How to influence behaviour

Module 3:
Workplace Management (CFWC03B) – 12 Credits

Content:
- Preamble and purpose of the draft national health bill
- National health bill
- Public service regulations and code of conduct
- Ethics and patients’ rights charter
- An Introduction to industrial relations
- An overview of current labour legislation
- The Basic Conditions of Employment Act 75 of 1997
- The Occupational Health and Safety Act 85 of 1993
- The Employment Equity Act 55 of 1998
- The disciplinary and grievance procedure
- Dismissals and dispute resolution
Course in Local Government Councillor Orientation (Contact) (76023)

Duration: Three months  Credits: 36  NQF Level 5

Purpose:
Training of delegates in principles of councillor orientation

Target Group:
Local government councillors

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Local Government Management (CLGC013) – 12 Credits

Content:
- Local government in South Africa
- The international structure of local government
- Local government structure in South Africa
- Functions, powers, duties of local government
- Intergovernmental relations
- Local government and development management
- Urbanisation and regionalisation

Module 2:
Ethics and Professionalism (CLGC024) – 12 Credits

Content:
- Ethics and professionalism
- Ethics in public sector affairs
- Accountability and transparency
- Organs of civil society
- Meeting procedures

Module 3:
Local Government Finance and Budgeting (CLGC035) – 12 Credits

Content:
- Introduction to local government finance
- Local government expenditure and sources of finance
- The local government budget
- Planning
- Budget process
- Business plans
- Financial management
Programme in Integrated Community Building (Contact) (76058)

Duration: Six months Credits: 60 NQF Level 5

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

Target Group:
Community leaders, local government councilors, interest groups, CBOs and individuals who have a passion for and are willing to assist communities to 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:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Community Awareness and Identity (PICB01K) – 12 Credits

Content:
• What is community?
• The use and abuse of power
• Community leadership
• Development and ethics

Module 2:
Community Information (PICB02L) – 12 Credits

Content:
• Community resource information centres
• Benefits of a community information system
• Additional information services
• Annexure A: Promotion of access to the Information Act

Module 3:
Community Governance (PICB03M) – 12 Credits

Content:
• Crisis in local government
• Democracy revisited
• Paradigms of change
• The new Ubuntu-symbiotic society
Module 4:
Community Economics (PICB04N) – 12 Credits

Content:
• Introduction to community economics
• The renewal of community
• Understanding money
• Community banking and investment
• Commercial outsourcing of municipal services

Module 5:
Symbiotic Management Systems (PICB05P) – 12 Credits

Content:
• Introduction and Ubuntu-symbiotic management
• Making the most of committee meetings
• Public participation
• Participative development planning: the strategic planning process

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

Duration: Six 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 has 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:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Management Orientation (PMMD01T) – 12 Credits
Content:
• The local management environment
• Changing nature of local government environment
• Public vs private management
• Public management ethics: a local government perspective
• Management theories
• Management functions
• Selected management skills
• Selected management applications
• The role and functions in local government
• Local government and its internal role-players
• Policy making
• Hierarchy of policy making
• Control over local government by the central government

Module 2:
Strategic Management in Local Government (PMM02U) – 12 Credits

Content:
• A local government perspective of strategic management
• Integrating theory and practice
• Strategy implementation and the management of change

Module 3:
Local Government Finance and Budgeting (PMM03V) – 12 Credits

Content:
• Introduction to local government finance
• Local government expenditure and sources of finance
• The local government budget
• Planning
• Budget process
• Business plans
• Financial management
Module 4:
Performance Management (PMMDO4W) – 12 Credits

Content:
• Introduction to performance management
• Setting the stage for appraisal
• Performance appraisal
• Performance feedback
• Performance development
• Understand the performance management process and model and its applications
• Apply the correct principles to ensure an effective performance management system
• Define and manage training and development successfully
• Follow procedures for performance appraisal thoroughly
• Utilise appraisal methods and instruments effectively

Module 5:
Project Management for Sustainable Development (PMMDO5X) – 12 Credits

Content:
• Development management and the reconstruction and development programme
• Principles of project management
• Project management functions
• Role-players in development

Module 6:
Leadership (PMMDO6Y) – 12 Credits

Content:
• Leadership and the perceptions of others
• Leadership behaviour and styles
• Interventions
• Developing leadership
Programme in Basic, Intermediate and Advanced Project Management (Contact) (76279)

Duration: Twelve months (One year)  
Credits: 96  
NQF Level 5

Purpose:
Training of 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:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
The Project Management Framework (PGPM016) – 8 Credits

Content:
The Context Project Management
- The necessity for project management
- The project management context
- What is a project?
- What is a programme?
- What is project management?
- Relationship with other management disciplines
- Organisational structuring for project management
- Combination on line and project management structure

Module 2:
Strategic Project Management (PGPM028) – 8 Credits

Content:
Managing by Projects: Strategic Perspective

A Changing Public Sector environment: The Importance of a Strategic Response
- The changing nature of public sector management
- Analysing the environment: the systems approach
- Characteristics of the management environment
- Implications of the environment on public management
- Ways in which management reacts towards the environment

Strategic Management: The Process
- Strategic management defined
- Strategic planning: envisioning an institution’s future
- Strategic management: the process

From Strategy to Implementation: The Use of Projects
- Managing by projects
- Setting up project support offices
- Strategy implementation/project management interface
- Establishing a project-based management structure
- Project implementation

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Managing Change through Projects

Change Management: Transforming Institutional Service Delivery through Projects
- Conceptualisation: change management
- The scale of change on public institutions
- The principles of change
- Types of change
- Stability and chance
- The context of change in the South African public service
- Change in a strategic project management environment
- From change to projects

Change Management: The Process
- Three phases of transition
- The change management process
- Elements that often derail change initiatives

Managing the Human Aspects of Change
- Resistance to change
- Reactions to change
- Managing resistance to change
- Role of transitional communication
- Cultural aspects of change management
- Role of project managers as change agents
- Managing change: skills requirements

Module 3:
Project Management for Development and Upliftment (PGPM039) – 8 Credits

Content:

Project Management and Development
- Local government in South Africa
- The role of government in managing development projects and programmes
- Functions of the public manager as a project manager in development

Project Management for Upliftment
- Policies, programmes and strategies
- Project management and upliftment

Community Participation in Development Projects
- Defining participation
- Empowering communities
- Enabling structures for community participation
- Community involvement in the project cycle
Module 4:
Project Management Processes (PGPM04A) – 8 Credits

Content:
**Project Phases**
- The project lifecycle
- Project stakeholders

**Project Initiation**
- Project identification
- Project team set-up
- Project definition

**Project Planning**
- Planning issues
- Planning and projects
- Planning processes
- Work breakdown structure (WBS)
- Network diagrams
- Bar charts
- Milestones

**Project Execution and Control**
- Implementing the project
- Controlling the project

**Project Closing**
- Avoiding drift
- Having a closing event

**Influences on Projects**
- Project review

Module 5:
Project Time Management (PGPM05B) – 8 Credits

Content:
**Project Time Management**
- Optimising time
- Time management: the process

**Time Management Techniques and Tools**
- Project management techniques
- Project time management tools

**Personal Time Management for Project Managers**
- The importance of personal time management
- Eliminate time wasters
- Eliminating inappropriate work
- Delegate and monitoring tasks of team members
- Setting personal goals and objectives
- Optimise waiting and travelling time
- Common challenges in time management

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 6:
Project Cost Management (PGPM08E) – 8 Credits

Content:
Resource Management
• Resource management
• Conclusion

Cost Estimating
• Developing estimates
• Methods of cost estimating
• Cost estimating outcomes
• Cost estimate considerations

Cost Budgeting
• Functions of a budget
• Public sector budgets
• Project budgets
• Preparing the budget
• Cost baseline

Cost Control
• Earned value analysis
• Outputs from cost control

Module 7:
Project Quality Management (PGPM119) – 8 Credits

Content:
Quality Planning
• Project planning management
• Quality planning

Quality Assurance
• Quality assurance
• Quality improvement

Quality Control
• Quality control system
• Tools and techniques for quality control
• Outputs from quality control
Module 8:
Project Human Resource Management (PGPM07D) – 8 Credits

Content:
Organisational Planning
- Nature of planning
- Organisational planning
- Tools and techniques for organisational planning

Staff Acquisition
- Project post-analysis
- Staff acquisition
- Inputs to staff acquisition

Team Development
- Distinguishing team building from team development
- Theoretical stages of team development
- Team development
- Barriers to project team development
- Team effectiveness
- Team effectiveness review (TER)

People Dynamics in Project Management
- Role of the project manager
- Role of the project team members
- Important people dynamics in project management
- Politics and project management
- Ethics and professionalism in project management

Module 9:
Project Communications Management (PGPM12A) – 8 Credits

Content:
Project Communication Management: A Macro-perspective
- Understanding government communication
- The context of government communications: framework and constraints
- Task group government communication: key findings

Project Communication Management: Key Focus Areas
- The importance of project communication management
- Communication management planning
- Communication roles and responsibilities of the project manager
- Communication for effective conflict resolution
- Communication for project team building
- Communication with a diverse team
- Communication for results
- Communication for effective task delegation

The information contained in this brochure was correct at the time of publication (19 November 2014).
Presentation: The Art of “Selling” the Project
- Benefits of project presentation
- Selling the project
- Preparing for an effective presentation
- Starting the presentation
- Delivering the presentation
- Completion

Project Meeting Management
- Setting the agenda
- Conducting the meeting
- Dealing with specific meeting issues

Project Documentation and Reporting
- Project management documentation
- Documentation types
- Project reporting
- Report writing skills
- Reporting
- Notices and project-related memoranda
- Feasibility studies
- Business plan

Module 10:
Project Risk Management (PGPM108) – 8 Credits

Content:
Introduction to Risk Management and the Risk Management Cycle
- The role of risk management project management
- The scope of risk management

Risk Identification
- What to use in risk management
- What to do in risk management

Risk Assessment
- What to use in risk assessment
- What to do with risk assessment

Risk Response Development and Control
- What to use in risk response development
- What to do with risk response development
- What to use in risk response control
- What to do with risk response control
Module 11: 
**Project Procurement Management** (PGPM09F) – 8 Credits

**Content:**
- **Project Procurement Management and Planning**
  - Procurement management
  - Project procurement planning
  - Statements of work (SOW)

- **Solicitation Planning, Solicitation and Source Selection**
  - Solicitation planning
  - Source selection

- **Contract Administration and Close-out**
  - Contract administration
  - Contract close-out

- **Quality, Ethics and Procurement**
  - Quality and procurement
  - Total quality management (TQM)
  - Planning quality
  - Ethical considerations in project procurement
  - Overview of the framework for public tenders in South Africa

Module 12: 
**Information Technology for Project Management** (PGPM06C) – 8 Credits

**Content:**
- **Introduction to MS Project 2007**
  - Choosing project management software
  - Overview of MS Project 2007
  - The do’s and don’ts of MS Project 2007

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

Duration: One year 
Credit: 96 
NQF Level 5

**Purpose:**
Training of 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:
December to January and/or June to July

Module 1:
The Project Management Framework (DAPM01M) – 8 Credits

Content:
The Context Project Management
- The necessity for project management
- The project management context
- What is a project?
- What is a programme?
- What is project management?
- Relationship with other management disciplines
- Organisational structuring for project management
- Combination online and project management structure

Module 2:
Strategic Project Management (DAPM02N) – 8 Credits

Content:
Managing by Projects: Strategic Perspective
A Changing Public Sector environment: The Importance of a Strategic Response
- The changing nature of public sector management
- Analysing the environment: the systems approach
- Characteristics of the management environment
- Implications of the environment on public management
- Ways in which management reacts towards the environment

Strategic Management: The Process
- Strategic management defined
- Strategic planning: envisioning an institution’s future
- Strategic management: the process

From Strategy to Implementation: The Use of Projects
- Managing by projects
- Setting up project support offices
- Strategy implementation/project management interface
- Establishing a project-based management structure
- Project implementation
Managing Change through Projects

Change Management: Transforming Institutional Service Delivery through Projects
- Conceptualisation: change management
- The scale of change on public institutions
- The principles of change
- Types of change
- Stability and chance
- The context of change in the South African public service
- Change in a strategic project management environment
- From change to projects

Change Management: The Process
- Three phases of transition
- The change management process
- Elements that often derail change initiatives

Managing the Human aspects of Change
- Resistance to change
- Reactions to change
- Managing resistance to change
- Role of transitional communication
- Cultural aspects of change management
- Role of project managers as change agents
- Managing change: skills requirements

Module 3:
Project Management for Development and Upliftment (DAPM03P) – 8 Credits

Content:

Project Management and Development
- Local government in South Africa
- The role of government in managing development projects and programmes
- Functions of the public manager as a project manager in development

Project Management for Upliftment
- Policies, programmes and strategies
- Project management and upliftment

Community Participation in Development Projects
- Defining participation
- Empowering communities
- Enabling structures for community participation
- Community involvement in the project cycle
Module 4:
Project Management Processes (DAPM04Q) – 8 Credits

Content:

**Project Phases**
- The project lifecycle
- Project stakeholders

**Project Initiation**
- Project identification
- Project team set-up
- Project definition

**Project Planning**
- Planning issues
- Planning and projects
- Planning processes
- Work breakdown structure (WBS)
- Network diagrams
- Bar charts
- Milestones

**Project Execution and Control**
- Implementing the project
- Controlling the project

**Project Closing**
- Avoiding drift
- Having a closing event

**Influences on Projects**
- Project review

Module 5:
Project Time Management (DAPM05R) – 8 Credits

Content:

**Project Time Management**
- Optimising time
- Time management: the process

**Time Management Techniques and Tools**
- Project management techniques
- Project time management tools

**Personal Time Management for Project Managers**
- The importance of personal time management
- Eliminate time wasters
- Eliminating inappropriate work
- Delegate and monitoring tasks of team members
- Setting personal goals and objectives
- Optimise waiting and travelling time
- Common challenges in time management
Module 6:
Project Cost Management (DAPM08U) – 8 Credits

Content:
Resource Management
- Resource management
- Conclusion
Cost Estimating
- Developing estimates
- Methods of cost estimating
- Cost estimating outcomes
- Cost estimate considerations
Cost Budgeting
- Functions of a budget
- Public sector budgets
- Project budgets
- Preparing the budget
- Cost baseline
Cost Control
- Earned value analysis
- Outputs from cost control

Module 7:
Project Quality Management (DAPM11P) – 8 Credits

Content:
Quality Planning
- Project planning management
- Quality planning
Quality Assurance
- Quality assurance
- Quality improvement
Quality Control
- Quality control system
- Tools and techniques for quality control
- Outputs from quality control
Module 8:
Project Human Resource Management (DAPM07T) – 8 Credits

Content:
Organisational Planning
- Nature of planning
- Organisational planning
- Tools and techniques for organisational planning

Staff Acquisition
- Project post-analysis
- Staff acquisition
- Inputs to staff acquisition

Team Development
- Distinguishing team building from team development
- Theoretical stages of team development
- Team development
- Barriers to project team development
- Team effectiveness
- Team effectiveness review (TER)

People Dynamics in Project Management
- Role of the project manager
- Role of the project team members
- Important people dynamics in project management
- Politics and project management
- Ethics and professionalism in project management

Module 9:
Project Communication Management (DAPM12Q) – 8 Credits

Content:
Project Communication Management: A Macro-perspective
- Understanding government communication
- The context of government communications: framework and constraints
- Task group government communication: key findings

Project Communication Management: Key Focus Areas
- The importance of project communication management
- Communication management planning
- Communication roles and responsibilities of the project manager
- Communication for effective conflict resolution
- Communication for project team building
- Communication with a diverse team
- Communication for results
- Communication for effective task delegation
Presentation: The Art of “Selling” the Project

• Benefits of project presentation
• Selling the project
• Preparing for an effective presentation
• Starting the presentation
• Delivering the presentation
• Completion

Project Meeting Management

• Setting the agenda
• Conducting the meeting
• Dealing with specific meeting issues

Project Documentation and Reporting

• Project management documentation
• Documentation types
• Project reporting
• Report writing skills
• Reporting
• Notices and project-related memoranda
• Feasibility studies
• Business plan

Module 10:

Project Risk Management (DAPM10N) – 8 Credits

Content:

Introduction to Risk Management and the Risk Management Cycle

• The role of risk management project management
• The scope of risk management

Risk Identification

• What to use in risk management
• What to do in risk management

Risk Assessment

• What to use in risk assessment
• What to do with risk assessment

Risk Response Development and Control

• What to use in risk response development
• What to do with risk response development
• What to use in risk response control
• What to do with risk response control

Module 11:

Project Procurement Management (DAPM09V) – 8 Credits

Content:

Project Procurement Management and Planning

• Procurement management
• Project procurement planning
• Statements of work (SOW)

Solicitation Planning, Solicitation and Source Selection

• Solicitation planning
• Source selection

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The information contained in this brochure was correct at the time of publication (19 November 2014).
**Contract Administration and Close-out**
- Contract administration
- Contract close-out

**Quality, Ethics and Procurement**
- Quality and procurement
- Total quality management (TQM)
- Planning quality
- Ethical considerations in project procurement
- Overview of the framework for public tenders in South Africa

**Module 12:**
**Information Technology for Project Management** (DAPM06S) – 8 Credits

**Content:**
**Introduction to MS Project 2007**
- Choosing project management software
- Overview of MS Project 2007
- The do’s and don’ts of MS Project 2007

**Building Your Plan, Track and Manage Your Project**

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**Programme in Disaster Management (Contact) (76260)**

**Duration:** One 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:**
The Programme in Disaster Management is tailor-made for 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 officers; 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:**
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.
Module 1:
Introduction to Disaster Management (PRDM01E) – 12 Credits

Content:
Part 1
Disasters: types of disasters, the factors causing disasters and terminology

Part 2
Causes and characteristics of certain disasters
Identification and characteristics of certain hazards
UN response to disasters

Part 3
Interaction between disasters and development
Linking disasters and development

Part 4
Disaster and Business Continuity Management in South Africa
Green Paper on Disaster Management
White Paper on Disaster Management
Disaster Management Bill
Disaster Management Act, Act 57 of 2002
Disaster Management Framework

Module 2:
Institutional Capacity (PRDM02F) – 12 Credits

Content:
Policy Direction, Planning and Funding
- Key policy proposals
- Policy and planning requirements
- Arrangements for cooperative government
- Arrangements for integrated direction
- Funding and economic implications of disasters and disaster management

Disaster Management Responsibilities
- Governmental roles and responsibilities
- Role and responsibilities of the disaster manager
- Generic responsibilities of key role-players

Joint Consultation and Cooperation
- Cooperation and joint consultation principles
- International situation
- Regional (SADC) situation
- Governmental cooperation and joint consultation
- Disaster management advisory forum
- Community participation
- Setting up of joint planning and advisory forums
- Mutual aid agreements

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Disaster Management Centre
- Guidelines for the establishment of a disaster management centre
- Disaster management centre design
- Mobile disaster management centre design
- Operational procedures
- Identification systems
- Training
- Promotion/publicity and evaluation systems

Communication and Information Management
- Legal background
- Communication
- Information management
- Proposed implementation approach

Module 3:
Risk Assessment and Monitoring (PRDM03G) – 12 Credits

Content:
Risk Assessment
- Assessing risk and vulnerability
- Disasters and the environment
- Vulnerability assessment process using GIS

Risk Profile
- National disaster risk profile
- Needs and requirements of a risk profile
- Components of a risk profile
- Presentation of a risks

Risk Monitoring
- Risk and vulnerability assessment and monitoring system
- Monitoring systems
- Updating a comprehensive risk assessment

Dissemination of Information and Quality Control
- Dissemination of information before a disaster
- Dissemination of information during a disaster
- Quality control
Module 4:
Risk Reduction Planning and Implementation (PRDM04H) – 12 Credits

Content:
Strategy Planning (Prevention and Mitigation)
- Disaster management strategies and plans
- Strategic management and operational planning
- Prevention strategies
- Mitigation strategies

Defining and Prioritising Projects
- Core risk reduction principles of disaster prevention and mitigation
- Determination of priority risks
- Operations planning: emergency preparedness, response and recovery
- Identifying projects for various hazards

Scoping and Development of Risk Reduction Plans
- Risk assessment and research
- Key principles for risk reduction projects or programmes
- Monitoring effectiveness and disseminating results

Integration of Risk Reduction Initiatives into Integrated Development Plans (IDP)
- Basic information on integrated development plans
- Development of the IDP

Implementing Projects
- Guidelines from the framework

Module 5:
Operational Response and Recovery (PRDM05J) – 12 Credits

Content:
Preparedness/Early Warning Systems
- Early-warning systems
- Preparedness

Disaster Assessment, Declaration process and Mobilisation
- Disaster assessment
- Disaster declaration
- Disaster mobilisation

Integrated Incident Management/Response Plans and Regulations
- Disaster response
- Responsibilities of the NDMC: a national standard incident management system
- Developing a response plan
- Evacuation
- Search and rescue
- The assessment of survivors’ needs
- The relief system
- Coordination
- Behaviour of disaster victims

Recovery Plans and Relief Measures
- Linking response to reconstruction and development plans
- Post disaster projects

Reconstruction and Rehabilitation
- Reconstruction and redevelopment programmes
- Evaluation of emergency relief
Module 6:
Education, Training and Awareness (PRDM06K) – 12 Credits

Content:
Awareness
• Creating and sustaining culture
• Disaster awareness
• Guidelines for a private company involvement in an employee community awareness programme

Non-accredited Training and Awareness
• Training programmes
• Responsibility for a non-accredited education and training programmes

Accredited Training
• Formal training programmes
• Development and accreditation of training programmes

Publications, Publicity and Media Relations
• Communication
• Media Relations

Mechanisms for Research, Information Provision and Advisory Service
• Research
• Non-experimental methods
• Experimental investigations
• The scientific method

Module 7:
Monitoring, Evaluation and Improvement (PRDM07L) – 12 Credits

Content:
Section: Monitoring, Evaluation and Improvement
• Audit
• Exercising
• Maintenance
• Key performance areas
• Objectives
• Key performance indicators of disaster management

Module 8:
Management (PRDM08M) – 12 Credits

Content:
Section: Management
• Projects
• Initiation
• Planning
• Implementation
• Control
• Closing
• Programme management
Programme in Disaster Management (ODL) (72532)

Duration: One 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:
The Programme in Disaster Management is tailor-made for 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 officers; 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:
December to January and/or June to July

Module 1:
Introduction to Disaster Management (DPDM01K) – 12 Credits

Content:
Part 1
Disasters: types of disasters, the factors causing disasters and terminology

Part 2
Causes and characteristics of certain disasters
Identification and characteristics of certain hazards
UN response to disasters

Part 3
Interaction between disasters and development
Linking disasters and development

Part 4
Disaster and Business Continuity Management in South Africa
Green Paper on Disaster Management
White Paper on Disaster Management
Disaster Management Bill
Disaster Management Act, Act 57 of 2002
Disaster Management Framework

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 2:
Institutional Capacity (DPDM02L) – 12 Credits

Content:
Policy Direction, Planning and Funding
- Key policy proposals
- Policy and planning requirements
- Arrangements for cooperative government
- Arrangements for integrated direction
- Funding and economic implications of disasters and disaster management

Disaster Management Responsibilities
- Governmental roles and responsibilities
- Role and responsibilities of the disaster manager
- Generic responsibilities of key role-players

Joint Consultation and Cooperation
- Cooperation and joint consultation principles
- International situation
- Regional (SADC) situation
- Governmental cooperation and joint consultation
- Disaster management advisory forum
- Community participation
- Setting up of joint planning and advisory forums
- Mutual aid agreements

Disaster Management Centre
- Guidelines for the establishment of a disaster management centre
- Disaster management centre design
- Mobile disaster management centre design
- Operational procedures
- Identification systems
- Training
- Promotion/publicity and evaluation systems

Communication and Information Management
- Legal background
- Communication
- Information management
- Proposed implementation approach
Module 3:
Risk Assessment and Monitoring (DPDM03L) – 12 Credits

Content:
Risk Assessment
• Assessing risk and vulnerability
• Disasters and the environment
• Vulnerability assessment process using GIS

Risk Profile
• National disaster risk profile
• Needs and requirements of a risk profile
• Components of a risk profile
• Presentation of a risks

Risk Monitoring
• Risk and vulnerability assessment and monitoring system
• Monitoring systems
• Updating a comprehensive risk assessment

Dissemination of Information and Quality Control
• Dissemination of information before a disaster
• Dissemination of information during a disaster
• Quality control

Module 4:
Risk Reduction Planning and Implementation (DPDM04N) – 12 Credits

Content:
Strategy Planning (Prevention and Mitigation)
• Disaster management strategies and plans
• Strategic management and operational planning
• Prevention strategies
• Mitigation strategies

Defining and Prioritising Projects
• Core risk reduction principles of disaster prevention and mitigation
• Determination of priority risks
• Operations planning: emergency preparedness, response and recovery
• Identifying projects for various hazards

Scoping and Development of Risk Reduction Plans
• Risk assessment and research
• Key principles for risk reduction projects or programmes
• Monitoring effectiveness and disseminating results

Integration of Risk Reduction Initiatives into Integrated Development Plans (IDP)
• Basic information on integrated development plans
• Development of the IDP

Implementing Projects
• Guidelines from the framework
Module 5:
Operational Response and Recovery (DPDM05P) – 12 Credits

Content:

Preparedness/Early Warning Systems
- Early-warning systems
- Preparedness

Disaster Assessment, Declaration process and Mobilisation
- Disaster assessment
- Disaster declaration
- Disaster mobilisation

Integrated Incident Management/Response Plans and Regulations
- Disaster response
- Responsibilities of the NDMC: a national standard incident management system
- Developing a response plan
- Evacuation
- Search and rescue
- The assessment of survivors’ needs
- The relief system
- Coordination
- Behaviour of disaster victims

Recovery Plans and Relief Measures
- Linking response to reconstruction and development plans
- Post-disaster projects

Reconstruction and Rehabilitation
- Reconstruction and redevelopment programmes
- Evaluation of emergency relief

Module 6:
Education, Training and Awareness (DPDM06Q) – 12 Credits

Content:

Awareness
- Creating and sustaining culture
- Disaster awareness
- Guidelines for a private company involvement in an employee community awareness programme

Non-accredited Training and Awareness
- Training programmes
- Responsibility for a non-accredited education and training programmes

Accredited Training
- Formal training programmes
- Development and accreditation of training programmes

Publications, Publicity and Media Relations
- Communication
- Media Relations

Mechanisms for Research, Information Provision and Advisory Service
- Research
- Non-experimental methods
- Experimental investigations
- The scientific method
Module 7:
Monitoring, Evaluation and Improvement (DPDM07R) – 12 Credits

Content:
Section: Monitoring, Evaluation and Improvement
• Audit
• Exercising
• Maintenance
• Key performance areas
• Objectives
• Key performance indicators of disaster management

Module 8:
Management (DPDM08S) – 12 Credits

Content:
Section: Management
• Projects
• Initiation
• Planning
• Implementation
• Control
• Closing
• Programme management

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

Duration: Six months Credits: 72 NQF Level 5

Purpose:
Training of delegates in principles of labour inspection and enforcement so as to enable them to advocate and enforce the legislation.

Target Group:
The programme is primarily designed for labour inspectors and client-service officers of the Department of Labour.

Admission Requirements:
Senior Certificate or an equivalent or NQF level 4 qualification

Registration Periods:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa's quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.
Module 1:
Generic Training Component (Part 1) (PLIE019) – 12 Credits

Content:
• Time management for effective planning and decision making
• Applied communication skills

Module 2:
Generic Training Component (Part 2) (PLIE02A) – 12 Credits

Content:
• Conflict resolution through negotiation skills and problem solving
• Motivation, assertiveness and serving a diverse community
• Customer service

Module 3:
Functional Training Component (Part 1) (PLIE03B) – 12 Credits

Content:
• The relationship between the Department of Labour and the implementation of labour legislation
• Defining an employer and employee
• The application of the sources of labour law to conditions of employment
• The justice system as it relates to the enforcement of labour legislation
• The general principles and procedures applicable to the enforcement of South Africa labour laws
• Basic Conditions of Employment of Employment Act

Module 4:
Functional Training Component (Part 2) (PLIE04C) – 12 Credits

Content:
• Occupational Health and Safety Act
• Specific regulations to the Occupational Health and Safety Act

Module 5:
Functional Training Component (Part 3) (PLIE05D) – 12 Credits

Content:
• Employment Equity Act
• Compensation for Occupational Injuries and Diseases Act
• Unemployment Insurance Legislation
Module 6:
Functional Training Component (Part 4) (PLIE06E) – 12 Credits

Content:
- Skills Development Act and Skills Development Levies Act
- Important Labour Law matters which resorts under the jurisdiction of the Department of Labour

Programme in Local Government Management (Contact) (76090)

Duration: One year Credits: 84 NQF Level 5

Purpose:
Training of 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:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
Local Government Management (PLGM01R) – 12 Credits

Content:
- Local government in South Africa
- The international structure of local government
- Local government structure in South Africa
- Functions, powers, duties of local government
- Intergovernmental relations
- Local government and development management
- Urbanisation and regionalisation

Module 2:
Project Management for Sustainable Development (PLGM025) – 12 Credits

Content:
- Development management and the reconstruction and development programme
- Principles of project management
- Project management functions
- Role-players in development
Module 3:
Introduction to Disaster Management (PLGM03T) – 12 Credits

Content:
- Disasters: types of disasters, the factors causing disasters and terminology
- Causes and characteristics of certain disasters
- Identification and characteristics of certain hazards
- UN response to disasters
- Interaction between disasters and development
- Linking disasters and development
- Disaster and business continuity management in South Africa
- Disaster Management Act, Act 57 of 2002
- Disaster management framework

Module 4:
Ethics and Professionalism (PLGM04U) – 12 Credits

Content:
- Ethics and professionalism
- Ethics in public sector affairs
- Accountability and transparency
- Organs of civil society
- Meeting procedures

Module 5:
Introduction to Law and Community Policing (PLGM05V) – 12 Credits

Content:
- General introduction to law
- Sources of South African law
- Classification of the law
- An overview of municipal law
- General introduction to administrative law

Module 6:
Local Government Finance (PLGM06W) – 12 Credits
Content:
- The accounting framework for municipalities
- Classification of operating expenses and revenue
- Capital and operating expenditure
- Municipal taxes and property rates
- The municipal taxes: property rates and the former RSC/JSB levies
- The major municipal trading services: electricity and water
- Other sources of municipal revenue
- The local government budget
- Planning
- Budget process
- Business plans
- Financial management
- The impact of the municipal finance management act and other local government-related legislation

Module 7:
**Human Resource Management** (PLGM07X) – 12 Credits

Content:
- Human resource management
- Provision of human resources
- Support and maintenance of human resources
- Training and development of personnel
- Utilisation of human resources
- Leadership
- Industrial relations

Programme in Local Government Management (ODL) (76082)

**Duration:** One year  **Credits:** 84  **NQF Level:** 5

**Purpose:**
Training of 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 an equivalent NQF level 4 qualification

**Registration Periods:**
December to January and/or June to July
Module 1:
Local Government Management (DLGM01B) – 12 Credits

Content:
• Local government in South Africa
• The international structure of local government
• Local government structure in South Africa
• Functions, powers, duties of local government
• Intergovernmental relations
• Local government and development management
• Urbanisation and regionalisation

Module 2:
Project Management for Sustainable Development (DLGM02C) – 12 Credits

Content:
• Development management and the reconstruction and development programme
• Principles of project management
• Project management functions
• Role-players in development

Module 3:
Introduction to Disaster Management (DLGM03D) – 12 Credits

Content:
• Disasters: types of disasters, the factors causing disasters and terminology
• Causes and characteristics of certain disasters
• Identification and characteristics of certain hazards
• UN response to disasters
• Interaction between disasters and development
• Linking disasters and development
• Disaster and business continuity management in South Africa
• Disaster Management Act, Act 57 of 2002
• Disaster management framework

Module 4:
Ethics and Professionalism (DLGM04E) – 12 Credits

Content:
• Ethics and professionalism
• Ethics in public sector affairs
• Accountability and transparency
• Organs of civil society
• Meeting procedures
Module 5:
Introduction to Law and Community Policing (DLGM05F) – 12 Credits

Content:
- General introduction to law
- Sources of South African law
- Classification of the law
- An overview of municipal law
- General introduction to administrative law

Module 6:
Local Government Finance (DLGM06G) – 12 Credits

Content:
- The accounting framework for municipalities
- Classification of operating expenses and revenue
- Capital and operating expenditure
- Municipal taxes and property rates
- The municipal taxes: property rates and the former RSC/JSB levies
- The major municipal trading services: electricity and water
- Other sources of municipal revenue
- The local government budget
- Planning
- Budget process
- Business plans
- Financial management
- The impact of the municipal finance management act and other local government related legislation

Module 7:
Human Resource Management (DLGM07H) – 12 Credits

Content:
- Human resource management
- Provision of human resources
- Support and maintenance of human resources
- Training and development of personnel
- Utilisation of human resources
- Leadership
- Industrial relations
Purpose:
Training of 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 a NQF level 4 qualification

Registration Periods:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa’s quotation for a minimum of 15 students – this course is not for individuals – registration only in December to January and June to July.

