

UNISA



PROGRAMME IN BUSINESS MANAGEMENT

PROGRAMME DETAILS

SEMESTERS: **JANUARY – JUNE 2012**
 JULY – DECEMBER 2012

GENERAL INFORMATION AND COMPLIANCE

1. **NAME OF INSTITUTION:** Centre for Business Management
University of South Africa
PO Box 392,
Preller Street, New Muckleneuk.
Pretoria, 0003
South Africa

Tel. +27.12.429 4488
Fax: +27.12. / 0866 829 268
E-mail: pbm@unisa.ac.za
2. **PROGRAMME LEADERS:** Prof RT Mpofu / Prof M Coetzee
Mpofurt@unisa.ac.za / Coetzm@unisa.ac.za
3. **ACCREDITATION AUTHORITY:** Council on Higher Education (CHE)
4. **EXTERNAL ACCREDITATION:** Distance Education & Training Council
Washington DC, USA
5. **SETA REGISTRATION:** Education, Training & Development Practices
(ETDP)
6. **WEBSITE:** www.unisa.ac.za/pbm

INTRODUCTION

Welcome to the community of The Centre for Business Management at UNISA. We are delighted that you have expressed an interest in the **PROGRAMME IN BUSINESS MANAGEMENT**. I am confident that you will recognise a new, convenient and cost effective way of earning your qualification. With us distance represents no obstacle. Our students reside all across South Africa, Africa and the rest of the world. Our modern delivery methods incorporate e-mail, fax and surface mail to connect our community of students. UNISA receives a high stamp of approval among students and industry for any university in South Africa.

OUR VISION

UNISA is committed to development and improvement of the quality of life of its learners and their communities across boundaries, through world class open distance teaching, learning and research – accessible, relevant and of service to all sectors of society.

OUR MISSION

UNISA's mission is to serve learners in a manner accountable to society. To this end UNISA, in collaboration with its strategic partners and in accordance with the national and international vision for higher education, offers a full range of quality learning products in higher education and certification up to doctoral level to learners within and beyond the borders of South Africa by means of appropriate, innovative and flexible open distance teaching and learning modes, methods, media and technology; efficient administrative systems and learner support; accessibility of academic and administrative staff through appropriate contact and distance techniques; the assessment and accreditation of experiential learning; conducts research in order to expand knowledge, promote

pedagogical and social development, and serves the community as a partner by reaching out through its expertise and infrastructure.

MOVING BEYOND TRADITIONAL DISTANCE EDUCATION

As South Africa's largest and oldest university, with an Africa-wide reach and accreditation from some of the world's top distance educational bodies, a critical point in its almost 130-year existence has been reached.

Seeking to move beyond the traditional role of distance education (as last choice for people unable to obtain conventional contact education), distance education is pioneered as the preferred choice of people requiring flexibility, guaranteed quality and lifelong learning.

WORLD CLASS ACCREDITATION

On 12 January 2002 the University of South Africa was accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) in the United States. The accreditation means that a prestigious international Accrediting Commission has concluded that UNISA is a quality distance education institution that sets attainable educational outcomes for its academic programmes, provides materials and services to enable students to reach those objectives and has the capacity to continue to provide these services in the future.

UNISA's qualifications are comparable to those of other institutions in the USA and elsewhere in the world that have been accredited by DETC. The accreditation is valid for a five-year period after which the institution is re-evaluated.

Mr Michael Lambert, the CEO of DETC, and Dr Joseph Gurubatham, who chaired the examining committee, presented the accreditation at a function at UNISA in early February 2002.

The Accrediting Commission was reviewed in 2007 and its official approval extended for a further five-year period. DETC accreditation is based on a rigorous peer review of the institution and of all programmes and materials based on twelve predetermined standards developed over a number of years. Materials were sent out to external evaluators at other universities for off-site evaluation. Students were polled for their views of the university's programmes and services.

In August 2007 an onsite examination team consisting of four US academic and business experts, two South African academic evaluators and an observer from the South African Higher Education Quality Committee inspected the Cape Town and Pretoria campuses, interviewing hundreds of staff and students in the process.

UNISA sought accreditation for a number of reasons including:

- desire for national and international benchmarking of the quality of its teaching and services,
- an external source of stimulation to improve services, programmes and staff,
- benefits to its graduates of having a degree from a university accredited in the US, and
- the possibility of attracting US students because of the accreditation.

PROGRAMME DETAILS

PROGRAMME DESCRIPTION

12 Months official programme offered by UNISA's Centre for Business Management.

CURRICULUM

6 Modules need to be completed. 4 Modules are compulsory and you need to select 2 modules from the elective list.

<i>MODULE CODE</i>	<i>TITLE OF MODULE</i>	<i>COMPULSORY / ELECTIVE</i>
PPBM01R	Management Principles	Compulsory
PPBM02S	Business Communication	Compulsory
PPBM03T	Business Accounting & Finance	Compulsory
PPBM04U	Self-Management	Compulsory
PPBM05V	Human Resource Management Principles	Elective
PPBM06W	Marketing Management Principles	Elective
PPBM07X	Information Technology Principles	Elective
PPBM08Y	Credit Management Principles	Elective

DURATION

12 Months comprising 2 semesters.

ADMISSION REQUIREMENTS

Senior certificate or equivalent qualification. Persons not in possession of such a qualification will be considered for admission on the basis of work experience and other formal qualifications obtained.

FURTHER STUDY OPPORTUNITIES

Candidates may embark on degree studies at UNISA and obtain exemptions from certain modules depending on the modules completed on the programme. In addition, candidates may continue with non-degree programmes in specialised areas of management with the Centre for Business Management.

LANGUAGE OF INSTRUCTION

English

TEACHING METHOD

Through distance learning, lecturers communicate with students by means of study guides, tutorial letters, assignments and myUnisa. A week long study school (contact sessions) will be held once during each semester for students at the main campus in Pretoria or at any of UNISA's regional centres around South Africa (depending on enrolment). More information about the study school will be communicated to students during the course of the year.

MODULE EXEMPTION

A maximum of 2 exemptions (24 credit hours) will be granted on the basis of having completed equivalent modules. Such proof (**content and result**) of equivalent modules must accompany your application. More details and the application form to apply for exemption are provided on page 18.

REGISTRATION GUIDELINES

- You must register for 3 modules in Semester 1, January-June 2012 (1st semester for new students and 2nd semester for returning students).
- You will register for the remaining 3 modules in Semester 2, July-December 2012 after completing the examinations for the first semester modules. Candidates enrolling for their first semester in 2012 can register for both semesters at the beginning of the year. This will, however, have an impact on the amount of fees which will be required at registration. A larger amount will then be payable as the initial amount payable is 50% of the total fees of the modules registered for. If you register for 3 modules, the amount payable at registration will amount to R1500-00.
- The examinations for the first semester is written in May/June and for the second semester it is written in October/November.

PROGRAMME FEES

The cost per module for 2012 is R 1000-00.

The total programme tuition fee (6 modules) is R 6 000-00.

NB: THE FEE PAYABLE AT REGISTRATION IS THE TOTAL FEE AMOUNT PER MODULE. IF YOU REGISTER FOR THREE MODULES THEN R3000-00 WILL BE PAYABLE.

If you are being sponsored to study this programme, then a letter from your company/sponsor **MUST** accompany the application indicating such decision to sponsor.

- In addition, an amount of approximately **R1 500-00** will have to be set aside for prescribed textbooks. Please note that the purchase of textbooks is your responsibility. Details about the textbooks appear on pages 8 & 9.
- Please note that the R 1 000-00 module fee includes the registration fee, materials from UNISA, examination and graduation fees.

Candidates residing outside of South Africa but within the continent of Africa, must pay an additional examination fee of **R 330-00 per module**. **Candidates residing outside of the African continent** must pay an additional examination fee of **R 660-00 per module**. This examination fee is payable at registration.

PAYMENT OPTIONS

PERSONALLY: Office hours are from 08:00 to 15:00 (Monday to Friday) and from 08:00 – 11:25 on Saturdays during the registration period.