Module 1:
**Basic Management Principles** (ASDP01R) – 12 Credits

**Content:**
- Introduction to management
- Self-management
- Time management
- Planning
- Organising
- Leadership
- Control
- Decision-making
- Communication
- Meeting procedures
- Role Interpreters during a meeting
- Report writing
- Project management

Module 2:
**Personnel Development and Communication** (ASDP02S) – 12 Credits

**Content:**
- Communication skills
- Effective communication
- Active listening skills
- Types of questioning
- Feedback
- Methods of communication
- Types of communication
- Assessing your communication skills
Module 3:
**Human Resource Management (ASDP03T) – 12 Credits**

**Content:**
- Performance management
- Introduction to performance management
- Setting the stage for appraisal
- Performance appraisal
- Performance feedback
- Performance development
- Financial management

Module 4:
**Workplace Management (ASDP04U) – 12 Credits**

**Content:**
- Code of conduct
- How to conduct a procedural and substantively fair disciplinary hearing
- Disciplinary guideline
- Case studies and role plays
- The Employment Equity Act 55 of 1998

Module 5:
**Public Financial Management for Non-financial Managers (ASDP05V) – 12 Credits**

**Content:**
- Principles of sound public sector financial management
- Understanding the core components of the PFMA and Treasury Regulations
- Strategic and operational planning
- Successfully linking the budget to the strategic and operational planning within the MTEF
- Performance measures
- Prevent unauthorised, irregular and wasteful expenditure through sound expenditure management and financial management
- Identifying actions required for successful integration of the supply chain management model into the department’s management process
- Applying risk management principles and internal control systems effectively

Programme in Public Administration and Management (ODL) (76777)

**Duration:** Twelve months  
**Credits:** 72  
**NQF Level:** 5

**Purpose:**
Training of individuals in aspects relating to Public Administration and Management. The programme focus 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:
December/January and June/July

Module 1:
Introduction to Public Administration and Management (PAMA01G) – 12 Credits

Content:
- Introduction to public administration and management
- Various types of public services
- Stakeholders/clients of public services
- Planning in public management
- Why does government provide public services?
- Role-players in public management
- Management of public service provision

Module 2:
Public Information and Communication Management (PAMA02H) – 12 Credits

Content:
- Introduction to Public Information Management
- Government communication
- Obtaining, storing, retrieving and dissemination of public information
- E-governance
- The Government and Communication and Information System (GSIS)

Module 3:
Public Project Management (PAMA03J) – 12 Credits

Content:
- Public Project Management Theory and Principles
- Public Project Management Cycle
- Public Policy Problem Identification
- Public Project Team Set-up
- Public Project Definition and Scope
- Public Project Planning
- Public Project Implementation
- Public Project Control and Evaluation
Module 4:  
Public Human Resource Management (PAMA04K) – 12 Credits

Content:
• Public human resource management concepts
• The enabling functions of public human resources
• The various functional activities relating to public personnel work
• The statutory and regulatory framework for human resource management in the public sector environment
• Performance management as it is applied in the public sector
• Creating a cohesive team through diversity management in governments

Module 5:  
Public Policy Making (PAMA05L) – 12 Credits

Content:
• What is public policy?
• The relationship between public policy making, planning and decision-making
• The public policy environment
• The public policy process

Module 6:  
Public Financial Management (PAMA06M) – 12 Credits

Content:
• Introduction to public financial management
• Role-players in public financial management
• The budget cycle in government
• Financial systems and control measures in the public sector environment
• Financial statement in government

Programme in Accelerated Supervisory Development (ODL) (76643)

Duration: Six 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:
December to January and/or June to July
Module 1:
**Basic Management Principles** (DASD015) – 12 Credits

**Content:**
- Introduction to management
- Self-management
- Time management
- Planning
- Organising
- Leadership
- Control
- Decision-making
- Communication
- Meeting procedures
- Role interpreters during a meeting
- Report writing
- Project management

Module 2:
**Personnel Development and Communication** (DASD026) – 12 Credits

**Content:**
- Communication Skills
- Effective Communication
- Active Listening Skills
- Types of Questioning
- Feedback
- Methods of Communication
- Types of Communication
- Assessing your Communication Skills

Module 3:
**Human Resource Management** (DASD038) – 12 Credits

**Content:**
- Performance Management
- Introduction to Performance Management
- Setting the stage for Appraisal
- Performance Appraisal
- Performance Feedback
- Performance Development
- Financial Management
Module 4:
Workplace Management (DASD049) – 12 Credits

Content:
• Code of conduct
• How to conduct a procedural and substantively fair disciplinary hearing
• Disciplinary guideline
• Case studies and role plays
• The Employment Equity Act 55 of 1998

Module 5:
Public Financial Management for Non-Financial Managers (DASD05A) – 12 Credits

Content:
• Principles of sound public sector financial management
• Understanding the core components of the PFMA and treasury regulations
• Strategic and operational planning
• Successfully linking the budget to the strategic and operational Planning within the MTEF
• Performance measures
• Preventing unauthorised, irregular and wasteful expenditure through sound expenditure management and financial management
• Identifying actions required for successful integration of the Supply Chain Management Model into the Department’s Management process
• Applying risk management principles and internal control systems effectively

The information contained in this brochure was correct at the time of publication (19 November 2014).
Advanced Project Management Programme (75280)

Duration: One year  
Credits: 72  
NQF Level 7

Purpose:
To equip students with appropriate managerial, professional and individual competencies to be effective results-orientated project managers and professionals.

Target Group:
Middle-level managers in large organisations and persons 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. Apply well in advance to ensure admission; for application form you can visit the SBL website: www.unisa.ac.za/sbl. A clear photocopy of the form can be used.

Registration Periods:
December 2014 to January 2015

Module 1:
Project Planning and Control (APMCN11) – 12 Credits

Content:
• Work breakdown structure
• Project planning
• Project scheduling
• Project budgeting
• Control projects

Module 2:
Project Budgeting and Finance (APMFN12) – 12 Credits
Content:
- Feasibility of projects
- The cost of projects
- Cost estimations for projects
- Project cost control
- Financial aspects of tenders and quotes

Module 3:
Labour Law and Contracts (APMLL13) – 12 Credits

Content:
- Basic principles of the law of contract
- Basic principles of negotiation and alternative dispute resolution
- Principles underlying mediation and arbitration as well as the hybrid processes of alternative dispute resolution
- The Employment Equity Act
- The Basic Conditions of Employment Act
- The Labour Relations Act
- Occupational Health and Safety, Compensation for Occupational Injury and Diseases Act, and the Unemployment Insurance Act

Module 4:
Integrated Project Management (APMMA14) – 12 Credits

Content:
- Project management as integrated management system
- The role of the project manager
- Project planning
- Project control

Module 5:
Supply Chain Management and Marketing (APMMA15) – 12 Credits

Content:
- Management of a supply base
- Relationship between the supply chain and marketing management
- Understanding the intricacies of marketing management
- Principles of productivity management in supply chain management
Module 6:
Managing and Leading Human Resources (APMMH16) – 12 Credits

Content:
• Strategic human resource management
• Diversity in the workplace
• Management and deployment of human resources through participation processes
• Managing employee performance from a strategic perspective and applying it in project management
• Managing and developing human resources both locally and internationally
• Identifying opportunities for change and transformation and the negotiation and implementation thereof

Executive Development Programme (75191)

Duration: One 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. Application form is available on SBL website: www.sblunisa.ac.za. A clear photocopy of the form can also be used.

Registration Periods:
December 2014 to January 2015

Module 1:
The Global Business and Financial Environment (EDPGE8) – 12 Credits

Content:
• Global trends and challenges
• The international payments and global monetary system
• International trade and competition
• The political economy of trade and investment
• Financial intermediaries and financial innovation
• Depository institutions, monetary policy and central banks
• The determinants of asset prices, interest rates and the organisation and structure
Module 2:  
**Leadership for Organisational Excellence** (EDPLNS4) – 12 Credits

**Content:**
- Leadership as an interactive process
- Assessing and measuring leadership performance
- Influencing: power and politics
- Negotiation and conflict resolution
- Leadership of culture, diversity, ethics and attitudes
- Leader’s personality, intelligence and creativity
- Leadership theory and application
- Dyadic relationships, fellowships and team leadership
- Motivation, satisfaction and performance
- Leadership skills

Module 3:  
**Strategic Financial Management** (EDPSFM5) – 12 Credits

**Content:**
- International finance strategies
- Strategic financial decisions
- Wealth creation
- Investment strategies
- Merger and acquisition
- Financial engineering

Module 4:  
**Strategic Management** (EDPSTM6) – 12 Credits

**Content:**
- Concepts of business and corporate strategy
- Situational analysis
- Creativity, innovation and organisational entrepreneurship
- Organisational design
- Strategic implementation

Module 5:  
**Change and Transformation Management** (EDPCTM7) – 12 Credits

**Content:**
- Nature and causes of change
- Change strategies and models
- Leadership and change
- Organisational culture and change
- Politics of change
- Strategies for valuing diversity
Module 6:
Strategic Project Management (EDPPJM2) – 12 Credits

Content:
- Projects in contemporary organisations
- Project organisation and integration
- Project roles, responsibility and authority
- Project failure and success
- Current trends in project management
- Project management and the future

Module 7:
Strategy Dynamics and Global Business (EDPSDGP) – 12 Credits

Content:
- The new business landscape
- Creating competitive advantage
- Competitive and cooperative dynamics
- Competition in an international context
- Building and sustaining success

Module 8:
E-Business and Technology Management (EDPMTCY) – 12 Credits

Content:
- E-commerce and technology overview
- Technology management models
- Integrating technology and strategy
- Design and evolution of technology strategy
- Developing innovative capabilities
- Creating and implementing a development strategy
- E-commerce markets and business models
- E-commerce customer interfacing, branding and communications
- E-commerce implementation and metrics
Management Development Programme (75213)

Duration: One year  
Credits: 72  
NQF Level 7

Purpose:
The Management Development Programme (MDP) aims 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.

MDP students are managers with at least three years’ managerial experience who have been earmarked by their companies for further development. Students acquire knowledge and skills in various key areas of Business Management.

Target Group:
Managers with at least three years’ managerial experience and managers earmarked by their companies for further development.

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. The application form is available on SBL website: www.unisa.ac.za/sbl. A clear photocopy of the form can also be used.

Registration Periods:
December 2014 to January 2015

Module 1:
Strategy Implementation (MDP131R) – 12 Credits

Content:
- System thinking and decision-making
- Organisation structures
- Management structures and management roles
- Tactical planning
- Tactical and operational control
- Implementation of strategic project and decision-making
- Integrate management systems

Module 2:
Operations and Supply Chain Management (MDP132S) – 12 Credits

Content:
- The value chain concept
- Delivery processes for products and services
- Total quality management and business re-engineering

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 3:  
**Marketing and Information Management** (MDP133T) – 12 Credits

**Content:**
- Market and the marketing management process
- Analyse marketing opportunities
- Development of marketing strategies and marketing mixes
- Global marketing
- Social responsibility and marketing ethics

Module 4:  
**Mobilising People** (MDP134U) – 12 Credits

**Content:**
- Manage the human resources of organisations in the South African context
- Establish employment relations and equity
- Labour relations dynamics

Module 5:  
**Financial and Management Accounting** (MDP135W) – 12 Credits

**Content:**
- Essentials of financial accounting and control systems
- Financial analysis and working capital management
- Cost-volume-profit analysis and management accounting techniques
- Costing systems that facilitate planning and control decisions
- Relevant costs for decision-making and capital investment planning

Module 6:  
**Economics for Business** (MDP136X) – 12 Credits

**Content:**
- The method and scope of economics
- Formulation of a demand and supply curve
- Construction of a macroeconomic model
- Develop an articulated view about the forces of economic growth, employment, information and external stability
Practical Project Management Programme (75256)

Duration: One year Credits: 72 NQF Level 6

Purpose:
The Practical Project Management Programme (PPM) is a 12-month programme which is highly sought-after in the marketplace as it equips entry-level managers with the skills to transform ideas into successful projects or ventures.

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.

Target Group:
Anyone interested in or already involved with projects who wish to further develop their skills in project management

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. Apply well in advance to ensure admission. The application form is available on SBL website: www.unisa.ac.za/sbl. A clear photocopy of the form can also be used.

Registration Periods:
December 2014 to January 2015

Module 1:
**Project Planning** (PPMPP21) – 12 Credits

Content:
- Introduction to project management
- The project manager’s role
- Project planning
- Project planning techniques
- Scope management
- Work breakdown structure management

Module 2:
**Managing People** (PPMMP22) – 12 Credits

Content:
- Human factors that play a role in organisations
- Functioning of project teams
- Conflict on projects
- Types of conflict
- Joint problem solving
Module 3:
**Cost Management** (PPCM23) – 12 Credits

**Content:**
- Role of financial management
- Financial feasibility analysis
- Ranking prospective projects
- Cost, budgeting and variance analysis
- Payback period
- Return on investment
- Nett present value
- Internal rate of return
- Cash flow analysis
- Risk and uncertainty

Module 4:
**Project Scheduling and Control** (PPMS24) – 12 Credits

**Content:**
- Resource estimates and forecasts
- Project scheduling
- Project control
- The concept of uncertainty
  - Uncertainty
  - Resources, estimates and forecasts
  - Management by exception
- Project audits
- Techniques for maximisation of wealth
- Value analysis

Module 5:
**Supply Chain Management and Legal Aspects** (PPM25) – 12 Credits

**Content:**
- Basic concepts in material management
- Planning and control in supply chain
- Management of improvements in supply chain
Module 6:  
**Labour Law and Contracts** (PPML26) – 12 Credits

**Content:**
- Basic principles of the Law of Contract
- Basic principles of negotiation and alternative dispute resolution
- Underlying principles of mediation and arbitration and the hybrid processes of alternative dispute resolution
- Selected aspects of the Employment Equity Act
- Selected aspects of the Labour Relations Act
- Selected aspects of the Basic Conditions of the Employment Act
- The responsibilities employers have towards their employees in terms of the Occupational Health and Safety Act (OHS), Compensation for Occupational Injury and Diseases Act and the Unemployment Insurance Fund Act

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**Fundamental Management Programme (01392)**

Duration: One 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:**
Senior Certificate (or equivalent) and minimum of three years’ work experience. Ability to attend weekly study group meetings. Attend two full-time one-week study schools.

**Registration Periods:**
December 2014 to January 2015

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**Module 1:**  
**The Management Process** (FMPMPOV) – 12 Credits

**Content:**
- Impact of the business environment
- Understanding the business system
- The management process
- The supervisor’s role in the management process

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The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 2:
Introduction to Financial Management (FMPIFMQ) – 12 Credits

Content:
- Overview of accounting
- Preparation of financial statements
- Financial statements analysis
- Cost determination
- Costing methods
- Budgeting and control

Module 3:
Labour and Employee Relations (FMPLER6) – 12 Credits

Content:
- Basic Labour Law
- The South African system of labour relations
- Dealing with shop stewards and trade unions
- Employee involvement and participation
- Performance management
- Discipline and dismissal of employees
- Handle grievances in the workplace
- Handle labour conflict and industrial action

Module 4:
Leadership and Interpersonal Skills (FMPLISG) – 12 Credits

Content:
- Develop self-awareness and assertiveness
- Solve problems creatively
- Develop leadership competency
- Communicate supportively
- Gain power and influence
- Motivate others
- Manage conflict
- Counsel subordinates

Module 5:
Activity Planning and Control (FMPAPCA) – 12 Credits

Content:
- Introduction to activity planning and control
- Design of operating systems
- Operate systems in steady state
Module 6:
Occupational Health and Safety (OHS) (FMPOHSP) – 12 Credits

Content:
• Legal framework
• Ethical implications
• Values underlying successful OHS programmes
• Systems required for successful OHS programmes
• Measurement
• Documentation

Broad-Based Black Economic Empowerment Management Development Programme (76770)

Duration: One semester (six months)   Credits: 60   NQF Level 7

Purpose:
To provide learners with the tools and the ability to work within the provisions of the B-BBEE 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 (B-BBEE) compliance.

Admission Requirements:
Students who register for this module should have obtained a qualification in related studies equivalent to NQF 6

Registration Periods:
Semester registration dates

Module 1:
B-BBEE Legislative and Strategic Framework (BBBEEON) – 12 Credits

Content:
Theory of transformation; The role of organisational change in South Africa; The Broad-Based Black Economic Empowerment (B-BBEE) legislative environment; General Principles and the Generic Scorecard; Scorecards for Specialised Enterprises; Framework for Qualifying Small Enterprises.

Module 2:
B-BBEE Ownership and Best Practices (BBBEE04) – 12 Credits

Content:
Evaluating ownership in complex structures and Qualifying Small Enterprises; The New Company Act; King 3 Codes of Corporate Governance; Black Beneficial Ownership in simple and in complex structures.
Module 3:  
Management Control, Employment Equity and Skills Development (BBBEE05) – 12 Credits

Content:
• B-BBEE verification methodologies for evaluating and measuring employment equity;
• B-BBEE verification methodologies for evaluating and measuring skills development;
• B-BBEE verification methodologies for evaluating and measuring management control in large companies and in Qualifying Small Enterprises.

Module 4:  
Enterprise and Socio-Economic Development through Procurement (BBBEE06) – 12 Credits

Content:
Procurement of goods and services lifecycle process; Fundamentals of procurement planning; procurement of goods and services to conform with B-BBEE requirements; Government Preferential Procurement Regulations (2009).

Module 5:  
Public Finance and Principles of Accounting (BBBEE07) – 12 Credits

Content:
• Principles of financial accounting
• accounting rules and regulations
• financial reporting covering annual reports, annual accounts, interpretation of accounts, and business valuation

Management Development Programme for Compliance Officers (75200)

Duration: One year  
Credits: 108  
NQF Level 6

Purpose:
To equip learners with a generic framework and practices which underpin the compliance function in any organisation operating in a range of different industries.

Target Group:
Employees in organisations who intend to become Compliance Officers

Admission Requirements:
Applicants must have a Senior Certificate and some experience of compliance function. 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:
Semester registration dates

Module 1:
**Fundamental Management Principles** (MDPCO16) – 12 Credits

Content:
Managers and the Management Process; Strategic Management; Innovation and Change in a Compliance Context; Managers as Decision-makers; Managerial Planning and Control; Organisational Structure; Organisational Culture; Ethics and Teamwork; Motivation and Communication in a Compliance Context; Managing Resources – Budgeting and Risk in a Compliance Context; Performance Management and Continuous Improvement; Projects and Successful Project Management in Contemporary Organisations; The Project in the Organisational Structure; The ‘Triple Constraint’ of Projects within the compliance-related context; The Phases of a Project - Project Initiation; Planning, Execution and Termination; The Complex and Uncertain Nature of the Project Management Environment; Project Risk and Auditing within the compliance-related context; The Relationship and Differences between Project Management and Generic Management.

Module 2:
**Enterprise Risk and Change Management** (MDPCO17) – 12 Credits

Content:
Enterprise-wide risk management framework; Enterprise-wide risk management processes; Enterprise-wide risk management methodologies; Internal Control Integrated framework; Purpose and importance of change management; Planned and reactive change; Change management models; Resistance to change; Change management related risks; Change agents; Change management techniques in a compliance context.

Module 3:
**Compliance Principles** (MDPCO18) – 12 Credits

Content:
Principles of corporate governance; Compliance framework; Governance of the compliance function; Compliance function independence and status; Compliance stakeholders, their roles and responsibilities; Compliance culture and ethical behaviour, Compliance charter and/or policy, other compliance-related policies; Compliance marketing and awareness.

Module 4:
**Compliance Practice** (MDPCO19) – 24 Credits

Content:
Regulatory environment; Compliance risk management; Principles of materiality; Compliance advice; Compliance programme. Regulatory requirements; Compliance risk identification and analysis; Compliance risk assessment; Compliance risk management; Compliance monitoring; Compliance reporting; Compliance record keeping; Compliance manual; Complaints handling; Outsourcing.

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The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 5:
**Compliance Risk Management Framework** (MDPCO28) – 12 Credits

**Content:**
Facilitation techniques; Persuasion techniques; Problem identification and solving techniques; Communication techniques; Applying conventions/approaches (e.g. GACP); Strategic planning techniques.

Problem identification and solving techniques; Communication techniques for providing advice; Techniques for structuring advice.

Techniques for analysing legislation/regulations; Organisational design technique; Application of compliance/risk/audit/reporting, etc principles; Presentation methods and techniques; Application of compliance risk management, monitoring and reporting principles.

Module 6:
**Regulatory Universe, Industry Regulators and Other Stakeholders Interaction** (MDPCO29) – 12 Credits

**Content:**
Sources of information on legislation, regulations and related information; Methods and techniques for identifying applicable regulatory requirements; Techniques for identifying and analysing legislation/regulations; Methods and techniques to gain an understanding of the organisation’s products and services; Techniques for analysing legislation/regulations; Facilitation skills; Report writing principles and techniques; Report formats appropriate for the intended audience of the report; Techniques for developing plain language explanations; Presentation, questioning and answering techniques; Risk analysis, categorisation and prioritisation techniques; Planning principles and techniques; Typical resource requirements; The typical phases of a compliance risk profile process; Advice principles; Presentation methods and techniques; Identification of regulatory requirements; Analytical techniques; How to interpret regulatory requirements; Reporting techniques; Communication techniques; Research techniques; Relationship-building techniques; Conflict management techniques; Negotiation techniques; Various regulatory reporting requirements.

Module 7:
**Compliance Risk Management Plans and Monitoring** (MDPCO32) – 12 Credits

**Content:**
Applying conventions/approaches (e.g. GACP); Techniques for analysing legislation/regulations; Communication techniques; Interpretation of statute techniques; Presentation methods and techniques; Facilitation techniques; Planning techniques.

Module 8:
**Internal and External Compliance Reporting** (MDPCO33) – 12 Credits

**Content:**
Applying conventions/approaches (e.g. GACP); Strategic planning techniques; Record keeping techniques; Documentation of work performed; Techniques for analysing control measures; Application of compliance risk and reporting principles; Communication techniques; Presentation methods and techniques; Application of reporting principles; Application of monitoring techniques; Problem identification and solving techniques; Reporting techniques; Application of compliance and audit principles; Application of ethical principles; Application of risk management principles; Records for regulatory requirements; Records subject to privacy regulations confidentiality; Requirements for safety and retrievability.
Course in Broad-Based Black Economic Empowerment Management (75201)

Duration: Six months  Credits: 36  NQF Level 7

Purpose:
To provide learners with the context and tools to design and implement strategies for B-BBEE compliance and maximisation.

Target Group:
• Senior Management, Key Account Managers, Business Development Managers, Sales Managers, Supply Chain Management Practitioners, Compliance Officers and B-BBEE Managers of enterprises conducting business with organs of state; B-BBEE Consultants.
• Employers of entities being verified for Broad-Based Black Economic Empowerment (B-BBEE) compliance.

Admission Requirements:
Students who register for this module should have obtained a qualification in management or related studies equivalent to NQF 6.

Registration Periods:
Semester

Module 1:
Broad-Based Black Economic Empowerment Context (CBBB11C) – 12 Credits

Content:
The Broad-Based Black Economic Empowerment (B-BBEE) macro and micro contexts, legislative requirements; The Generic Scorecard; Sector Contexts and Charters; Scorecards for Specialised Enterprises; Requirements regarding Multi-Nationals.

Module 2:
Elements of Broad-Based Black Economic Empowerment (CBBB12E) – 12 Credits

Content:
• Direct Empowerment via Ownership requirements;
• Human Resource Empowerment dealing with Management Control, Employment Equity and Skills Development aspects;
• Indirect Empowerment through Enterprise and Supplier Development; Socio-Economic Development as a vehicle to promote B-BBEE;
• Relevant statutes and regulations.

Module 3:
Broad-Based Black Economic Empowerment Management (CBBB13M) – 12 Credits

Content:
Programme in Strategic Human Resource Management (76830)

Duration: One year  
Credits: 72  
NQF Level 5

Purpose:
Those who achieve this programme will be equipped 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 enable the HR function to contribute to organisational performance.

Target Group:
The programme is targeting employees in middle to senior Human Resource Management positions in organisations. Participants must have at least three to five years of experience in middle to senior level human resource management positions and a Senior Certificate.

Admission Requirements:
Senior Certificate and an NQF level 6 HRM qualification or equivalent; 3 years’ experience in middle to senior level human resource management position.

Registration Periods:
Semester Registration dates

Module 1:  
Strategic Management – Principles and Practice (PISMPAP) – 12 Credits

Content:
- Concept of strategy and strategic management
- Components of an organisation’s environment
- Competitive strategies
- Effective implementation of strategies
- An Integrated approach to strategic management

Module 2:  
Human Resource Strategy in context (PIHRSIC) – 12 Credits

Content:
- Traditional vs SHRM in the 21st century
- The South African & African Organisation
- Impact of SHRM on the typical HR elements
- Developing Human Resources agendas in terms of social responsibility/sustainability
Module 3:
Strategic Human Resources Management in practice (PISRMP) – 12 Credits

Content:
Impact of SHRM on:
• Staffing
• Training and Development
• Performance Management
• Compensation
• Labour Relations
• Employee Retention
• Global/International HR
• High-performance work systems
• Employee Participation
• SHRM and Cross Cultural Management
• Talent Management

Module 4:
HR metrics and measurement (PIHRMAM) – 12 Credits

Content:
• Foundation of standards
• Basic applied statistics
• Using measure profiles for each of the HR elements and functions
• A framework for HR measurement

Module 5:
Dispute Resolution for HR Managers (PIDRFHR) – 12 Credits

Content:
• Conflict management and dispute resolution
• Mediation, conciliation and arbitration
• Negotiation, facilitation and chairing
• Planning and preparing for mediation and arbitration

Module 6:
Human Resource Roles and Transformation (PIHRRAT) – 12 Credits

Content:
• HR in a dynamic world, the evolving role of the HR Manager and HR Practitioner
• Contemporary HR competency models (HR qualities of the contemporary and future HR Manager and Practitioner)
• HR role models
• HR, globalisation and cross-cultural interaction
• HR and technology
• Ethics in HR management
• HR governance, including risk management, quality assurance, service delivery

The information contained in this brochure was correct at the time of publication (19 November 2014).
Programme in Numerical Skills for Business (70114)

Duration: Six months  Credits: 48  NQF Level 5

Purpose:
This programme is designed to equip students with basic numerical skills for use in everyday business situations. Need for numeracy: the ability to cope with numbers is needed everywhere, especially in Southern Africa. Every business transaction requires the application of basic numerical skills. Numeracy is an advantage in any work situation and often a requirement for career opportunities. Coping with numbers: in this programme learners broaden their numerical skills. They learn how to cope with numbers by identifying, formulating and solving quantifiable business problems. At the same time they can fulfil the entrance requirements in mathematics for enrolment for certain tertiary qualifications.

Target Group:
Anyone in need of basic numerical skills will benefit from doing this programme. This may include educationally 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, or substantial equivalent of the same. All four modules have to be successfully completed in order to complete the Programme.

Registration Periods:
Registration information will be available on the Programme website. Use the internet search terms Unisa Numerical Skills for Business to easily find the website.

Module 1:
Numbers and Functions (INUMS0Y) – 12 Credits

Content:
- Numbers
- Operations on numbers
- Percentages and fractions
- Measurements
- Variables, formulae and functions
- Straight lines (break-even and depreciation)
- Quadratic functions
Module 2:
**Business Data** (INUMS0L) – 12 Credits

Content:
- Financial indicators (index numbers)
- Simple and compound interest
- Annuities
- Collection, presentation and description of business data

Module 3:
**Optimisation** (INUMS0M) – 12 Credits

Content:
- Equations
- Inequalities
- Introduction to and graphical solution of linear programming problems

Module 4:
**Decision Structuring** (INUMS0N) – 12 Credits

Content:
- The Project Evaluation and Review Technique – PERT
- Minimal spanning trees
- Shortest route problems
- Maximal flow problems
- Transportation
- Decision analysis

Quantitative Reasoning for Business 1 Workshop (76824)

Duration: August 2014 and continued indefinitely if demand exists

Credits: Non-Bearing Credits

Language: English and eventually also Afrikaans if a demand exists

Purpose:
To equip individuals with mathematical skills for the business environment including practical and hands-on experience in using computer tools such as Excel and an understanding of basic statistics for the business environment.

Target Group:
Individuals employed in positions where quantitative reasoning about business decisions is required or understanding of such decisions is helpful.

Admission Requirements:
Participants are expected to have a laptop with spreadsheet software and to have used a spreadsheet (for example, Excel) at work in the past and to have a level of mathematical maturity appropriate for undergraduate level quantitative work.
Registration Periods:
July 2014 later

Module 1:
Quantitative Reasoning for Business 1 Workshop (WSQRB1L) – Non-Bearing Credits

Content:
- A revision of spreadsheet basics
- An overview of the use of quantitative modelling in business Types of data and sampling methods including using Excel to apply basic descriptive statistics to a data set

Quantitative Reasoning for Business 2 Workshop (76825)
Duration: August 2014 and continued indefinitely if demand exists
Credits: Non-Credit Bearing
Language: English and eventually also Afrikaans if a demand exists

Purpose:
To equip decision-makers with new quantitative reasoning techniques and familiarise them with new tools for numerical analysis of mathematical models in business.

Target Group:
Individuals in decision-making roles in the South African workplace who would benefit from a sharpening of their analytical skills.

Admission Requirements:
Participants are expected to have a laptop with spreadsheet software and to have used a spreadsheet (for example, Excel) extensively at work in the past and to have a level of mathematical maturity appropriate for advanced undergraduate level or beginning graduate level quantitative work.

Registration Periods:
July 2014 and later

Module 1:
Quantitative Reasoning for Business (WSQRB2L) – 0 Credits

Content:
- An overview of intermediate to advanced quantitative models in business and finance
- A review of the essentials of statistical analysis of data using Excel
- Importing and exporting data and graphs and using large data sets in Excel (including pivot tables)
- Quantitative reasoning for business and multiple criteria decision making
- Spreadsheet tips and tricks including using Solver and other tools for mathematical modelling
- Probabilistic modelling in business and the philosophy behind probabilistic techniques and other heuristics
- Other tools for numerical analysis (including R and Octave) and the pitfalls of computer and human modelling error
- Algorithmic complexity and business – why it is critical in the era of big data
Programme in International Freight Management and Administration for Importers and Exporters (01929)

Duration: One year
Credits: 48
NQF Level 5

Purpose:
The aim of the programme is to satisfy the growing need for training in import and export practices and procedures. The necessity for such a certificate programme has increased due 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

Registration Periods:
First semester: 29 November 2014 to 11 January 2015
Second semester: 2 June 2015 to 11 July 2015

Module 1:
Introduction to Management in an Importing and Exporting Environment (PRFM01N) – 12 Credits

Content:
• International trade developments and features of the international economy
• Balance of payments
• The exchange rate explained
• Explanation of international trade
• Government intervention in international trade
• Modern arguments relating to protection
• The way in which business react to trade policy and the interplay between industries, government and the WTO
Module 2:
Importing and the Customs Clearance Process (PRFM02P) – 12 Credits

Content:
• Introduction
• Terminology and definitions
• Customs and import control
• Tariff classification
• Duties and VAT
• Bills of entry
• Value for duty purposes
• Clearing and delivery: customs clearance procedures
• Import documentation
• Cargo release after customs clearance
• Rebates, refunds and drawbacks
• Claims relating to undelivered or damage cargo
• The clearing agent
• Dangerous and hazardous goods
• Industry bodies
• Miscellaneous issues

Module 3:
Freight Forwarding (PRFM03Q) – 12 Credits

Content:
• Introduction
• Foreign trade terms
• Methods of Payments
• Contracts of carriage
• Marine insurance
• The freight forwarder

Module 4:
Export Practices and Cargo-Handling Methods (PRFM04R) – 12 Credits

Content:
• Protection and packaging of freight
• Ocean freight and port operations
• Airfreight
• Export documentation and steps involved in exporting goods
• Costing for exports
The field of education is constantly changing, especially in South Africa. The challenge lies not only in keeping pace with these changes, but in creating new knowledge relevant to our unique African circumstances.

Unisa’s College of Education’s short learning programmes (SLPs), or “short courses”, aim to answer this challenge. They allow us as a college to present tailored, up-to-date offerings to seasoned educators and new students alike.

The SLPs provided by our Centre for Continuing Training and Development are designed to provide the skills necessary to uplift and empower communities. As such they cover a range of diverse subjects, like Early Childhood Development, Environmental Education and Counselling, and Academic Skills Development.

Several other courses focus on specific “problem areas” in which South Africa has a poor record in educating its learners, such as Mathematics, Language and Literacy, and Life Skills.

We are proud to present our SLPs to you. We hope they can empower you, as educators, to uplift your communities and build towards a better, more educated future.
The college strives to empower educators to uplift their communities and to build towards a better, more educated future.
College of Education
Centre for Continuing Education and Training

Enquiries for the Short Learning Programmes offered through the Centre for Continuous Professional Teacher and Community Education and Training should be directed to:

**Mr FA Mlambo**
Centre for Continuous Professional Teacher and Community Education and Training
Office 7-015, AJH van der Walt Building, Unisa
Tel: 012 429 4817
Fax: 012 429 4800
Fax: 086 651 4756
E-mail: mlambfa@unisa.ac.za
E-mail: ctdregistration@unisa.ac.za

### Short Course in Academic Skills Development for Teachers in Practice (70238)

**Duration:** One year  
**Credits:** 12  
**NQF Level:** 5

**Purpose:**
The course is intended for teachers or trainers who want to become skilled in incorporating academic development skills and knowledge into their day-to-day teaching practice.

**Target Group:**
Teachers at primary and secondary schools who want to become more skilled at teaching academic skills to their learners in order to equip them for more effective knowledge transfer; lecturers at higher education institutions such as technical colleges, technikons and universities; teachers and trainers in NGOs; teachers presenting Adult Basic Education courses; trainers in industry who have to present training programmes according to recently passed labour legislation.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**
01 December to 28 February

**Module 1:**
**Academic Skills Development** (SSTD01G) – 12 Credits

**Content:**
**Theme 1:** Academic Skills Development  
**Theme 2:** Practical Application of Academic Skills  
**Theme 3:** Examination Preparation

The information contained in this brochure was correct at the time of publication (19 November 2014).
Short Course in Planning and Conducting Assessment of Learning Outcomes (71005)

Duration: One year  
Credits: 15  
NQF Level 5

Purpose:
This assessor course will provide people who assess or intend to assess candidates against unit standards and/or qualifications with the necessary expertise.

Target Group:
- Any person involved in assessment of learning outcomes in education and training settings or in the workplace;
- Teachers in the new career path leading to senior teacher and learning area specialist positions where they have to assess beginning teachers, student teachers, learnership teachers and their peers;
- Senior teachers involved with learnership student teachers; and
- Departmental officials involved in assessment of teachers as part of whole school evaluations.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
1 December to 28 February

Module 1:
Plan and Conduct Assessment of Learning Outcomes (CPCA01X) – 15 Credits

Content:
- Planning and preparing for assessment
- Preparing learners for assessment
- Gathering knowledge and performance evidence
- Making assessment judgements
- Recording assessment results
- Providing assessment practices
- Assessment methods and instruments
- Assessment techniques

Short Course in Mentoring, Guidance and Support of Teachers and Trainers (71013)

Duration: One year  
Credits: 12  
NQF Level 5

Purpose:
This mentoring course will provide practitioners with the necessary skills and expertise to give guidance and support to learners and to refer learners to appropriate counselling or development agencies.
**Target Group:**
- Any person involved in providing mentoring, guidance and support to protégés/learners in education and training settings or in the workplace;
- Senior teachers who act as mentors for learnership student teachers;
- Teachers in the new career path leading to senior teacher and learning area specialist positions where they have to mentor, guide and support beginning teachers, student teachers, learnership teachers and their peers; and
- Departmental officials who mentor, guide and support teachers on a daily basis.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**
01 December to 28 February

**Module 1:**
*Mentoring, Guidance and Support of Teachers and Trainers* (CGSL01R) – 12 Credits

**Content:**
- Mentoring, guidance and support in an outcomes-based education system
- Contextualising mentoring and learner support
- Mentoring relationships
- Mentoring skills
- Learner support skills
- Identification of learner/protégé needs
- Strategies, techniques and activities for providing mentoring, guidance and support
- Knowing to whom, when and why to refer learners/protégés
- Record keeping of mentoring, guidance and support given to learners/protégés
- Techniques for reflecting on own performance and integrating lessons learned into future practice
- Forms of practice which pay particular attention to equity in terms of race, gender and disability

**Short Course in the Design of Integrated Assessment for Learning Programmes (71021)**

**Duration:** One year  
**Credits:** 12  
**NQF Level:** 6

**Purpose:**
This assessment course will enable practitioners in education and training settings or in the workplace to design outcomes-based forms of integrated assessment for learning programmes. Most teachers and trainers in the country have been trained as evaluators. The shift from evaluation to assessment has left these practitioners without any formal training in assessment. The result is a countrywide need amongst them for training in assessment.

**Target Group:**
The course is appropriate for any person involved in the design of integrated assessment for learning programmes in education and training settings or in the workplace.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification
Module 1:
**Designing Integrated Assessment for Learning Programmes (CDIA01Q)** – 12 Credits

**Content:**
- Design principles of outcomes-based assessment
- Designing outcomes-based assessments
- Developing assessment activities
- Developing assessment guides
- Evaluating assessment designs and guides

**Short Course in Sport Management (72168)**

Duration: One year  
Credits: 12  
NQF Level 5

Language: English and Afrikaans

**Purpose:**
To equip the sport coach/educator in the educational setting with the knowledge and skills to apply the basic principles of sport management in an educational setting.

**Target Group:**
Any sport coach/educator in an educational setting or who is planning to become involved as a sport coach in an educational setting.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**
01 December to 28 February
Module 1:  
**Sport Management (SCSM01H) – 12 Credits**

**Content:**  
The contents of this course include the following aspects: The principles of sport management; planning and organising management; leadership and controlling in management. It also deals with programme development and format, planning an event, event management, economic consideration and planning a tour. It further deals with creating a climate for effective communication, codes of behaviour in sport, managing facilities and developing human resources. Needs identification and assessment, dealing with parents and contracting volunteer coaches receive attention.

### Short Course in School History Enrichment (76597)

**Duration:** Six months  
**Credits:** 12  
**NQF Level:** 5  
**Language:** English but Afrikaans-speaking students may submit projects in Afrikaans

**Purpose:**  
To encourage and empower Secondary School Social Science and History teachers to teach their disciplines more effectively and more creatively, to cope with the changing requirements of the National Curriculum Statement (NCS), and to be more confident, better equipped and more committed as educators involved in building a new South African nation.

**Target Group:**  
High school teachers teaching Grades 8 to 9 (Social Science) and Grades 10 to 12 (History).

**Admission Requirements:**  
Students must either be practising teachers or have at least some teaching experience at senior secondary school level.

**Registration Periods:**  
02 January to 31 March

Module 1:  
**School History Enrichment (SCHE016) – 12 Credits**

**Content:**  
- Effective planning for history teaching  
- Continuous assessment and evaluation  
- Teaching history skills  
- Teaching extended writing  
- Group work in history  
- Helping learners to improve their study skills  
- Teaching heritage investigation
Short Course in a Narrative Approach to Journeying with Depression (76791)

Duration: Three months  
Credits: 12  
NQF Level 5

Purpose:
To train carers (professional and lay) to provide compassionate emotional and spiritual care and counselling (from a narrative perspective), for people living with depression and their families.

Target Group:
The target groups for this training are volunteer counsellors who support patients, family and staff, HospiVision staff, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

Admission Requirements:
Senior Certificate

Registration Periods:
January, May, July, October

Module 1:
A Narrative Approach in Journeying with Depression (SNAJ01L) – 12 Credits

Content:
**Exploring depression**
- Sharing stories of experiences with depression
- The different faces of depression
- Exploring ways of coping with depression

**Understanding depression**
- Medical and psychiatric perspectives on depression
- Psychological and social perspectives on depression
- Depression in the family

**Journeying with depression**
- Narrative practices and depression
- Externalising depression
- Food for the journey
- Skills for the journey
- To believe in sunshine: No matter what!

Short Course in a Faith and Value-Based Approach to HIV Prevention (76792)

Duration: Three months  
Credits: 12  
NQF Level 6

Purpose:
At the end of this programme learners will be able to develop, facilitate and evaluate appropriate ethical and value-based Christian responses to HIV/AIDS and to facilitate an ethical community development programme in which a Christian response to HIV/AIDS is addressed.
Target Group:
The target groups for this training are pastors, leaders of faith-based communities, community leaders as well as volunteers and trained community members. Care workers and medical staff involved with prevention education will also benefit from this training.

Admission Requirements:
Senior Certificate

Registration Periods:
Semester dates

Module 1:
Faith and Value-Based Approach to HIV Prevention (SPVB01B) – 12 Credits

Content:
Knowledge, attitudes and perceptions about HIV and AIDS (1 Day)
- Understand and provide information about HIV/AIDS and its impact
- Analyse and critique definitions, attitudes, perceptions and myths regarding HIV/AIDS
- Describe, analyse and address stigma
- Present and assess a Christian theological perspective on the disease

Combating HIV and AIDS through Ethical and Spiritual Conduct (2 Days)
- Develop a value-based and ethical response to the pandemic from a Christian point of view
- Compare definitions of Christian ethics in a variety of historical and other contexts
- Describe and use basic approaches to ethical decision making
- Describe and engage in forming personal morals

Taking action: Ethical community mobilisation to combat HIV and AIDS (2 Days)
- Analyse the basic needs and dynamics of a community and identify aspects that need transformation (Assignment)
- Design a process to address issues of transformation in a community
- Apply Christian insights on transformation
- Implement a process addressing issues of transformation in a community (Assignment)
- Organise and facilitate programmes in response to the epidemic (Assignment)
- Facilitate an event or programme in which a Christian response to HIV and AIDS is addressed
- Evaluate the impact of programmes

Short Course in Spiritual Care and Counselling for People Living with AIDS (76794)
Duration: Three months
Credits: 12
NQF Level 5

Purpose:
To train carers (professional and lay) to provide compassionate emotional and spiritual care and counselling for people living with HIV/AIDS and their families. In this experientially based course counsellors, pastors and caregivers will increase their own understanding of this person and his/her situation. A model for integrating emotional and spiritual needs will be presented. The goal is to guide the person living with HIV/AIDS towards meaningful, fulfilled and ‘positive’ living.
**Target Group:**
The target groups for this training are volunteer counsellors who support patients, family and staff, HospiVision staff, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

**Admission Requirements:**
Senior Certificate

**Registration Periods:**
Semester dates

**Module 1:**
**Spiritual Care and Counselling for People Living with AIDS (SPLA01J) – 12 Credits**

**Content:**
Towards understanding people living with HIV & AIDS
- The emotional, relational and spiritual impact of HIV & AIDS
- A conversation with 'Mr AIDS'
- The nature and impact of loss resulting from HIV & AIDS
- The emotions, fears and needs of the person living with a life-threatening illness
- The grief process

Guidelines and skills for emotional care
- Basic principles of caring and sharing
- Establishing trust
- The goal of emotional care
- Aspects of communication
- Asking questions
- Problem solving

Spiritual care for persons living with HIV & AIDS and their families
- Biblical understanding of human behaviour
- Addressing spiritual needs (compassion, connection, reconciliation, dignity and acceptance)
- Finding comfort in grieving and loss
- Living positively
Short Course in Spiritual Care and Counselling for the Sick (76795)

Duration: Three months Credits: 12 NQF Level 5

Purpose:
At the end of this programme learners will:
• Have a better understanding of the effect of illness on the total person and his/her relationships;
• Understand the impact of the modern healthcare environment and how to function within this environment;
• Have mastered basic counselling skills to support the sick person and his/her family;
• Be able to offer compassionate spiritual care and guidance in a variety of situations.

Target Group:
The target groups for this training are volunteer lay counsellors who support patients, family and staff, HospiVision staff, pastoral caregivers, leaders of faith-based communities, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

Admission Requirements:
Senior Certificate

Registration Periods:
Semester dates

Module 1:
Spiritual Care and Counselling for the Sick (SSCC01Y) – 12 Credits

Content:
Pastoral work in healthcare
• The goal of pastoral care for the sick
• Illness: Towards better understanding
• The crisis and conflict of illness
• Understanding the healthcare environment
• Illness and healing in the African context

Basic counselling skills
• Understanding human behaviour in crisis situations
• A conversational model for pastoral care of the sick
• The use of Scripture and prayer
• Practical work in a hospital context

Practical application
• Discussion of practical work and conversation reports
• Addressing emotional and spiritual needs
• Special needs e.g. cancer, heart disease, chronic illness, HIV/AIDS

The information contained in this brochure was correct at the time of publication (19 November 2014).
Short Course in Memory Work and Life Maps in Counselling for Loss, Death and Bereavement (76796)

Duration: Three months  
Credits: 12  
NQF Level 6

**Purpose:**
To train carers (professional and lay) to provide compassionate emotional and spiritual care and counselling for people living with life-threatening illnesses such as HIV/AIDS and cancer and their families, as well as other people experiencing loss, dying and death. In this creative course, counsellors, pastors and caregivers will increase their own understanding of loss, death, dying and bereavement. A model for creating a memory book is presented.

**Target Group:**
The target groups for this training are volunteer counsellors who support patients, family and staff, HospiVision staff, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

**Admission Requirements:**
Senior Certificate

**Registration Periods:**
Semester dates

**Module 1:**
Memory Work and Life Maps in Counselling for Loss, Death and Bereavement (SMWL01N) – 12 Credits

**Content:**
- The theoretical foundations of memory work
  - The life map technique as structure for life stories and memory work
  - Memories, legacies and roots
- Loss: companionship, care and comfort
  - Understand the impact of dying and death
  - Loss and the bereavement process
- Life maps and memory work
  - The use of life maps and memory work in counselling and spiritual care
  - Creative techniques in care and counselling
  - Creating a memory book using life maps
  - Practical components for a memory work programme
Short Course in Trauma Counselling in an Accident and Emergency Unit (76797)

Duration: Three months  
Credits: 12  
NQF Level 6

Purpose:
The purpose of this short learning programme is to equip carers (professional and lay) who work in accident and emergency units with an in-depth understanding of the psycho-social consequences of exposure to traumatic events and the knowledge and skills to provide effective emotional first aid, trauma support, containment and debriefing, as well as to identify and provide counselling in situations of acute and post-traumatic stress disorder.

Target Group:
The target groups for this training are volunteer counsellors who support patients, family and staff, HospiVision staff, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

Admission Requirements:
Senior Certificate

Registration Periods:
Semester dates

Module 1:
Trauma Counselling in an Accident and Emergency Unit (STCA01X) – 8 Credits

Content:
Introduction, expectations, overview and ground rules
- Review of basic counselling principles
- Exploring and understanding trauma
- Exploring and understanding different kinds of trauma

Psychological approaches and trauma
- The narrative approach to trauma counselling
- Psychological first aid, Containing, Defusing and debriefing
- Narrative practices
- Acute and Post-Traumatic stress disorder
- Spirituality and trauma
- Finding meaning in trauma

Care for the caregiver
- Styles of care giving
- Understanding and identifying burnout
- Self-care
- Keep the fire burning: a programme for caregiver restoration

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The information contained in this brochure was correct at the time of publication (19 November 2014).
Purpose:
This unit standard is intended for community development workers as well as faith-based and community leaders who want to develop, implement, manage, and monitor a hospital-based counselling and spiritual care, and physical support programme as part of a community intervention plan.

Target Group:
The target groups for this training are faith-based and community leaders who want to establish a counselling, spiritual care and physical support programme in a public sector hospital.

Admission Requirements:
Senior Certificate

Registration Periods:
Semester dates

Module 1:
Implementing a Spiritual Care and Counselling Programme in Health Care (SISC01H) - 6 Credits

Content:
Assess the need for a community development intervention in the Hospital
- Environmental scanning
- Analyse and prioritise issues

Develop, implement and manage a community intervention plan in a hospital
- A plan is developed within delegated authority and in consultation with relevant stakeholders
- A plan is developed which outlines the target area and target community and the steps to achieve the objectives
- Developing measurable, specific, and achievable objectives
- Identify Stakeholders and roles
- Roles and responsibilities are allocated
- Resources needed are identified, specified, quantified and prioritised to meet the planned community intervention outcomes
- Potential risks relating to the planned community intervention are identified and assessed to determine contingency measures to manage the risk
- The plan is agreed upon and communicated to stakeholders and role-players in such a way as to coordinate a team effort
- The plan is implemented in accordance with set objectives to achieve planned outcomes
- Key performance indicators are collectively developed and agreed upon to measure and control the progress of the plan

Evaluate a community development intervention plan
- Techniques and frameworks for the monitoring, review and evaluation of a community intervention plan
- A project plan is monitored
- A project plan outcome is evaluated to determine corrective action in case of deviation from the agreed plan
- A project progress report is drawn up to determine successes, challenges and lessons learned
Short Course in Narrative Practices for Spiritual Care and Counselling for the Sick (76793)

Duration: Three months
Credits: 12
NQF Level 6

Purpose:
At the end of this programme learners will
• Have a better understanding of the effect of illness on the total person and his/her relationships;
• Understand the impact of the modern healthcare environment and how to function within this environment, particularly within the context of a multi-professional team;
• Have mastered basic and intermediate narrative counselling skills to support the sick person, his/her family as well as caregivers;
• Be able to offer compassionate spiritual care and guidance in a variety of situations, based on the principles and practices of the narrative approach.

Target Group:
The target groups for this training are volunteer counsellors who support patients, family and staff, HospiVision staff, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

Admission Requirements:
Senior Certificate

Registration Periods:
January, May, July, October

Module 1:
Narrative practices for Spiritual Care and Counselling for the Sick (SNPS01L) – 12 Credits

Content:
Introduction, ground rules, course overview
• My road of life
• Pastoral counselling in healthcare

Introducing the narrative approach
• The “Not Knowing” position
• Participative active listening
• Conversational questions
• Understanding and deconstructing dominant discourses
• Practicing listening skills & conversational questions

Advanced narrative practices
• Understanding the ‘plot’ and searching for unique outcomes
• Using Scripture and prayer in pastoral narrative counselling
• Pastoral narrative practices in healthcare
• Closing and assignments

The information contained in this brochure was correct at the time of publication (19 November 2014).
Short Course in Spiritual Care and Counselling for Sick and Vulnerable Children (76799)

Duration: Three months  
Credits: 12  
NQF Level 5

Purpose:
To train carers (professional and lay) to provide compassionate emotional and spiritual care and counselling for sick, vulnerable and orphaned children living with life-threatening illnesses such as HIV/AIDS and cancer and their families. In this creative course, counsellors, pastors and caregivers will increase their own understanding of the world of the sick and vulnerable child and explore creative ways to care and support. There is a specific focus on children in the hospital environment.

Target Group:
The target groups for this training are volunteer counsellors who support patients, family and staff, HospiVision staff, as well as professional people such as pastors, social workers, psychologists, youth workers, medical staff and teachers.

Admission Requirements:
Senior Certificate

Registration Periods:
January, May, July, October

Module 1:
Spiritual Care and Counselling for Sick and Vulnerable Children (SCVC01U) – 15 Credits

Content:
Understanding the world of the sick and vulnerable child
- Developmental needs of children
- The impact of illness on the child
- The importance of security

Understanding the impact of illness and hospitalisation on the family
- Understanding family dynamics
- Sick children in a family context
- The caregivers/family’s crisis

Creative emotional and spiritual care for vulnerable children
- Communication with sick children
- Holistic support
- Creative emotional and spiritual care practices
Short Course in Gifted Child Education (70270)

Duration: One year  Credits: 12  NQF Level 5

Purpose:
To promote understanding of the unique needs of gifted children in education and ways of accommodating them within the classroom.

Target Group:
Teachers, helping professionals, parents

Admission Requirements:
Senior Certificate

Registration Periods:
1 December to 28 February

Module 1:
Gifted child education (CGIF01R) – 12 Credits

Content:

Short Course in Teaching Methodology for Teachers in English First Additional Language (76805)

Duration: Three months  Credits: 12  NQF Level 5

Purpose:
At the end of this programme learners will:
- have a better understanding of the role that language plays in the learning and understanding of Science and Mathematics;
- be able to explain the difference between scientific English and everyday use of English;
- be able to provide language support to Mathematics and Science teachers and learners;
- be able to teach Mathematics and Science learners to read scientific material with comprehension;
- be able to teach Science learners to write scientific reports.

Target Group:
The target groups for this training are English language teachers who have to support Science and Mathematics learners and teachers, teaching and studying through the medium of English first additional language (FAL).

Admission Requirements:
Senior Certificate

Registration Periods:
Semester registrations
Module 1:
Teaching Methodology for Teachers in English First Additional Language (SCTM01M) – 12 Credits

Content:
- Studying through the medium of English FAL
- Acquiring an additional language
- The role of the English FAL teacher in supporting Science and Mathematics teachers and learners
- Scientific language versus everyday English
- Teaching reading with comprehension
  - Identifying main and supporting ideas
  - Understand the logical sequence of information
  - Making mind maps and flow charts
  - Determining cause and effect
  - Make assumptions and predict consequences
  - Comparing and contrasting information
  - Synthesising
  - The meaning of question words
  - Scientific vocabulary building
  - Knowledge of roots, prefixes and suffixes determining the meaning of words (e.g. biodiversity)
- Teaching visual literacy
  - Interpreting visual material
  - Interpreting scientific visual material
- Teaching writing
  - Summarising skills
  - Writing a scientific report
  - Reporting on procedure
- Supporting English FAL Science and Mathematics teachers
  - Good explanation skills
  - Use of analogies
  - Providing context
- Supporting learners studying Mathematics and Science through the medium of English FAL

Short Course in the Functionality of School Governing Bodies (SGBs) (76821)

Duration: One year  Credits: 12  NQF Level 5

Purpose:
At the end of this program students will:
- have a better understanding of the role and responsibilities of school governing bodies and school management teams
- be able to apply knowledge regarding policies used in the governance of schools
- be able to understand strategies that will make SGBs functional
- know what SGBs should be considered when addressing school discipline; have a better understanding of school functionality, school leadership, school governance and school management

Target Group:
The target groups for this training are school governing bodies and school managers who have to provide management and governance support to school management team (SMT) and school governing bodies (SGBs).
Admission Requirements:
Senior Certificate or equivalent and six months’ experience as school governor, or proof that you are a newly elected school governor.

Registration Periods:
January - February 2014

Module 1:
The Functionality of School Governing Bodies (SGBs) (CFSGB01) – 12 Credits

Content:
- Acquiring knowledge of following concepts: School governance, school management, school leadership, school functionality and school effectiveness
- Comparing SMTs and SGBs roles and responsibilities
- Acquiring knowledge of relevant policies and legislation in the governance of schools
- Use of relevant policies in the governance of schools
- Approaches used to manage school discipline
- Knowledge of school discipline theories and approaches
- Parental involvement and community relations

Short Course in Multigrade Teaching Methodologies and Assessment in Schools (76816)

Duration: 12 Months  Credits: 12  NQF Level 5

Purpose:
- To equip teachers with specialised knowledge and skills in order to ensure effective teaching and learning in multigrade contexts
- To equip multigrade teachers with the necessary knowledge and skills to arrange; organise instructional resources and the physical environment in order to facilitate student learning, independence and interdependence
- To equip students with the necessary knowledge and skills to plan, develop and implement instructional strategies suitable in multigrade contexts
- To equip students with the necessary knowledge and skills to be able to support Foundation Phase, Intermediate Phase and Senior Phase learners in multigrade contexts

Target Group:
The target groups for this training are all Foundation, Intermediate and Senior Phase teachers who are teaching in multigrade contexts.

Admission Requirements:
Senior Certificate

Registration Periods:
December - February

Module 1:
Multigrade Teaching Methodologies and Assessment in Schools (CMTMA01) – 12 Credits
Content:
- Conceptualisation of multigrade teaching
- Learner organisation and teaching strategies
- Creating and management of learning environment in a multigrade context
- Assessment in a multigrade context
- Curriculum adaptation and planning
- Designing and planning of a lesson in a multigrade context
- Integrated approaches in a multigrade context
- Teacher competencies in teaching in multigrade contexts

Course in Crisis Debriefing and Trauma Counselling (70246)

Duration: One year  
Credits: 24  
NQF Level 5

Purpose:
- Aim to equip people with basic crisis debriefing, stress and trauma counselling skills, based on relevant theoretical models and paradigms from psychology
- Has the purpose of training counsellors in the counselling of stressed and traumatised people, and the debriefing of people in crises
- Will also give attention to post-traumatic stress syndrome (PTSD)
- Is a synthesis of crisis debriefing techniques, communication skills, and the systemic approach
- Includes a three-day compulsory workshop with the focus on experiential learning, and integration of theory and practice of counselling

Target Group:
- Already qualified professionals who would like to enhance their crisis debriefing and trauma counselling skills to be utilised in their work-related counselling liabilities e.g. teachers, nurses, paramedics, social workers; speech, occupational and physiotherapists, ministers of religion, medical practitioners
- Individuals from all walks of life who are in need of these skills on a voluntary level in their communities
- NGOs, trainers, youth workers

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

Registration Periods:
01 December until 28 February

Module 1:
Theoretical Training (SDEB01L) – 12 Credits

Content:
- Listening and communication skills
- Trauma
- Post-Traumatic Stress Disorder Debriefing Models
- Trauma counselling approaches
- Stress-related issues
Module 2: 
**Practical Training** (SDEB02M) – 12 Credits

**Content:**
- Models of trauma counselling
- Listening skills
- Role play experiential learning

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**Course in Basic Counselling (70262)**

**Duration:** One year  
**Credits:** 24  
**NQF Level:** 5

**Purpose:**
- Aims to provide you with practical counselling skills and techniques, provides you with relevant theoretical counselling models and paradigms from psychology
- Will enable you to act as intermediary between people in need of counselling and professional support services
- Focuses on, among others, basic counselling principles and skills such as person-centred communication, the process of helping, values underlying the counselling process, and practical issues such as the structure/stages of the interview/counselling process
- Is a synthesis of systemic and rational-emotive-behaviour therapeutic approaches
- Includes a two-day compulsory workshop in Pretoria with the focus on experiential learning, and the integration of the theory and practice of counselling

**Target Group:**
- Already qualified professionals who would like to enhance their counselling skills to be utilised in their work-related counselling liabilities e.g. teachers, nurses, people from (para) medical professions (e.g. speech, occupational and physiotherapists), social workers, ministers of religion, medical practitioners
- Individuals from all walks of life who are in need of counselling skills on a voluntary level in their communities
- People on the lookout for personal enrichment
- NGOs, trainers, youth workers

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**
01 December to 28 February

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Module 1: 
**Theory of Counselling** (PCOU016) – 12 Credits
Content:
• Introductory issues in counselling
• Psychological theories, such as Rogers, Erikson, Glasser and Maslow
• Characteristics of the counsellor
• Counselling and psychotherapy
• Ethical aspects of counselling
• Human development: characteristics of development, developmental phases, factors that influence development and theories of development
• Psychological health and behaviour
• Communication: self-concept and communication style, effective communication and listening skills
• Conflict: effect on relationships, conflict and anger, styles of conflict and styles of conflict management
• Changing attitudes, unethical influence, controlling relationships and mind control

Module 2:
Practical Counselling (PCOU028) – 12 Credits

Content:
• Criteria for counselling in practice
• The counselling process: elements in counselling
• Therapeutic skills and techniques
• The underlying causes of emotional problems
• Practical counselling with role players
• Practical workshop where skills are demonstrated
• A practical assignment which is done on audio tape: therapeutic interview with a role player

Course in Education Management in Early Childhood Development (70271)

Duration: One year
Credits: 36
NQF Level 5

Purpose:
The aim of this course is to equip students with management skills such as knowledge of professionally managing staff, learners, parents, programmes and safety in the early childhood development phase in an African context.

Target Group:
The course is appropriate for people involved in Early Childhood Development.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
Introduce Management Skills in Early Childhood Development (CEME01U) – 12 Credits
Content:
- Education management: the concept
- Managerial functions in ECD
- Management styles in ECD

Module 2:
Manage the Learning Environment in Early Childhood Development (CEME02V) – 12 Credits

Content:
- Managing staff and students
- Managing different types of ECD-programmes
- Managing parent involvement

Module 3:
Management Administration in Early Childhood Development (CEME03W) – 12 Credits

Content:
- Managing office administration
- Managing finances in ECD
- Management committees in ECD

Course in Environmental Educators (70289)

Duration: One year  
Credits: 24  
NQF Level 5

Purpose:
To enable individuals to teach in, about and for the environment.

Target Group:
Individuals who have completed their secondary schooling

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
Introduction to Environmental Education (CENV01R) – 12 Credits
Content:
- The concept “environment”
- The development of the concept “environmental education”
- Definition of “environmental education”
- Aims of environmental education
- Paradigms, philosophies and ideologies linked to environmental education
- Basic sociology and its relevance to environmental education
- Basic psychological principles applicable to environmental education
- Environmental literacy
- Sustainable development
- What is environmental education?
- Statements about environmental education
- An environmental audit
- Teaching environmental education through various disciplines
- Teaching environmental education to different age groups

Module 2:
Practical Activities for Environmental Education (CENV02S) – 12 Credits

Content:
- Learning Programme (LP) development
- EE and OBE
- Planning a learning programme
- Mediation of learning programmes

Course in Christian Counselling (7036X)

Duration: One year  Credits: 24  NQF Level 5

Language: English and Afrikaans

Purpose:
To train and equip the lay counsellors to work in Christian settings

Target Group:
Persons who are working or who plan to work as lay counsellors in Christian settings and persons who need to broaden their knowledge on emotional and spiritual problems that Christians may experience.

Admission Requirements:
None

Registration Periods:
01 December until 28 February

Module 1:
Theory of Christian Counselling (PCCO01U) – 12 Credits
Content:
- Introductory issues in Christian counselling
- Models in Christian Counselling
- Practical counselling and Counselling Techniques
- Psychology in Christian Counselling
- Common Mental illness
- Attitude change and mind control in spiritual relationships

Module 2:
Practical Christian Counselling (PCCO02V) – 12 Credits

Content:
- Introduction to practical counselling
- Role play exercises
- Interviews with role-players

Course in Dealing with Problem Behaviour of Children (70440)

Duration: One year
Credits: 24
NQF Level 5

Language: English but Afrikaans students are also accommodated in the sense that they are allowed to complete assignments, examination papers, scrapbooks and portfolios in Afrikaans

Purpose:
The aim of this certificate course is to empower students to assist children with behaviour problems more effectively. Persons dealing with children with behaviour problems on a regular basis, such as youth and social workers, parents and teachers, will benefit from this certificate.

Target Group:
Persons dealing with children with behaviour problems on a regular basis, such as youth and social workers, parents, teachers and ministers of religion, etc

Admission Requirements:
NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
Dealing with Problem Behaviour of Children (CBEH01K) – 12 Credits

Content:
- Clarification of concepts
- Theoretical models on behaviour
- Causative factors related to behaviour problems
- Manifestations of behaviour problems
- The assistance process
Module 2:
Practical Aspects of Dealing with Behaviour Problems of Children (CBEH02L) – 12 Credits

Content:
A portfolio illustrating the capabilities of the student to apply theory to a real-life situation by assisting and understanding a child with behaviour problems.

Course in Dealing with Traumatised Children (7053X)

Duration: One year
Credits: 36
NQF Level 5

Purpose:
Helping children in crisis. The aim of the course is to facilitate a process of understanding the youth in crisis (e.g. trauma, substance dependency, etc) and to facilitate healing.

Target Group:
Teachers, community workers, lay counsellors dealing with children and adolescents.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
Development in Childhood and Adolescence (CCHL01K) – 12 Credits

Content:
• Introduction to child development: the development of needs and behaviour
• Physical development: prenatal to adolescence
• Emotional development: from birth to adolescence
• Social development: from birth to adolescence
• Moral development
• Disorders of childhood and adolescence

Module 2:
Life Crises in Childhood and Adolescence (CCHL02L) – 12 Credits

Content:
Introduction to crises and phases of crisis development
The field of the crisis intervener
Therapeutic techniques in the crisis interview
Crisis intervention in the contexts of suicide, physical problems, epilepsy, drug abuse, sexual abuse and incest, violence, death of family member, divorce, cultural demands, teenage pregnancy, and HIV/AIDS

Module 3:
The Practice of Counselling Traumatised Children and Adolescents (CCHL03M) – 12 Credits
Content:
- Practical guidance in crisis intervention
- Practical guidance in trauma counselling
- Skills development
- Role play
- Generic crisis intervention model with focus on transference and maintenance of life skills

Course in Sport Psychology (70556)

Duration: One year  
Credits: 24  
NQF Level 5

Language: English and Afrikaans

Purpose:
To equip the sport coach in the educational setting with the knowledge and skills to:
- Deal with the psychological needs of athletes/players
- Be able to identify and refer athletes/players with special needs for assistance

Target Group:
Any sport coach in an educational setting or who is planning to become involved as a sport coach in an educational setting.

Admission Requirements:
A Senior Certificate or an equivalent NQF level 4 qualification; the ability to learn from predominantly written material, proof of being involved in the coaching of sport to children or students.

Registration Periods:
01 December until 28 February

Module 1:
Theoretical Training (CSPS016) – 12 Credits

Content:
The contents of this short course include the following aspects: The principles of sport and exercise behaviour, the psychology of coaching, performance enhancement in sport, the psychology of exercise and injury to athletes/players. The aim is to provide the sport coach in an educational setting with the necessary knowledge and skills to not only better understand the sport person, but also to be able to assist the athlete in his/her psychological needs.

Module 2:
Practical Training (CSPS028) – 12 Credits

Content:
One compulsory assignment has to be submitted. This assignment was designed with the specific aim to guide the student into a practical investigation of the factors effecting the motivation of sport people. In addition, a workshop will be offered which is compulsory for all students. More details concerning the workshop are included in the tutorial matter.
Course in Human Rights and Healthy Lifestyle (70564)

Duration: One year  
Credits: 24  
NQF Level 5

Purpose:
There is an urgent need for knowledge and skills attainment in the fields of Human Rights and Healthy and Balanced Lifestyle. We need to create a culture of human rights and Ubuntu in our society and we have to address matters like HIV/AIDS, violence and substance abuse. A healthy lifestyle and a healthy society go hand in hand. Our intention is to convey to students the message that prosperity and happiness can only flourish in a society where people have respect for their fellow-men and where every individual respects his or her own body.

The course has two components: Human Rights & Healthy and Balanced Lifestyle.

Target Group:
All Facilitators involved in education or any other group of people/individual who might be interested in Human Rights issues and in a Healthy Lifestyle.

Admission Requirements:
Grade 12 or equivalent NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
Human Rights and Healthy Lifestyle (SHUM01M) – 24 Credits

Content:
- The South African Constitution and the Bill of Rights
- Ubuntu and the creation of a human rights culture
- Children’s rights
- Rights and responsibilities
- Prejudice and stereotyping in the South African society
- Combating human rights violations
- Prevention of HIV/AIDS
- Care of the AIDS patient
- Coping with sexual and social problems
- Mental health empowerment
- Dealing with violence in our society

Course in Mathematics Education (Intermediate and Senior Phase) (70807)

Duration: One year  
Credits: 24  
NQF Level 6
Purpose:
Teaching strategies and techniques that will enable the student to teach mathematics successfully in the intermediate or senior phase. Practical and theoretical knowledge to facilitate the learning of mathematics. Improvisation techniques to enable the student to teach mathematics concepts where facilities are inadequate. Accreditation for one module towards an advanced certificate in mathematics education (intermediate and senior phase). Fill vacancies for mathematics teachers and as such broaden job opportunities.

Target Group:
Teachers who would like to improve their teaching skills in mathematics (intermediate and senior phase). Teachers who wish to teach mathematics in the intermediate and senior phase with no previous experience in the teaching of mathematics.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and a teaching qualification

Registration Periods:
01 December until 28 February

Module 1:
The Teaching and Learning of Numbers, Operations and Relationships (CMAP01Q) – 12 Credits

Content:
- Teaching mathematics in OBE context
- Exploring what it means to do mathematics
- Developing understanding in mathematics
- Teaching through problem solving
- Planning in the problem-based classroom
- Building assessment into instruction
- Teaching mathematics equitably to all children
- Number learning

Module 2:
The Teaching and Learning of Measurement, Space and Shape, Data Handling Functions and Algebraic Concepts (CMAP02R) – 12 Credits

Content:
- Algebraic thinking: generalisations, patterns and functions
- Proportional reasoning
- Developing measurement concepts
- Geometric thinking and geometric concepts
- Concepts of data analysis
- Concepts of probability

Course in School Management (70858)
Duration: One year
Credits: 24
NQF Level 6
Language: English, however, portfolios may also be submitted in Afrikaans
Purpose:
This course is aimed at assisting education managers and those who want to become education managers in primary and secondary schools to acquire the education management skills, knowledge and attitudes that will help them to contribute to the creation and support of conditions in schools under which effective teaching and learning can take place. Students will learn how to apply basic education management principles and how to manage school teaching staff.

Target Group:
The course is specifically for aspiring and acting Heads of Department, Deputy Principals and Principals in primary and secondary schools.

Admission Requirements:
Senior Certificate or equivalent NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
School Management Issues (CRSM01R) – 12 Credits

Content:
• Educational leadership theory and style
• Vision building and communication
• Effective educational planning
• Effective organising and control
• Problem-solving and decision-making
• Policy making in schools
• Time management and delegating skills

Module 2:
Aspects of Managing School Teaching Staff (CRSM02S) – 12 Credits

Content:
• Communication skills for school managers
• Motivation skills for school managers
• Conflict management and negotiation skills for school managers
• Stress management in education
• The development appraisal system
• Teamwork in schools

Course in African Christian Leadership (71715)
Duration: One year
Credits: 24
NQF Level 5

Purpose:
To empower AIC leaders to become marriage officers, manage their churches in accordance with general management principles, write the history of their churches, understand and preach the Bible, apply Biblical principles in everyday contexts and perform leadership.
Target Group:
Leaders of the African Indigenous Churches, archbishops, bishops, priests, pastors, youth leaders, leaders of women’s leagues and other leaders and prospective of African Indigenous Churches.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
November to February

Module 1:
African Christian Leadership (SACL01T) – 24 Credits

Content:
• Orientation and study skills
• Registration of your church
• Exploring the Bible
• Becoming a marriage officer
• Church management: planning, administration, finances, etc
• Our history: history of the African Initiated Churches
• On being and African Christian family

Course in Biblical Studies for Christian Leaders (71716)

Duration: One year
Credits: 24
NQF Level 5

Purpose:
To give Christian leaders and lay persons an overview of the Bible and introduce them to the historical background against which the Bible originated as well as the basic composition and message of the Bible books.