UNISA is moving towards a cashless system and therefore it is preferred that you deposit any fees directly into UNISA's bank account. However, you will be able to visit UNISA and register on-line. UNISA will have staff available at the Sunnyside campus that will assist you to register on-line. Unfortunately it will no longer be possible to hand you any study material as it will be posted to you. You can also enrol at one of our regional offices. In this case you must fax a copy of your registration form and the receipt you receive from the regional office to us at **0866 829 268**. Upon receipt of the registration form and proof of payment, we will send you the study material.

Bank deposit

As soon as we receive your registration documents, we will pre-register and supply you with a student number through your e-mail address or fax number. After you have received the student number, you

may deposit the money into UNISA's bank account and fax the deposit slip to us. UNISA's bank details are as follows:

BANK: STANDARD BANK
ACCOUNT NR 096R
ACCOUNT HOLDER Unisa Student deposits
BRANCH CODE 010645

Please take note that the reference column on the deposit slip should be completed as follows:

YOUR student number in first eight blocks – Leave 1 block open – Write THIS allocation number in next 10 blocks

7									3	0	1	3	9	7	4	7	6	4
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Credit card

If you pay by credit card, complete the relevant section of the registration form. Fax a copy of your registration form to us. Upon approval of the credit card payment, we will register and send you the study material. If I may make a suggestion, avoid paying by credit card and rather approach your bank with your credit card to transfer the deposit directly into UNISA's bank account after you have received your student number. This will speed up the process greatly. However, if you register at one of our regional offices and wish to pay by credit card, then there should be no problem.

SELF HELP: A self help registration desk is available in the Registration Hall at the Sunnyside campus in Mears Street, Pretoria. The registration opening page will be displayed on the computer screen at a UNISA registration site. Students must then use their allocated student number to begin the registration process.

ONLINE: Students registering online from elsewhere (egg. Home, office, internet cafe, etc), must first access the website of the Centre for Business Management (www.unisa.ac.za/cbm) and follow the guidelines provided. A student will **NOT** be able to proceed with their registration without being allocated a student number. This allocation is done by the Centre for Business Management.

NB: The option of paying via direct deposit or internet transfer is **NOT** permitted if you have not been assigned a student number. Please submit your registration form and supporting documents to us so that we can register you provisionally and supply you with a student number.

COMPANY PAYMENTS: Proof of payment and a list of student names and numbers must please be sent to us by companies who enroll a number of staff members for the programme. This will enable us to allocate payment to the individual student accounts.

MODULE CONTENT AND LECTURERS

MODULE: MANAGEMENT PRINCIPLES (PPBM01R)

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.

- ***Prof Tersia Brevis-Landsberg, DCom (UNISA)***
Professor in General Management at UNISA.

MODULE: BUSINESS COMMUNICATION (PPBM02S)

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.

- ***Prof Sharon Rudansky-Kloppers, DCom (UNISA)***
Professor in Communications and Management at UNISA.

MODULE: BUSINESS ACCOUNTING & FINANCE (PPBM03T)

Introduction to Accounting and Finance – Measuring and Reporting Financial Position – Measuring and Reporting Financial Performance – Accounting for Limited Companies – Measuring and Reporting Cash Flows – Analysing and Interpreting Financial Statements – Cost – Volume – Profit Analysis – Full Costing – Budgeting – Making Capital Investments – Managing Working Capital – Financing the Business.

- ***Mr Jason Kasozi, M Com (UNISA)***
Lecturer in financial management at UNISA.

MODULE: SELF-MANAGEMENT (PPBM04U)

Understanding the Nature of Self-Management – Understanding and Achieving Wellness – Developing your Mind Power and a Positive Mental Attitude – Self-Empowerment – How to Motivate and Communicate Effectively – Developing Superior Interpersonal Skills – How to Improve your Self Image and Self Esteem – Achieving Personal Success and Meaning in your Life – Developing a Personal Life Plan – Assessing your Management Potential.

- ***Professor Mariette Coetzee, PhD (PRETORIA)***
Professor in Human Resource Management at UNISA.

MODULE: HUMAN RESOURCE MANAGEMENT (PPBM05V) - ELECTIVE

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.

- ***Mrs Surette Wörnich, MCom (PRETORIA)***
Senior Lecturer in Human Resource Management at UNISA.
- ***Mrs Annette Snyman, BA Hons (NORTH WEST)***
Lecturer in Human Resource Management and Labour Relations at UNISA.

MODULE: MARKETING MANAGEMENT PRINCIPLES (PPBM06W) - ELECTIVE

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.

- **Mrs Cindy Erdis, MCom (UNISA)**
Lecturer in Marketing Management and Retailing at UNISA.

MODULE: INFORMATION TECHNOLOGY (PPBM07X) - ELECTIVE

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 – System Development.

- **Mr Neels Bothma, M Bus. Sc. (Mktg) (UCT)**
Senior Lecturer in Marketing.

MODULE: CREDIT MANAGEMENT (PPBM08Y) - ELECTIVE

The origin and Development of Credit and Banking – Functions of Financial Institutions in Southern Africa – Development Institutions and the Structure of the South African Economy – Introduction to Credit and Credit Terminology – Credit Function of an Organisation – Introduction to Credit Instruments – Corporate Credit – Consumer Credit – Co-operation 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.

- **Mrs Ashley Mutezo, MCom (UNISA)**
Lecturer in Finance, Risk Management and Banking at UNISA.

PRESCRIBED BOOKS

The following modules make use of prescribed textbooks. You will need to purchase the books from any of Unisa's official booksellers.

Module PPBM01R: MANAGEMENT PRINCIPLES

Smit, P.J., Cronjé, G.J., Brevis, T. and Vrba, M. 2007.

Management Principles: A Contemporary Edition for Africa. Cape Town: Juta. 4th edition.

ISBN: 9780702172953

Module PPBM02S: BUSINESS COMMUNICATION

Strydom, J.W. 2007. *Basics of Business Communication.* Johannesburg: Red Pepper Books

ISBN: 0620372192

Module PPBM03T: BUSINESS ACCOUNTING AND FINANCE

Atrill, P., McLaney, E. 2008. *Accounting and Finance for Non-Specialists.* 6th edition. London: Financial Times Press

ISBN: 0273716948

Module PPBM04U: SELF-MANAGEMENT

Coetzee, M., Joubert, M. and Steenkamp, E. 2009. *Essentials of Self-Management.* 2nd edition. Vredenburg: Nel Publishers.

ISBN: 9780620364720

Module PPBM05V: HUMAN RESOURCE MANAGEMENT PRINCIPLES

Grobler, P.A., Wörnich, S., Carrell, M.R., Elbert, N.F. and Hatfield, R.D. 2011. *Human Resource Management in South Africa*. 4th edition. London: Cengage Learning.

ISBN: 9781408019511

Module PPBM06W: MARKETING MANAGEMENT PRINCIPLES

Cant, M.C. & Van Heerden, N. and Ngambi, H.C. 2010. *Marketing Management: a South African perspective*. Cape Town: Juta.

ISBN: (Not available yet)

Module PPBM07X: INFORMATION TECHNOLOGY PRINCIPLES

Oz, E. 2008. *Management Information Systems*. 6th edition. Cengage : Course Technology.

ISBN: 9781844807581

DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION

1. A completed registration form.
2. A copy of your identity document.
3. A copy of your matriculation certificate and/or any other relevant qualification **
4. If you are being sponsored/funded to complete this programme, then a letter from your company/institution indicating such.
5. If you are applying for an exemption/credit towards a module, then the application form on Page 18 must be submitted.

**** These documents must be furnished by candidates registering for the first time. Returning candidates need to supply supporting documentation stated under 4 and 5.**

As soon as you have been temporarily registered, a student number will be sent to you via fax, e-mail or post. After you have made payment, your registration will be activated and the study material will be sent to you.

EXAMINATION CENTRES

May/June and October/November 2012 examinations may be written at any of the under-mentioned centres. You are referred to the lists below and requested, where possible, to select an examination centre nearest to your home/place of travel.

NB: The name of the centre must be clearly indicated in your registration form.

FOREIGN STUDENTS:

Please remember to include the fees indicated on Page 5 of this brochure.