Target Group:
Christian leaders and lay persons that would like to know more about the origin, composition and message of the Bible, study the Bible in a hermeneutically accountable way and convey the message of the Bible to others.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
November to February

Module 1:
Biblical Studies for Christian Leaders (SBSC01B) – 24 Credits
**Introduction to the Bible**
- The beginnings and promises – the Pentateuch
- The former prophets – a grand history of Israel
- The latter prophets
- Old Testament writings
- The New Testament

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**Course in Correctional Ministry (71717)**

**Duration:** One year  
**Credits:** 24  
**NQF Level:** 5

**Purpose:**  
To equip spiritual workers, pastors and volunteers to render effective spiritual care services to inmates in correctional centres in accordance with the needs and requirements of and in line with the policies and regulations of the Department of Correctional Services.

**Target Group:**  
Spiritual workers, pastors, volunteers and individuals involved in or who would like to be involved in correctional ministry in correctional centres.

**Admission Requirements:**  
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**  
November to February

**Module 1:**  
**Correctional Ministry (Render Spiritual Care in Correctional Context) (SCCM01B)** – 24 Credits

**Content:**  
- Explain how spiritual care function within the framework of corrections  
- Show and understanding of the correctional environment  
- Reflect on being a spiritual worker in a correctional context  
- Do spiritual assessment of inmates in a correctional centre  
- Facilitate group work in a correctional setting  
- Render pastoral care and do counselling with inmates  
- Preach in a correctional environment  
- Facilitate victim offender mediation  
- Facilitate social reintegration of offenders
Course in HIV/AIDS and Spiritual Care (71718)

Duration: One year  Credits: 24  NQF Level 5

Purpose:
To teach skills in caring for people living with HIV/AIDS

Target Group:
Pastors and laypersons who care or intend to care spiritually for those infected and affected by HIV/AIDS.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
November to February

Module 1:
HIV/AIDS and Spiritual Care (SHIV01V) – 24 Credits

Content:
- Sexuality, spirituality and HIV/AIDS
- The Bible and HIV/AIDS
- A theology for HIV/AIDS
- Church community care-giving
- Counsell

Course in Human and Environmental Issues (71719)

Duration: One year  Credits: 24  NQF Level 5

Purpose:
To empower Christian leaders, pastors, community leaders and individuals with the skills to promote an environmentally sensitive lifestyle in their communities through a process of conscientisation and make them aware of the critical need for, as well as the nature of, an environmentally sensitive lifestyle.

Target Group:
Christian leaders, pastors and community leaders and laypeople involved in or who would like to be involved in environmental care activities and projects.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
November to February
Module 1:
Humans and Environmental Issues (SHEI01Y) – 24 Credits

Content:
• The need for a conscientisation process
• The conscientisation process
• Getting to know our personal environment
• Nature under extreme stress
• Notes on the challenge of an environmentally sensitive lifestyle
• Being a Christian in a dying world

Course in Ministry and Community Service (71720)

Duration: One year
Credits: 24
NQF Level 5

Purpose:
To train pastors to preach contextually; counsel within faith communities; construct congregational worshipping and perform leadership.

Target Group:
Pastors of all denominations who intend to sharpen their skills in preaching, counselling, congregational worshipping and community leadership.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
November to February

Module 1:
Ministry and Community Service (SMCS01M) – 24 Credits

Content:
• Orientation and study skills
• Contextual preaching
• Basic counselling skills
• Trauma counselling
• Death counselling
• Worship and celebration
• The pastor as church and community leader
Course in the Marriage Officer (71721)

Duration: One year  
Credits: 24  
NQF Level 5

Purpose:
To teach pastors skills on how to conduct legal, pastoral and cultural marriages successfully and undertake pre-marital counselling.

Target Group:
Pastors of all denominations who intend to become a marriage officer; and pastors of all denominations who are marriage officers and want to increase their pastoral, legal and liturgical skills in conducting marriages.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
November to February

Module 1:
The Marriage Officer: Legal, Pastoral, Liturgical Challenges (STMO01S) – 24 Credits

Content:
- Orientation and study skills
- The commitment of the marriage officer
- Meeting for the first time: words, laws, customs
- Sharing expectations: dreams, realities, sex, money
- Getting married: the ceremony, the sermon, the forms
- Being a Commissioner of Oaths

Course in Teaching Biblical Studies (71723)

Duration: One year  
Credits: 24  
NQF Level 5

Purpose:
The purpose of this course is to empower people to understand and communicate with children; understand the background, origin, composition and message of the Bible; apply the principles of outcomes-based education as well as different teaching skills in teaching the Bible.

Target Group:
Christian leaders, teachers, pastors, youth leaders, people involved in children’s ministry and individuals involved in teaching the Bible in church, Sunday school, public or private school or at home.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification
Registration Periods:
November to February

Module 1:
Teaching Biblical Studies (STBS01P) – 24 Credits

Content:
- Orientation and study skills
- Outcomes-based education
- Teaching skills
- Teaching the Bible
- The world of the Old and New Testament
- An overview of the Bible

Course in GET Science Teachers Training (75469)
Duration: One year
Credits: 36
NQF Level 5

Purpose:
- With teaching strategies and techniques that will enable you to teach Science successfully in the General Education and Training band
- With practical and theoretical knowledge to facilitate the learning of Science
- With improvisation techniques to enable you to teach Science concepts
- Where facilities are inadequate
- To fill vacancies for Science teachers and as such enlarge your job opportunities

Target Group:
Many Science teachers are not adequately qualified to teach Science. Because of this situation, learners do not get an ideal exposure to the natural Science and this discourages them from pursuing further studies in this field. There is an urgent need for a course to enable teachers to upgrade their qualifications in the field of General Science (Gr 4-9).

Admission Requirements:
Professional teaching qualification and practising teacher, teaching science from Intermediate to Senior Phase of the GET band.

Registration Periods:
01 December until 28 February

Module 1:
Learning and Teaching Strategies for Science Teachers (CSCE01V) – 12 Credits
Content:
- Introduction and orientation
- Foundations for understanding science and science education
- Children’s understanding of science and ways of learning
- Exploring different teaching strategies/approaches
- Assessment
- Evaluating and developing teaching of science

Module 2:
**Planet Earth and Beyond and Life and Living** (CSCE02W) – 12 Credits

Content:
- Introduction and orientation
- Core knowledge and concepts in the planet earth and beyond
- The solar system and the earth as the only planet that supports life
- Interdependence of living and non-living things
- Core knowledge and concepts in life and living:
  - Life processes and healthy living
  - Biodiversity, change and continuity

Module 3:
**Energy and Change and Matter and Materials** (CSCE03X) – 12 Credits

Content:
- Introduction and orientation
- Core knowledge and concepts in energy and change – source of energy; types of energy; energy cycles in the biosphere
- Core knowledge and concepts in matter and materials – states of matter e.g. gaseous, liquid and solid states of matter
- Physical and chemical properties of matter and how these may change due to physical forces or chemical reactions

**Course in Facilitators of Persons with Hearing Loss (76806)**

| Duration: One year | Credits: 36 | NQF Level 5 |

**Purpose:**
The training of facilitators of people who work with deaf persons.

**Target Group:**
The learning programme will be useful to persons who work with people with hearing loss.

**Admission Requirements:**
Senior Certificate or equivalent qualification

**Registration Periods:**
1 December - 28 February
Module 1:
**Understanding Hearing Impairment** (CFPH01R) – 12 Credits

Content:

- Overview of the mechanism of hearing
- What it means to be hearing impaired
- Inclusivity, diversity according to the international and national policies and legislation including:
  - Elements of hearing loss
  - Articles 1/2 of the UN Convention
  - Technical Assistance Guidelines (T.A.G.)
  - Employment Equity Act
  - Code of Good Practice
  - Green papers
  - Policies
  - “Being Deaf / deaf and hearing impaired”
- Screening and assessment practices
- An inventory of Education and care facilities in South Africa

Module 2:
**Methods of Communication among People with Hearing Impairment** (CFPH02S) – 12 Credits

Content:

- Communication skills
- Lip reading
- Sign language
- Ways of overcoming vocabulary limitations
- Functional hearing and listening skills
- Social inclusion
- Types of equipment
- Use of equipment

Module 3:
**Practical Mediation of People with Hearing Impairment** (CFPH03T) – 12 Credits

Content:

- Enquiry-based practice for facilitators of the d(D)eaf
- Basic project management in specific settings for the d(D)eaf
- Social Competence Model for the inclusion of the d(D)eaf in other social settings
- Types of assistive devices and technologies for the d(D)eaf (list of devices and basic operating instructions)
Course in Teaching Foundation Phase Mathematics (76819)

Duration: One year Credits: 36 NQF Level 5

Purpose:
At the end of this programme students will:
• have the advanced knowledge and skills in the teaching of the subject mathematics;
• develop mathematics competencies; and
• have the necessary pedagogic content knowledge in the teaching of mathematics.

Target Group:
The target groups for this programme are professional teachers currently teaching in the Foundation Phase.

Admission Requirements:
A student enrolling for this programme should have a Senior Certificate or NSC and at least a recognised three-year professional teaching qualification (M+3).

Registration Periods:
December - February

Module 1:
Teaching Number Sense in the Foundation Phase (CTFPM01) – 12 Credits

Content:
Development of the number sense that includes:
• Numbers, operations and relationships
• Data handling

Module 2:
Teaching Geometric Patterns in the Foundation Phase (CTFPM02) – 12 Credits

Content:
Development of the number sense that includes:
• Patterns, functions and algebra
• Space and shape
• Measurements

Programme in Technology Education (70203)

Duration: One year Credits: 60 NQF Level 5

Purpose:
The aim of this programme is to provide in-service teachers in the formal sector and trainers in the non-formal sector with the basic competences regarding the new Technology Learning Area. Students will become technologically literate learners, who are able to:
• use, create, and evaluate technology and technological innovation
• operate with independence in a technological environment
• make a contribution in this regard both in the community and the economy
Target Group:
In-service teachers and trainers; to enable them to acquire the basic competencies to teach the new technology learning area and develop students to become technologically literate.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and a teaching/training qualification plus prior knowledge and experience will be taken into consideration where the minimum requirement cannot be met.

Registration Periods:
01 December until 28 February

Module 1:
**Technology Education** (PTEC01T) – 12 Credits

Content:
- Introduction to technology education
- The design/technological process
- Need/problem/want analysis, design/develop alternative solutions
- Plan to realise the solution
- Make a prototype
- Implement/evaluate the design
- Present information (report/market)

Module 2:
**Technology** (PTEC02U) – 12 Credits

Content:
Technological topics:
- Energy
- Materials
- Tools
- Systems
- Physical structures
- Processing
- Information processing
- Safety
- Selection and evaluation of products
- Processes and systems

Module 3:
**Teaching Technology** (PTEC03V) – 12 Credits

Content:
- The technology learning area in relation to the NQF, OBE and Curriculum 2005
- Subject didactics of technology education
- Competence theory and practice: designing, planning, making, evaluating, marketing
- Contextualising technology with regard to the situation of the student: home, school, work, recreation, community, business, environment
Module 4:
Teaching Practice (PTEC04W) – 12 Credits

Content:
- Learning programme portfolio: a compilation of learning programmes for different topics, using the design/technological process as applied to a variety of projects/problems and demonstrating progression within the different phases
- Practical teaching in the different phases: the demonstration in practice of the application of the knowledge, skills and values accrued in the other modules using both peer assessment and summative facilitator assessment

Module 5:
Practical Projects (PTEC05X) – 12 Credits

Content:
- Application of the design/technological process to a variety of projects
- Application of learning area didactics to develop lesson plans based on practical projects

Programme in Physical Science Teachers (70211)

Duration: One year  
Credits: 48  
NQF Level 5

Purpose:
To help teachers who have no previous training in teaching physical science at secondary school level to acquire the necessary knowledge, skills and attitudes of teaching physical science.

Target Group:
All teachers in the formal senior secondary school who have no prior training in teaching physical science and who wish to develop the capacity to teach physical science in a secondary school context.

Admission Requirements:
A teaching qualification

Registration Periods:
01 December until 28 February

Module 1:
Teaching of Physics I (PHYO1T) – 12 Credits

Content:
- Mathematics
- Light and Sight
- Waves and Sound
- Electromagnetic waves
- Matter and Molecules
- Heat and Energy
- Forces
- Pressure
Module 2:
Teaching in Chemistry I (PPHY02U) – 12 Credits

Content:
- Matter
- Elements
- Compound Mixtures
- Atomic Structure and Periodic Table
- Chemical Bonding
- Chemical Calculations
- Electrolysis
- Acids and Bases
- Metal Reactivity
- Atmosphere and Oceans

Module 3:
Teaching Physics II (PPHY03V) – 12 Credits

Content:
- Electricity and Magnetism
- Earth and Space Physics
- Motion of Reaction
- Radioactivity

Module 4:
Teaching Chemistry II (PPHY04W) – 12 Credits

Content:
- Rates of Reaction
- Chemistry of Nitrogen
- Sulphur and Halogens
- Inorganic Carbon Chemistry
- Chemical Equilibrium
- The Petroleum Industry
- Energy Sources
- Organic Chemistry

Programme in Advanced Counselling (70254)

Duration: Two year(s)  Credits: 96  NQF Level 6

Purpose:
The aim of the programme is the training of lay-counsellors in generic life skills, approaches to adjustment and deviance, as well as in specialised topics such as personality theories / or traumatology and advanced counselling techniques and models.
Target Group:
Lay-counsellors who have completed a basic counselling course, such as the Course in Basic Counselling/the Course in Christian Counselling/the Course in Dealing with Traumatised Children/the Programme in Counselling Children & Adolescents or the Course in Crisis Debriefing and Basic Trauma Counselling.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification with additional counselling expertise and/or experience.

Registration Periods:
01 December to 28 February

Module 1:
Generic Life Skills (ACNS01P) – 12 Credits

Content:
• Context in which a counsellor operates
• Typical problems in the community
• Code of ethics
• Qualities of a lay-counsellor
• Developmental stage and personal qualities of the client
• Typical problems and situations
• Popular life skills programmes
• Interviewing communication techniques
• Developing a programme for use with a group of people

Module 2:
Approaches to Adjustment and Deviance (PCAR02Q) – 12 Credits

Content:
• Normal and abnormal behaviour
• Conflict and deviant behaviour
• Different approaches and psychotherapeutic techniques

Module 3:
Personology (PCAR03R) – 12 Credits

Content:
• Human development
• Concepts, characteristics, stages and factors that influence development
• Personality theories
• Development spectrum

Module 4:
Traumatology (ACNS04S) – 12 Credits

Content:
• Different types of abnormal behaviour
• The difference between stress, burnout, trauma and post-traumatic stress disorder
Module 5:  
**Counselling Interventions and Models** (ACNS05T) – 12 Credits

**Content:**  
- Counselling models  
- Changing society  
- Counselling tools

Module 6:  
**Practical Workshop: Number 1** (ACNS07V) – 12 Credits

**Content:**  
Workshop on generic life skills and approaches to adjustment and deviance

Module 7:  
**Practical Workshop: Number 2** (ACNS08W) – 12 Credits

**Content:**  
Skills related to personality development OR  
Skills in defusing and debriefing trauma victims and situations

Module 8:  
**Practical Workshop: Number 3** (ACNS09X) – 12 Credits

**Content:**  
- Counselling interventions and models

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**Programme in Practitioners in Early Childhood Development (70297)**

Duration: One year  
Credits: 48  
NQF Level 5

**Purpose:**  
The purpose is to train educators in Early Childhood Development, keeping National Curriculum Statement in mind, in order to equip them to be educators who are able to:  
- Teach in the Early Childhood Development Sector  
- Facilitate active learning in Early Childhood Development  
- To manage the learning programmes in Early Childhood Development Centres  
- To facilitate healthy development in Early Childhood Development
Target Group:
• Teachers working in the ECD field with only practical experience; with no or inadequate training
• Teachers planning a career change or who have an interest in ECD (ages 3-6 years)
• Students who are interested in starting a career in ECD
• Au Pairs, Nannies, Daycare mothers and parents who would like to learn more about child development, teaching and daycare
• Persons who are interested in starting a Daycare Centrum
• Students who do not yet meet the criteria to register for the National Certificate in Reception Year Teaching; it is possible to register for both certificates at the same time
• Senior Certificate students who do not have exemption (University entrance) will qualify for exemption after completing the ECD certificate; NB: this is at the discretion of the Senate; if application is approved, they will then be allowed to register for the BPim Ed (ECD) degree

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
01 December to 28 February

Module 1:
Orientation to Creative Teaching in Early Childhood Education (PECD014) – 12 Credits

Content:
Theme 1: Orientation to teaching the young child. Teaching in ECD: Outcomes and teaching approach
Theme 2: The Creative Arts Programme
Theme 3: Language and Literacy

Module 2:
Teaching and Learning in the Early Childhood Phase (PECD025) – 12 Credits

Content:
Theme 4: Movement for young children and music in the Early Years
Theme 5: Numeracy and the Young Child
Theme 6: Life Skills and Exploring Science

Module 3:
Planning, Developing and Managing the Early Childhood Learning Programme (PECD036) – 12 Credits

Content:
Theme 7: Planning for Health and Safety Theme
Theme 8: Management Issues
Theme 9: Assessment and reporting; identifying and accommodating children with Learning and Development Barriers

Module 4:
Applying Practical Teaching Skills in the Early Childhood Phase (PECD048) – 12 Credits

Content:
Theme 10: Practical teaching (Workbook). Three weeks’ practical teaching at an ECD centre under supervision of a qualified teacher.

The information contained in this brochure was correct at the time of publication (19 November 2014).
Programme in Counselling Children and Adolescents (70343)

Duration: One year  
Credits: 48  
NQF Level 5

**Purpose:**
To train adults in counselling and communication skills, as well as assessment techniques, and to enable them to assist young people with problems.

**Target Group:**
Anyone with a love for children and young people, such as teachers, counsellors, psychologists, parents and those working with young people.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**
01 December until 28 February

**Module 1:**
**Theory of Counselling** (PCCA01F) – 12 Credits

**Content:**
- Introductory issues in counselling
- Personality theories
- Counselling models and the development of an integrative model for counselling young people
- Ethical aspects of counselling
- Psychological health and behaviour
- Communication: self-concept and communication style, effective communication and listening skills

**Module 2:**
**Parental Guidance** (PCCA02G) – 12 Credits

**Content:**
- Nature of parent guidance
- Parent guidance and effective parenting models
- The family as primary education unit
- Parenting styles
- Parents with special needs: step-parents, foster parents

**Module 3:**
**Human Development and Problem Behaviour** (PCCA03H) – 12 Credits
Content:
• Stages in human development
• Educational dilemmas and problem behaviour
• Ethical considerations and HIV/AIDS counselling to the family
• Counselling families and bereavement counselling
• Parenting skills for child-headed households

Module 4:
Skills for Counselling Children and Adolescents (PCCA04J) – 12 Credits

Content:
• The counselling process
• Ethical boundaries when counselling children and adolescents
• The interview: a practical model
• Helping the young person to tell his/her story: counselling techniques
• Communication skills
• The writing of a referral report

Programme in Reception Year (70351)
Duration: One year
Credits: 60
NQF Level 5

Purpose:
To train teachers and practitioners to teach in the Reception year of the Foundation phase.

Target Group:
Teachers or practitioners working with children in the reception year (the year before formal school starts).

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
01 December until 28 February

Module 1:
Orientation to Teaching in the Reception Year (PREC01H) – 12 Credits

Content:
• The reception year: importance and outcomes
• The right way to teach the reception year child
• The timetable of a reception year class
• Planning the classroom and outdoor area
• Choosing themes for the reception year
• Planning for an integrated approach
• Multicultural and anti-bias education
• Reception year students and their environment
• Introduction to knowing the reception year student
• The total development of the reception year student
Module 2:  
**Emergent Literacy** (PREC02J) – 12 Credits

**Content:**
- The learning outcomes of an emergent literacy programme in the reception year
- The whole language approach
- Learning a second (third) language
- Emergent reading
- Emergent writing
- Emergent spelling
- Planning an emergent literacy programme

Module 3:  
**Emergent Numeracy and Life Skills** (PREC03K) – 12 Credits

**Content:**
- Learning outcomes for emergent numeracy
- Teaching strategies for emergent numeracy in the reception year
- Planning and presenting emergent mathematics activities in the reception year
- Learning outcomes for life skills in the reception year
- Teaching strategies for life skills in the reception year
- Planning and presenting a Life Skills programme in a reception year

Module 4:  
**Assessment and Learning Support and Students with Barriers** (PREC04L) – 12 Credits

**Content:**
- Reasons for assessment in the reception year
- Principles for valid and reliable assessment
- Planning and execution of assessment process
- Assessment methods
- Interpretation of assessment information
- Identification and support for students with barriers to learning and development (including students with behaviour, aural, visual, physical and intellectual barriers)

Module 5:  
**Practical Teaching** (PREC05M) – 12 Credits

**Content:**
Plan; present a teaching and learning programme for a reception year class for a minimum period of three weeks.
Programme in Teachers of Language in Primary Schools (70386)

Duration: One year
Credits: 48
NQF Level 5

Purpose:
To provide the opportunity for primary school teachers through the use of language methodologies of the Molteno Institute and other methodologies to gain knowledge and skills in learner-centred language teaching at the Foundation and Intermediate phases. Quality training in the practice and theory of language teaching will be offered.

Target Group:
Teachers who are involved in teaching language and literacy in the primary school.

Admission Requirements:
Senior Certificate plus an initial two-year primary school teaching certificate plus students have to be practising primary school teachers.

Registration Periods:
01 December to 28 February

Module 1:
**Literacy, Language and Communication Teaching** (PLLCO1F) – 12 Credits

Content:
- Language acquisition, multilingualism, speaking and listening
- Language acquisition and different styles of literacy learning
- Multilingualism and issues of the LOLT

Module 2:
**Literacy, Language and Communication Teaching: Extension** (PLLCO2G) – 12 Credits

Content:
- Teaching reading and writing
- Various approaches to the teaching of reading
- Shared and paired reading
- The classroom as a print-rich environment
- Teaching emergent, creative and expressive writing

Module 3:
**Facilitating a Literacy Teaching Programme in the Reception Year** (PLLCO3H) – 12 Credits

Content:
School-based practice involving the implementation of the methods taught in modules PLLCO1F and PLLCO2G.

Module 4:
**Teaching Practice** (PLLCO4J) – 12 Credits
Content:
- Classroom management, developing LTSM and teaching practice
- Classroom management skills
- Developing Learning and Teaching Support Materials (LTSM)
- Teaching practice

Programme in Mathematics Teaching (Further Training and Education Band) (70394)

Duration: One year  
Credits: 48  
NQF Level 6

Purpose:
To teach strategies and techniques that will enable students to teach mathematics successfully in the further education and training band; teach practical and theoretical knowledge to facilitate the learning of mathematics; with improvisation techniques to enable you to teach mathematics concepts where facilities are inadequate; fill vacancies for mathematics teachers and as such enlarge your job opportunities; with accreditation for two modules towards an Advanced Certificate in Mathematics Education (FET) or the BEd (FET) Degree.

Target Group:
Many mathematics teachers are not adequately qualified to teach mathematics. Because of this situation, students do not get an ideal exposure to the natural sciences and this discourages them from pursuing further studies in this field. There is an urgent need for a course to enable teachers to upgrade their qualifications in the field of mathematics.

Admission Requirements:
Senior Certificate with a minimum of 50% for mathematics as well as a teaching qualification. Students without a formal qualification in teaching will be considered on the basis of other appropriate experience (RPL).

Registration Periods:
01 December until 28 February

Module 1:
Algebra and Calculus (CMAS013) – 12 Credits

Content:
- Algebra
- Calculus

Module 2:
Geometry, Trigonometry and Analytical Geometry (CMAS024) – 12 Credits

Content:
- Geometry
- Trigonometry
- Analytical Geometry
Module 3:
Mathematics Education I (CMAS035) – 12 Credits

Content:
- Geometry
- Trigonometry
- Analytical Geometry

Module 4:
Mathematics Education I (CMAS035) – 12 Credits

Content:
- The nature of mathematics
- Problem solving and modelling in mathematics education
- The problem-centred approach
- The teaching and learning of mathematics
- The role of the mathematics teacher
- The school mathematics curriculum
- Classroom culture
- Socio-constructivistic framework
- Assessment in mathematics
- Attitudes and beliefs in mathematics
- Departmental requirements for mathematics teaching

Module 5:
Mathematics Education II (CMAS046) – 12 Credits

Content:
A portfolio on the topic The teaching and learning of school mathematics in the FET band through a modelling perspective. The demarcated work for the portfolio is the work presented in the study material of Module CMAS035.

Programme in Mathematics Literacy for FET Teachers (71544)

Duration: One year
Credits: 48
NQF Level 6

Purpose:
- With the appropriate teaching strategies and techniques that will enable you to teach Mathematics Literacy successfully in the Further Education and Training band
- With practical and theoretical knowledge to facilitate the learning of Mathematics Literacy
- With improvisation techniques to enable you to teach Mathematics Literacy concepts where facilities are limited
- To fill vacancies for Mathematics teachers and as such enlarge your job opportunities

Target Group:
Mathematics Literacy will become a compulsory subject in FET in all schools in 2006. South Africa is in dire need for adequately trained teachers. Many teachers are not qualified to teach Mathematics Literacy. There is therefore an urgent need for a course to enable teachers to upgrade their qualifications in the field of Mathematics Literacy.
Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and a teaching qualification

Registration Periods:
01 December to 28 February

Module 1:
**Numbers and Functions for Mathematics Literacy Teachers** (PMAL01Y) – 12 Credits

Content:
- Numbers and the number system
- Simple equations
- Draw and interpret graphs
- Mathematics embedded in cultural artifacts
- Fractions in all forms
- Conversion of units
- Body mass index
- Ratio and proportion
- Percentage increase or decrease
- Budgeting
- Bond repayments
- Income tax
- Consumer Price Index (CPI)
- Hire-purchase
- Unemployment Insurance Fund (UIF)
- Simple and compound interest
- Linear programming
- Exchange rate

Module 2:
**The Teaching and Learning of Measurement, Space and Shape, Data Handling Functions and Algebraic Concepts** (PMAL023) – 12 Credits
Content:
• Representing data in various forms
• Mean, median, mode
• Comparing sets of data
• Misleading statistics
• Cumulative frequency, ogives
• Quartiles, variance, standard deviation
• Probability as a fraction, ratio and percentage
• Contingency tables to calculate probabilities
• Tree diagrams to calculate probabilities
• Probabilities to test outcomes in real-life situations
• Translation, reflection, rotation and tessellation of 2D (plane) geometric shapes
• Symmetry: line, rotational, point
• Cultural artifacts
• 3D geometrical objects – interpreting views
• Calculations of perimeter, area and volume
• Ratio
• Scale drawings
• Angles – application
• Interpreting building plans
• Trigonometric ratios – solving of right angled triangles
• Cartesian plane
• International time zones, GPS
• Interpreting maps, working with a compass
• Sine, area and cosine rule

Module 3:
**Framework in Mathematics Literacy Education** (PMAL034) – 12 Credits

Content:
• Meaning of mathematical literacy – international viewpoints
• International trends in mathematics education – realistic mathematics education
• Assessment in the mathematical literacy class
• Effect of classroom culture on teaching and learning
• Compile and implement a learning task design
• Barriers to learning in a mathematical literacy class
• Develop a learning programme
• Planning of a learning task for a mathematical literacy class in the FET phase
• Plan learning tasks on the content laid out in LO1
• Plan learning tasks on the content laid out in LO2
• Plan learning tasks on the content laid out in LO3
• Plan learning tasks on the content laid out in LO4

Module 4:
**Mathematics Literacy Education Praxis-Portfolio** (PMAL045) – 12 Credits

Content:
Portfolio which relates to the activities in Module 3
Programme in Training Practices for Educators and Trainers (72060)

Duration: One year
Credits: 48
NQF Level 5

Purpose:
To establish, develop and enhance the contextual understanding, functional knowledge and practical skills of educators and trainers in the workplace regardless of the occupational area in which they are working.

Target Group:
Educators and trainers involved in the workplace-based training and assessment of students in short learning programmes, skills development programmes or studentship systems

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
01 December to 28 February

Module 1:
Design and Develop Learning Interventions (PTRP01X) – 15 Credits

Content:
- Planning learning events
- Formulating learning outcomes
- Develop enabling activities to achieve intended outcomes
- Selecting, adapting or developing training materials and learning guides
- Creating, selecting and adapting student support material
- Developing or adapting assessment activities

Module 2:
Learning Facilitation Methodologies (PTRP02Y) – 18 Credits

Content:
- Prepare appropriate learning environments
- Establish dialogue between students and facilitators
- Clarify the goals/outcomes of the learning activity
- Recap knowledge to link to previous learning
- Implement learning activities through a variety of methodologies
- Evaluate learning activities

Module 3:
Student Mentoring, Guidance and Support (PTRP033) – 15 Credits
Module 4:
**Conduct Assessment of Learning Outcomes** (PTRP044) – 15 Credits

**Content:**
- Plan and prepare for assessment
- Prepare the student for assessment
- Conduct assessment and make competence decisions
- Provide feedback to relevant parties
- Record assessment results

Module 5:
**Training Practice** (PTRP055) – 12 Credits

**Content:**
- Conduct learning experience, design and development
- Facilitate learning
- Advise, guide and support students
- Plan and conduct outcomes-based assessments
- Record learning activities and results

Programme in Pastoral Narrative Therapy (71725)

**Duration:** One year  
**Credits:** 48  
**NQF Level:** 5  
**Language:** English and Afrikaans

**Purpose:**
To render pastoral care and counselling in respect of pastoral narrative therapy, empowering students to reflect on being a pastoral narrative therapist.

**Target Group:**
Professional counsellors, pastors and persons involved in counselling interested in utilising narrative pastoral therapy and who wish to make a difference in the lives of others.

**Admission Requirements:**
An equivalent NQF level 5 qualification

**Registration Periods:**
November to February

Module 1:
**Theoretical Foundation for Pastoral Narrative Counselling** (STFP01W) – 24 Credits
Content:
• Reflection on being a pastoral narrative therapist
• Understanding the philosophic background of narrative therapy
• The interaction between language and social construction and the role it plays in the meaning a person gave to his/her life story
• Understand spirituality within the context of pastoral narrative therapy
• Knowledge of the principles of pastoral narrative therapy

Module 2:
Pastoral Narrative Counselling Practices (SPNC01Y) – 24 Credits

Content:
• The philosophic background of narrative therapy
• Interaction between language and social construction and the role it plays in the meaning a person gave to his/her life story
• Understanding spirituality within the context of pastoral narrative therapy
• Principles of pastoral narrative therapy
• Problem narratives and deal with it from a pastoral narrative perspective

Programme in Career Guidance Practitioners (70378)

Duration: One year
Credits: 60
NQF Level 5

Purpose:
A structured process to guide people to discover themselves with the aim to realise their passion in the job they do. Successful candidates will be successful career guidance practitioners. This course is aimed at persons who, without formal training in career psychotherapy, are confronted with people in need of assistance. Many prospective career counsellors have already asked how they may better equip themselves to be able to provide effective assistance. The idea is not to master intensive and comprehensive theoretical basis and skills, but to improve insight into the existing world of work, to develop skills to access recent developments, assess clients' potential and to acquire certain skills which are linked to the work of the career guidance practitioner.

Target Group:
People who want to help other people to discover and develop their own passion in life and who plan to do so as a career.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and access to a computer and to the Internet.

Registration Periods:
November to February

Module 1:
Theme Research: Personality, Aptitude, Interest, Values and Careers (PCAR01V) – 12 Credits

Content:
• Basic use of information communication technologies (ICT)
• Concepts of personality, interests, abilities, aptitudes, values and possible career fields in relation to self and others
• Workshop to community members
• Career guidance related support groups
Module 2:
Data Gathering, Analysis and Interpretation (PCAR02W) – 12 Credits

Content:
• Link between suitable employment that relate to personal traits and attributes explained in PCAR01V
• Person-job match and the use of critical questioning
• Career guidance resources
• Obstacles to access to industries and jobs
• Methods to access industries and jobs

Module 3:
Parent, Community, Employer Involvement and Entrepreneurship (PCAR03X) – 12 Credits

Content:
• Internet skills
• Networking skills
• Community dynamics (self and parents) related to internet job hunting
• Role of parents, community and employers in career guidance process
• The world of work and work experience
• Entrepreneurial practices and behaviours

Module 4:
Career Path Information and Careers Exhibition (PCAR04Y) – 12 Credits

Content:
• Careers information
• Use of information and resources

Module 5:
Holistic Approach to Community Based Career Guidance (PCAR053) – 12 Credits

Content:
Workshop for community members regarding the career guidance process

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Advanced Course in the Facilitation of Learning for Tutors in Higher Education (76700)

Duration: Six months
Credits: 24
NQF Level 8

Purpose:
The purpose of the SLP is to enable facilitators/tutors to:
• Support student learning in HET thereby improving throughput to the benefit of students and institutions;
• Raise knowledge and skills levels of students for social and economic development and transformation;
• Promote social inclusion and academic success through valuing and harnessing the diversity of learners as well as the diversity of their knowledge, skills and experience.
In particular it will enable facilitators to:

- Use the language of instruction to mediate and facilitate learning;
- Support learners to overcome learning challenges in HET (such as distance learning in the case of ODL institutions);
- Mediate and facilitate the initiation of learners into HET discourses and practices;
- Mediate and facilitate learning through the selection and use of multiple resources and methodology in a resource-based HET learning environment;
- Mediate and facilitate the integration of knowledge produced through formal, informal and non-formal learning.