Examination Centres

Code	Centre		
		1021-9	Carnarvon
		3921-7	Carolina
		2151-2	Cathcart
4118-1	Acornhoek	0401-4	Ceres
2101-6	Adelaide	4411-3	Christiana
7764-X	Alexander Bay	0193-7	Citrusdal
2121-0	Aliwal North	0191-0	Clanwilliam
3901-2	Amersfoort	1201-7	Colesberg
3823-7	Arabie	1211-4	Cradock
4601-9	Balfour	1411-7	De Aar
2651-4	Balgowan	4431-8	Delareyville
4001-0	Barberton	4621-3	Delmas
2131-8	Barkly East	2281-0	Dordrecht
1001-4	Beaufort West	1621-7	Douglas
4341-9	Bela Bela (Warmbaths)	4203-X	Duiwelskloof
4611-6	Bethal	3021-X	Dundee
5201-9	Bethlehem	2601-8	Durban
5501-8	Bloemfontein	2002-X	East London
4315-X	Bochum	2161-X	Elliot
6011-9	Bopedi-Bapedi (Marishane)	4351-6	Ellisras
4901-8	Bothaville	8211-2	Engcobo
3401-0	Brakpan	3931-4	Ermelo
0510-X	Brandvlei	2901-7	Eshowe
0501-0	Bredasdorp	2621-2	Estcourt
3701-X	Brits	4613-2	Evander
3801-6	Bronkhorstspuit	5111-X	Ficksburg
4701-5	Bultfontein	5001-6	Frankfort
2111-3	Burgersdorp (Eastern Cape)	4220-X	Ga Kgapane
8203-1	Butterworth	0095-7	Garies
0511-8	Caledon	0701-3	George
1011-1	Calvinia	3511-4	Germiston
0011-6	Cape Town	6301-0	Giyani
3111-9	Carletonville	1221-1	Graaff-Reinet
		1801-5	Grahamstown

2741-3	Greytown	0611-4	Ladismith (Western Cape)
3821-0	Groblersdal	8221-X	Lady Frere
4665-5	Groothoek Hospital	5131-4	Ladybrand
8303-8	Hammanskraal	2641-7	Ladysmith (KwaZulu-Natal)
2501-1	Harding (Weza)	1041-3	Laingsburg
5211-6	Harrismith	4316-8	Lebowakgomo
1611-X	Hartswater	3720-6	Lehurutshe
4111-4	Hazyview	4451-2	Lichtenburg
4631-0	Heidelberg (Gauteng)	0013-2	Lime Acres
5011-3	Heilbron	4331-1	Louis Trichardt
0443-X	Helderberg College	8217-1	Lusikisiki
3833-4	Hendrina	4101-7	Lydenburg
0531-2	Hermanus	4103-3	Maandagshoek
7013-0	Hoedspruit	2211-X	Maclear
8215-5	Idutywa	1721-3	Mafikeng
2603-4	Illovo Beach	4005-3	Malelane
2511-9	Ixopo	0311-5	Malmesbury
4318-4	Jane Furse Hospital	3828-8	Marble Hall
1111-8	Jansenville	2303-5	Matatiele
0821-4	Jeffreys Bay		Messina (see Musina)
3306-5	Johannesburg (Ormonde)	1251-3	Middelburg (Eastern Cape)
0831-1	Joubertina	3831-8	Middelburg (Mpumalanga)
4013-4	Kabokweni (Elijah Mango College)	7583-3	Mkuze
1715-9	Kathu	4357-5	Modimolle (Nylstroom)
1511-3	Kenhardt	4314-1	Modipa (Limpopo)
1641-1	Kimberley	4321-4	Mokopane (Potgietersrus)
1901-1	King William's Town	3307-3	Montclare (Johannesburg)
0103-1	Kleinsee	4325-7	Mookgophong (Naboomspruit)
4501-2	Klerksdorp	0801-X	Mossel Bay
0711-0	Knysna	3837-7	Mpudulle
5641-3	Koffiefontein	4301-X	Musina (Messina)
2301-9	Kokstad		Naboomspruit (see Mookgophong)
5041-5	Kroonstad	4011-8	Nelspruit
3101-1	Krugersdorp	3041-4	Newcastle
1711-6	Kuruman		Nylstroom (see Modimolle)

4801-1	Odendaalsrus	3721-4	Rustenburg
1714-0	Olifantshoek	4115-7	Sabie
0621-1	Oudtshoorn	5701-0	Sasolburg
0421-9	Paarl	8307-0	Saulspoort
4911-5	Parys	4461-X	Schweizer-Reneke
6023-2	Penge	5081-4	Senekal
4207-2	Phalaborwa	7011-4	Sibasa
2731-6	Pietermaritzburg	4021-5	Skukuza
	Pietersburg (see Polokwane)	5341-4	Smithfield
3941-1	Piet Retief	4335-4	Soekmekaar
0321-2	Piketberg	1301-3	Somerset East
1513-X	Pofadder	8306-2	Soshanguve
4311-7	Polokwane (Pietersburg)	0101-5	Springbok
1761-2	Pomfret	5303-1	Springfontein
3943-8	Pongola	3421-5	Springs
1821-X	Port Alfred	4651-5	Standerton
0901-6	Port Elizabeth	2801-0	Stanger
0093-0	Port Nolloth	0451-0	Stellenbosch
2521-6	Port Shepstone	2241-1	Sterkstroom
1731-0	Postmasburg	1311-0	Steynsburg
4511-X	Potchefstroom	1121-5	Steytlerville
	Potgietersrus (see Mokopane)	1061-8	Sutherland
4320-6	Praktiseer (Burgersfort)	0551-7	Swellendam
3601-3	Pretoria	1742-6	Taung College
1521-0	Prieska	3599-8	Tembisa
1051-0	Prince Albert	5533-6	Thaba Nchu
2231-4	Queenstown	3741-9	Thabazimbi
3331-6	Randburg	0495-2	Touwsriver
5541-7	Reddersburg	4211-0	Tzaneen
5071-7	Reitz	0911-3	Uitenhage
2921-1	Richards Bay	7511-6	Ulundi
1291-2	Richmond (Northern Cape)	8233-3	Umtata
2531-3	Richmond (KwaZulu-Natal)	2541-0	Umzinto
0541-X	Riversdale	2671-9	Underberg
0431-6	Robertson	0841-9	Uniondale

1701-9	Uppington
3044-9	Utrecht
4471-7	Ventersdorp
3211-5	Vereeniging
1415-X	Victoria West
4921-2	Viljoenskroon
3951-9	Volkstrust
5223-X	Vrede
0331-X	Vredenburg
0211-9	Vredendal
1741-8	Vryburg
3081-3	Vryheid
	Warmbaths (see Bela Bela)
1651-9	Warrenton
4821-6	Welkom
0481-2	Wellington
5401-1	Wepener
1015-4	Williston
1131-2	Willowmore
5551-4	Winburg
3841-5	Witbank
5801-7	Witsieshoek
4483-0	Wolmaransstad
0491-X	Worcester
5411-9	Zastron
3713-3	Zeerust