**Target Group:**
Facilitators/tutors in HET

**Admission Requirements:**
Proficiency in the language of instruction. Applicable prior or concurrent experience as an educator/tutor. A discipline-specific qualification at NQF Level 6 (or equivalent).

**Registration Periods:**
Semester dates

**Module 1:**
**Facilitation of Learning for Tutors in Higher Education** (CFLT01G) – 24 Credits

**Content:**
- Using language to facilitate learning
- The adult learner (the student)
- The HE system you are working in (the context)
- The course you are facilitating (knowledge, skills, values)
- Liaison with course lecturers
- Mediation and facilitation of learning
- The role of the facilitator (teaching, learning and/or assessment)
- Key aspects of the facilitation process
- Facilitation styles
- Planning a facilitation session
- Setting up a facilitation session
- Preparing a venue
- Applying facilitation skills
- Reflection on facilitation
Through its Institute for African Renaissance Studies, Unisa has underlined its commitment to give intellectual leadership to African Renaissance, so as to reposition Africa in the world system and take steps to address the marginalised position of the continent.

Furthering education at all levels is critical to realising an African Renaissance, and our short learning programmes (SLPs) offered through the Institute for African Renaissance Studies and the College of Graduate Studies is one step in this direction.

The SLP is a strategic project aimed at building and enhancing capacity for effective and responsible management of elections in South Africa and the rest of Africa.
We are committed to give intellectual leadership to African Renaissance, so as to reposition Africa in the world system and take steps to address the marginalised position of the continent.
Enquiries for the Short Learning Programmes offered through the Institute for African Renaissance should be directed to:

**Prof Esther Kibuka-Sebitosi**  
Institute for African Renaissance Studies (IARS)  
287 Skinner Street, Pretoria  
Tel: 012 320 3180/1  
Fax: 012 320 3417  
E-mail: sebitek@unisa.ac.za

**Lesibana Alfred Matjila**  
Office: 10 PAMDA (IARS) Building 287  
Skinner Street, Pretoria  
Tel: 012 320 3180/109  
E-mail: matjila@unisa.ac.za
Programme in Management of Democratic Elections in Africa (76780)

Duration: Six months  
Credits: 108  
NQF Level 6

Purpose:
The SLP “Management of Democratic Elections in Africa” is a strategic project aimed at building and enhancing capacity for effective and responsible management of elections in South Africa and the rest of Africa.

Target Group:
Electoral commissioners; presiding electoral officials; other election managers; researchers involved in research for election management.

Admission Requirements:
NQF level 5 qualification

Registration Periods:
From 15 June 2012 to 15 July 2012

Module 1:
Creating Conditions for Democratic Elections in an African Context (PMDE01P) – 36 Credits

Content:
- Democratic elections in an African context
- The normative and legal framework of democratic elections
- Population census and demarcation of electoral constituencies

Module 2:
Understanding Key Issues and Processes for Democratic Elections in an African Context (PMDE02Q) – 36 Credits

Content:
- Voter registration and electoral democracy education
- Legislative framework for funding of political parties
- The role of the media during the electoral process in an African context

Module 3:
Managing Key Issues and Processes for Democratic Elections in an African Context (PMDE03R) – 36 Credits

Content:
- Plan and organise resources, security and logistics during democratic election in an African Context
- Managing key processes during an election
- Research and knowledge management
“Human” and “humanness” are all characteristics of the Unisa Human Sciences’ college graduate. A study and interpretation of the experiences, activities, constructs and artefacts associated with us humans awaits you on your journey to a short learning programme in the humanities and social sciences.

The College of Human Sciences is a people-centred community of learning and practice committed to fostering a culture of learning, teaching, research and service with the intent of helping individuals and communities improve the quality of their lives.

Through a number of centres, the college offers a wide variety of skills-based short courses that will suit your vocational or social needs for lifelong learning. The services they offer include research, short and certificate course offerings for lifelong learning and community service.

Acquire basic communication skills in one of our selected African languages through the Centre for Pan-African Languages and Cultural Development, get a taste of Psychology as a discipline and profession by enrolling for a certificate programme in Victim Empowerment & Support at the Centre for Applied Psychology, upgrade your business writing skills at the Povey Centre for the Study of English in Southern Africa, or start writing that poetry that you have always wanted to!

Career-oriented short learning programmes in community journalism, sustainable rural development or a short course in Mainstreaming HIV/AIDS into Academic Development, Research and Community Partnerships are just some of our certificate courses aimed at furthering your education while employed.

These are just a few examples. All our SLPs provide opportunities across the broad spectrum of the humanities. We are proud to present them to you, and we hope they help in growing your knowledge and furthering your career.
The college strives to foster a culture of learning, teaching, research and service to help individuals and communities improve the quality of their lives.
Short Course in Community Journalism for Beginners (70106)

Duration: Six months
Credits: 12
NQF Level 5

Purpose:
The certificate course is aimed at the development of knowledge, the application of that knowledge, critical thinking and the general understanding of the field of community journalism. The purpose of the qualification is to equip students with theoretical knowledge and practical skills for journalism in general and community journalism specifically.

Target Group:
Aspiring journalists

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
January and July
Registration forms are available from Ms van Heerden

Module 1:
Community Journalism for Beginners (CJFB01G) – 12 Credits

Content:
The short course consists of two sections dealing with the principles and practice of community journalism. Topics include the basic theoretical principles of journalism; ethics and press freedom; different types of community media and areas of reporting; the organisation, characteristics, role and functions of community journalism; the interviewing process; the writing and editing of news reports; newspaper design, typography, photographs and layout; modern newspaper production and entrepreneurship. A case study of a community newspaper is also provided.

Short Course in Practical Guidelines in Building Stakeholder Relations (76852)

Duration: Six months, part-time
Credits: 12
NQF Level 7

Purpose:
This short course aims to address the need for a programme on effective stakeholder relations that is customised for the SA context by means of an integration of theoretical principles and practical guidelines for compliance to Chapter 8 of the King III report on Corporate Governance, packaged in an online offering.

The purpose of this short course is to equip individuals involved with/responsible for stakeholder relations in an organisation with the methodology to identify strategic stakeholders and to build and maintain stakeholder relationships with these stakeholders in conjunction with managing secondary stakeholder claims. Since the course is based on a South African perspective, it will further
provide these individuals with guidelines on how to comply with Chapter 8, governing stakeholder relations, of the King III report on Corporate Governance. Chapters 1 to 7 of King III focus on accounting and general governance principles, while those dealing with these aspects have little or no background in how to handle stakeholder relationship management, which is the focus on Chapter 8 of King III. This is a great challenge and gap in the current level of expertise of individuals in organisations having to address this aspect. Furthermore, communicators have some background in handling stakeholder relationships, but have little or no knowledge of the requirements and how to address the principles of King III, Chapter 8.

Target Group:
The short course is specifically targeted at individuals in organisations who have, as part of their mandate, the responsibility of building and maintaining stakeholder relationships or who are tasked with King III, Chapter 8 Compliance. The SLP is also aimed at graduates (National Diploma or Bachelor Degree) who aspire to work in a related field that would require stakeholder relationship-building skills.

Admission Requirements:
The credit calculation is based on the assumption that students should have:

- A National Senior Certificate and experience in corporate governance, public relations, corporate communication, investor relations or any other stakeholder relations orientated field who have, as part of their mandate in the organisation, the responsibility of building and maintaining stakeholder relationships; AND/OR
- A tertiary qualification (National Diploma or Bachelor degree).

Registration Periods:
January and June*
Inception of course: June/July 2015

Module:
Theoretical principles and practical guidelines in building stakeholder relationships (TTPG01H) – 12 Credits

Content:
This course will consist of one module with four sub-units:

**Unit 1: Theoretical basis**
A two-pronged approach will be followed to theoretically define the concept ‘stakeholder’ and related stakeholder terminology. Firstly, a contextualisation from a business perspective will be provided followed by the principles of Freeman’s stakeholder theory.

**Unit 2: Stakeholder inclusivity**
The role of communication in the stakeholder relationship-building process will be discussed, with specific reference to the Stockholm Accords. This topic will also make reference to various corporate communication functions that are essential in the stakeholder relationship building process, namely: issues and crisis management; reputation management; research and knowledge management. The concept of stakeholder inclusivity will focus on engaging stakeholders in decision making according to the
Unit 3: Chapter 8 of the King III report on Governance: Governing Stakeholder Relations
This unit will specifically define, discuss and most importantly, provide guidelines on how organisations should apply/aspire to apply the 6 principles outlined in this chapter.

Unit 4: Stakeholder Relationship Management Plan
This unit will be a culmination of the preceding units whereby students will be guided on devising a stakeholder relationship management plan with pragmatic relevance to their organisation/any organisation of choice.

Programme in Archival Studies (72419)

Duration: One year full-time or two years part-time
Credits: 96
NQF Level 7

Purpose:
This programme is offered to candidates in possession of any degree or any other national diploma (an NQF level 7 qualification with 360 credits). After completing the programme, students receive a certificate and may progress to the Honours Bachelor of Arts in Archival Science at Unisa.

Target Group:
Any person with a National Diploma or Degree interested in archives and records management.

Admission Requirements:
Candidates in possession of any degree or any other national diploma.

Registration Periods:
December and January

Module 1:
Introduction to Records Management and Archival Studies (RMA301A) – 24 Credits

Content:
This module forms the basis of the course in Archival Studies. It contains the basic information needed to familiarise oneself with archives. Some of the principles introduced here are discussed in detail in other modules. This module can be regarded as a framework for Archives and Records Management. The text has been compiled with the aim of helping the student to master the content of this course as easily as possible. This course therefore aims to give the student, a prospective archivist, the theoretical information and practical skills needed for executing tasks in archives effectively.
Module 2:
Archival Principles and Practices (APP301A) – 24 Credits

Content:
- This module aims to provide a frame of reference for the development of the theory of systems of arrangement and classification.
- Practical guidelines are given concerning the arrangement of paper-based archives and collections. The different stages of sorting are explained so that they can be applied in practice. Arrangement and intellectual control by means of description are explained with regard to audiovisual material, which includes cinematographic material, video material, sound material (such as gramophone records, compact discs and audiotapes) and digital recordings. Finding aids, with special reference to the inventory and the catalogue and their defined structures in archives, are also set out.
- Not all records can be preserved because of insufficient storage space. In order to establish which records have value and should be preserved and which records should be regarded as ephemeral, efficient records management systems have been developed as a tool for this purpose. Records management and its implementations and value in the business sector are detailed. The major methods used and the steps taken with regard to the compilation of records inventories and the disposal of records are explained in the section on records management. Modern or present-day requirements regarding the inventory of electronic records are also examined. The last unit of this module focuses on the arrangement of official records as prescribed by legislation and implemented by the National Archives of South Africa.

Module 3:
Archival Information Sources and Services (AIS301A) – 24 Credits

Content:
- The module for Archival Information Sources and Services covers a wide range of topics which are of interest to prospective records managers and archivists. It includes information on the various types of archives services offered in South Africa and the rest of the world, and the types of information sources that can be found within these archives. To better understand these archives, this guide also provides the student with the reasons these archives were established.
- The legal environment in which archives operate is also discussed.

Module 4:
Preservation and Conservation of Archival Materials (PCA301A) – 24 Credits

Content:
- This module deals with some of the most fundamental aspects of archival studies and of archives. If there were no need for the communication of information from the past to the future, it would not be necessary to record externalised knowledge, or to invent a social agency to collect evidence of transactions, make them accessible to users and preserve them. Without this social need of remembering the past, archives would never have existed in contemporary or past societies.
- This module has been compiled with the aim of introducing the student to the various types of archival records, their characteristics, and potential use by archives and preservation.
Workshop in Basic Archives and Records Management (BARM) (77702)

Duration: 4 days  Credits: 4  NQF Level 5

Purpose:
The purpose of this module is to equip students with a sound understanding of the different concepts and principles in archives and records management so that they can apply these (concepts and principles) in managing records that promote transparency, accountability and the protection of human rights.

In addition, the need of ensuring records and archives are created and kept for a range of purposes, are the primary responsibilities of records and archives professionals in a wide range of sectors. The constantly changing needs of the information management environment make it crucial for records and archives practitioners to identify, retrieve, preserve and conserve information through well-structured record-classifications systems, record-keeping systems and to deal with changes in technology. Therefore, this workshop assists people both entering and already practising practitioners to maintain and improve their competencies in executing their records and archives-related functions.

Target Group:
Registry staff; records clerks; filing clerks; records managers; archivists; manuscript librarians and other knowledge and information management practitioners.

Admission Requirements:
Any level 4 qualification or at least two years’ work experience in a records centre, archives or registry.

Registration Periods:
Throughout the year

Module 1:
Basic Archives and Records Management (BARM) – 4 Credits

Content:
- Basic concepts and definitions
- Records management
- Duties and responsibilities of the records manager
- Characteristics, values and types of records
- Record-keeping systems
- File plans
- Registries
- Legal framework
Workshop in Intermediate Archives and Records Management (IARM) (77703)

Duration: 5 days  Credits: 4  NQF Level 5

Purpose:
The purpose of this module is to enable learners to grapple with the changing needs of identifying, retrieving, appraising, preserving and conserving information created and stored on various media, including digital format. Additionally, the module aims to provide students with an understanding of the elements in current and future records and archives practices. It also aims to assist the learners already working in the field with opportunities to maintain and improve their competencies in meeting the information needs of their organisation and society as a whole. On completion of this workshop, the learner will be able to formulate indexing systems for all record types, as well as understand appraisal techniques and retention and disposition of records.

Target Group:
Records clerks; filing clerks; records managers; archivists; manuscript librarians and other knowledge and information management practitioners.

Admission Requirements:
Any level 4 qualification or at least two years’ work experience in a records centre, archives or registry;
And successful completion of the Basic Archives and Records Management workshop.

Registration Periods:
Throughout the year

Module 1:
Intermediate Archives and Records Management (IARM01W) – 4 Credits

Content:
• Appraisal, Retention, Disposal and Vital Records
• Records survey
• Functional Analysis
• Retention Schedule
• Electronic Issues and Challenges
• Electronic Record-keeping Programmes
• Technology Solution
Workshop in Advanced Archives and Records Management (AARM) (77704)

Duration: 5 days  Credits: 4  NQF Level 5

Purpose:
The purpose of this module is to introduce students to the concepts of knowledge management and the creation, management and preservation of audiovisual records and archives. Additionally, the module aims to provide students with an understanding of the knowledge management concepts of the knowledge economy, tools, technologies, techniques, mobilisation, knowledge audit, knowledge management strategies and management and preservation of audiovisual archives and records, including collection and preservation of oral histories.

Target Group:
Records clerks; filing clerks; records managers; archivists; manuscript librarians and other knowledge and information management practitioners.

Admission Requirements:
Any level 4 qualification or at least two years’ work experience in a records centre, archives or registry; And successful completion of the Basic Archives and Records Management workshop and the Intermediate Archives and Records Management workshop.

Registration Periods:
Throughout the year

Module 1:
Advanced Archives and Records Management (AARM1WS) – 4 Credits

Content:
- Knowledge Economy
- Knowledge Management
- Knowledge Management tools and techniques
- Practices and Procedures
- Knowledge Management Strategy
- Sound and Audiovisual Archives
- Introduction to Oral History

The information contained in this brochure was correct at the time of publication (19 November 2014).
Short Course in Care for the Caregiver (75779)

Duration: Six months  
Credits: 12  
NQF Level 5

Purpose:
To focus caregivers on their own self-caring behaviours to empower themselves as caregivers and to protect themselves from hazards in their work (ie burnout).

Target Group:
The course is open to any interested layperson, student and professional seeking to enhance his or her personal vitality and wellbeing, as well as the quality of care he or she provides to others, regardless of whether in a volunteer or professional capacity.

Admission Requirements:
Participants should be proficient in the following: the ability to learn from predominantly written material; the ability to present and communicate information and opinions in well-structured arguments without support; taking responsibility for their own progress; a willingness to take part in experiential learning of a professional nature.

Registration Periods:
Every semester

Module 1:
Distance Learning Towards Self-Care for Caregivers (CFTC01S) – 12 Credits

Content:
Section A: The Philosophy of Self-Care
- Why Self-Care?
- Perspectives on Self-Care
- Self-Reflection
- Motivations and Obstacles

Section B: Self-Care Dynamics
- Nourishing the Physical Self
- Integrating the Thinking Self
- Nurturing the Emotional Self
- Protecting the Professional Self
- Sustaining the Spiritual Self
Capacity Development: Building A Successful Non-Governmental Community Organisation (75760)

Duration: Six months  
Credits: 12  
NQF Level 5

Purpose:
To gain knowledge and skills to coordinate and participate in a multidisciplinary, inter-sectoral environment. They will understand the developmental problems that may be encountered in a social development programme as well as the underlying causes and potential solutions when implementing a social development programme. The qualifying student will be able to identify relevant stakeholders and establish and maintain strategic partnerships for service delivery in a social programme. The student will be able to conduct experiential workshop programmes in a social development programme. The student will also be able to understand Participatory Action Research Programmes; local South African development programmes and various capacity-building programmes when applied in development practice projects.

Target Group:
Students who would benefit from this unit standard include government officials, healthcare workers, mental health professionals, and service providers in non-governmental organisations, community-based organisations, faith-based organisations and the corporate sector.

Admission Requirements:
Students must demonstrate proficiencies at NQF level 4 in the following: communicative competence in the medium of instruction at NQF level 4 or equivalent; ability to learn from predominantly written material in English; ability to present and communicate information and opinions in English in well-structured arguments with limited support from lecturers and mathematical literacy at NQF 4 or equivalent.

Registration Periods:
Semester dates

Module 1:
Capacity Development: Building a Successful Non-Governmental Community Organisation (DCAP019) – 12 Credits

Content:
• Concepts and perspectives of PLA
• Steps and considerations in designing PLA; Methods and Tools; Implementation and Action
• Strategies to maximise the incentives and minimise the barriers to participation in a social project
• Problem and situational analysis; stakeholder analysis; Objectives tree; visioning
• Facilitating data gathering and processing
• Monitoring and participatory evaluation
• A comprehensive background to the principles of experiential and adult learning and group process
• Principles of adult experiential learning and the differences between adult experiential and traditional learning
• Building interdisciplinary teams
• Group dynamics and processes
• Methods of encouraging participation and open styles of communication
• The basic theoretical principles of group facilitation
• Skills for managing conflict
• Planning and implementation of interventions to integrate and coordinate stakeholders
• An understanding of the basic theoretical premises underpinning self-care

The information contained in this brochure was correct at the time of publication (19 November 2014).
Short Course in Developing and Applying Interpersonal Skills (75787)

Duration: Six months  Credits: 12  NQF Level 5

**Purpose:**
To equip students with the personal attitudes, knowledge and skills to be able to understand and manage themselves better. Students will also be able to understand other people and build more meaningful interpersonal relations in the diverse cultural contexts we experience in our country. This will not only enrich their own lives, but it will also enhance and enrich all those that they come into contact with. Qualified students will achieve an enhanced quality of life with improved self-management and healthier relationships and therefore be equipped to address issues of diversity and conflict in their own lives and in the lives of those they interact with.

**Target Group:**
The short course is open to any individual, professional, student and mental health professional who seeks personal enrichment and an enhanced quality of life by way of a study of the principles of meaningful interpersonal relationships.

**Admission Requirements:**
A Senior Certificate or an equivalent NQF qualification. Students must demonstrate proficiencies in the following: the ability to learn from predominantly written material; the ability to present and communicate information and opinions in well-structured arguments without support; the taking of responsibility for their own progress, and being willing to take part in experiential learning of a personal nature.

**Registration Periods:**
Semester registration dates

**Module 1:**
**Developing and Applying Interpersonal Skills** (DAIS01B) – 12 Credits

**Content:**
- Section A: Distance learning
- Section B: Two-day practical workshop on interpersonal skills (non-compulsory but strongly recommended)

Short Course in Logotherapy Meaning-Centred Living, Counselling and Psychotherapy: Advanced (75876)

Duration: One year  Credits: 12  NQF Level 6

**Purpose:**
The short course will be useful to students who seek to enhance their professional services by an inclusion of a wider range of lay-counselling skills through a more professional knowledge of logotherapeutic methods and techniques. The purpose of this short course is to equip students with the necessary competencies (knowledge, values and skills) to use logotherapeutic methods and techniques on a basic level in their fields of service.

**Target Group:**
Mental health professionals, lay-counsellors and researchers in the field of psychology and mental health.
Admission Requirements:
Introductory and Intermediate Courses: Senior Certificate: Professional registration or proof of extensive experience in counselling.

Registration Periods:
January to March

Module 1:
**Advanced Logotherapy** (LOAD01P) – 12 Credits

Content:
A more intensive study of logotherapeutic principles and the application of the logotherapeutic methods and techniques of the Socratic dialogue, dereflection and paradoxical intention in counselling.

Short Course in Victim Empowerment and Support (75809)

Duration: Module 1: Three months’ distance learning
Module 2: Four-day workshop

Credits: 12
NQF Level 5

Purpose:
Students who complete this short course will be able to disseminate correct and relevant information on victim empowerment and support within their own work environment and the community. They will be able to facilitate the breakdown of negative attitudes, stereotypes and misconceptions about victims of crime and violence. They will be able to empower and support victims in their work environment and their community by being able to apply basic counselling skills and conduct individual and group trauma debriefing sessions. The qualifying student will be able to develop or facilitate the development of victim support centre or services or other empowerment programmes. The student will be able to identify and use local, national and international resources and referral systems and coordinate the functions of different stakeholders as well as evaluate the effectiveness of victim empowerment and support services.

Target Group:
Criminal justice officials, mental health workers, lay-counsellors, human resource practitioners and mental health professionals (e.g. psychologists/social workers). In short, this course is for people who desire the knowledge, skills and attitude to contribute to crime and violence prevention.

Admission Requirements:
Students must demonstrate proficiencies at a NQF level 4 in the following: communicative competence in the medium of instruction at NQF level 4 or equivalent; the ability to learn from predominantly written material in English; the ability to present and communicate information and opinions in English in well-structured arguments with limited support from lecturers; and mathematical literacy at NQF level 4 or equivalent.

Registration Periods:
Semester dates
Module 1:
**Victim Empowerment and Support** (VCEM018) – 12 Credits

**Content:**
- Concepts and perspectives of crime and violence including epidemiology and demography, prevalence, treatment and prevention
- Principles of the Criminal Justice System
- The basic theoretical principles of the models of victim empowerment
- The nature of negative attitudes, stereotypes and misconceptions about victims in the criminal justice system
- Planning of intervention strategies to assist victims of crime and violence
- Skills of counselling and debriefing techniques
- Facilitating the development of victim support centres, services and other empowerment programmes
- Methods of networking and coordinating the functions of different service providers
- Monitoring and evaluating the effectiveness of victim empowerment and support services

**Short Course in Logotherapy Meaning-Centred Living, Counselling and Psychotherapy: Train-the-Trainer (75884)**

**Duration:** One year  
**Credits:** 12  
**NQF Level:** 5

**Purpose:**
This unit standard will be useful to those participants seeking to become trainers in the field of logotherapy.

**Target Group:**
This course is limited to registered professionals or persons on a Master’s level.

**Admission Requirements:**
Professional registration or proof of extensive experience in counselling and successful completion of Advanced course.

**Registration Periods:**
January/February

Module 1:
**Train-the-trainer Course in Logotherapy** (LOTR01R) – 12 Credits

**Content:**
- Advanced study and research of the various ways of experiencing meaning in life through the creative values, the experiential values and the attitudinal values.
- Advanced training in the use of the Socratic dialogue, dereflection and paradoxical intention.
- Workshop projects in the field of the learner’s interest and profession.
- Training in qualitative methods of research and the conducting of research in the field of logotherapy.
Short Course in the Psychology of Mentorship (76815)

Duration: Six months  
Credits: 12  
NQF Level 5

**Purpose:**  
The purpose of this Short Learning Programme is to teach graduates the skills required to be an effective mentor for high school students and others.

**Target Group:**  
Professionals who seek to enter into mentoring relationships

**Admission Requirements:**  
Grade 12 or NSC

**Registration Periods:**  
January/July

**Module 1:**  
**Psychology of Mentorship** (SCPSPMF) – 12 Credits

**Content:**  
- Defining and describing mentoring  
- Effective mentoring characteristics  
- Critical interpersonal skills for mentoring  
- Ethics in mentoring  
- Networking for support and referral  
- Continuing mentoring development

Course in HIV/AIDS Care and Counselling (75752)

Duration: Module 1: Six months  
Credits: 36  
NQF Level 5  
Module 2: Three months plus a workshop  
Module 3: Three months plus a workshop

**Purpose:**  
This course aims to equip participants with the necessary skills to deal with HIV/AIDS in different care, counselling and educational situations in the multicultural South African context. The course offers participants the opportunity to: disseminate correct and relevant information on HIV/AIDS in the community; facilitate the breakdown of negative attitudes, stereotypes and misconceptions about HIV/AIDS; promote HIV/AIDS prevention strategies in the community; counsel clients on various HIV/AIDS aspects; provide pre- and post-HIV test counselling; deal with cultural and sexual diversity; apply basic legal and ethical issues in various contexts; understand the basic principles of home-based care; use resources and be able to participate in networking; develop and facilitate educational programmes.

**Target Group:**  
Professionals in the health and social sciences, counsellors, nurses, social workers, psychologists, teachers, ministers of faith, peer-counsellors, lay counsellors, religious workers etc
Admission Requirements:
Module 1: A Senior Certificate or an equivalent NQF level 4 qualification is recommended
Module 2: Successful completion of Module 1
Module 3: Successful completion of Module 2

Registration Periods:
Semester dates

Module 1:
Orientation and Background to HIV/AIDS Care and Counselling (AIDM01Q) – 12 Credits

Content:
Part 1: Fundamental facts about HIV/AIDS
• HIV and the immune system
• Transmission of HIV
• HIV/AIDS related symptoms and diseases (including TB and STIs)
• Diagnosis of HIV infection and AIDS
• Management of HIV infection

Part 2: Prevention and empowerment in the HIV/AIDS context
• Principles and strategies of behavioural change
• Principles of adult education
• Safer sex practices
• Sexuality education and life skills training for school children (optional)
• Sexual and cultural diversity

Part 3: HIV/AIDS Counselling
• Basic counselling principles and skills
• Counselling in diverse contexts
• Pre- and post-HIV test counselling
• Spiritual and bereavement counselling

Part 4: Care and Support
• Home-based care
• Support for orphans and other vulnerable children
• Infection control
• Care and nursing principles (optional)
• Positive living
• Care for the caregiver

Part 5: Legal, Ethical, Human rights and Management Issues
• Legal, ethical and management issues (hospitals, workplace, schools)
• Guidelines on confidentiality, informed consent and disclosure
Module 2:  
Practical Skills in HIV/AIDS Counselling Skills (AIDM02R) – 12 Credits

Content:
- Attitudes and self-awareness
- Understanding counselling
- Counselling skills
- HIV testing
- Pre-test counselling
- Post-test counselling
- Ongoing counselling
- Crisis intervention
- Death, dying and bereavement counselling
- Legal and ethical issues
- Sexuality and safer sex
- Stress and burnout
- Care for the caregiver
- Supervision and mentoring
- Resources and networking
- Practical training

Module 3:  
Train-the-Trainer (AIDM03S) – 12 Credits

Content:
- Self- and target group assessment
- Principles of adult learning
- Selecting and utilising training technology and methods
- Planning and designing training modules, programmes and workshops
- Facilitation and co-facilitation skills
- Evaluation of training content and process
- Giving and receiving feedback
- Managing stress

Advanced Course in Facilitating the Development of Emotional Intelligence Trainers (76768)

Duration: One year  
Credits: 36  
NQF Level 8

Purpose:
To develop future facilitators who will mediate and enhance the emotional intelligence of other persons as well as communities through an interactive learning process.

Target Group:
Health Professionals including psychologists and social workers; people involved in teaching or faith-based workers who want to contribute to their community and persons in organisational contexts who are responsible for the personal and interpersonal development of employees.
Admission Requirements:
Honours in Social Sciences, Management and/or Education as well as successful completion of UCAP Emotional Intelligence workshop series or equivalent.

Registration Periods:
January to March

Module 1: 
Enhanced Awareness of Self- and Emotional Intelligence (ACDF01X) – 12 Credits

Content:
- Self-Awareness
- Improving Self-Esteem
- Personal and Organisational Ethics

Module 2: 
Enhancing Emotionally Intelligent Leadership (ACDF02Y) – 12 Credits

Content:
- Stress Management
- Anger Management
- Listening Skills
- Assertiveness Skills
- Conflict Management

Module 3: 
Group Facilitation in Emotional Intelligence Training (ACDF033) – 12 Credits

Content:
- Laying the foundation for group facilitation
  - Contracting
  - Group cohesion
  - Facilitation, experiential learning and adult education
- Workshop design
  - Theory
  - Application
- Therapeutic group processes
  - Ethics
  - Systems theory
Advanced Course in the Art and Science of Psychological Practice Management (76814)

Duration: One year  
Credits: 24  
NQF Level 8

Purpose:
The purpose of this Short Learning programme is to facilitate the development and integration of the intra- and interpersonal skills required to integrate into the culture of the job market in South Africa in Human Science graduates. The focus of this module is on the psychological processes underpinning the integration of those soft skills required to become ‘market ready’. The programme covers – in a pragmatic and accessible manner – those skills that are assumed to be in place when an individual decides to apply for a job or begin consulting in private practice.

These skills include the ability to effectively integrate personal and professional goals to facilitate greater personal satisfaction; awareness of current abilities and planning to develop these further; reading organisational contexts; understanding how legal contracts correlate with social contracts; marketing to potential employers and clients through professional CVs; understanding personal relationship with money and how this affects ability to negotiate for remuneration; how to effectively build a professional network; and, how to comfortably present oneself to a professional audience.

Target Group:
Human Science graduates including psychology practitioners, psychometrists, psychologists and social workers with a special focus on developing and emerging research professionals who are interested in professional and personal development in the consultation context.

Admission Requirements:
B-Degree in Social Sciences, Management or Education

Registration Periods:
January to March

Module 1:  
Psychology in Practice: the art and science of consulting and researching (ADVPIP1) – 24 Credits

Content:
• Career development  
• Self-awareness  
• Communicating and networking skills

Workshop in Stress Management (76771)

Duration: ½ Day  
Credits: Non-credit bearing

Purpose:
To empower people with techniques of dealing and coping with stress

Target Group:
People in the helping professions; psychologists and registered counsellors; social workers; practitioners; administrators; students, and anyone in the private sector/government who seeks to gain understanding of how to manage stress.
Admission Requirements:
None

Registration Periods:
Prior to commencement

Module 1:
Stress Management (WSTMANW) – Non-credit bearing credits

Content:
Identifying stressors and symptoms of stress and applying self-management and goal-setting techniques as a tool to manage stress.

Emotional Intelligence Workshop: Self-Awareness (76783)

Duration: 4 days Credits: Non-credit bearing

Purpose:
To enhance awareness of self, including own needs, priorities and values in both personal and professional domain. To assess the attendee’s current levels of emotional intelligence and to pinpoint specific strengths and possible limitations. Attendees will be able to formulate their personal vision and own mission statement. To encourage attendees to align their personal values with those of their companies.

Target Group:
Anyone who will benefit from understanding their own emotions, and from being able to manage such emotions effectively in their personal and professional lives.

Admission Requirements:
Matric or NSC

Registration Periods:
Throughout the year

Module 1:
Self-Awareness – Non-credit bearing

Content:
• Self-Awareness
• Personal and Organisation Ethics
Emotional Intelligence Workshop: Barriers to Emotional Intelligence (76784)

Duration: 5 days  Credits: Non-credit bearing

Purpose:
To increase the levels of emotional intelligence in the population in general, but especially in individuals and groups who are vulnerable, such as the youth and those who seek counselling and therapy.

Target Group:
Psychologists; social workers; counsellors; teachers.

Admission Requirements:
Matric or NSC

Registration Periods:
Throughout the year

Module 1:
Barriers to Emotional Intelligence (Non-credit bearing) – Non-credit bearing credits

Content:
- Emotional Intelligence: Barriers to Emotional Intelligence
- Improving Self-Esteem
- Anger Management
- Listening Skills

Emotional Intelligence Workshop: Self in Relation to Others (76785)

Duration: 5 days  Credits: Non-credit bearing

Purpose:
To focus on enhancing assertiveness, conflict, and stress management skills by assessing current competencies, determining development needs and practising the tools, techniques and skills required for necessary skills development.

The three components of assertiveness skills, conflict management and stress management that make up the Emotional Intelligence(EQ) Workshop ‘The Self in Relation to Others’, are integrated and interwoven within an ecosystemic framework, and are competency-based and experiential interventions that bring neuro-linguistic programming techniques to bear in mental rehearsal of a desired future.

Target Group:
People in helping professions, the corporate world and anyone who feel the effects of stress or in a personal capacity will benefit from behaving assertively and being able to manage conflict.

Admission Requirements:
Matric or NSC
Module 1:
**Self in Relation to Others** *(WEMSSRK) – Non-credit bearing credits*

**Content:**
- Assertiveness Skills
- Conflict Management
- Stress Management

**Workshop in Introduction to Bereavement Counselling (76786)**

**Duration:** 3 days  
**Credits:** Non-credit bearing

**Purpose:**
To introduce participants to the general principles and techniques of bereavement counselling.

**Target Group:**
Counsellors, psychologists, social workers, nurses, educators and any professional working in the field of bereavement.

**Admission Requirements:**
Matric or NSC

**Registration Periods:**
Throughout the year

Module 1:
**Introduction to Bereavement Counselling** *(WSIBCOG) – Non-credit bearing credits*

**Content:**
- Factors influencing the grieving process
- Various tasks of grief
- Principles of bereavement counselling
- Techniques used in bereavement counselling
Workshop in Introduction to Sex Therapy and Counselling (76787)

Duration: 3 days  
Credits: Non-credit bearing

**Purpose:**
To furnish professionals and/or beginning students of sexology with knowledge and skills necessary for working effectively with a range of sexual problems.

**Target Group:**
Social workers, psychotherapists and other health professionals with counselling experience.

**Admission Requirements:**
BA Degree

**Registration Periods:**
Throughout the year

**Module 1:**
**Introduction to Sex Therapy and Counselling** (WSISTCX) – Non-credit bearing credits

**Content:**
Themes to be explored include:
- Assessment of sexual functioning and sexual dysfunctioning
- Female and male sexual dysfunction
- Alternative sexual activities

Workshop in Trauma Intervention and Crisis Management with Children (76788)

Duration: 2 days  
Credits: Non-credit bearing

**Purpose:**
To equip those professionals who work with children and their parents to be able to offer first-line assistance, and in so doing minimise longer-term trauma-related problems in children, based on both group debriefing and individual interventions.

**Target Group:**
All people in counselling, helping, health, educational and crises intervention professions.

**Admission Requirements:**
Professionals who work with children

**Registration Periods:**
Throughout the year

**Module 1:**
**Trauma Intervention and Crisis Management with Children** (WSTICMM) – Non-credit bearing credits

**Content:**
Themes to be explored include:
- Assessment of sexual functioning and sexual dysfunctioning
- Female and male sexual dysfunction
- Alternative sexual activities
Trauma Counselling and Management (76839)

Duration: 5 days  
Credits: Non-credit bearing

Purpose:
To equip those professionals who work with children and their parents to be able to offer first-line assistance, and in so doing minimise longer-term trauma-related problems in children, based on both group debriefing and individual interventions.

Target Group:
Counsellors, psychologists, social workers, nurses, educators and any professional working in the field of bereavement, and first respondents.

Admission Requirements:
Matric or NSC

Registration Periods:
Throughout the year

Module 1:  
Trauma Counselling and Management (WSTCM5E) – Non-credit bearing credits

Content:
Themes to be explored include:
• Overview of Trauma counselling and management
• Critical success factors for managing trauma
• Model for the implementation of debriefing
• Formal debriefing model
• The cost of caring/compassion fatigue
Enquiries for the Short Learning Programmes offered through the Centre for Development Studies should be directed to:

Ms WK Mokgupi  
Centre for Development Studies  
Office 4-046, Theo van Wijk Building, Unisa  
Tel: 012 429 6813/4035/6481  
Fax: 012 429 3646  
E-mail: mokguwk@unisa.ac.za

Short Course in Community Capacity Building (01864)

Duration: One year  
Credits: 12  
NQF Level 5

Purpose:
To enable students to act as community workers and/or stakeholders in community development with the aim of eradicating poverty. Qualifying students will be able to successfully identify community needs, analyse environmental factors, as well as describe and apply the principles of basic community development and project management.

Target Group:
Development practitioners employed by government, NGOs and other development agencies, in the field of development.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
December to February

Module 1:  
Community Capacity Building (CCCB01T) – 12 Credits

Content:
- The poverty situation
- Principles of development
- The development environment
- The community worker/leader
- Contact making
- The process of development
- Participatory self-evaluation
- Skills for community development

The information contained in this brochure was correct at the time of publication (19 November 2014).
Programme in Development for Development Practitioners (70017)

Duration: One year  Credits: 60  NQF Level 5

Purpose:
To provide development practitioners with the necessary knowledge and skills in the planning, implementation, evaluation and monitoring of community-based development projects to contribute to successful and appropriate development initiatives amongst disadvantaged communities; to enable development practitioners to facilitate participatory research exercises and to apply the project-based approach flexibly in project planning for development to ensure sustainable, holistic and relevant development projects; to enable development practitioners to develop a monitoring and evaluation framework for sustainable community-based development projects.

Target Group:
The target group consists of development practitioners employed by government at local, provincial and central levels, NGOs and other development agencies, in the field of development.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
First semester: November to January
Second semester: May to June

Module 1:
Introduction to Poverty and Development (APAM01J) – 12 Credits

Content:
- The poverty situation
- The development environment
- Role of institutions in development
- Theoretical principles of community development

Module 2:
Participatory Learning in Action (APAM02K) – 12 Credits

Content:
- Role of participation in development
- Philosophy and principles of Participatory Learning in Action
- Methodology of Participatory Learning in Action
- Practical application of tools and techniques
Module 3:
Project Planning for Development (APAM03L) – 12 Credits

Content:
• Project planning in context
• The Project Based Approach
• Stages in the project cycle
• The Logical Framework Approach

Module 4:
Project Planning for Implementation (APAM04M) – 12 Credits

Content:
• The operational plan
• The financial plan

Module 5:
Monitoring and Evaluation of Development Projects (APAM05N) – 12 Credits

Content:
• Framework for monitoring and evaluation
• Information gathering
• Analysing information
• Effective decision-making

Workshop in Integrated Sustainable Rural Development (ISRD) (76772)

Duration: 4 days Credits: Non-credit bearing

Purpose:
The purpose of the workshop will be to provide skills and knowledge to development practitioners, community development workers and officials working in the public sector and civil society to plan and undertake integrated sustainable rural development projects/programmes in a coordinated manner.

Target Group:
ISRD practitioners
Non-profit organisations in Southern Africa
Development practitioners
Community developments workers in the Southern African region, especially in South Africa, Lesotho and Swaziland
Government officials at various levels involved in ISRD policy and programmes

Admission Requirements:
N/A

Registration Periods:
Ad hoc registration to accommodate client
Module 1:
**Integrated Sustainable Rural Development** (Non-credit bearing) – Non-credit bearing credits

Content:
**Integrated Sustainable Rural Development (compulsory)**
- The Nature of Integrated Sustainable Rural Development
- Understanding Communities and their Dynamics
- An Integrated Approach to Poverty Alleviation
- Development Policies and Institutions

**Leadership for Effective Rural Development (compulsory)**
- Concepts and Principles of Leadership in rural development
- Functions of Leadership in a rural context
- Mobilisation and Networking for ISRD
- Leadership and Communication in ISRD
- Coaching and mentoring in rural development
- Leadership Development

**Planning, implementation and evaluation of rural development projects (compulsory)**
- Introduction to Programme and Project Management
- Project Planning and Design in ISRD
- Participatory processes in rural-based project facilitation, implementation, monitoring and evaluation
- Project Financial Management and Administration in ISRD

**Integrated Sustainable Rural Development (ISRD) in Swaziland (Selective)**
- The Legal and Policy Framework for Integrated Sustainable Rural Development in Swaziland
- The role of public Institutions in Integrated Sustainable Rural Development in Swaziland
- Non-State Actors in Integrated Sustainable Rural Development in Swaziland
- Key Processes in Integrated Sustainable Rural Development in Swaziland

**ISRD in Lesotho (Selective)**
- The Legal and Policy Framework for ISRD in Lesotho
- The Role of Public Institutions in Integrated Sustainable Rural Development in Lesotho
- Non-State Actors in Integrated Rural Development in Lesotho
- Key Processes in Integrated Sustainable Rural Development in Lesotho

**ISRD in South Africa (Selective)**

**The Legal and Policy Framework for ISRD in South Africa:** A case study of the Eastern Cape
- The Role of Public Institutions in Integrated Sustainable Rural Development
- Non-State Actors in Integrated Rural Development in South Africa
- Key Processes in Integrated Sustainable Rural Development
Workshop in Development Project Management (76781)

Duration: 3 days  
Credits: Non-credit bearing

Purpose:
The purpose of the workshop will be to provide skills and knowledge to development practitioners, community development workers and officials working in the public sector and civil society to design, implement and monitor development projects based on participatory and sustainable asset-based community development.

Target Group:
Non-profit organisations  
Development practitioners  
Community developments workers  
Government officials especially on local and municipal level

Admission Requirements:  
N/A

Registration Periods:  
Ad hoc registration to accommodate client

Module 1:
Development Project Management (Non-credit bearing) – Non-credit bearing credits

Content:
Project Planning for Development
- Participant analysis
- Problem analysis
- Objectives analysis
- Alternatives analysis
- Project elements

Project Implementation
- Operational plan
- Project cycle

Project Monitoring and Evaluation
- Project monitoring framework
- Information gathering
- Information analysis

The information contained in this brochure was correct at the time of publication (19 November 2014).
Workshop in Community Profiling (76782)

Duration: 3 days  
Credits: Non-credit bearing

Purpose:
The purpose of the workshop will be to provide skills to development practitioners, community development workers and officials working in the public sector and civil society to determine the development needs of especially poor and disadvantaged communities through participatory research.

Target Group:
Non-profit organisations  
Development practitioners  
Community developments workers  
Government officials especially on local and municipal level

Admission Requirements:
N/A

Registration Periods:
Ad hoc registration to accommodate client

Module 1:  
Community Profiling (Non-credit bearing) – Non-credit bearing credits

Content:
- Development context and community-based development  
- Definition and purpose of community profiling  
- Participatory research and community involvement  
- Community profiling: theory and practical application  
- Tools and methods for community profiling  
- Collecting and analysing information
Short Course in the Introduction to Creative Writing (72052)

Duration: Semester  
Credits: 12  
NQF Level 5

Purpose:
- To introduce the basics of creative writing in prose and poetry
- To enable the student to approach a creative writing task with discipline and direction

Target Group:
People with an interest in creative writing

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification or equivalent experience

Registration Periods:
1st semester: January/February
2nd semester: June/July

Module 1:
Introduction to Creative Writing (CCWR01A) – 12 Credits

Content:
- Words: denotation and connotation
- Paradox words, images and symbols: in themselves and in literary contexts
- Words and the senses: the five basic senses as well as sixth (or eidetic) sense
- Words and rhyme, rhythm
- Words and sounds: assonance, alliteration, onomatopoeia, sibilants, plosives
- Words and sentences: simple, compound, and complex; subject and predicate
- The leitmotif: a case study
- Rules and exceptions of poetry writing:
  - Metaphor
  - Form and content of a poem
  - Praise poetry, Free verse, Epiphanic moments
  - The Sonnet, the Ballad
  - Parody, Allegory and Satire

The information contained in this brochure was correct at the time of publication (19 November 2014).
Course in Teaching English as a Foreign Language to Adults (71987)

Duration: Six months
Credits: 24
NQF Level 5

Purpose:
The TEFLA programme introduces significant theoretical and practical concepts in language learning and teaching to enable you as a teacher trainee to establish a firm foundation for language teaching. To fulfil these aims the programme consists of two courses: the theoretical component (TEFL016) and the practical component (TEFL028). It provides basic training in the methodology of EFL teaching which allows a student to take up a position in a language school.

Target Group:
Students with little or no teaching experience, with matriculation (Grade 12 or Senior Certificate)

Admission Requirements:
Senior Certificate or equivalent NQF level 4 qualification or equivalent experience

Registration Periods:
1st semester: January/February
2nd semester: June/July

Module 1:
Introduction to English Grammar (TEFL016) – 12 Credits

Content:
- An introduction to English and English grammar
- Language analysis
- Grammar in the classroom
- Pronunciation

Module 2:
Principles and Practice of Foreign Language Teaching (TEFL028) – 12 Credits

Content:
- First language and foreign language acquisition
- The teaching and student in language learning and teaching
- Foreign language methodology
- Classroom management
- The teaching of language skills
- Professional development
Programme in Intensive English for Foreign Language Speakers (72133)

Duration: Year
Credits: 60
NQF Level 5

Purpose:
The purpose of the learning is to establish an advanced communicative ability in English for speakers of foreign languages. Qualifying students will be able to communicate in a language other than their own at an advanced level.

Target Group:
The purpose of this short learning programme is to establish communicative ability in English for speakers of foreign (non-South African) languages from elementary to advanced levels. It is aimed primarily at students who wish to develop competence in English for personal, educational or career purposes. Students who successfully complete the advanced level of this programme will have sufficient proficiency in English to allow them to commence study at a tertiary educational institution through the medium of English, should they qualify for admission.

Registration Periods:
Throughout the year

Module 1:
Intensive English as a Foreign Language (Elementary) (EFEL014) – 12 Credits

Content:
- **Vocabulary:** develop an active and passive vocabulary of 600 words
- **Reading:** primary reading, identifying and responding to key information
- **Writing:** words, syntactical fragments and phrases to the level of SV sentence
- **Sentence level grammar:** pronouns, nouns, verbs, SV sentence structures, declaratives
- **Language use:** elementary contextual language use, basic communicative ability in personal, defined and controlled situations

Module 2
Intensive English as a Foreign Language (Pre-Intermediate) (EFPI01B) – 12 Credits

Content:
- **Vocabulary:** develop active and passive vocabulary of 1 200 words
- **Reading:** sentences and paragraphs, identifying and responding to key information
- **Writing:** words, syntactical fragments and phrases, SVC and SVO sentences
- **Sentence level grammar:** articles, determiners, transitive and intransitive verbs, concord, simple tenses, SVC and SVO sentences
- **Language use:** pre-intermediate contextual use, practical communicative ability in small groups and social contexts

Module 3
Intensive English as a Foreign Language (Intermediate) (EFIT01G) – 12 Credits

Content:
- **Vocabulary:** develop an active and passive vocabulary of 1 700 words
- **Reading:** sentences and paragraphs, identifying and responding to key information, distinguishing tone, purpose and register
- **Writing:** words; phrases and clauses, SVOA and SVOC sentences, paragraph, punctuation
- **Sentence level grammar:** concord, continuous tenses, conjunctions, relative pronouns, SVOOA and SVOA sentence structure
- **Language use:** relatively coherent communicative ability appropriate to differing contexts in the classroom and in social and commercial situations
Module: 4
Intensive English as a Foreign Language (Upper-Intermediate) (EFUI01X) – 12 Credits

Content:
- **Vocabulary:** develop an active and passive vocabulary of 2,300 words
- **Reading:** sentences and paragraphs, developing reading speed, extended texts, identifying and responding to key information, critical evaluation
- **Range of texts:** popular journalism, print advertisements, short stories, sustained fiction and non-fiction, poetry, drama, informative articles, video and audio
- **Writing:** writing with a purpose, the writing process, reconstructing writing
- **Sentence level grammar:** SVOC and SVOA sentence structure, complex and compound sentences, concord, subordinate clauses, active and passive, perfect tenses
- **Language use:** intermediate contextual language use, fluent communicative ability in various, unmediated contexts

Module: 5
Intensive English as a Foreign Language (Advanced) (EFAV01K) – 12 Credits

Content:
- **Vocabulary:** develop an active and passive vocabulary of 3,000 words
- **Reading:** developing reading speed, comprehension of extended texts, reading literary texts of various genre, identifying and responding to key information, critical evaluation
- **Range of texts:** journalism, short stories, extended fiction and non-fiction, poetry and drama, persuasive and critical articles, video and audio productions
- **Writing:** writing with a purpose, the writing process, reconstructing writing, functional, creative, and critical writing
- **Sentence level grammar:** complex and compound sentences, concord, subordinate clauses, active and passive, perfect tenses, direct and indirect speech, irregular constructions
- **Language use:** contextual language use appropriate to academic and non-academic purposes, fluent communicative ability

English Empowerment Workshop (76801)

Duration: One- to Three-day workshops  
Credits: Non-credit bearing

Purpose:
Each course in this workshop programme is geared towards equipping the clients or participants with aspects of English competencies (determined by the needs and requirements of the client/participant following a placement test, or diagnostic interview), which should address the language skills gaps.

Target Group:
The course is targeted at improving language skills generally among professionals and undergraduate students. Thus the course is structured around small group interactions to suit the specific requirements of the participants in the most effective and efficient ways possible, both in course content and course duration.
Admission Requirements:
Matriculation (Grade 12)

Registration Periods:
Throughout the year

Module 1:
**English Empowerment** (WSENGEM) – Non-credit bearing credits

Content:
**Introduction to English Grammar**

**Topic 1: Pronunciation**
Sounds of English: is it possible to change your accent? This module focuses on the sounds specific to the English Language and draws attention to similarities and differences between these and the sounds of other South/African languages. Stress and Rhythm: what distinguishes languages is not the grammar or vocabulary of a language, but the music created by various stress patterns and rhythm. This module focuses on the stress patterns of English vis-à-vis other South/African languages. What is the difference between standard and local (varieties of) English?

**Topic 2: English Grammar**: All aspects of English Grammar including parts of speech, meaning of words individually and in context, modal auxiliaries or verbs, the differences between the following verb forms: can, could, may, might, shall, should, will, would, must, ought to, used to, need, had better, dare etc.

**Topic 3: Introduction to tenses in English**
Every language has specific tenses used for describing events. In English, these tenses are the Past, the Present and the Future. In addition to analysing these tenses, the module also focuses on other important time expressions; the Future tense – can also be described or expressed using the Present tenses (shall/will). (For example, “Shall I come to pick you up this evening/Do I come to pick you up this evening?)

**Introduction to Reading and Interacting with English Texts**

**Topic 4: Reading Comprehension**
This section covers aspects of reading skills such as skimming, scanning, intensive and extensive reading.

**Introduction to Writing in English**

**Topic 5: Key elements of writing**
The section will focus on the key elements of writing, notably words, word order, sentences, sentence types, parts of speech, punctuation, topic sentences, supporting sentences, and paragraphs.

**Topic 6: Writing Effectively**
The section provides an overview of how to go about ensuring that your writing is effective, brilliant and interesting. Apart from differentiating between informal and formal writing, for example, emphasis is placed on the use and significance of neutral and formal language in academic writing. To that end, issues of **audience** and **style** are explored in great detail in order to highlight the importance of the two factors in academic writing. Among other things, such a link is illustrated by argumentative and expository writing.
Topic 7: Summarising and Paraphrasing
The module covers aspects of summarising and paraphrasing. It shows how to summarise texts and reword sentences, facts, opinions while keeping the original meaning and presenting it in a new form. It shows how to rewrite sentences or paragraphs in your own words but still expressing the same original idea. Paraphrasing is a critical and important skill for all university students.

Topic 8: Editing and Proofreading

Workshop in Business Writing Skills (76198)

Duration: One- to Five-day workshops depending on clients’ needs, plus four weeks’ portfolio compilation (optional)

Credits: 5

NQF Level 5

Purpose:
The Short Course has been designed to assist employees and organisations to improve the quality of work-related writing in English. It addresses writing skills and different formats of communication for different purposes. It is specifically aimed at developing and improving business writing skills in English. Writing is an important aspect of business and employees at various levels require guidance in writing effective documents. Our focus is on the appropriate use of language in business documents.

Target Group:
Public and private sector employees

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 education

Registration Periods:
Throughout the year

Module 1:
Business Writing Skills (SCBW018) – 5 Credits

Content:
Clients can select from the following four options:
- Business Writing Introduction
- Meeting and Minutes Taking
- Report Writing
- Telephone Techniques
Enquiries for the Short Learning Programmes offered through the Centre for Pan-African Languages and Cultural Development should be directed to:

**Prof DS (Sekepe) Matjila**  
Manager  
Centre for Pan-African Languages and Cultural Development  
Department of African Languages  
Office 7-057, Theo van Wijk Building, Unisa  
Tel: 012 429 8247  
Fax: 012 429 8288  
E-mail: matjids@unisa.ac.za

### Short Course in Basic Communication Skills in Zulu (72761)

**Duration:** Three months  
**Credits:** 12  
**NQF Level:** 5  
**Language:** English and Zulu

**Purpose:**  
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

**Target Group:**  
Any adult speaker for whom the specific African language is not the first language.

**Registration Periods:**  
Semester registration dates (when 10 or more students registered for class).

**Module 1:**  
**Basic Communication Skills in Zulu** (CZUU01A) – 12 Credits

**Content:**  
**General Language Introduction**  
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

**Topics**  
After an introduction to the African languages, the lessons will be based on the following topics:

**Lesson 1: Greetings**  
(Greetings and Personal Information; cultural background)
Lesson 2: My family
(Identifying copula for persons – building vocabulary; cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives, African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)

Lesson 7: At the store
(Building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family; body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

Short Course in Basic Communication Skills in Venda (7277X)

Duration: Three months
Credits: 12
NQF Level 5

Language: English and Venda

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom the specific African language is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).
Module 1:
Basic Communication Skills in Venda (CVEN01M) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:

Lesson 1: Greetings
(Greetings and Personal Information; cultural background)

Lesson 2: My family
(Identifying copula for persons – building vocabulary; cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives; African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)

Lesson 7: At the store
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family, body parts, clothing, transport and the weather; social activities; going to the garage, store, restaurant, funeral, party.
Short Course in Basic Communication Skills in Xhosa (72788)

Duration: Three months  Credits: 12  NQF Level 5
Language: English and Xhosa

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom the specific African language is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
Basic Communication Skills in Xhosa (CXHS01V) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:

Lesson 1: Greetings
(Greetings and Personal Information; cultural background)

Lesson 2: My family
(Identifying copula for persons – building vocabulary; cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives; African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)
Lesson 7: At the store
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family; body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

Short Course in Basic Communication Skills in Tswana (72796)
Duration: Three months Credits: 12 NQF Level 5
Language: English and Tswana

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom the specific African language is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
Basic Communication Skills in Tswana (CSTW016) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:
Lesson 1: Greetings
(Greetings and Personal Information; cultural background)

Lesson 2: My family
(Identifying copula for persons – building vocabulary, cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives; African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)

Lesson 7: At the store
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family; body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

Short Course in Basic Communication Skills in Tsonga (7280X)

Duration: Three months
Credits: 12
NQF Level 5

Language: English and Tsonga

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom the specific African language is not the first language.
Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
Basic Communication Skills in Tsonga (CTSO01C) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:

Lesson 1: Greetings
(Greetings and Personal Information; cultural background)

Lesson 2: My family
(Identifying copula for persons – building vocabulary; cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives; African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)

Lesson 7: At the store
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family, body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.
Short Course in Basic Communication Skills in Southern Sotho (72818)

Duration: Three months  
Credits: 12  
NQF Level 5

Language: English and Southern Sotho

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom Southern Sotho is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:  
**Basic Communication Skills in Southern Sotho** (CSSO016) – 12 Credits

Content:

**General Language Introduction**
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

**Topics**
After an introduction to the African languages, the lessons will be based on the following topics:

**Lesson 1: Greetings**  
(Greetings and Personal Information; cultural background)

**Lesson 2: My family**  
(Identifying copula for persons – building vocabulary; cultural information on African families)

**Lesson 3: The body**  
(Identifying copula for objects – building vocabulary; relevant cultural information)

**Lesson 4: At the garage**  
(Requests – building vocabulary; cultural background)

**Lesson 5: Transport**  
(Interrogatives; instrumental prefix; locatives; African culture)

**Lesson 6: At the restaurant**  
(Polite requests; present tense; positive/negative; African cultural background)
Lesson 7: At the store  
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?  
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals  
(Culture exploration; present and past tense)

Lesson 10: At the party  
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family; body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

Short Course in Basic Communication Skills in Shona (72826)

Duration: Three months  
Credits: 12  
NQF Level 5

Language: English and Shona

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom the specific African language is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
Basic Communication Skills in Shona (CSNA01Y) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:
Lesson 1: Greetings
(Greetings and Personal Information; cultural background)

Lesson 2: My family
(Identifying copula for persons – building vocabulary, cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives; African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)

Lesson 7: At the store
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family; body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

Short Course in Basic Communication Skills in Swati (72842)

Duration: Three months  Credits: 12  NQF Level 5

Language: English and Swati

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom isiSwati is not the first language.
Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
**Basic Communication Skills in Swati** (SCWT019) – 12 Credits

Content:
**General Language Introduction**
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:

**Lesson 1: Greetings**
(Greetings and Personal Information; cultural background)

**Lesson 2: My family**
(Identifying copula for persons – building vocabulary; cultural information on African families)

**Lesson 3: The body**
(Identifying copula for objects – building vocabulary, relevant cultural information)

**Lesson 4: At the garage**
(Requests – building vocabulary; cultural background)

**Lesson 5: Transport**
(Interrogatives; instrumental prefix; locatives; African culture)

**Lesson 6: At the restaurant**
(Polite requests; present tense; positive/negative; African cultural background)

**Lesson 7: At the store**
(Locatives; building vocabulary; African culture)

**Lesson 8: What is the weather like today?**
(Days of the week; seasons; time words; African culture)

**Lesson 9: African funerals**
(Culture exploration; present and past tense)

**Lesson 10: At the party**
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: My home, family, body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.
Short Course in Basic Communication Skills in Northern Sotho (72850)

Duration: Three months Credits: 12 NQF Level 5

Language: English and Northern Sotho

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom Northern Sotho is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
Basic Communication Skills in Northern Sotho (CNSO01K) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.

Topics
After an introduction to the African languages, the lessons will be based on the following topics:

Lesson 1: Greetings
(Greetings and Personal Information; cultural background)

Lesson 2: My family
(Identifying copula for persons – building vocabulary; cultural information on African families)

Lesson 3: The body
(Identifying copula for objects – building vocabulary; relevant cultural information)

Lesson 4: At the garage
(Requests – building vocabulary; cultural background)

Lesson 5: Transport
(Interrogatives; instrumental prefix; locatives; African culture)

Lesson 6: At the restaurant
(Polite requests; present tense; positive/negative; African cultural background)
Lesson 7: At the store
(Locatives; building vocabulary; African culture)

Lesson 8: What is the weather like today?
(Days of the week; seasons; time words; African culture)

Lesson 9: African funerals
(Culture exploration; present and past tense)

Lesson 10: At the party
(Personal information; counting words; building vocabulary; African culture)

Vocabulary
The following situations/areas will determine the vocabulary used: my home, family; body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

Short Course in Basic Communication Skills in Afrikaans (72869)

Duration: Three months
Credits: 12
NQF Level 5

Language: English and Afrikaans

Purpose:
To empower adult speakers for whom the specific African language is not the first language through basic theoretical and practical language training relevant to their background, so that they can use their communication skills in a social context or gain access to higher education and training, and can develop as multilingual South Africans.

Target Group:
Any adult speaker for whom the Afrikaans language is not the first language.

Registration Periods:
Semester registration dates (when 10 or more students registered for class).

Module 1:
Basic Communication Skills in Afrikaans (CAFK01T) – 12 Credits

Content:
General Language Introduction
In the introduction students will be guided in revising general grammatical knowledge. This knowledge was already obtained in their first language up to NQF level 4. The grammatical function of basic parts of speech such as nouns and verbs will be explained in a simple manner by means of handy communicative phrases, some of which are used in the media. It should be mastered during the first two lessons.
After an introduction to the Afrikaans languages, the lessons will be based on the following topics:

**Lesson 1: Greetings**  
(Greetings and Personal Information; cultural background)

**Lesson 2: My family**  
(Identifying copula for persons – building vocabulary; cultural information on Afrikaans families)

**Lesson 3: The body**  
(Identifying copula for objects – building vocabulary; relevant cultural information)

**Lesson 4: At the garage**  
(Requests – building vocabulary; cultural background)

**Lesson 5: Transport**  
(Interrogatives; instrumental prefix; locatives; Afrikaans culture)

**Lesson 6: At the restaurant**  
(Polite requests; present tense; positive/negative; Afrikaans cultural background)

**Lesson 7: At the store**  
(Locatives; building vocabulary; Afrikaans culture)

**Lesson 8: What is the weather like today?**  
(Days of the week; seasons; time words; Afrikaans culture)

**Lesson 9: African funerals**  
(Culture exploration; present and past tense)

**Lesson 10: At the party**  
(Personal information; counting words; building vocabulary; Afrikaans culture)

**Vocabulary**  
The following situations/areas will determine the vocabulary used: my home, family, body parts, clothing, transport and the weather; social activities: going to the garage, store, restaurant, funeral, party.

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**Course in Court Interpreting (76733)**

Duration: One year  
Credits: 36  
NQF Level 5

**Purpose:**  
To develop future interpreters and to equip them with the necessary tools to interpret court proceedings in the best possible manner.

**Target Group:**  
Persons currently involved in or employed as Court Interpreters but who did not receive appropriate training and/or have been exposed to insufficient coaching, social workers presently employed by the Department of Justice and Constitutional Development as well as those with basic knowledge of the South African judicial system intending to be Court Interpreters.
Admission Requirements:
Matric, Grade 12 or NQF level 4

Registration Periods:
First semester: 02 January to 28 February
Second semester: 15 June to 31 July

Module 1:
**Introduction to Court Interpreting** (CCIT01J) – 12 Credits

Content:
Introduction to court interpreting; courtroom environment; skills development (listening and oral translation, speaking and communicating, memory and recall, interpret cross examination and expert evidence).

Module 2:
**Court Procedures and Interpreting to Administer Justice** (CCIT02K) – 12 Credits

Content:
Types of criminal cases; expert evidence; legal terminology; conventions of translating legal terminology.

Module 3:
**Interpreting Meaning and Relevance through an African Language** (CCIT03L) – 12 Credits

Content:
The South African Constitution and Bill of Rights; Roman Dutch Law; Latin expressions and African languages; linguistic implications of the legacy of Roman Dutch Law; laws for the protection of culture, children and gender; the meaning of social justice.

**Programme in Cultural Policy and Management (7070X)**

Duration: One year
Credits: 72
NQF Level 5

Purpose:
To equip arts administrators, managers, cultural officers, cultural planners and practitioners with skills of cultural policy formulation, analysis and implementation, knowledge on how to manage cultural organisations, skills of promoting and marketing arts and culture, skills in developing strategic and business planning, professional skills in practice and cultural development skills.

Target Group:
Any person who requires comprehensive and practical knowledge of the principles of cultural policy formulation and the management of cultural organisation; cultural managers in middle-management positions; cultural officers; cultural policy planners; interested individuals, NGOs; government and private sector officials; municipal cultural planners.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification
Registration Periods:
January to February and July to August

Module 1:
**Cultural Policy and Strategy** (PCPM01G) – 12 Credits

Content:
• Why is cultural policy necessary?
• The sources of cultural policy
• How policy is made
• Policy implementation
• Policy evaluation
• The role of cultural policy

Module 2:
**Management of Cultural Organisations** (PCPM02H) – 12 Credits

Content:
• Effective communication
• Human resources management
• Financial management

Module 3:
**Marketing Management** (PCPM03J) – 12 Credits

Content:
• Introduction to marketing
• The marketing environment
• The marketing strategy

Module 4:
**Culture and Development** (PCPM04K) – 12 Credits

Content:
• Culture
• Cultural industries
• Cultural development strategies
• Tourism and culture
Module 5:
Language Policy and Development (PCPM05L) – 12 Credits

Content:
• The nature of language planning
• Orientation towards language planning
• Types of language planning
• Language planning in South Africa

Module 6:
Culture and Law (PCPM06M) – 12 Credits

Content:
• Independent learning skills
• Communication skills for culture and law
• Definition, function, classification, sources of law and legal precedents
• Policy documents and legal documents
• Interpretation of the Constitution
Developing a Project Plan for an Advocacy Campaign on HIV and AIDS(72567)

Duration: Three months  Credits: 12  NQF Level 5

Purpose:
To equip students with the necessary knowledge and skills to develop and implement an advocacy campaign on selected HIV- and AIDS-related issues and to mobilise communities to respond to the impacts of HIV/AIDS. Students credited with this unit are able to: Determine specific social issues related to the impacts of HIV/AIDS within their own communities and countries; coordinate an advocacy campaign with all stakeholders to respond to these impacts; and apply the steps in advocacy campaigning into a project plan.

Target Group:
Community-based organisations, public institutions, interest groups, faith-based organisations, the private sector and individuals working in the field of HIV/AIDS.

Admission Requirements:
This is an introductory unit standard for students who are involved in advocacy work around HIV/AIDS on the African continent, but who do not necessarily have any formal training in the development and implementation of an advocacy campaign. Students should, therefore: Be in possession of a Senior Certificate (with or without exemption) or an equivalent NQF level 4 qualification or recognition of prior learning by submitting a RPL portfolio; be able to learn from predominantly written material in the language of instruction; be able to effectively communicate what they have learned in the language of instruction; learn independently and take responsibility for their learning; be able to mobilise some stakeholders to participate in an advocacy campaign; complete the advocacy project plan within the required time.
Registration Periods:
During Unisa registration periods

Module 1:
**Developing a Project Plan for an Advocacy Campaign on HIV/AIDS** (SCMH028) – 12 Credits

Content:
Explain the basics of the mainstreaming process to respond to the impact of HIV/AIDS within the Southern African region and continent at large.

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**Short Course in Mainstreaming HIV/AIDS into Academic Development, Research and Community Engagement (75523)**

| Duration: Three months | Credits: 12 | NQF Level 5 |

Purpose:
To mainstream the impact of HIV/AIDS into academic development and also assist by exploring opportunities to undertake research and form partnerships with communities to manage the impact of HIV/AIDS; to assist with the identification of resources needed to respond to the impact of HIV/AIDS in communities, families and the society.

Target Group:
Academic staff, academic planners, student development practitioners, deans, etc

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification; be able to learn from predominantly written material in the language of instruction; be able to effectively communicate what they have learned in the language of instruction; and study independently and take responsibility for their learning.

Registration Periods:
During Unisa registration periods

Module 1:
**Mainstreaming HIV/AIDS into Academic Development, Research and Community Engagement** (SCMH016) – 12 Credits

Content:
Applying the main principles of mainstreaming to a discipline, operational areas or specific settings through a development portfolio.

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**Course in Skills for People-Centred Community Development (71196)**

| Duration: One year | Credits: 60 | NQF Level 5 |

Purpose:
To provide course participants with a solid background on the theory and practice of People-Centred Community Development. The course provides an introduction to community development from a Person-centred approach.
Target Group:
The target group includes individuals and/or agents of social change from government departments, NGOs, FBOs, CBOs and interested community members. The course is ideal for individuals who want to acquire new skills and knowledge, advance their career or even make a career change.

Admission Requirements:
Senior Certificate or an equivalent NQF level qualification

Registration Periods:
Registration for the course starts during the Unisa registration period of year courses i.e. November to February. The course only commences at the beginning of the year.

Module 1:
**People-Centred Approach for Community Development** (CSPC01H) – 30 Credits

Content:
- People-centred approaches and skills
- Theoretical propositions
- Carl Rogers’ person-centred theories

Module 2:
**People-Centred Community Development Practice** (CSPC02J) – 30 Credits

Content:
- Facilitation and/or documentation of a people-centred community development project
- Reflect critically on the development principles, values, skills and process against the person/people-centred approaches

**Workshop in Conducting Quality Assurance on Male Circumcision Social Programmes in Africa (76773)**

Duration: 5 days  
Credits: Non-credit bearing  
Language: English, French and Portuguese

Purpose:
The purpose of the workshop will be to equip participants with the necessary knowledge and skills to implement sustainable male circumcision programmes within a health quality assurance framework.

Target Group:
Health Practitioners, NGOs and FBOs, Government Departments, International Aid Agencies, Community-Based Organisations, Universities and other development agencies across South Africa and Southern Africa.

Admission Requirements:
At least Grade 12

Registration Periods:
Through the whole year
Module 1: Conducting Quality Assurance on Male Circumcision Social Programmes in Africa (Non-credit bearing) – Non-credit bearing credits

Content:
The workshop will cover the following topics:
- Introduction of male circumcision as a HIV-prevention Strategy
- The social programme cycle for male circumcision in Africa
- Develop a standardised quality assurance framework for male circumcision programmes
- Applying the WHO and UNAIDS male circumcision quality assurance tools
- Reporting to stakeholders on the quality assurance of these programmes

Workshop in Mainstream of HIV and AIDS into Community Development and Outreach (76774)

Duration: 5 days  Credits: Non-credit bearing  Language: Mostly English but could also accommodate certain African languages when required

Purpose:
The main purpose of the workshop is to enhance the capacity of community-based and non-governmental organisations to collaborate and coordinate within an integrating AIDS response by applying a mainstreaming strategy into their current community development and outreach interventions and programmes.

Target Group:
Community-based organisations, NGOs, faith-based organisations, government departments, private sector, community members, international aid agencies, universities.

Admission Requirements:
N/A

Registration Periods:
Through the whole year

Module 1: Mainstream of HIV and AIDS into Community Development and Outreach (Non-credit bearing) – Non-credit bearing credits

Content:
The workshop will cover the following topics:
- Understanding the social behaviour aspects of HIV and AIDS within an African context
- Social Behaviour Change and HIV-prevention
- Addressing Gender and HIV-prevention, Stigma and Discrimination related to HIV and AIDS
- Basics of Human Rights related to HIV and AIDS
- Community mobilisation and community mapping
- Basic steps of mainstreaming
- Stakeholder analysis
- Advocacy and lobbying
Workshop in Mobilising Community Members for HIV Prevention and Healthy Lifestyles among Refugees and Asylum Seekers (76775)

Duration: 3 days  Credits: Non-credit bearing  Language: English, French and some North-East African languages

Purpose:
The purpose of this workshop is to equip community members (both local and asylum seekers and refugees) with the necessary knowledge and skills to mobilise communities towards HIV-prevention and healthy lifestyles.

Target Group:
Community leaders, community members with foreign status, asylum seekers and refugees, non-governmental organisations, faith-based organisations.

Admission Requirements:
N/A

Registration Periods:
Through the whole year

Module 1:
Mobilising Community Members for HIV Prevention and Healthy Lifestyles among Refugees and Asylum Seekers (Non-credit bearing) – Non-credit bearing credits

Content:
The workshop will cover the following topics:
- The Basic Facts of HIV and AIDS
- Overview of the HIV-infection patterns in Africa and South Africa related to asylum seekers and refugees
- Social issues related to HIV and AIDS like gender violence, stigma, discrimination and poverty
- Basic human rights related to asylum seekers and refugees, and HIV and AIDS
- Access to communities and mobilising social integration of asylum seekers and refugees towards HIV-prevention and healthy lifestyles
- Advocacy campaigning around HIV prevention, treatment, care and support for vulnerable community such as asylum seekers and refugees
- The role of community mobilisers in mobilising asylum seekers and refugees towards HIV-prevention
The College of Law houses a research institute, a legal aid clinic, a distance learning school for legal practice, and a number of specialised centres and institutes. The short learning programmes (SLPs), or “short courses”, offered by these centres and institutes provide students with the latest academic knowledge in a field where being current is critical.

Nowhere is being current more important than in the field of business. Our Centre for Business Law offers SLPs focusing on the laws that govern tax, labour, estates and pension funds.

Whether you’re an academic, a professional or simply interested, we can equip you with what you need to understand the field of law in its current state.

Here are a few of the SLPs we offer:

- Our VerLoren van Themaat Centre offers SLPs that develop an understanding of Humanitarian Support Law, and Provincial and Local Government Law.
- Our Centre for Criminological Sciences provides detailed knowledge in areas ranging from anti-corruption and commercial crime to security practice and management.
- Our Programme in Law is aimed at anyone who wants to learn more, but isn’t yet qualified.

We are proud to present these SLPs to you. We hope they help in growing your knowledge and understanding of law as it is practised today.
The college strives to grow knowledge and understanding of law as it is practised today.
Advanced Corporate Law and Securities Law (76228)

Purpose:
This short learning programme aims to provide legal and accounting practitioners, auditors, company secretaries, and others with an advanced knowledge of the legal principles and applicable legislation in specific areas of corporate law and securities law, with particular emphasis on the Companies Act 2008 (an amended). The topics covered by this course include fundamental transactions, affected transactions and offers market abuse with the emphasis on insider trading, aspects of corporate finance, including public offers, listing on the JSE Ltd, distributions and BBBEE, business rescue proceedings and compromises under the Companies Act 2008, corporate governance, with specific emphasis on the codified duties and liabilities of company directors in the Companies Act 2008, as well as the company secretary, other officers, auditors, and the King Reports, and specific remedies available to shareholders and others in terms of the Companies Act 2008.

Target Group:
Legal and accounting practitioners, auditors, and company secretaries.

Admission Requirements:
B-Degree or an equivalent NQF qualification or substantial relevant practical experience in a legal or related environment.

Registration Periods:
31 January to 07 April, late registrations will be accepted until 30 April.

Module 1:
Advanced Corporate Law and Securities Law (ACSL01N) – 12 Credits

Content:
- A general introduction to the Companies Bill, 2008
- Takeovers
- Market abuse with the emphasis on insider trading
- Share capital rules, including share buy-backs and dividends
- Business rescue proceedings and compromises under the Companies Bill, 2008, with some comparisons to the current procedures of judicial management and Section 311 compromises
- Corporate governance, with specific emphasis on the codified duties and liabilities of company directors in the Companies Bill, 2008, as well as the company secretary, other officers, auditors, and the King Reports
- Johannesburg Stock Exchange listings
- Black Economic Empowerment
Short Course in Pension Funds Law (72729)

Duration: Six months  
Credits: 12  
NQF Level 7

Purpose:
This short learning programme aims to provide an advanced knowledge of the legal principles relating to pension funds, and to update participants on the development in South African pension fund law development. It is directed at legal advisers, trade union officials, governments officials, trustees, and legal practitioners specialising in this field.

Target Group:
Legal advisers, trade union officials, government officials and legal practitioners specialising in pension funds.

Admission Requirements:
B-Degree or substantial relevant practical experience in a legal or related environment (such as practitioners specialising in pension funds law).

Registration Periods:
January to April  
Registration closes on 07 April late registrations will be accepted until 30 April

Module 1:
Pension Funds Law (CPFL01J) – 12 Credits

Content:
- Incorporation and registration of pension funds  
- Administration (organs and officials; powers of boards; amalgamations and transfers; investment of funds)  
- The registrar of pension funds  
- Benefits  
- Surplus apportionments  
- Compliance  
- The Pension Funds Adjudicator  
- Voluntary dissolution  
- Pension fund trustees

Advanced Short Course in Tax Law (76765)

Duration: One year (12 months)  
Credits: 12  
NQF Level 8

Purpose:
The Advanced Short Course in Tax Law is a short learning programme, designed for professionals and academics that already have a basic knowledge of tax law, or have practical experience of tax law and wish to strengthen and expand their future role in this field. The course will provide students with the necessary legal knowledge and skills to participate in the tax environment that is increasingly technical and legalistic. Thorough knowledge of tax legislation is imperative to complete tax returns or deal with a tax audit by SARS. In recent years, we have seen an increased commitment by SARS to collect all outstanding taxes. Professionals need to equip themselves to advise their clients and manage their own affairs in a manner that complies with the latest legislative changes in tax law. This course offers up-to-date training in all areas of income tax law, and also addresses practical issues that arise in dispute resolution and general dealings with SARS.
Target Group:
Lawyers, accountants, businessmen, managers, insurance brokers, sales persons, estate agents, paralegals, legal advisors, bankers, financial advisors, debt councillors, HR officers, employers, trade union representatives, SARS officials and entrepreneurs.

Admission Requirements:
A bachelor’s degree or an equivalent NQF level 7 qualification or RPL

Registration Periods:
08 January until 28 February, late registration will be accepted until 30 May.

Module 1:
**Advanced Income Tax Law and Capital Gains Tax** (ASCT013) – 12 Credits

Content:
- Gross Income
- Exempt income
- Deductions
- Taxation of individuals, trusts, insolvent estates and deceased estates
- Taxation of Partnerships
- Taxation of companies
- Secondary taxes of companies and dividend taxes
- Tax avoidance
- Objections and Appeals
- Procedures, searches and seizures
- The Taxpayer’s rights under the Tax Administration Act
- Capital Gains Tax

Advanced Short Course in Business Rescue Practice (76790)

Duration: 6 months  
Credits: 12  
NQF Level 8

Purpose:
The purpose of the module is to equip students with practical training in the implementation of business rescue proceedings. After completion of this course students will be able to act as business rescue practitioners. This course will enable students to understand and practically apply the provisions of the Companies Act of 2008 pertaining to commencement of business rescue proceedings and appointment and functions of a business rescue practitioner, the relevant principles of labour law (e.g. the procedure for retrenchments and other dismissals; cost implications of retrenchments), important principles of the law of contract, and basic principles of financial management.

Target Group:
Lawyers, auditors, businessmen, managers, legal advisors, bankers, trade union representatives.

Admission Requirements:
A bachelor’s degree or an equivalent NQF level 8 qualification
Registration Periods:
Semester

Module 1:
**Business Rescue Practice** (ASCB018) – 12 Credits

Content:

**Course in Practical Labour Law (72710)**

Duration: One year
Credits: 24
NQF Level 6

Purpose:
This short learning programme aims to give trade union officials, shop stewards, small entrepreneurs, and line managers with little or no formal labour law training a first introduction to and a sound knowledge of those aspects of employment law that they may encounter on a daily basis in the workplace. They will also be given the necessary skills to apply this knowledge in practice.

Target Group:
Industrial relations practitioners, human resources managers, trade union officials, lawyers.

Admission Requirements:
Senior Certificate an equivalent NQF level 4 or qualification

Registration Periods:
01 February until 31 March

Module 1:
**Practical Labour Law** (CPLL01D) – 24 Credits

Content:
- The contract of employment
- Basic conditions of employment (including the work that an employee has to do; wages; ordinary working hours; overtime; leave; lunch breaks; and notice periods)
- Exercising discipline and managing performance
- Dismissal, discrimination and unfair labour practices
- The resolution of labour disputes
- A brief overview of some aspects of collective labour law (collective bargaining; strikes and lockouts; replacement labour; picketing; and dismissal of strikers)
Course in the Introduction to Corporate Governance (71978)

Duration: Six months
Credits: 12
NQF Level 5

Purpose:
The course Introduction to Corporate Governance focuses both on the formal systems and elements of corporate governance as well current corporate governance thinking. The course equips managers, company secretaries, directors and students in general to be aware of the linkages between corporate governance the Companies Act 71 of 2008 and King III Report Corporate Governance.

Target Group:
Given the increasing emphasis, internationally, on corporate governance, the module is of value to the individual, to potential employers and employees, and to society as a whole. Due to the fact that this course is an introduction to Corporate Governance, the target group will reflect in most cases on individuals at middle-management level.

Admission Requirements:
Senior Certificate or the equivalent of a NQF level 4 qualification and have at least three years’ working experience.

Registration Periods:
First semester: 8 January until 2 February
Second semester: 1 June until 27 July

Module 1:
Introduction to Corporate Governance (CICG01E) – 12 Credits

Content:
Introduction to corporate governance and corporate citizenship in South Africa and Africa
Corporate governance and corporate citizenship in relation to specific issues in South Africa and Africa
Corporate governance challenges of the 21st century
The legal and regulatory environment affecting corporate governance in South Africa and Africa
The framework of accountability in companies and other organisations in South Africa and Africa
Sustainability and the triple bottom line
Sustainability and triple bottom line reporting in South Africa and Africa

Wipo-Unisa Intellectual Property Specialisation Programme (7621X)

Duration: Two years (each module fourteen weeks)
Credits: 108
NQF Level 5

Purpose:
This short learning programme is designed for academics and professionals who already have some knowledge about intellectual property, or who have some practical experience in the field of intellectual property, and who wish to strengthen and expand their future role in this field.

The focus of the curriculum is on the special circumstances prevailing in developing countries. The modules approach the subject-matter against the background of international conventions and the obligations they impose on developing countries. It is then demonstrated, using South African law as an example, how these obligations can be discharged. Students will be expected to examine the law of their own countries to determine how these obligations have been discharged, or how they should be discharged.
Target Group:
The specialisation programme is aimed at academics and professionals who wish to strengthen and expand their future role in the field of intellectual property law.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification or experience through or informal learning that shows basic language competence or relevant experience in a legal environment. A-levels, HIGCSE or IGCSE plus a minimum age requirement.

Registration Periods:
First semester: 8 January until 2 February
Second semester: 1 June 2008 until 27 July

Module 1:
**Essential Copyright Law** (IPSP01X) – 12 Credits

Content:
- Nature of copyright
- Works protected by copyright
- Requirements for the subsistence of copyright and copyright infringement

Module 2:
**Essential Competition Law** (IPSP02Y) – 12 Credits

Content:
- Unfair competition
- Liability for unfair competition
- Specific forms of unfair competition
- Damaging another’s goodwill
- Misleading the public
- Discrediting another’s enterprise
- Misappropriation of confidential information

Module 3:
**Essential Patent Law** (IPSP033) – 12 Credits

Content:
- Nature of patentable inventions
- Requirements for patent protection
- Exploitation of patented inventions
- Patent infringement
Module 4:
**Essential Trademark Law** (IPSP044) – 12 Credits

**Content:**
- Nature of a trade mark
- Registration of trade marks
- Assignment and licensing of trade marks
- Trademark infringement

Module 5:
**Essential Industrial Design Law** (IPSP055) – 12 Credits

**Content:**
- Nature of and requirements for design protection
- Infringement of design rights
- Protection of layout designs of integrated circuits

Module 6:
**Internet Aspects of Copyright and Trademarks** (IPSP066) – 12 Credits

**Content:**
- Copyright and related rights in the digital environment
- Copyright infringement on the internet
- Protection of electronic databases
- Digital licensing of intellectual property
- Domain names
- Conflict of laws and jurisdiction

Module 7:
**Legal Aspects of Electronic Commerce** (IPSP078) – 12 Credits

**Content:**
- Overview of the internet and the major role players
- Contracting through the internet
- Copyright implications of the internet
- Electronic databases
- Domain names
- Trademarks and dispute resolution
Module 8:
Traditional Knowledge and Biodiversity (IPSP089) – 12 Credits

Content:
- Protection of folklore including traditional crafts
- Ethno-botanical knowledge
- Biodiversity and genetic resources

Module 9:
Collective Rights Administration: Performers’ Rights (IPSP09A) – 12 Credits

Content:
- Evolution of performer’s rights
- Exploitation of intellectual property rights
- Collective management of copyright and related rights

Programme in Advanced Labour Law (72737)

Duration: One year       Credits: 48       NQF Level 8

Purpose:
The Advanced Labour Law Programme – the flagship labour law programme of the Centre for Business Law – aims to give industrial relations practitioners, human resources managers, trade union officials and other interested parties the necessary legal knowledge and skills in an industrial relations environment that is increasingly technical and legalistic. Students will acquire an advanced knowledge of all the relevant areas of labour law that are vitally important to the effective conduct of industrial relations in the workplace. Through case studies, practical exercises, and lectures, students are taught greater skills in problem prevention, problem solving and policy formulation.

Target Group:
Industrial relations practitioners, human resources managers, trade union officials, lawyers.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and students must have an advanced knowledge of industrial relations.

Registration Periods:
01 February until 31 March
Late registrations will be accepted until the 31 May
Module 1:
Advanced Labour Law (CALL01R) – 48 Credits

Content:
Individual Labour Law

In the context of the Labour Relations Act and the Basic Conditions of Employment Act:
• The contract of service
• Discipline in the workplace
• The meaning of ‘employee’
• The meaning of ‘dismissal’
• Automatically unfair dismissal
• Dismissal for misconduct, incapacity and operational requirements
• The transfer of contracts
• Unfair labour practices

Employment Equity

In the context of the Employment Equity Act:
• Prohibition of unfair discrimination
• Affirmative action
• Sexual harassment
• Medical testing, testing for HIV/AIDS, and psychological testing

Collective Labour Law:
• Freedom of association
• Trade unions
• Organisational rights
• Collective bargaining structures
• Collective agreements
• Strikes and lockouts (including their legal consequences, replacement labour, and picketing)

Dispute Resolution:
• Commission for Conciliation, Mediation and Arbitration
• Procedures and remedies
• Labour Court and Labour Appeal Court

Social Security:
• Maternity leave
• Unemployment benefits
• Compensation for occupational injuries and diseases
• Health and safety
• Migrant workers

The information contained in this brochure was correct at the time of publication (19 November 2014).
Enquiries for the Short Learning Programmes offered through the VerLoren van Themaat Centre should be directed to:

Ms JD de Villiers  
VerLoren van Themaat Centre  
Office 07-042, Cas van Vuuren Building, Unisa  
Tel: 012 429 8468  
Fax: 012 429 8985  
E-mail: dvilljd@unisa.ac.za

Short Course in Refugee Law and Humanitarian Support (72877)

Duration: Six months  
Credits: 12  
NQF Level 5

Purpose:
The purpose of the module is to equip students with a basic understanding of the different categories of migrants, the various aspects of migration, and the rights and responsibilities of migrants, in order to promote effective and sustainable solutions to human migration and displacement and reduce prejudices towards foreign nationals as a means to this end, to equip students with an integrated legal, psychosocial and humanitarian perspective on the problems faced by refugees, internally displaced persons, migrants and stateless people, and the capacity (knowledge, skills and competencies) to provide legal protection and humanitarian support to different categories of migrants, by applying relevant legislation, international law and human rights instruments with contextualised understanding and empathy.

Target Group:
Humanitarian Aid Workers, Government Officials, Lawyers, Welfare and NGO Employees, Lay Counsellors, Church Leaders, Refugees and other people involved with Foreign Nationals and other displaced persons.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification

Registration Periods:
Semester dates

Module 1:  
Refugee Law and Humanitarian Support (SCRL01A) – 12 Credits

Content:
- Introduction: Background to migration and human displacement into the 21st century
- International, African and regional frameworks for refugee protection
- South African framework for refugee protection
- Basic principles of humanitarian response management
- Basic principles of psychosocial support
Programme in Provincial and Local Government Law (01732)

Duration: One year          Credits: 24          NQF Level 5

**Purpose:**
To provide the identified target audience with knowledge, specific skills and applied competence to fulfil their particular role in the provincial and local government environment and to deal with specific problems encountered in the identified target audience's environment. To achieve this purpose the target audience is provided with:

- Knowledge of and insight into the functions and powers of provincial and local government
- Knowledge of the basic principles of the law in general and public law in particular
- Knowledge of the most important constitutional provisions which deal, either directly or indirectly, with provincial and local government. These provisions relate to the principles of cooperative government, fundamental rights (in particular the right to just administrative action) and ethics (including the values and principles underpinning the public administration)
- A basic introduction to the drafting of legislation

**Target Group:**
Members of the National Council of Provinces, members and/or administrators and/or officials of provincial and local government such as administrators in provincial government, councillors of municipalities, aspirant councillors and municipal officers, members of the public with an interest in good governance, graduates from the Unisa/ABET certificate course, graduates from other university and/or Technikon certificate courses, members of civic associations, trade unions, community development forums, community policing forums and political and service organisations dealing with provincial and local government matters, including development

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification

**Registration Periods:**
01 December to 28 February

**Module 1:**
**Provincial and Local Government Law** (PLGL01N) – 24 Credits

**Content:**

- An overview of provincial and local government law
- The principles of administrative law
- The rules of statutory interpretation
- The ethical standards applicable to the officers involved and a human rights culture
- The principles of cooperative government
- The law relating to development, planning and sustainable development
- The legislative process (the way laws are made)
- The drafting of legislative instruments

The information contained in this brochure was correct at the time of publication (19 November 2014).
Course in Anti-Corruption and Commercial Crime Investigation (7246X)

Duration: One year
Credits: 36
NQF Level 6

Purpose:
To educate investigators in the fundamental principles and art of anti-corruption and commercial crime investigations.

Target Group:
Public and private commercial crime and anti-corruption investigators.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and/or experience as approved by the Director: Centre for Criminological Sciences.

Registration Periods:
6 January to 28 February

Module 1:
Legal Contexts and Procedures for Anti-Corruption and Commercial Crime Investigations (CCCI01K) – 12 Credits
Content:
- South African law and commercial crime
- Property crimes
- Crimes against the Administration of Justice
- Law of evidence
- Court processes
- Delict and principles of civil law
- Law of contract
- Prescription
- Acknowledgement of debt
- Statutory mandates to investigate

Module 2:
Operationalise Anti-Corruption and Commercial Crime Investigations (CCCI02L) – 12 Credits

Content:
- Investigative theory
- Interviewing witnesses
- Interviewing suspects and defendants
- Recording affidavits and statements
- Sources of information
- Basic scene handling
- Search and seizure

Module 3:
Applied Legal Procedures and Precedents (PCCI02B) – 12 Credits

Content:
- Fraud
- Forgery and uttering
- Theft by false pretence
- Theft
- Prevention and Combating of Corrupt Activities Act
- National Prosecuting Act
- Witness Protection Act
- Protected Disclosures Act
- Economic Communications and Transactions Act
- Interception of Communications Act
- Compensation

The information contained in this brochure was correct at the time of publication (19 November 2014).
Course in Security Practice (72486)

Duration: One year
Credits: 36
NQF Level 5

Purpose:
Security officials are required to have specific skills in order that assets are protected on a cost-effective basis which is both ethically correct and which conforms to the norms contained in the South African Constitution.

Target Group:
This course is introductory in nature and is aimed at security officials and security supervisors involved in the security industry in southern Africa. Furthermore, the course is also aimed at persons who are not yet working in the field but who are interested in a career in the security industry.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification and/or experience as approved by the Director of the Centre for Criminological Sciences.

Registration Periods:
06 January to 28 February

Module 1:
An Introduction to Security Practice (CSPR013) – 12 Credits

Content:
- The security occupation
- Introduction to physical security
- Emergency planning
- Security awareness
- Corporate crime threats
- Fire prevention and suppression
- Basic principles of security risk management
- Occupational health and safety

Module 2:
Introduction to Security Related Law (CSPR024) – 12 Credits

Content:
- An introduction to South African law
- General principles of the South African criminal law and the security function
- Specific South African common law offences in the security environment
Module 3:  
**Security Investigations** (CSPR035) – 12 Credits

**Content:**
- Investigative theory
- Basic scene handling
- Interviewing witnesses
- Interviewing suspects and defendants
- Recording affidavits and statements
- Sources of information

Programme in Security Management (72494)

Duration: One year  
Credits: 48  
NQF Level 7

**Purpose:**
To equip the security manager with advanced knowledge and managerial skills that are specifically relevant to the security function within an undertaking.

**Target Group:**
Current security managers who wish to improve their risk control managerial skills.

**Admission Requirements:**
Course in Security Practice

**Registration Periods:**
06 January to 28 February

Module 1:  
**Security Related Law of Evidence and Procedure** (PSMN01V) – 12 Credits

**Content:**
Module 2:
Security Related Private and Statutory Law (PSMN02W) – 12 Credits

Content:
• Principles of South African private law relevant to the security function
• Important statutes for the security official

Module 3:
Security Risk Management (PSMN03X) – 12 Credits

Content:
• Risk factors
• Security policy
• Security surveys
• Risk analysis
• Security risk control measures

Module 4:
Advanced Security Investigations (PSMN04Y) – 12 Credits

Content:
• Investigative analysis
• Investigative coordination
• The facilitation of experts and integration of crime information
• Reconstruction
Study of the natural sciences develops the important skills of analytical and creative thinking. The qualifications offered by the College of Science, Engineering and Technology are internationally recognised and so open the door to a variety of careers in industry, education, and basic or applied research.

Our lecturers are active researchers and include a number of National Research Foundation (NRF) rated scientists who are world leaders in their fields – a level of expertise that maintains the high standard of scientific study offered at Unisa.

The College of Science, Engineering and Technology provides affordable, accessible, high quality and relevant science, engineering and technology education.

Our innovative delivery approaches, research methods, community engagement projects, and academic and administrative staff and systems all combine to give students an excellent foundation from which to develop their scientific skills.

Together, our schools offer short learning programmes (SLPs) in the fields of Biology, Physics, Industrial Engineering, Programming, and Information and Telecommunication Systems.

Through these courses, students gain the skills and creative thinking abilities required to discover and explain new phenomena, and become a part of Africa’s growing community of scientific leaders.

The information contained in this brochure was correct at the time of publication (19 November 2014).
The college strives to provide all students with an excellent foundation from which to develop their scientific skills.
Short Course in Database Design (70041)

Duration: Semester course starts in February and July each year
Credits: 12 NQF Level 5

Purpose:
The goal of this short course is to provide an introduction to conceptual database design. Conceptual databases are designed where basic concepts are introduced and students get the opportunity to apply these concepts.

Target Group:
The target group for this course, people without any prior knowledge of databases, or persons who are end users of databases but have never been involved in designing a database, or lastly, persons who may have used tools to build database applications, but who lack the conceptual background on relational databases and knowledge as to how to optimise the design of relational tables for an application.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. We assume that you have previously passed a computer literacy course or have end-user experience in using computers and the Microsoft Windows environment.

Registration Periods:
More information about registrations visit http://cs-cert.unisa.ac.za website
E-mail address: cense@unisa.ac.za

Module 1:
Database Design (CSDB1DX) – 12 Credits

Content:
Theoretical and practical database design structured as follows:
- The database environment
- Fundamentals of data modelling
- Relational model
- Normalisation of database tables
- Advanced data modelling
Short Course in Introduction to Internet and Web Design (70076)

Duration: Semester course  
Credits: 12  
NQF Level 5

**Purpose:**
This course focuses on important client-side and some server-side interaction aspects of the Internet. The aim is to empower the user to interact with the Internet in an effective and efficient manner, and to provide practical training in the design and creation of usable Web pages. At the end of this course, users will understand and be able to explain common terminology associated with the Internet. They will be able to use a variety of tools to help them design and publish Web pages that are both engaging and usable.

Even though this is an intermediate level course (you will be expected to do only introductory client-side programming), you will be given meaningful exposure to more advanced topics such as HTML hand-coding, CSS (Cascading Style Sheets), JavaScript programming, designing Webpages and sites with good usability, and graphics file formats, their manipulation and preparation.

**Target Group:**
The relative novice with general Windows skills who wishes to gain the skills to use the Internet as a communications and research medium and publish his/her own Webpages, whether for personal or commercial use.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification, Internet access to the course material, e-mail facility and discussion forum on the course Website.

**Registration Periods:**
For more information about registrations visit http://cs-cert.unisa.ac.za  
E-mail address: cense@unisa.ac.za

**Module 1:**  
**Introduction to the Internet and Web Design** (CSIW1DT) – 12 Credits

**Content:**
- Introduction to the Internet  
- HTML and CSS and Web Design  
- JavaScript programming  
- Graphics preparation
Short Course in Introduction to Visual Basic.Net Programming (70122)

Duration: Students with previous programming experience can do the semester course commencing in February and July annually. Those students who have never done computer programming are recommended to do the year course commencing in February annually. CSVB1D-G (Semester course) CSVB1Y-8 (Year course)

Credits: 12 NQF Level 5

Purpose:
The course has been designed to give learners a practical and theoretical foundation in computer programming for the Windows environment. After completing the course learners will be able to write Visual Basic.NET programmes easily, and they will be well prepared to develop their programming skills further, be it in Visual Basic.NET or in any other Windows programming language.

Target Group:
The course is intended for people who want to learn to programme using a modern, visual programming language. Note that the Delphi and Visual Basic courses are quite similar – having completed the one will enable the person to learn the other one very easily. Persons currently working in the Information Technology sector can base their choice between Visual Basic.NET and Delphi on what language is being used in their environment.

Admission Requirements:
Senior Certificate or equivalent NQF level 4 qualification
- Proficiency in English
- Students must have some experience in using the Windows environment, and must be computer literate
- No programming experience is required for the year course, but some experience in any programming language is necessary for the semester course
- The Visual Basic.NET software requires Windows XP or Vista
- Access to email and the Internet

Registration Periods:
For more information about registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
Introduction to Visual Basic.NET Programming (CSVB1Y8 – One year course / CSVB1DG – Semester course) – 12 Credits
Content:
- The design, implementation and testing of Visual Basic.NET programmes
- Variables, constants, calculations
- Visual Basic.NET controls (e.g. text boxes, buttons, list boxes, radio buttons)
- Event handlers and methods
- Object-orientated programming concepts
- Procedures and functions
- Simple databases
- Programme control structures (decision and repetition)
- Arrays
- Menus

Short Course in Designing and Implementing Telecommunication Networks (70157)

Duration: Semester course  Credits: 12  NQF Level

Purpose:
Data Communications and Computer Networks are becoming increasingly more important. The business world could not function without either. Business managers, computer programmers, system designers and home computer users alike need a thorough understanding of the basic features, operations and limitations of different types of computer networks. This course introduces concepts that achieve an in-depth understanding of the often complex topic of Data Communications and Computer Networks by balancing the more technical aspects and the everyday practical aspects. This course includes readability and coverage of the most current technologies. It offers full coverage of wireless technologies, industry convergence, compression techniques, network security, LAN technologies, VoIP, and expanded coverage of error detection and correction.

Target Group:
This course is intended for people who want to learn about telecommunication as well as those who want to formalize their computer network knowledge.

Admission Requirements:
Senior Certificate or an equivalent NQF 4 level qualification

Registration Periods:
For more information about registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
Designing and Implementing Telecommunication Networks (Correspondence – CSTC1DB) (Web-Based – CSTC1WW) – 12 Credits
Content:
- Introduction to Computer Networks and Data Communications
- Fundamentals of Data and Signals
- Conducted and Wireless Media
- Making Connections
- Making Connections Efficient: Multiplexing and Compression
- Errors, Error Detection and Error Control
- Local Area Networks: The Basics
- Local Area Networks: Software and Support Systems
- Introduction to Metropolitan Area Networks and Wide Area Networks
- The Internet
- Voice and Data Delivery Networks
- Network Security
- Network Design and Management

Short Course in Applied Project Management in an Information Technology Environment (70467)

Duration: Semester course  Credits: 12  NQF Level 5

Purpose:
This short course on software project management is intended for first-time project managers and project managers wanting to expand and formalise their knowledge. The course aims to provide students with the basic skills, knowledge and competence to effectively understand and manage information technology projects.

There is a need for a project management course focusing specifically on the management of Information Technology (IT) projects. Most similar courses focus less on IT, form part of a curriculum for a formal degree, and are less skills orientated. Given the growth of the IT industry, a need exists for computer specialists, as well as project managers, to gain a practical and theoretical foundation for managing IT projects, as this area has been grossly neglected over time.

There is a definite need for courses which do not require the employee to interrupt their work schedule for an extended period to obtain a formal qualification. This certificate course fills this need as it focuses on sensitising the prospective student on concepts, techniques and strategies available to the IT project manager.

Target Group:
This course is intended for the following target market:
- Project managers working within an Information Technology environment looking for a certified qualification;
- General project managers who also want to focus on the management of Information Technology related projects; and
- Persons working within an Information Technology related environment and wishing to broaden their career path to include project management of IT projects.
Admission Requirements:
Matriculation certificate qualification. Experience in an Information Technology environment or exposure to project management practice is recommended.

Registration Periods:
For more information about registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
**Applied Project Management in an Information Technology Environment** (CSPM1DR) – 12 Credits

Content:
- The context of the management of information technology projects: the environment, project management framework, process groups and knowledge areas.
- The information technology project management profession: its history, professional organisations such as the Project Management Institute (PMI), certification, ethics.
- Information technology project integration management: the strategic planning process, the project charter, the project management plan, as well as project execution, management and monitoring.
- Software project scope management, requirements elicitation, the work breakdown structure and change control.
- Software project time management: activity scheduling, various tools and techniques, activity duration estimation and schedule development.
- Software project cost management: cost management principles, concepts, types of cost estimates and methods.
- Software project risk management: qualitative risk analysis, risk management plan, risk monitoring and controlling.
- Case studies are used to illustrate software project management techniques and project management software assisting project management tasks are delineated.

Short Course in Introduction to Information Security (70610)

Duration: Semester course
Credits: 12
NQF Level 5

Purpose:
The aim of this course is to equip learners with a sound knowledge of the underlying principles of information security and to provide them with the skills needed to analyse and evaluate information security problems.

Target Group:
This course provides a sound and proper foundation for people with little or no Information Security background.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. Students must be computer-literate and familiar with the Microsoft Windows environment; access to the Internet is a necessity.

Registration Periods:
For more information about registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za
Module 1:
Introduction to Information Security (CSIS1DF) – 12 Credits

Content:
This course covers an introduction to the following Information Security issues:
- Security In General
- Information Security
- Password Security
- Virus Awareness
- Data Storage & Backup
- Computer Ethics
- Office Discipline
- Hardware Security
- Social Engineering
- Security in the Banking Environment
- Solicitation
- Malicious software
- Fraud schemes
- Extortion
- Illegal activities
- Preventative measures
- An Overview of Information Security Plan
- The 5 pillars of Information Security

Short Course in Developing Web Applications with PHP (72095)

Duration: Semester course Credits: 12 NQF Level 5

Purpose:
With the rapid development of the Internet and the World Wide Web there is an increasing demand for developers with the skills to do more advanced manipulation of Web data. Students involved in static Web development environments reach a plateau in manipulating the Web content. At this stage, they seek opportunities to enhance their skill set with regard to dynamic Web development. The aim of the PHP course is to provide the student with tools and techniques to develop more dynamic Web-based applications, centred around the manipulation of data stored in online databases.

Target Group:
The target group for this course is students who successfully completed introductory courses in Web-design, E-Commerce, or XML with the need to gain from more advance Web development content. The target group furthermore includes entrepreneurs involved in self-start business that has pre-knowledge on the development of static Web-based applications.
Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification Pre-knowledge on the development of static Web-based applications (HTML). Internet access, which serves as the primary medium for lecturer-student contact sessions, as well as the delivery of course material.

Registration Periods:
For more information about registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
Developing Web Applications with PHP (CSDW1WS) – 12 Credits

Content:
- Introduction to PHP
- Getting Started with Variables
- Conditional Logic
- Working with HTML Forms
- Programming Loops
- Arrays in PHP
- String Manipulation
- Functions
- Security Issues
- Working with Files
- Date and Time Functions
- PHP and MySQL
- MySQL Database
- User Authentication

Short Course in Database Implementation (7554X)
Duration: Semester course starts in February and July each year
Credits: 12
NQF Level 5

Purpose:
The purpose of this short course is to provide an introduction to practical aspects of conceptual database design. This covers the implementation of databases in a software package where students learn the skills of creating databases, forms, reports, queries and maintaining databases.
Target Group:
The target group for this course are people without any prior knowledge of databases, or persons who are end users of databases but have never been involved in designing a database, or lastly, persons who may have used tools to build database applications, but who lack the conceptual background on relational databases and knowledge as to how to optimise the design of relational tables for an application.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. We assume that you have previously passed a computer literacy course or have end-user experience in using computers and the Microsoft Windows environment.

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
**Implementing and Using Relational Databases** (CSDB2D3) – 12 Credits

Content:
- Setting up and using relational databases
- Maintaining and querying databases
- SQL language
- Practical work using Microsoft Access
- Creating a user interface for a database

Short Course in Research in Informatics in Practice (75558)

Duration: Semester course  Credits: 12  NQF Level 7

Purpose:
This course is intended for Informatics students and practitioners wishing to embark on research in a specific topic, typically at postgraduate level. It will be useful for students interested in understanding the methodological and conceptual issues involved in conducting Informatics research.

Target Group:
Professionals in the Informatics and Computer Science area who are not familiar with research and reporting processes and individuals with an undergraduate background in the field, as well as those moving into postgraduate and formal research areas.

Admission Requirements:
An applicable B-Degree or an equivalent NQF qualification

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
**Research in Informatics in Practice** (CSRI1DM) – 12 Credits
Content:

**Problem conceptualisation and specification:**
- Introduction, preparing for the project experience, ethics, research fraud, research processes (qualitative or quantitative approach), how projects benefit all, evaluation of problems, ensuring that the problem has the potential to be solved

**Tools for Evaluating the Research:**
- Estimation sheet project, tools of research, the problem statement, flow charting the problem statement, discussion of research project details, project ideas

**Research purposes, objectives and questions:**
- Writing detailed research purposes and objectives; analyse and evaluate library websites; writing detailed research questions/hypotheses; writing definitions; creating sub-problems; importance of the study into context; detailed limitations of the study; focus; issues terminology

**Data criteria, and research methodology and Data collection methods:**
- Explaining what data is, types of data, data criteria, integrity, connecting data and variables; discuss how data can be collected; survey; Delphi; focus groups; laboratory; field; observations; interviews; construction of the instrument

**Population and Sampling:**
- Criteria for population, calculation of sample, evaluation of sample, sampling methods, managing the sample, motivating the sample, ensuring that the sample is reliable and will supply responsible results

**Review of literature:**
- Keywords – check and confirm, identify and use tools to be used to search for literature, ensure reliable information that is used for literature; identify and apply how to read articles; apply academic writing; creation of a concept matrix; how to conduct a detailed literature review; ensure that references are in the correct format

**Research Questions and Instrument design:**
- Identification of research questions and acid test; can the problem be broken down into smaller parts? Subsidiary research questions; discuss the key components of research data to be used; draft a letter to go with the instrument

**Research Methodology:**
- Discuss different ways to present the instrument development; the evaluation of data collection and decided upon, ensuring that the data collected will help answer the research questions/hypotheses, measure criteria, bias, statistical tests

**Support tools and proposal/report:**
- Project management and the application of project management to research, time management and the possibility of using aged data, relationship between time management and project management in research, layout of the proposal, use of templates to ensure that it is in the required format, proposal with detailed problem statement, mini-literature review, objectives, research methodology and research questions, completed article that meets with accredited journal requirements

**Design and Methodology and data discussion:**
- Explain the difference between research methodology and research design, explain where each one fits in, the role of research design, the challenge of explaining what the difference is between research design and research methodology, types of research design, generation of graphs, tables, statistical test
Short Course in Strategic Information Systems Planning in Practice (75566)

Duration: Semester course  
Credits: 12  
NQF Level 7

**Purpose:**
This course aims to equip practitioners with the expertise in strategic planning for the IS/IT Departments in general, and of the complexities concerning the implementation of such a plan that it aligns with the overall plans of the organisation. Within an organisation, such people are able to provide sound business advice, guidance and support at a strategic planning level to a range of people to ensure that such plan is accepted and communicated to all stakeholders.

**Target Group:**
The short course is suitable for practitioners who advise and assist their informatics department management to prepare and present a coordinated and organised strategic plan.

**Admission Requirements:**
Matriculation certificate qualification.
Prior experience: Although a Matric qualification is required, students will benefit most if they already have some prior industry IT management experience.
Writing skills: The ability to write academic assignments.
Study skills: The ability to study independently through the medium of written tuition material

**Registration Periods:**
For more information about the registrations visit [http://cs-cert.unisa.ac.za](http://cs-cert.unisa.ac.za)
E-mail address: cense@unisa.ac.za

**Module 1:**
*Strategic Information Systems Planning in Practice* (CSSP1DH) – 12 Credits

**Content:**

**Using Information Systems for competitive advantage:**
- Course introduction and coverage of the e-economy, information and data, five forces model; three generic strategies, the value chain, business partnerships and alliances

**Designing and testing key electronic-commerce:**
- Strategies, designing and testing key electronic-commerce strategies, mass customisation, disintermediation, global reach

**Building Business Intelligence using IT:**
- Coverage of the items for collecting business intelligence evidence, data manipulation; data marts, data farms and intelligent agents

**Keys to success in E-Commerce:**
- Identifying and applying keys to success in electronic-commerce, IT infrastructures, protecting people and information, emerging trends and technologies

The information contained in this brochure was correct at the time of publication (19 November 2014).
Introduction to Information Technology Based Supply Chain Management (75957)

Duration: Year course  
Credits: 12  
NQF Level 7

**Purpose:**
This unit standard provides participants with an understanding of how information technology influences the core functions and processes of supply chain management. It will be useful for students interested in examining ways in which their organisations can gain competitive advantage by improving their supply chain performance.

**Target Group:**
Individuals with or without a managerial background who require a detailed understanding of the basic principles and practice of IT-based supply chain management. It is suitable for professionals in an IT-based operations or purchasing position who are not familiar with Supply Chain Management.

**Admission Requirements:**
NQF level 6 qualification. If an applicant does not possess the required qualifications for enrolment, the Centre for Software Engineering may consider admission on the basis of seniority and appropriate experience in exceptional cases. A letter of substantiation should accompany such an application.

**Registration Periods:**
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

**Module 1:**
**Introduction to Information Technology Based Supply Chain Management** (CSSC1DT) – 12 Credits

**Content:**
- Understanding the Information Technology based Supply Chain, Building Blocks, Performance Measures, Decisions in Supply Chain Management (SCM) in the context of Information Technology
- Building Blocks of a Supply Chain Network Performance Measures
- Decisions in the Supply Chain World
- Models for Supply Chain Decision-Making
- Supply Chain Inventory Management in the context of Information Technology
- Economic Order Quantity Models
- Reorder Point Models
- Multi-echelon Inventory Systems
- Mathematical Foundations of Supply Chain Solutions in the context of Information Technology
- Use of Stochastic Models and Combinatorial Optimisation in:
  - Supply Chain Planning
  - Supply Chain Facilities Layout
  - Capacity Planning
  - Inventory Optimisation
  - Dynamic Routing and Scheduling Understanding the internals of industry best practice solution Internet Technologies and Electronic Commerce in SCM
  - Relation to ERP
  - E-procurement, e-Logistics, Internet Auctions
  - E-markets Electronic business process optimisation
  - Business objects in SCM
Short Course in Introduction to Visual C#.Net (76804)

Duration: Semester Module
Credits: 12
NQF Level 5

Purpose:
This module gives to both experienced programmers and beginners, insight to the relatively new programming language C#. On completion of this module, the student is expected to be familiar with the .Net environment and various object-orientated and event-driven programming techniques. The learner is exposed to the design of real-life application in a short period of time (rapid application development).

Target Group:
Individuals with or without programming background
Junior developer and professionals not familiar with C#

Admission Requirements:
NQF Level 4 – Matric Certificate

Registration Periods:
Semester

Module 1:
Introduction to Visual C#.Net (CSCN01D) – 12 Credits

Content:
The syllabus is a combination of different types of knowledge, (concepts, processes, contexts) skills and values, and includes the following:
- Using GUI objects and the Visual Studio IDE
- Programming Fundamentals : Variables, Procedures and Functions
- Decision Making: If then and Case statements
- Looping: For Loop and While Loops
- Data Structures: Arrays and Strings
- Using Classes and Objects: Inheritance and Polymorphism
- Exception Handling

Short Course in Advanced Information Security (76808)

Duration: Six months
Credits: 12
NQF Level 6

Purpose:
The purpose of this unit is to empower students with the advance knowledge and skills regarding the body of knowledge of Information Security. The main aim of this course is to ensure enrolled students understand the technical aspects regarding information security within an industry environment.
Target Group:
This course is intended for more advanced users who want to improve their understanding of information security issues and practices especially on technical aspects need within industry.

Admission Requirements:
NQF level 6 qualification successfully completed the Short Course in Applied Information Security (CSI502D) at Unisa.

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
Advanced Information Security (CSI503D) – 12 Credits

Content:
- Cryptography
- Programme Security
- Operating Systems
- Data mining
- Network Security
- Administering Security
- Cyber Security

Short Course in Applied Information Security (76809)
Duration: Six months
Credits: 12
NQF Level 6

Purpose:
This course is intended for intermediate users who want to increase their understanding of information security issues and practices. It is intended for end users who use computers at home or in the office. The course covers all of the need-to-know information about staying secure, including maintaining a secure environment and how to avoid security attacks.

Target Group:
The purpose of this unit is to empower students with the necessary skills and knowledge regarding the practical implementation of Information Security. These skills and knowledge will assist students within their working environment to contribute to the growth of an Information Security society as well as the enrichment of the overall Information Security Body of Knowledge within the industry, government and education sector.

Admission Requirements:
National Senior Certificate or an equivalent NQF level 4 qualification
Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:  
Applied Information Security (CSIS02D) – 12 Credits

Content:
• Introduction to Security
• Desktop Security
• Internet Security
• Personal Security

Short Course in Mobile Technology in Teaching and Learning (76810)
Duration: Six months  
Credits: 12  
NQF Level 5

Purpose:
The main purpose of empowering the person with knowledge and skills to use mobile learning is:
• To introduce the educator to the unique affordances of mobile technology in the educational context;
• To empower the person in educational situations to harness the unique affordances of mobile technologies in an effective and efficient manner;
• To critically investigate mobile technology and applications for their usefulness in a given educational context.

Target Group:
People who wish to gain skills in the use of mobile devices to enhance teaching and learning. Applicants require basic mobile phone, Windows and Internet skills. A teaching qualification is recommended but not mandatory.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification Internet access Mobile phone (smart phone with Internet access).  
A teaching qualification is recommended but not mandatory.

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
Mobile Technology in Teaching and Learning (CSMT01E) – 12 Credits

Content:
Orientation and awareness
• Definition and examples of mobile devices used in teaching and learning. For example the types of devices (e.g. Smartphone, feature phone, low end)
• Best practices in using mobile devices (Mobiquette)
• Ethical and legal considerations in using mobile devices (Creative Commons etc)
• Cost

450 | The information contained in this brochure was correct at the time of publication (19 November 2014).
Exploration of mobile technologies in teaching and learning
• Locating appropriate content
• Creating appropriate content
• Sharing content
• Applications
• Engaging with content
• Communication

Practical implementation of the use of mobile technologies in teaching and learning in a specific context
• Assessment of the students teaching and learning context
• Development of a mobile technology teaching and learning profile consisting of appropriate services and applications

Exploration of the educators’ roles and responsibilities in the ethical use of technology
• Identify ethical issues in the use of mobile technology in education
• Identify issues in their own context of using mobile technology in education

Short Course in Information and Communication Technology in Education (76811)

Duration: Six months Credits: 12 NQF Level 5

Purpose:
The purpose of empowering people to use technology in teaching is decomposed into three objectives:
• To introduce the educator to a useful variety of technologies in education;
• To empower the educator to interact with a selection of representative technologies in an effective and efficient manner; and finally
• To foster an appreciation of current and future technologies for their usefulness in a given context.

Target Group:
People who wish to gain skills in the use of technology to empower themselves to ride the wave of technological opportunities and challenges in education.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. Applicants require basic Windows and Internet skills and Internet access. A teaching qualification is recommended but not mandatory.

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
Information and Communication Technology in Education (CSIT1ED) – 12 Credits
Content:
Orientation and awareness of available ICT resources
- Available ICT resources that can be used to extend the learning beyond the classroom and normal contact hours
- Identify the available ICT technologies that the teacher has access to
- Identify the available ICT technologies that the learners have access to
  Examples: internet, mobile technology, e-books, etc

Exploration of technology teaching resources
- ICT technologies that can be used to develop resources for use in the classroom.
  Examples: GoogleApps, www.edna.edu, open sources, arend.co, Cool projects by Microsoft, Discovery school by Discovery channel, Education site of National Geographic, The Shoa History links, Khan academy, iTools as portal to 2nd language learning.

Practical implementation in their context of use
- Develop course material using various ICT available resources, including:
  - Working with images – screen capturing tools, editing images, creating videos
  - Working with audio – finding, sharing, creating, subscribing
  - Working with video – finding, sharing, creating, subscribing
  - Multiple choice assessment tools
    Examples: PPT, MindMap (Freeplane), Screen capturing tools, video (cellphones, digital cameras), podcasts (Audacity / WebQuests), eBooks. Twitter: #edchatsa

- Uploading and sharing of developed resources.
  Examples: YouTube, Twitter, Facebook, blogs, wikis, Google docs, slide share sites, Dropbox, Google Apps, WA, Mxit, etc

Exploration of the roles and responsibilities of educators in promoting the ethical use of technology
- Creative commons: Ethical and security aspects (creative commons) regarding the use of ICT technology in the classroom
  (security, passwords, authoring tools, plagiarism)
- Identify issues in their own context of using technology in education

Short Course in Information and Communication Technology in Education (76811)

Duration: Year course
Credits: 24
NQF Level 5

Purpose:
The course is designed to equip learners with practical C++ programming skills. Upon completion of the course, learners will be able to develop their own C++ applications. Many scientists and engineers are proficient in a programming language that is either outdated or inappropriate to their application area. They need to learn a modern programming language and often need to update their programming skills. C++ is currently one of the most widely used modern programming languages for scientific and engineering applications.

Many people find themselves in the computer industry without formal qualifications. There is a definite need for training and obtaining a qualification, which does not require the employees to interrupt their work schedule for an extended period to attend courses.

This course differs from standard university programming courses. First year university courses typically teach introductory programming principles, whereas we assume that learners have already mastered these skills. Second year university courses typically concentrate on different data structures, and sorting and searching techniques, and include a significant amount of theoretical knowledge. We concentrate on practical programming experience.
Target Group:
The course is intended for students who have already mastered introductory programming in a high-level programming language.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. Pre-knowledge on introductory programming in a high-level programming language. Internet access to the course material, e-mail facility and discussion forum on the course Website.

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
**C++ Programming** (CSCP1DB) – 24 Credits

Content:
The C++ Language:
- Control constructs
- Functions
- Classes
- Lists
- Dynamic memory allocation
- Inheritance
- Templates
- Polymorphism
- Object-orientated programming

Course in Computer Networks (70025)

Duration: Year course  
Credits: 24  
NQF Level 5

Purpose:
This course provides students with the fundamentals in protocols, topologies, hardware, and network design. After exploring TCP/IP, Ethernet, wireless transmission, and security concepts, as well virtual networks, students can increase their knowledge with the practical "on-the job" stories, review questions, hands-on projects, and case projects. The emphasis on real-world problem solving provides students with the tools they need to succeed in any computing environment.

Target Group:
This course is suitable for students who need to learn the technical skills and industry know-how required to begin an exciting career installing, configuring, and troubleshooting computer networks.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. Intermediate level experience in using computers and computer networks or the successful completion of an introductory course in computer or telecommunication networks.
Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
**Computer Networks I** *(Correspondence – CSNW1DJ) (Web-based – CSNW1W8) – 12 Credits*

**Content:**
- An Introduction to Networking
- Networking Standards and the OSI Model
- Transmission Basics and Networking Media
- Introduction to TCP/IP Protocols
- Topologies and Ethernet Standards
- Network Hardware, Switching, and Routing
- Wide Area Networks

Module 2:
**Computer Networks II** *(Correspondence – CSNW2DL) (Web-based – CSNW2WA) – 12 Credits*

**Content:**
Wireless Networking
- In-Depth TCP/IP Networking
- Virtual Networking and Remote Access
- Network Security
- Voice and Video Over IP
- Troubleshooting Network Problems
- Ensuring Integrity and Availability
- Network Management

**Course in Information Technology in Electronic-Commerce (Itec) (70483)**

Duration: Semester course  
Credits: 24  
NQF Level 5

**Purpose:**
To equip students with the theoretical knowledge and practical information technology skills to enable an understanding of how to create the infrastructure needed to do business on the World Wide Web (www), and thus be active developers of Electronic-Commerce interfaces and participants in the emerging Electronic Business market.

**Target Group:**
Persons who are already in the information technology field, but wish to become more knowledgeable in their use of electronic-commerce applications.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification, mastered basic information technology concepts, which include the Internet and Web design, experience in using computers and the Microsoft Windows operating system environment is of utmost importance.
Module 1:
**Information Technology in Electronic-commerce** (CSEC1D9) – 24 Credits

**Content:**
- The internet and the web: infrastructure for electronic-commerce
- Web-based tools for electronic-commerce
- Electronic-commerce software
- Security threats to electronic-commerce
- Implementing security for electronic-commerce
- Electronic payment systems
- Strategies for marketing, sales and promotion
- Strategies for purchasing and support activities
- Strategies for web auctions, virtual communities and web portals
- The environment of electronic-commerce: international, legal, ethical and tax issues
- Business plans for implementing electronic-commerce

**Course in the Introduction to Java Programming (70602)**

Duration: Year course  
Credits: 24  
NQF Level 5

**Purpose:**
To equip student with the theoretical knowledge and practical skills to design and implement Java computer programmes for small- to medium-size applications. First-year university courses typically teach introductory programming principles, whereas this course assumes that learners have already mastered these skills. Second Year University courses typically focus on different data structures, and sorting and searching techniques, and include a significant amount of theory. In this course the focus is on the practical programming experience.

**Target Group:**
Students who need to master basic programming skills in an objective-orientated programming language. Many scientists and engineers need to learn a modern objective-orientated programming language and update their programming skills.

**Admission Requirements:**
Senior Certificate or an equivalent NQF level 4 qualification. Internet access to the course material, e-mail facility and discussion forum on the course Website.

**Registration Periods:**
For more information about the registrations visit http://cs-cert.unisa.ac.za  
E-mail address: cense@unisa.ac.za
Module 1:  
Introduction to Java Programming (CSJA1DP) – 24 Credits

Content:
Structured programming in Java:
- Basic input and output
- Control Structures
- Arrays and Strings

Object-orientated programming:
- Basic input and output
- Control Structures
- Arrays and Strings

Applications in Java:
- Stand-alone applications (programmes)
- Applets for the internet
- Graphical User Interfaces

Course in Robotics in Education (76820)

Duration: Semester (15 weeks) per module  
Credits: 36  
NQF Level 5

Purpose:
The purpose of the course is to equip coaches/mentor and or community leaders to coach/mentor a robotics team. The Basics module introduces the engineering, programming, resources and pedagogy related to the teaching and learning of robotics.

Target Group:
Educators and community leaders who require the relevant knowledge and skill to present robotics in education. Currently there is no formal module where this knowledge and skill are presented, taught and explored in a comprehensive, coherent and structured format.

Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification. Applicants require basic computer literacy skills and internet access. A teaching qualification is recommended, however not mandatory.

Registration Periods:
The module is presented for a semester (of 15 weeks). It is presented in both semesters. For more information about the registrations visit http://cs-cert.unisa.ac.za or e-mail address: cense@unisa.ac.za

Module 1:
Robotics in Education – Basics (CSR0B1E) – 12 Credits

Content:
Orientation and awareness of available robotics concepts and resources
- Identify the understanding of robotics within a classroom, and the range of resources, including Open Education Resources (OERs) that can be used.
- Identify the robotics components and the functionality thereof.
Exploration and implementation of engineering and technology concepts used in robotics
- Explore the engineering structures used in robotics, and identify and develop the motion options for a robot.
- Identify and develop gear options required.
- Identify the attachments required for a specific function – passive and powered.
- Identify the sense input, the process and the output, and the use of flowcharts to analyse the problem.

Exploration and implementation of programming and problem-solving constructs used in robotics
- Explore the programming constructs used to vary the motion of a robot, specifically with reference to sensor motion of the robot.
- Explore the use of decision making in the programming of the robot.
- Explore the use of repetition and looping.
- Explore the use of sub-routines.

Practical implementation of the use of robotics in education to promote science, engineering and technology
- Explore the options for the deployment of robotics in education, with reference to the current relevant literature.
- Characteristics of a good teacher
- Teaching methodologies
- Teacher as assessor
- Explore the pedagogy required to teach robotics to learners

Module 2:
Robotics in Education – Advanced (Not offered in 2015) (CSR0B2E) – 12 Credits

Content:
Practical implementation of debugging and fault finding in existing robotics
- Explore the use of incremental development of programmes
- Explore the use of structures in the development of efficient robotic structures
- Explore the use of programming concepts in the development of efficient robotic programmes
- Explore the use of programme testing methods in the development of efficient robotic programmes

Exploration and implementation of advanced engineering and technology concepts used in robotics
- Explore engineering concept 1 and their relevance to robotics
- Explore engineering concept 2 and their relevance to robotics
- Explore engineering concept 3 and their relevance to robotics
- Implementation of an engineering concept – mini-project

Exploration and implementation of advanced programming constructs used in robotics
- Explore the programming of multiple variables and constants
- Explore the programming of multiple inputs from multiple sensors
- Explore the programming of multiple outputs to multiple motors.
- Implementation of programming concepts – mini-project
Exploration and implementation of problem-solving techniques used in robotics challenges
- Explore the problem and the constraints
- Explore the solution
- Implement and test a solution

Module 3:
Robotics in Education – Specialised (Not offered in 2015) (CSR0B3E) – 12 Credits

Content:
Practical implementation of high-tech sensing in robotics
- Explore the functionality that requires the use of high-tech sensors
- Explore the structures required for the use of high-tech sensors
- Explore the programming structures that are required to implement high-tech sensors
- Explore testing methods for development of high-tech functionality

Exploration of programming and problem-solving constructs used in robotics
- Explore the mapping of conceptual to more abstract programming along the programming continuum to Robot C
- Explore the use of decision making in the programming of the robot
- Explore the use of repetition and looping
- Explore the use of sub-routines

Exploration and research of robotics and SET – with specific application to a Science, Engineering or Technology field of speciality

Exploration of options for the extension of robotics education
- Options for implementation and extension
- Explore real-world application options
- Explore options for the use of research in implementation of robotics

Course in District Health Information System2 Foundation (76834)

Duration: Semester (15 weeks)  
Credits: 12  
NQF Level 5

Purpose:
The purpose of this module is to provide the qualifying Student with basic knowledge, skills and applied competencies in the DHIS2 software. The module is intended mainly for people working in the public health environment as data capturers and health information officers and it aims to develop skills required for optimising the quality of DHIS data. It is the first step for individuals seeking a grounded introduction to health informatics for developing a career as health information practitioners.

Target Group:
- People working in the public health environment as data capturers
- Health information officers
- People who wish to gain skills in the use of District health Information system
- Individuals seeking a grounded introduction to health informatics
Admission Requirements:
Senior Certificate or an equivalent NQF level 4 qualification Internet access Mobile phone (smartphone with Internet access).
A teaching qualification is recommended but not mandatory.

Registration Periods:
For more information about the registrations visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module 1:
District Health Information System (DHIS 2) Foundation (CSDHIS2) – 12 Credits

Content:
Introduction to routine health information systems in a public health care environment
• Health information management related concepts (see glossary)
• The purpose of RHIS
• Functions of RHIS
• Stakeholders / users of data information
• Different kinds of data / information needed by health planners and decision makers
• Sources of data / information
• Importance of data and RHIS in monitoring public health care
• Legal and ethical requirements

Data and Information Quality
• Data quality principles / dimensions
• Approaches to improve data quality

Basic use of the DHIS2 software
• ICT-based Health Information Systems
• DHIS2 Overview
• DHIS2 Data Entry and Basic Reporting
• DHIS2 Data Entry
• DHIS2 Basic Reporting

Programme in Industrial Engineering (76837)
Duration: One year Credits: 72 NQF Level 6

Purpose:
To support students with existing engineering qualifications to bridge over to Industrial Engineering.

Target Group:
Students with an existing national diploma in any engineering discipline (except industrial engineering) who want to register for the BTech in Industrial Engineering have to complete this programme first to assist them to reskill.
Admission Requirements:
National Diploma in Engineering (any discipline except Industrial Engineering)

Registration Periods:
January to 15 February

Module 1:
Operations Management (OPERMAN) – 12 Credits

Content:
- Operation strategy and competitiveness
- Financial accounting (balance sheet, income statement, depreciation, cash flow)
- Financial ratio analysis
- Cost accounting (fixed costs, variable costs, overhead costs, basic calculations)

Module 2:
Product Design and Process Selection () – 12 Credits

Content:
- Product design and process analysis, selection and design in manufacturing and service industries
- Total quality management
- Waiting line management
- Process capability and statistical quality control
- Fundamentals of statistics
- Control charts for variables and attributes
- Fundamentals of probability
- Quality costs
- OC curves

Module 3:
Design of Facilities and Jobs (DEFACJO) – 12 Credits

Content:
- Job design and work measurement
- Facility layout
- Facility location
- Strategic chain strategy
- Lean production
- Forecasting
- Basic ergonomics

The information contained in this brochure was correct at the time of publication (19 November 2014).
Module 4:
The Start-Up of the System (TSTRUTS) – 12 Credits

Content:
- Project planning and control
- Lifecycle of project management
- Functions of project management
- Financial analysis of project
- Project financing and communications
- Project implementation
- Project risk management

Module 5:
The System in Steady State (TSYSISS) – 12 Credits

Content:
- Supply chain strategy
- Demand management
- Inventory control
- Sales and operations planning
- Material requirements planning
- Operations scheduling

Module 6:
Improving the System (IMPRSYS) – 12 Credits

Content:
- Operations consulting and reengineering
- Synchronous manufacturing and theory of constraints
- Business plan
The Thabo Mbeki African Leadership Institute (TMALI) is a unique African institution aimed at investing in thought leaders and equipping them with the skills they need to become agents of progressive change in Africa.

After five decades of Africa making many false starts, the continent has now accepted and legislated into force the policies necessary to achieve its renaissance. TMALI therefore aims to invest in thought leaders who will help to ensure that adopted African policies are implemented for the benefit of the continent.

TMALI also aims to generate new knowledge about Africa within the global context.

Those who study towards TMALI short learning programmes will also participate in seminars and conferences whose outcomes will be communicated to Africa and the world.
We invest in thought leaders and equip them with the skills they need to become agents of progressive change in Africa.
Course in African Political Economy – The African Economic Challenge (76734)

Duration: Six months

Credits: 36

NQF Level 6

Purpose:
- To build basic knowledge of macroeconomic theory and policy
- To familiarise participants with the elements of economic theory applicable to Africa’s most important economic challenges
- To discuss alternative approaches to the study of economics, globalisation and development in the context of Africa’s economic challenges
- To study cases of African economic challenges drawn from across the continent
- To introduce learners to the study of African political economy

Target Group:
Professionals in different fields; members of different political parties and formations; civil servants, civil society activists and community leaders; women and gender activists; students and youth; and spiritual/religious leaders and activists.

No previous study of technical economics is assumed, although exposure to African economic and development policy debates either through experience or study would be expected.

Admission Requirements:
An equivalent NQF level 5 qualification, plus 1 year higher education qualification

Registration Periods:
Unisa semester dates
For more information please visit: www.unisa.ac.za/tmali
Module 1:
Economic Theories of Growth with Reference to Africa (CAPE01L) – 12 Credits

Content:
• Introduction to macroeconomic theory
• Economic theories of growth with reference to Africa
• Perspectives on the global economy and globalisation

Module 2:
African Economies and their Place in the World Economy (CAPE02M) – 12 Credits

Content:
• Africa and the world economy
• African economies in the independence era
• The Challenge of Regional Integration

Module 3:
Perspectives on African Economic Challenge and Models for Growth (CAPE03N) – 12 Credits

Content:
• Managing Abundant
• Future of Africa’s Economic Development

Course in Africa and International Trade – Building an African Developmental State (76738)

Duration: Six months Credits: 24 NQF Level 5

Purpose:
• To build basic knowledge of international trade theory, policy and practice
• To familiarise participants with the most important challenges and opportunities for Africa’s integration into the world trading system
• To discuss alternative policies and strategies for developing Africa’s productive and trade (export) capacities for world trade
• To enable participants to interpret and formulate policies and positions on international trade
• To study cases of Africa’s trade diplomacy drawn from across the continent

Target Group:
(a) Professionals in different fields; (b) members of different political parties and formations; (c) civil servants, civil society activists and community leaders; (d) women and gender activists; (e) students and youth; and (f) spiritual/religious leaders and activists.

No previous study of trade or development economics is assumed, although exposure to African economic and development policy debates, particularly as these relate to the continent’s trade and investment, would be expected.
Admission Requirements:
An equivalent NQF level 5 qualification, plus 1 year higher education qualification

Registration Periods:
Unisa semester dates
For more information please visit: www.unisa.ac.za/tmali

Module 1:
International Trade Theory and Practice and African Development (CAIT01D) – 12 Credits

Content:
• Introduction to the theories of international trade
• The historical role of trade policy in development and the implications for Africa
• The multilateral governance of world trade and its impact on African trade policies

Module 2:
Africa and the Politics of International Trade (CAIT02E) – 12 Credits

Content:
• Africa in the world trading system
• International trade and investment, with specific reference to Africa
• Trade policymaking in Africa

Course in Thought-Leadership for Africa’s Renewal (76764)

Duration: Six months
Credits: 36
NQF Level 6

Purpose:
To empower African thought leaders to contribute towards Africa’s renewal in the 21st century and beyond.

Target Group:
Professionals in different fields, current and prospective students in centres of higher learning, women and gender activists, civil servants and society activists.

Admission Requirements:
An equivalent NQF level 5 qualification, plus 1 year higher education qualification

Registration Periods:
Unisa semester dates
For more information please visit: www.unisa.ac.za/tmali
Module 1:  
Introduction to Leadership for Africa’s Renewal (ITLR01V) – 12 Credits

Content:
- Leadership in African Context
- Developing as a Leader
- The Leader as Communicator
- The Innovation Leader in Africa

Module 2:
Deconstructing the African Vision for Africa’s Renewal (ITLR02W) – 12 Credits

Content:
- Deconstructing the African Vision for Africa’s Renewal
- The Historical imperative of African Renaissance
- African Policies, Treaties and Programmes for Africa’s Renewal
- The Focus of African Renewal

Module 3:
Decision Making and Conflict Management in African Context (ITLR03X) – 12 Credits

Content:
- Decision – Making for Africa’s Renewal
- Indigenous Conflict and Dispute Resolution Mechanisms
- Mobilisation for Sustainable Development and Renewal

Course in Good Governance in Africa (77701)

Duration: Six months  
Credits: 36  
NQF Level 6

Purpose:
- To build basic knowledge on governance and leadership
- To familiarise participants with the good governance challenges in Africa
- To discuss how to address bad governance practices including corruption
- To familiarise participants with National, Regional and International mechanisms to Eradicate Corruption
- To enable participants to interpret and formulate policies and positions on governance issues
- To enable participants to use statistics to measure good governance

Target Group:
(a) Professionals in different fields; (b) members of different political parties and formations; (c) civil servants, civil society activists and community leaders; (d) women and gender activists; (e) students and youth; and (f) spiritual/religious leaders and activists.

No previous study of governance is assumed, although exposure to the concept of good governance especially in African context would be expected.
Admission Requirements:
An equivalent NQF level 5 qualification, plus 1 year higher education qualification

Registration Periods:
Unisa Semester dates. For more information please visit: www.inisa.ac.za/tmali

Module 1:
**Good Governance Concepts and Principles** (GOCAFRT) – 12 Credits

**Content:**
- Introduction to Good Governance
- Good Governance and Leadership in Africa
- Human Rights, Development and Good Governance
- The Good Governance Challenges in Africa

Module 2:
**Good Governance and the Anti-Corruption Agenda** (GOCAFRS) – 12 Credits

**Content:**
- Unpacking Corruption
- National, Regional and International Intervention to Eradicate Corruption
- Using Statistics to Measure Good Governance

Module 3:
**Role of Civil Society in the Good Governance Agenda** (GOCAFRU) – 12 Credits

**Content:**
- Understanding the role of civil society in advancing good governance in Africa
- The role of social media platforms in promoting good governance

Course in Afrikan Feminist and Gender Studies (76817)

**Duration:** Six months  
**Credits:** 36  
**NQF Level:** 6

**Purpose:**
- To build critical understanding of gender and development
- Build understanding of Third World and Afrikan Feminists and scholars
- To familiarise participants with the tools for gender-aligned state planning such as gender mainstreaming
- To locate gender analysis within economic development and offer a critique of current approaches in public planning
- To enable participants to analyse Afrikan women’s contributions to the Afrikan Renaissance and related fields such as Anti-colonialism

468 The information contained in this brochure was correct at the time of publication (19 November 2014).
Target Group:
(a) Professionals in different fields; (b) members of different political parties and formations; (c) civil servants, civil society activists and community leaders; (d) women and gender activists; (e) students and youth; and (f) spiritual/religious leaders and activists.

No previous study of governance is assumed, although exposure to the concept of good governance especially in African context would be expected.

Admission Requirements:
An equivalent NQF level 5 qualification, plus 1 year higher education qualification

Registration Periods:
Unisa semester dates
For more information please visit: www.unisa.ac.za/

Module 1:
**History of Third World Feminism (HIPGETF)** – 12 Credits

Content:
- Introduction to the theories of Afrikan feminism
- South African feminism and women’s struggles
- Evolution of Third World Feminism [TWF]

Module 2
**Critical Approaches of Gendered Policy Planning and Design (CAGEPDR)** – 12 Credits

Content:

Module 3:
**Afrikan Feminism an Instrument for Social Change (AFAINS8)** – 12 Credits

Content:
- Understanding Afrikan feminism as a force for anti-colonial and anti-imperialist struggles
- Forms of Feminism and their Context within Afrikan Liberation
- Forms and constructions of Afrikan Socialism