Examination centres: Other African Countries

ALGERIA

Algiers

ANGOLA

Luanda

BOTSWANA

Francistown

Gaborone

DR-CONGO

Kinshasha

EGYPT

Cairo

Jwaneng

Lobatsi

Orapa

ETHIOPIA

Addis Ababa

GABON

Libreville

Selebi Pikwe

GHANA

Accra

Tarkwa

COTE D'IVOIRE

Abidjan

KENYA

Nairobi

LESOTHO

Maseru

MALAWI

Blantyre

Lilongwe

MOZAMBIQUE

Maputo

MOROCCO

Rabat

NIGERIA

Lagos

NAMIBIA

Katima-Mulilo

Mariental

Orangemund

Outjo

Rundu

Keetmanshoop

Okahandja

Oshakati

Reheboth

Tsumeb

Luderitz

Opuwo

Otjiwarongo

Rosh Pinah

Walvis Bay

SENEGAL

Dakar

SWAZILAND

Mbabane

TANZANIA

Dar es Salaam

TUNISIA

Tunis

UGANDA

Kampala

ZAMBIA

Lusaka

ZIMBABWE

Bulawayo

Gweru

Kwekwe

Mutare

Chinhoyi

Harare

Marondera

Gwanda

Kadoma

Masvingo

Examination centres: Rest of the world

ARGENTINA

Buenos Aires
Cordoba

AUSTRIA

Vienna

BRAZIL

Brasilia
Sao Paulo

CHILE

Santiago

DENMARK

Copenhagen

GERMANY

Berlin
Hamburg
Munich

HONG KONG

Hong Kong

INDONESIA

Jakarta

JAPAN

Tokyo

MAURITIUS

Port Louis

NEW ZEALAND

AUSTRALIA

Adelaide
Canberra
Perth
Brisbane
Melbourne
Sydney

BAHRAIN

Manamah

CANADA

Athabasca, Alberta
Regina, Saskatchewan
Vancouver
Ottawa
Toronto
Winnipeg, Manitoba

CUBA

Havana

FINLAND

Helsinki

Frankfurt

Kolen

HUNGARY

Budapest

ISRAEL

Tel Aviv

JORDAN

Amman

MEXICO

Mexico City

BELGIUM

Brussels

CYPRUS

Nicosia

FRANCE

Paris

GREECE

Athens

INDIA

Mumbai
New Delhi

ITALY

Milan
Rome

MALAYSIA

Kuala Lumpur

Auckland

Wellington

NORWAY

Oslo

SEYCHELLES

Mahe

SWEDEN

Stockholm

UNITED KINGDOM

London

VENEZUELA

Caracas

Dunedin

PAKISTAN

Islamabad

SINGAPORE

Singapore

SWITZERLAND

Berne

Geneva

USA

Anchorage, Alaska

Los Angeles

Oklahoma

Palmerston North

PORTUGAL

Lisbon

SPAIN

Madrid

UNITED ARAB EMIRATES

Abu Dhabi

Dubai

Chicago

New York

Washington

COST QUOTATION: PROGRAMME IN BUSINESS MANAGEMENT

<u>Compulsory Modules:</u>	AMOUNT
MANAGEMENT PRINCIPLES	R 1 000-00
BUSINESS ACCOUNTING & FINANCE	R 1 000-00
BUSINESS COMMUNICATION	R 1 000-00
SELF-MANAGEMENT	R 1 000-00
<u>2 Electives:</u>	
ELECTIVE ONE	R 1 000-00
ELECTIVE TWO	R <u>1 000-00</u>
<u>TOTAL:</u>	R 6 000-00

- In addition, an amount of approximately **R 1 500-00** will have to be set aside for prescribed textbooks. Please note that the purchase of textbooks is your responsibility. You will be furnished with details of the bookstores as you need to obtain these books directly from the suppliers.
- Please note that the R 1 000-00 module fee includes the registration fee, materials from UNISA, examination and graduation fees.

Candidates residing outside of South Africa but within the continent of Africa, must pay an additional examination fee of R 330-00 per module (Subject to annual changes as determined by UNISA from time time, available at www.unias.ac.za.)

Candidates outside of the African continent must pay an additional examination fee of R660-00 per module (Subject to annual changes as determined by UNISA from time time, available at www.unias.ac.za.)

APPLICATION FOR EXEMPTION FROM MODULES

A maximum of 2 exemptions (24 credit hours) will be granted on the basis of having completed equivalent modules. Such proof (**content and result**) of equivalent modules must accompany your application.

1. Please complete the 'Application for Exemption from Modules' form on the next page.
2. Note that a **maximum of 2 modules only**, can be exempted.
3. Please supply all the supporting documents (i.e. proof of results and syllabus/i).
4. If you are applying for an exemption at the point of registration, you are obliged to register for the module(s) you are seeking exemption for. Upon successful granting of the exemption(s), the module(s) are then cancelled and a credit or refund applied.

Exemption(s) applied for after the registration process has been completed, will thus follow a similar route.

*APPLICATION FOR EXEMPTION FROM MODULES -
PROGRAMME IN BUSINESS MANAGEMENT*

SECTION A:

PROPOSED QUALIFICATION	PROGRAMME IN BUSINESS MANAGEMENT
QUALIFICATIONS CODE:	
SURNAME & INITIALS:	
TELEPHONE NO(s).	
FAX NO.:	
E-MAIL	
POSTAL ADDRESS:	

SECTION B:

<i>PROGRAMME MODULE</i>	<i>SEEKING EXEMPTION (PLEASE TICK)</i>	<i>INSTITUTION WHERE EQUIVALENT MODULE WAS COMPLETED & YEAR</i>
MANAGEMENT PRINCIPLES PPBM01R		
BUSINESS COMMUNICATION PPBM02S		
BUSINESS ACCOUNTING & FINANCE PPBM03T		
SELF-MANAGEMENT PPBM04U		
HR MANAGEMENT PRINCIPLES PPBM05V		
MARKETING MANAGEMENT PRINCIPLES PPBM06W		
INFORMATION TECHNOLOGY PRINCIPLES PPBM07X		
CREDIT MANAGEMENT PRINCIPLES PPBM08Y		

PLEASE ATTACH THE ACADEMIC RECORD OF THE MODULE/QUALIFICATION COMPLETED

SIGNATURE OF APPLICANT

DATE

APPROVED BY PROGRAMME LEADER

DATE

24	If you have already registered, or intend to register concurrently at another approved South African tertiary institution for 2010, supply the following information:				
	(i) Other institution		(ii) Degree/diploma/certificate		
25	Give particulars of the last tertiary institution at which you were registered before 2010 (Mark with <input checked="" type="checkbox"/>)				
	(i) Institution	(ii) Year	(iii) Undergraduate	Postgraduate	Certificate
26	Did you pass at least one module/study unit at the abovementioned institution? (Mark with <input checked="" type="checkbox"/>)				YES NO
27	Give particulars of all previous registrations at Unisa and/or another educational institution, starting with the most recent registration				
	Institution (eg Unisa, UCT or Centre)	Qualification (eg degree/diploma/certificate)	Year(s) (eg 2004)	Student number	If completed, state your completed degree
28	Do you want to apply for exemption for modules/study units passed at the abovementioned institution? (Mark with <input checked="" type="checkbox"/> If yes, a formal request must be submitted in writing indicating the module for which exemption is/are requested (please attach your original academic record)				YES NO
29	Do you require a library access card? (only "Yes" if you are not in possession of a library card and need access to the library at Muckleneuk during 2010) (Mark with <input checked="" type="checkbox"/>)				YES NO

QUESTIONS 30 TO 34 MUST BE ANSWERED

30	Highest school qualification (eg STD 10/Grade 12)	Grade 12 examination number, if available																		
31	Will your qualification be completed with this registration? (Mark with <input checked="" type="checkbox"/>)																	YES	NO	

32	Indicate the module for which you wish to register										For office use only		B		UK	
	Module code (an ex ample appears in first row below)								Semester/Intake		Year					
								1	2							

Please Note: All modules are offered in English only

33	Particulars of payment (Indicate method of payment and amount) All payments payable to UNISA. Credit card: Mastercard or visa only																															
	SAPO Deposit (South African Post Office)				Postal order				Money order				Bank draft				Credit card				Debit card				TMO (Telegraph money order)				ABSA Deposit			
	R				R				R				R				R				R				R							
	Credit card no.												CV number												For office use only (Finance)							
	Expiry date		M	M	Y	Y	Y	Y	If payment is on budget mark period in months with <input checked="" type="checkbox"/>				6	12	18	24																
	Card holder:																															
	(a) ID number																															
	(b) Surname and initials																															
	(c) Card holder's signature																															
	Confirm amount to be deducted:																															

34	DECLARATION AND UNDERTAKING – I declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the University and the Centre, and any amendments thereto, and have taken note of advice which may be applicable to students in general and/or to the field of study for which I intend to register. I undertake to protect the copyright of the university and under no circumstance to make the study material available for use by any other person.																
	Surname:																
	First Names:																
	Date: Student's signature:																

Unisa P2156_Business

FAX/E-MAIL THE COMPLETED FORM TO: 0866 300 913 or cbmregistrations@unisa.ac.za

PROVIDE CELLPHONE NR IN CASE 1ST PAGE GETS LOST: