Short Learning Programmes

2014
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The information contained in this brochure was correct at the time of publication (1 November 2013). For updates, please go to the Unisa website http://www.unisa.ac.za
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 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.
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**College of Agriculture and Environmental Sciences**

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**Centre for Sustainable Agriculture and Environmental Sciences**

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Vision of the centre

By presenting relevant, diverse, integrated and holistically applied science and research focusing on key areas via short learning programmes (SLPs), the centre strives towards the goal of finding sustainable ways to use natural, living and community resources for the benefit of humanity.

Mission of the centre

The centre aims to complement Unisa’s objective of providing educational opportunities to uplift individuals within communities. In terms of the mission, the centre will strive to achieve the following goals:

To use SLPs to serve (South) African communities by disseminating knowledge and improving human skills and capacity, so as to

- ensure that these skills and capacity are transferred appropriately by developing on-going, evolving partnerships with industry, government, NGOs and communities
- endeavour to translate relevant research into training activities that tackle food security issues, malnutrition, water safety issues, spatial problems and climate change challenges

To achieve the above goals, the centre aims to engender passion within dedicated staff members of the College of Agriculture and Environmental Sciences (CAES) and other partnering colleges at Unisa to deliver effective SLPs and programmes, workshops and conferences in order to promote, in turn, a passionate and successful learning experience for all participants. To this end, CAES staff have a great deal of experience in developing and presenting such activities and they relish opportunities from outside the university that might focus attention on new and exciting ideas that can be translated into relevant and meaningful activities for the centre.

The centre is expected to become a focus of excellence within the Unisa academic environment. It seeks to add value to and complement existing SLPs at Unisa. We are required to identify and develop pertinent and relevant SLPs to resolve skills gaps and challenges in both national and international communities. Implicit here is the need to recognise links between such skills gaps and potential SLPs that reflect the multi-, inter- and trans-disciplinary (MIT).

The ethos of the centre

Research in the College of Agriculture and Environmental Sciences (CAES) has three focal points: community, agriculture and the environment. CAES seeks to facilitate the operationalising of these focus areas specifically regarding the resources and needs of each area.

We believe that these three points form a triangle of interconnection and that the factor that keeps the triangle in balance is the ethos of sustainability, with the external result of sustainable livelihoods, a sustainable environment and sustainable agriculture. This ethos permeates our tuition and research, and our community engagement.
Based on this ethos, environmental awareness is a central part of all we do on our research and community engagement and what we teach. This ethos is reflected in our community engagement initiatives such as the Community Asset Mapping for Change (CAMP) programme, household food security, nutrition training and research on fog water harvesting programmes. The household food security initiative involves the training of existing community development workers, home-based carers and volunteers working within communities.

What can you expect?

We live in a time when knowledge is expanding constantly, new knowledge becomes old almost instantly and new areas of knowledge are being created constantly. Short learning programmes (SLPs), more colloquially known as “short courses”, are how we as a centre respond to the short-term needs of our communities and nation. Here are the details of our SLPs:

- Interested unemployed youth can also be accommodated if funding is available. During and on completion of the Programme in Household Food Security, students will work closely with identified vulnerable households and together facilitate the behavioural change and learning strategies required to become more food secure. In so doing, students will contribute to resolving issues of malnutrition and hunger. This programme is closely aligned with the country’s Integrated Food Security Strategy and aims to improve delivery at microlevel by building the capacity of households. In addition, this programme will add value by creating synergies with existing government and NGO food security interventions within those communities where students will work.

- In agriculture, the Short Course in Introduction to Agribusiness Management will introduce business skills to management of small, medium and micro enterprises (SMMEs). This, in turn, will help community organisations tackle hunger and malnutrition. The target is previously disadvantaged managers and beginners in businesses who seek to expand their areas of knowledge in agribusiness management.

- Information is vital in modern society. Exploring geographical information systems will equip you to think geographically, apply methods of spatial enquiry and use a geographical information system (GIS) as a tool for solving real-world spatial problems and making informed decisions.

Finally, the Short Course in Managing Health and Nutrition in Adverse Conditions will help health practitioners tackle malnutrition in (South) Africa. Sound nutrition practices, especially in adverse conditions, are essential for preventing life-threatening diseases that result in the untimely deaths of babies and young children. Sound nutrition is a basic human right guaranteed in South Africa’s Constitution, through the Bill of Rights, and this sentiment should be echoed throughout Africa.

As a centre which prides itself on being relevant and responsive to the national needs (and those of Africa), Unisa has invested in building a dedicated Science Campus with modern facilities and high-end equipment. This facility will pave the way for you to study in the sciences. This will be possible through presenting both SLPs and formal courses and transferring innovative and relevant skills to scientists.

We are proud to present our SLPs to you and we welcome you as partners in resolving issues in communities as students of our SLPs.
Centre for Sustainable Agriculture and Environmental Sciences

Enquiries for the Short Learning Programmes offered through the Centre for Sustainable Agriculture and Environmental Sciences should be directed to

General enquiries:
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Short Course in Managing Health and Nutrition in Adverse Conditions (72540)

Duration: 1 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 tackle it appropriately, specifically in adverse conditions. To equip students with the ability 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, including the following: 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:
National Senior Certificate or an equivalent NQF Level 4 qualification. Registration with the Health Professions Council will be a benefit.

Registration periods for 2014:
Second semester: depends on the Unisa second semester registration dates.
For more information please visit www.unisa.ac.za/caes

Module 1:
Managing Health and Nutrition in Adverse Conditions (MHNA018) -- 12 credits

Content:
- Introduction to basic nutrition principles for the promotion of balanced nutritional adequacy
- Discussions on the onset, management and medical and nutritional implications of nutrition-related diseases
- Implementation of nutrition management (nutritional support, treatment and counseling) by means of corrective practices in aim of disease prevention
- Practical training in balanced food decision making

Short Course in the Introduction to Agribusiness Management (72621)

Duration: 6 months
Credits: 12
NQF Level 5

Purpose:
To expand the knowledge of previously disadvantaged managers and beginners in agribusiness to help them adapt 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
Second semester: depends on the Unisa second semester registration dates.
For more information please visit www.unisa.ac.za/caes

Module 1:
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
- Applying for credit for the agribusinesses identified by students

Short Course in Philanthropic Community Foundations (76706)

Duration: 15 weeks (1 semester)
Credits: 12
NQF Level 5

Purpose:
- To enable students to establish a community foundation with a network of community organisations
- Write proposals to source funding from potential donors
- Formulate policies related to the receipt and allocation of funding

Target group:
Agents of social change from government organisations and NGOs, CSI managers, champions and leaders within communities.

Admission requirements:
National Senior Certificate, any NQF Level 4 qualification.
Module 1:
Philanthropic Community Foundations (SCPC013) -- 12 credits

Content:
- A spatio-temporal analysis of the growth of social movements and the development of NGOs in the global north and the global south
- A comparison of civil society organisations, descriptions, purpose, type networking and interactions within the geographical regions of the world
- Definition of philanthropy
- How philanthropy is practiced in the geographical regions of the global north and global south
- Comparison of the different types of philanthropy including “the poor” and “Diaspora” philanthropy, within the different regions of the world and over time
- Community foundations as agents of change and vehicles to help communities achieve the various millennium development goals
- Community foundations in Africa: fraternity, interaction and relationships
- Base line assessment of a community
- Establishment of a board of trustees
- Composition, structure and constitution of a community foundation
- Sustaining a community foundation operationally
- Mobilisation of seed funding
- Ethical considerations for community foundations
- Identifying funding possibilities
- Writing a project proposal to obtain donor funding
- Community grant-making process, exclusion list, inviting applications, evaluation, approval and monitoring with the community

Short Course in Community Asset Mapping for Change (76707)

Duration: 15 weeks (1 semester)  
Credits: 12  
NQF Level 5

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.

Registration periods for 2014:
Second semester: depends on the Unisa second semester registration dates.
For more information please visit www.unisa.ac.za/caes

Module 1:
Community Asset Mapping for Change (SCCA013) -- 12 credits

Content:
- Definition of roots-driven changes within the context of the global north and south
- Different tools for available to agents for change (e.g. ABCD)
- Tools for change developed in the global south for the global south
- History of CAMP and the ABCD experience in the Bojanala region
- CAMP as a tool developed in the Bojanala region as part of the Department of Geography’s Community Engagement project for application in Africa and the rest of the global south
- Community Asset Mapping (CAMP), the tool for roots-driven change
- Ethical issues related to working in communities
Course in Exploring Geographical Information Systems (75515)

Duration: 1 semester
(the 2 modules should be taken simultaneously)  
Credits: 27  
NQF Level 5

Purpose:
To equip students 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. 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 GIS as a research tool, as well as those who aim to achieve career advancement in the GIS industry by gaining basic skills in operating a GIS. Although this course does not offer the depth required to eventually register as a GIS technician or professional, it does offer the opportunity to gain experience of what the industry requires.

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, in particular those interested in 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.

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 would benefit from this course, as well as anyone considering the GIS industry as a career.

Admission requirements:
National 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 are essential.

Registration periods for 2014:
Second semester: depends on the Unisa second semester registration dates. For more information please visit www.unisa.ac.za/caes

Module 1:
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 2:
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.

Individuals from rural and peri-urban areas who have successfully completed an NQF Level 4 qualification, who 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 50 kilometre 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 agriculture extension advisors from NGOs or government departments.

Admission requirements:
National Senior Certificate or completion of Grade 12 or an equivalent NQF Level 4 qualification. Students will be selected according to criteria. Application forms for admission are available from the office of the Programme in Household Food Security and should be received one (1) month before registrations commence.

Registration periods for 2014:
For more information please visit www.unisa.ac.za/caes

Module 1:
Introduction to Food Security Concepts (PHFS01K / PHFS12N) -- 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 SA, NEPAD and SADC policies and strategies that affect household food security
- Formulation of written requests for assistance from various stakeholders

Module 2:
Participatory Extension for Household Food Security (PHFS02L / PHFS13P) -- 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 and basic assets, and to construct household food security vision and action plans
- Empowering households in order to help them implement, monitor and refine food security action plans

Module 3:
Sustainable Natural Resource Use (PHFS03M / PHFS14Q) -- 12 credits

Content:
- Identifying natural resources in the local area
- Assessing the state of natural resources in the area
- Determining the impact of the natural resource use systems on people and the environment
• Analysing resources in terms of their contribution to food security
• Exploring knowledge systems for alternative resource management options
• Making interventions for improved natural resource utilisation and livelihood strategies

Module 4:
Food Behaviour and Nutrition (PHFS04N / PHFS15R) -- 12 credits

Content:
• Basic nutrition principles and food-based guidelines
• Documentation of levels of a 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 5:
Optimising Household Food Production (PHFS05P / PHFS17T) -- 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 6:
Food Resource Management (PHFS06Q / PHFS16S) -- 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 to and increase shelf life of food
• Development of a household food resource plan for improved food and nutrition security

Workshop in Community Asset Mapping for Change (76709)

Duration: 5 days Credits: 12 NQF Level 5

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 for social change from government organisations and NGOs, CSI managers, champions and leaders within communities.

Admission requirements:
Any NQF Level 4 qualification.

Registration periods for 2014:
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 30 students are registered.

Module 1:
Community Asset Mapping for Change (WSCAMPC) -- 12 credits

Content:
• Definition of roots-driven change within the context of the global north and south
• Different tools available to agents for social change in communities
• History of CAMP and the ABCD experience in the Bojanala region
• CAMP as a tool for roots-driven change in Africa, developed in South Africa
• Community Asset Mapping (CAMP), the tool for roots-driven change
• Ethical issues related to working in communities
Workshop in Nutrition and Food Safety

Duration: 2 days

Credits: non-credit bearing

Purpose:
To equip participants in preparing safe and nutritious food within their respective work environment.

Target group:
Any individual that is involved in the preparation of food for groups to use food safety practices to the betterment of themselves and the people for whom they prepare and serve food.

Admission requirements:
Senior certificate or equivalent NQF level 4 qualification or equivalent practical experience.

Registration periods for 2014:
Second semester: depends on the Unisa second semester registration dates. For more information please visit www.unisa.ac.za/caes

The workshop will be presented twice per year; March and August. Workshop will only be presented if a minimum of 20 students are registered.

Format:
Two day workshop with independent work done after the workshop in the form of a portfolio of evidence to be submitted for evaluation.

The topics addressed in the workshop will be the following:
- The what, why and how to a food safe environment
- Introduction to food borne diseases
- Safe food handling practices
- Nutritious food preparation methods and practices
- Nutritious food consumption patterns

Upon successful completion students will be awarded with a Unisa Certificate of attendance.
Commerce is expanding and developing daily, making the demand for business, economics and finance professionals ever greater. The College of Economic and Management Sciences (CEMS) has developed its wide-range of short learning programmes (SLPs) to accommodate this demand.

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

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

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

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

We are proud to present them to you. We hope they help in growing your knowledge and furthering your career.
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## College of Economic and Management Sciences

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Ms Beulah Thomas
Office Manager, Centre for Blended-learning Studies, Office E-305,
Unisa Florida Campus, c/o Christiaan de Wet & Pioneer Ave, Florida 1710

Tel: 011 471 2583
Fax: 011 471 3191
E-mail: bthomas@unisa.ac.za

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 at middle management level.

Target group:
People in the explosives and armaments industry as well as the Department of Defence. Note: All students wishing to register for the Short Learning Programmes in Explosives have to be employed in the explosives industry.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification, employment in the explosives industry. Note: Students should have language, numeracy and communication skills at NQF Level 5.

Registration periods for 2014:
Registrations will depend on the Unisa registration dates. For more information you may visit www.unisa.ac.za/cems

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 modelling
### Module 3:
Propellants, Blasting and Ground Vibration (PPSE03D) -- 12 credits

**Content:**
- Legal requirements for use of explosives in blasting operations
- Influence of ground vibrations in blasting operations
- Influence of air blast and noise in blasting
- Instrumentation used for the monitoring and evaluation of ground vibrations, air blast and noise during blasting
- Health and safety aspects of working with the machinery used in the industry, including storage requirements

### Module 4:
Propellants (PPSE04E) -- 12 credits

**Content:**
- Practical skills required to operate, maintain and manage different types of propellants
- Introduction to types, definitions and applications of propellants, historical overview, behaviour of propellants, energy requirements
- Use of propellants and priming compositions
- Methods of igniting gun propellants, types of gun propellants, gun propellant ingredients and shapes
- Methods of igniting rocket propellants, 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 that generate 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 at middle management level.

Target group:
People in the explosives and armaments industry as well as the Department of Defence. Note: All students wishing to register for the Short Learning Programmes in Explosives have to be employed in the explosives industry.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification, employment in the explosives industry. Note: Students should have language, numeracy and communication skills at NQF Level 5.

Registration periods for 2014:
Registrations will depend on the Unisa registration dates. For more information you may visit www.unisa.ac.za/cems

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 (how to consult someone with 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, generating smoke and other chemicals, as well as pyrotechnic time delays

Module 2:
Supervising Limited Production Processes and Performing Routine Tasks (PCPL02E) -- 12 credits

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

Module 3:
Pyrotechnics, Properties and Performance (PCPL03F) -- 12 credits

Content:
- Introduction to 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, generating smoke and other chemicals, as well as pyrotechnic time delays

Module 4:
Supervising 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 (how to contact and consult someone with expert knowledge in the field)
- Identifying and solving production problems, planning the layout of production lines, developing safe production procedures, managing the production of a single product line and planning production schedules
- Health and safety issues of working with the 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 at middle management level.

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

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification, employment in the explosives industry. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.

Registration periods for 2014:
Registrations will depend on the Unisa registration dates. For more information you may visit www.unisa.ac.za/cems

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
- Health and safety issues of working with the 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)
- Health and safety issues of working with the 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
- Health and safety issues of working with the 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 (how to contact and consult
  someone with expert knowledge in the field)
- Identifying and solving production problems, planning the layout of production lines, developing safe production
  procedures, managing the production of a single product line and planning production schedules
- Health and safety issues of working with the 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:
- 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)

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**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 at middle management level.

**Target group:**
The explosives and armaments industry as well as the Department of Defence. Note: All students wishing to register for the Short Learning Programmes in Explosives have to be employed in the explosives industry.

**Admission requirements:**
National Senior Certificate or an equivalent NQF Level 4 qualification, employment in the explosives industry. Note: Students should have language, numeracy and communication skills at NQF Level 5.

**Registration periods for 2014:**
Registrations will depend on the Unisa registration dates. For more information you may visit www.unisa.ac.za/cems

## 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:**
- 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:
**Utilising and Maintaining 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)
Enquiries for the Short Learning Programmes offered through the Centre for Accounting Studies should be directed to:

**General enquiries:**
Tel: 012 429 3918

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**Registration enquiries:**
Registration form – please send a blank e-mail to CASregister@unisa.ac.za
OR  
Please click on following link:  
http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=23249  
http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=16539

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

| Duration: 6 months | Credits: 12 | NQF Level 5 |

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

**Target group:**  
Board members, officials and prospective employees of public entities.  
Board members as well as officials of public entities who need to be informed and/or refreshed with regard to the relevant financial, legislative and corporate governance issues of these entities, to ensure effective financial decision making.

**Admission requirements:**  
National Senior Certificate or an equivalent NQF Level 4 qualification or equivalent work experience or work-based learning. Students must have access to a computer and e-mail as all study material will be communicated in electronic format (unless special arrangements are made with the administrator).
Registration periods for 2014:
First semester: 02 December 2013 to 7 February 2014
Second semester: 02 May 15 July 2014

Module:
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: 3 months  Credits: 12  NQF Level 5

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

Target group:
People working in the field of performance auditing without any formal academic training in performance auditing, people who want to refresh their skills in the field of performance auditing, and people who are interested in obtaining the skills to conduct a performance audit.

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

Registration periods for 2014:
First semester: 1 December 2013 to 25 January 2014, with a two-hour examination in May/June.
Second semester: 03 June 2014 to 16 July 2014, with a two-hour examination in October/November.

Module:
Introduction to Performance Auditing (SCPA01T) -- 12 credits

Content:

Topic 1 – Theoretical concepts underlying performance auditing:
- Defining performance auditing
- Why performance auditing is necessary
- Advantages and characteristics of performing a performance audit

Topic 2 – Scope and objectives of a performance audit:
- Explaining principles underlying performance auditing
- Scope, objectives of a performance audit of the procurement process

Topic 3 – Economy, effectiveness and efficiency:
- Explaining the theory and practical aspects of economy, efficiency and effectiveness of procurement processes

Topic 4 – Strategic planning phase of a performance audit:
- Listing and explaining the various steps within the strategic planning phase of a performance audit
- Applying these steps in practice

Topic 5 – Planning phase of a performance audit:
- Listing and explaining the various steps within the planning phase of a performance audit
- Applying these steps in practice

Topic 6 – Executing a performance audit:
- Listing and explaining the various steps within the execution phase of a performance audit of the procurement process
- Applying these steps in practice
- Explaining the requirements for audit evidence and the methods for collecting audit evidence

Topic 7 – Reporting and follow-up phase of the performance audit:
- Listing and explaining the various steps within the reporting and follow-up phase of a performance audit
- Applying these steps in practice
Topic 8 – Audit of working papers and layout of the audit file:
- Explaining 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:
- Explaining the steps in the various phases of a performance audit using a case study to demonstrate the performance audit process

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

**Duration:** 3 months  
**Credits:** 12  
**NQF Level:** 5

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

**Target group:**
People working in the field of internal auditing without any formal academic training in internal auditing or the internal audit process, people who want to refresh their skills in the field of internal auditing, and people who are interested in obtaining the skills to conduct a basic internal audit.

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

**Registration periods for 2014:**
First semester: 1 December 2013 to 25 January 2014, with a two-hour examination in May/June.  
Second semester: 03 June 2014 to 16 July 2014, with a two-hour examination in October/November.

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

**Content:**

**Topic 1 – Basic concepts of internal auditing:**
- Defining internal auditing and explaining why internal auditing is necessary  
- Advantages and characteristics of performing an internal audit

**Topic 2 – Type of engagements and business processes:**
- Explaining the different types of audit engagements and business processes  
- Defining the scope and objectives of an internal audit of a financial systems audit

**Topic 3 – Business risks and controls:**
- Explaining the theory and practical aspects of business risks, risk and controls  
- Their effect on the internal audit process

**Topic 4 – Planning the internal audit:**
- Listing and explaining the various steps within the pre-engagement and planning phase of an internal audit  
- Applying these steps in practice

**Topic 5 – Performing the audit engagement:**
- Listing and explaining the various steps within the execution phase of an internal audit of a financial system  
- Applying these steps in practice  
- The requirements for audit evidence  
- The methods for collecting audit evidence

**Topic 6 – Drafting an internal audit report:**
- Listing and explaining the various steps within the reporting phase of an internal audit applying these steps in practice  
- The importance, the essential elements and other requirements of working papers, as well as the layout of the audit file

**Topic 7 -- Follow-up:**
- Listing and explaining the importance and requirements of the follow-up phase of an internal audit  
- Applying the steps in practice
Short Course in the Professional Practice Framework for Internal Auditors (70831)

Duration: 3 months  
Credits: 12  
NQF Level 5

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

Target group:
People working in internal auditing or forensic auditing who are not proficient in complying with all the requirements of the Professional Practice Framework, members of audit committees who are not qualified internal auditors, people who want to re-skill for the field of internal auditing, and 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
First semester: 1 December 2013 to 22 January 2014, with a two-hour examination in May/June.
Second semester: 21 June 2014 to 16 July 2014, with a two-hour examination in October/November.

Module:
The Professional Practice Framework for Internal Auditors (PPFC01B) -- 12 credits

Content:
Topic 1 -- Elements surrounding the definition of internal auditing:
- Interpreting the implications of the definition of internal auditing for internal auditors
- Applying that knowledge in practice at the level of a junior internal auditor

Topic 2 -- Code of Ethics of internal auditors:
- Applying 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:
- Applying the requirements of the International Standards for the Professional Practice of Internal Auditing in basic practical internal audit scenarios

Course in Accounting for School Governance (72192)

Duration: 1 year; 1 intake per year  
Credits: 24  
NQF Level 5

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

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

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

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

Registration periods for 2014:
Course commences in February; closing date for registrations 31 January.
Module:
Accounting for School Governance (ACSG016) -- 24 credits

Content:
Topic A -- Bookkeeping and business documents:
- Study unit 1: School governance
- Study unit 2: The nature and purpose of accounting
- Study unit 3: The accounting equation
- Study unit 4: Business documents: cash transactions
- Study unit 5: The recording of cash transactions
- Study unit 6: Credit transactions

Topic B -- The application of bookkeeping systems:
- Study unit 7: Inventory systems
- Study unit 8: Bank reconciliation
- Study unit 9: Trial balance
- Study unit 10: Final accounts

Topic C -- Internal control and budgets:
- Study unit 11: Internal control
- Study unit 12: Budgets

Course in Administration of Estates (70874)

Duration: 1 year  Credits: 30  NQF Level 6

Purpose:
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. This course covers the entire field of the administration of deceased and insolvent estates.

Target group:
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:
National Senior Certificate or an equivalent NQF Level 4 qualification or appropriate experience.

Registration periods for 2014:
The course commences in February 2014. The closing date for registration is 31 January 2014.

Module:
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 Auditing in an IT Environment (76678)

Duration: 3 months  Credits: 36  NQF Level 5

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

Target group:
People working in the field of IT auditing without any formal academic training in IT auditing, people who want to refresh their skills in the field of IT auditing, and people who are interested in obtaining the skills to conduct an IT audit.
Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification or appropriate work-based experience of six to 12 months, with a confirmation letter from the employer.

Registration periods for 2014:
First semester: 01 December 2013 to 25 January 2014, with a two-hour examination in May/June.
Second semester: 01 June 2014 to 16 July 2014, with a two-hour examination in October/November.

Module 1:
Introduction to IT Auditing (CAITE01) -- 12 credits

Content:
Topic 1 – Basic concepts of IT auditing:
- Explaining the theoretical concepts underlying IT auditing
- Describing the various stages of the IT audit process and the general principles of auditing in relation to the overall audit process

Topic 2 – Introduction to computerised information systems (CIS):
- Describing the basic computer environments in terms of the organisation’s objectives and requirements
- Identifying the basic components of the IT environment and identify the benefits of computerised information systems (CIS)

Topic 3 – Concepts of IT auditing:
- Explaining the impact of an IT environment on the audit process
- Discussing the trends and developments in IT
- Explaining the role of the auditor in terms of fraud detection and prevention
- Describing the basic elements of IT outsourcing

Topic 4 – The business process and IT risks:
- Discussing the nature and effect of risk, computer risks and exposures, the different types of risks
- Explaining the concept of risk management
- Identifying and discussing the different risk factors
- Explaining risk-based auditing and listing the objectives of a risk-based audit
- Discussing the elements of risk analysis

Topic 5 – Controls in an IT environment:
- Defining and describing control activities, internal control and control objectives within a CIS environment
- Describing and evaluating general controls and application controls
- Describing and formulating tests of controls and discuss IT governance

Topic 6 – System development controls:
- Discussing the events that lead to computer system failures
- Describing system development exposures and controls
- Discussing the systems development lifecycle control
- Explaining the auditor’s role in software development

Module 2:
Conducting a Basic IT Audit (CAITE02) -- 12 credits

Content:
Topic 1 – Planning and developing an IT audit programme:
- Explaining the basic concepts of the audit process in terms of the conduct of an IT audit engagement
- Demonstrating how the audit programme is prepared, developed and recorded to meet the audit objectives established during a risk assessment
- Describing and applying the framework of the audit strategy in a CIS environment

Topic 2 – Formulating and performing IT audit procedures:
- Explaining the basic concepts of audit evidence, internal control, risk and risk assessment procedures and where it fits into the audit process
- Explaining the general concepts of tests of control, substantive procedures, audit sampling and the purpose and essential elements of audit working papers
Topic 3 – Finalising the IT audit process:
- Explaining the general concepts of the finalisation and reporting phases of the IT audit and the procedures to be followed during each phase

Topic 4 – Auditing new IT systems and developments:
- Explaining the risks related to new or developed IT systems
- Identifying potential risks in a given scenario
- Explaining the organisational objectives, risks and controls relating to IT systems that are developed in-house or purchased externally
- Explaining and applying the step-by-step approach relating to the audit of the system development process

Topic 5 – Evaluating the business continuity and disaster recovery process:
- Explaining the objectives of business continuity in terms of organisational goals, the theoretical concepts underlying key aspects of business continuity in the context of IT auditing
- Applying the basic principles of a disaster recovery plan and process

Module 3:
Auditing Advanced IT Systems (CAITE03) -- 12 credits

Content:
Topic 1 – Development, testing and implementation of computer assisted auditing techniques (CAATS):
- Explaining the theoretical concepts underlying CAATTS, uses of CAATTS with regard to the conduct of an IT audit
- Explaining factors that need to be considered when applying CAATTS in relation to the IT audit process

Topic 2 – Auditing advanced IT systems and applications:
- Explaining the difference between general and application controls
- Describing test of controls and substantive procedures in advanced computerised information systems and applications

Topic 3 – Auditing security and privacy of information assets:
- Explaining what information security is and how privacy risks in the information system environment should be managed and audited

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

Duration: 1 year  
Credits: 24  
NQF Level 5

Purpose:
To equip the student with a well-founded knowledge of the following: the nature and contents of financial reports and the principles and practices which determine the quality thereof, basic analysis and interpretation of financial statements (of private undertakings or local authorities) 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 (such as budgeting and/or budgeting control and analysis of financial and other results) in the following sectors: industry, trade, finance and professional services, government departments, public offices and local governments.

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

Registration periods for 2014:
The course commences in February 2014. Closing date for registration is 28 February 2014.

Module:
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

Section 3:
• Basic principles of cost accounting -- relevant techniques and applications
• Cost concepts and the nature of costs
• Manufacturing costs
• Standard cost accounting

Section 4:
• Basic aspects of financing, financing costs and budgets
• The cost of capital and the factors that determine the requirements for capital
• Budgets of trading organisations
• Budgets of manufacturing organisations

Course in Fundamental Accounting (70866)

<table>
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<tr>
<th>Duration: 1 academic year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
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**Purpose:**
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.

In terms of bookkeeping, to equip a student with the ability 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 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.

A student with the Certificate in Fundamental Accounting and a matriculation certificate with university exemption prior to obtaining the Certificate in Fundamental Accounting can apply for exemption from FAC1502, a module which forms part of the BCom degree at Unisa.

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

**Registration periods for 2014:**
First semester: 02 December 2013 to 03 February 2014, with a two-hour examination in May/June.
Second semester: 02 June 2014 to 14 July 2014, with a two-hour examination in October/November.

**Module 1:**
**Introductory Bookkeeping and Reporting (FUAC02F) -- 12 credits**

**Content:**
• 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:
• 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 Intermediate Financial Accounting (70939)

Duration: 1 year Credits: 24 NQF Level 5

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

Target group:
The broad business environment.

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

Registration periods for 2014:
The course commences in February 2014. The closing date for registration is 31 January 2014.

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 Practical Bookkeeping (70904)

Duration: 1 year Credits: 24 NQF Level 5

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

Target group:
All persons who do clerical work and who are involved in the handling of business documents and bookkeeping, but have no (or little) bookkeeping knowledge, and persons who run their own business but do not have the proper bookkeeping and accounting background.

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

Registration periods for 2014:
The course commences middle February 2014.

Module:
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

**Topic C -- Internal control and budgets:**
- Study unit 12: Internal control
- Study unit 13: Budgets
- Study unit 14: Controlling of budgets

**Topic D -- Introduction to taxation:**
- Study unit 15: Basic principles of income tax
- Study unit 16: Pay-as-you-earn system
- Study unit 17: Value-added tax (VAT)

**Topic E -- General aspects of interest to the bookkeeper:**
- Study unit 18: Compensation fund
- Study unit 19: The unemployment insurance fund
- Study unit 20: Payroll accounting

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**Course in Risk-Based Internal Auditing (7666X)**

**Duration:** 3 months  
**Credits:** 24  
**NQF Level:** 5

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

**Target group:**
People working in the field of risk-based internal auditing without any formal academic training in risk-based internal auditing or internal auditing, people who want to refresh theirs skills in the field of risk-based internal auditing, and people who are interested in obtaining the skills to conduct a risk-based internal audit.

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

**Registration periods for 2014:**
First semester: 01 December 2013 to 25 January 2014, with a two-hour examination in May/June.
Second semester: 01 June 2014 to 16 July 2014, 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**
- Describing risk and risk-based internal auditing
- Why risk-based internal auditing is necessary
- Advantages and characteristics of performing a risk-based internal audit

**Topic 2 -- Risk management and the role of internal audit**
- Principles underlying risk management
• The role of internal audit in the risk management process
• The risk-based internal audit

Topic 3 – Identifying and evaluating risks
• Theory and practical aspects of identifying and evaluating risks
• Their consequence and likelihood as elements of risk identification
• Evaluation of risks to determine the focus areas of the audit

Module 2:
Implementing Risk-Based Internal Auditing (CRBIA02) -- 12 credits

Content:
Topic 4 – A basic risk-based internal audit plan
• The various steps within the pre-engagement and planning phase of a risk-based internal audit
• Applying these steps in practice

Topic 5 – Field work and reporting phase of the risk-based internal audit
• The various steps within the field work phase of a risk-based internal audit
• Applying these steps in practice
• Explaining the requirements for audit evidence and the methods for collecting audit evidence
• Listing and explaining the various steps within the reporting and follow-up phase of a risk-based internal audit
• Essential elements and other requirements of working papers
• Layout of the audit file

Topic 6 – Impact of risk-based internal auditing
• Relationship between internal audit and management in terms of the risk management process
• Effect and impact of risk-based internal auditing in terms of the changing role of the internal auditor in an organisation
• Benefits derived from a risk-based internal audit approach

Course in Taxation (70971)

| Duration: 2 semesters (however, possible to pass both modules in 1 semester) | Credits: 24 | NQF Level 6 |

Purpose:
To cover the entire field of taxation (including value-added tax), excluding certain specialised areas, to 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 on 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:
National Senior Certificate or an equivalent NQF Level 4 qualification or appropriate experience in taxation. Additional admission requirement: Students may register for both modules in either the first or second semester. Due to the volume of the work students who register for one module per semester are advised to register for CTAX12U in the first semester and for CTAX11T in the second semester of the year.

Registration periods for 2014:
The course commences in January 2014 (first semester) and July 2014 (second semester). Registrations should be received on or before 21 January 2014 and 15 July 2014 (second semester).

Module 1:
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 2:**  
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

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### Course in Value-Added Tax (70912)

**Duration:** 10 months (1 year)  
**Credits:** 24  
**NQF Level:** 6

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

**Target group:**
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, and those wishing to further their studies in the field of taxation.

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

**Registration periods for 2014:**
The course commences in February 2014. Registrations should be received by 31 January 2014.

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### Module:  
Value-Added Tax (VATX013) -- 24 credits

**Content:**

#### Study guide 1:
- Introduction
- General background on VAT
- The VAT Act
- Accounting basis
- Registration and tax periods

#### Study guide 2:
- Input tax
- Deemed supplies
- Time and value of supply
- Adjustments for change in use

#### Study guide 3:
- Fixed property transactions
- Deceased and insolvent estates
- Insolvent estates and VAT

- Types of supply
- Taxable supplies
- Exempt supplies
- Goods imported and imported services
- Tax invoices and other documentation

- Exports
- Supply of a going concern
- Deregistration
- The VAT return

- The agricultural sector
- Financial services
- Administration matters
**Course in Computerised Bookkeeping (70920)**

**Duration:** 6 months (or 1 semester)  
**Credits:** 24  
**NQF Level:** 5

**Purpose:**
Primarily 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:**
Accountants -- not future computer specialists -- from a user rather than a technical perspective, persons involved in or who want to become involved in computerised accounting and bookkeeping or those wanting to better equip themselves for the future.

**Admission requirements:**
Grade 10.

**Registration periods for 2014:**
The course commences in April 2014. The closing date for registration is 31 March 2014.

**Module:**
**Computerised Bookkeeping (COBK01P) -- 24 credits**

**Content:**
- Essential accounting concepts
- Computerised accounting concepts

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**Advanced Course in Value-Added Tax (70963)**

**Duration:** 20 months including a dissertation of limited scope.  
**Credits:** 36  
**NQF Level:** 8

**Purpose:**
To promote research in the field of VAT. 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, lecturers at universities, or similar institutions, persons with a good working and theoretical knowledge of VAT who want to specialise, persons with a sound knowledge of income tax, SARS and Master of the Supreme Court employees.

**Admission requirements:**
An applicable bachelor’s degree with value-added tax as a subject, or a law degree, or completion of the course in value-added tax offered by the Centre for Accounting Studies.

**Registration periods for 2014:**
The course commences in February 2014. Registrations should be received by 31 January 2014.

**Module 1:**
**Value-Added Tax (course work) (ADVT116) -- 24 credits**

**Content:**
- Interpretation of fiscal legislation
  - Interpretation of fiscal legislation
  - Imposition of VAT
- Input tax
  - Registration requirements
- 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, SARS Practice Notes and VAT planning

Study guide 5: Educational institutions
• Research projects
• 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:
• Giving the student the opportunity to produce a practical research project
• Doing research in a specialised field in VAT and stimulating 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 break new ground in the particular field)
  – should, therefore, not merely cover a conventional topic as 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: 6 months  Credits: 24  NQF Level 8

Purpose:
To 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, SARS officials and legal practitioners.

Admission requirements:
Students who have successfully completed a course in taxation.

Registration periods for 2014:
The course commences in January. The closing date for registration is 15 January 2014. The second intake is in July of which the closing date for registration is 15 July 2014.

Module:
Taxpayer’s Rights (ACTR01F) --24 credits

Content:
• Interpretation of the Income Tax Act – purposive approach
• Constitutional rights:
  – Bill of Rights
  – Interpretation of the Bill of Rights
  – Limitations
  – Equality
  – Human dignity
  – Privacy
  – Property
– Just administration
– Access to information
– Access to courts
– Reverse onus of proof

• Punishment of defaulting taxpayers:
  – 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
  – Miscellaneous defences

### CIS Programme 1 (71684)

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<thead>
<tr>
<th>Duration: Minimum of 1 year if all 7 modules are successfully completed (A &amp; B can't be registered at the same time)</th>
<th>Credits: 84</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**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.

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 CIBM Level, is dealt with through the CSSA directly.

**Target group:**
Persons aspiring to membership of the Institute of Chartered Secretaries and Administrators (CSSA) on successful completion of these programmes, and to 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:**
National Senior Certificate or an equivalent NQF Level 4 qualification with a numerate subject (e.g. mathematics, accountancy or science) on that level.

**Registration periods for 2014:**
Two registration periods per annum: 15 November to 31 January (studies commence in January); 15 May to 30 June (studies commence in July).

For information regarding registrations, course material or general administrative queries, please contact the centre: CASRegister@unisa.ac.za or 012 429 3918 or www.unisa.ac.za/cas

### 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 World Wide 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: Minimum of 1 year, if all 9 modules are successfully completed
Credits: 108
NQF Level 6

Purpose:
To provide a solid foundation on the knowledge of and skills in company management, economics, financial accounting and taxation.

Target group:
Persons who aspire to membership of the Institute of Chartered Secretaries and Administrators on successful completion of this programme.

Admission requirements:
Successful completion of the CIS Programme 1.

Registration periods for 2014:
Two registration periods per annum: 15 November to 31 January (studies commence in January); 15 May to 30 June (studies commence in July).

For information regarding registrations, course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918 or www.unisa.ac.za/cas

Module 1:
Taxation (PCIS21A) -- 12 credits

Content:
- Principles of normal tax
- Taxable income of salaried persons
- 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
- Inter-company 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
- HR 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: Minimum of 1 year, if all 9 modules are successfully completed
Credits: 108
NQF Level 7

Purpose:
To provide the target group with integrated knowledge and skills in business management, financial accounting, management accounting, audit and independent reviews and corporate law.

Target group:
Persons who aspire to membership of the Institute of Chartered Secretaries and Administrators on successful completion of this programme.

Admission requirements:
Successfully completed CIS Programme 2.

Registration periods for 2014:
Two registration periods per annum: 15 November to 31 January (studies commence in January); 15 May to 30 June (studies commence in July).

For information regarding registrations, course material or general administrative queries, please contact the centre:
CASregister@unisa.ac.za or 012 429 3918 or www.unisa.ac.za/cas

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 take-overs
- Remedies and enforcement
- Close corporations
- Business rescue proceedings, compromises and winding-up

Module 2:
Strategic and Operational Management (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 3:
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 4: 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 5: Management Accounting 1B (PCIS36H) -- 12 credits

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

Module 6: 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 7: Financial Accounting 3B (PCIS38K) -- 12 credits

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

Module 8: 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 9: 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
Programme in Forensic and Investigative Auditing (71315)

Duration: 1 year (12 months)  Credits: 48  NQF Level 6

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

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

**Admission requirements:**
National Senior Certificate or an equivalent NQF Level 4 qualification and at least three years’ working experience or a relevant Diploma or Degree.

Regular access to the Internet is highly recommended to ensure successful tuition.

**Registration periods for 2014:**
The course commences in March 2014. Registrations commence on 1 December 2013 and closes on 15 February 2014. Study material will be dispatched to students who have supplied proof that registration fees have been paid.

**Module 1:**
*Fraud Prevention (PFIA01R) -- 12 credits*

**Content:**
- Explaining the need for fraud prevention
- Theoretical background (professional associations, etc)
- Definitions of economic crime
- Corporate governance (PFMA)
- Risk assessment
- Internal control
- Defining strategies for fraud prevention
- Fraud prevention strategies
- Policy
- Human resources
- Fraud auditing
- IT (fire walls, data interrogation. virus protection)

**Module 2:**
*Fraud Detection (PFIA02S) -- 12 credits*

**Content:**
- Identifying fraud
- Legal definitions and elements of offences
- Practical examples
- Red flags
- Fraud detection strategies
- IT
- 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:**
- Theoretical and legal issues pertaining to fraud investigations
- Multi-disciplinary 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)
- Reporting (management, council and police)
- Follow-up

**Module 4:**
*Forensic and Investigative Audit Reporting (PFIA04U) -- 12 credits*

**Content:**
- Types of reporting
- Management
- Board/Audit committee
- Disciplinary action
- Litigation support
- Criminal process
- Follow-up and remedial action
Programme in Taxation: A Strategic Approach (70947)

Duration: 1 year (12 months)  
Credits: 72  
NQF Level 7

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

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

Admission requirements:  
National Senior Certificate or an equivalent NQF Level 4 qualification and completion of course in Taxation (G/CTAX11T or G/CTAX12U), or possession of a CIS, ICB, CMA or an equivalent qualification.

Registration periods for 2014:  
Applications for registration should be received by 30th of June. The course commences in July 2014.

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  
- Identification of the exemptions from taxation as provided for in the Income Tax Act  
- Identification of 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  
- Identification and interpretation of the general and specific anti-tax avoidance legislation in the Income Tax Act  
- Identification of 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:  
- Identifying and strategising tax planning opportunities in relation to contracts of sale, lease and compensation (damages)  
- Identifying and strategising tax planning opportunities in relation to service contracts including the application of fringe benefits and retirement benefits  
- Identifying and strategising tax planning opportunities in relation to estate planning  
- Interpreting and applying the administrative provisions of the Income Tax Act  
- Interpreting different case scenarios in relation to taxation in general for different profiles of clients, always bearing in mind the anti-tax avoidance legislation

Advanced Programme in Taxation (75744)

Duration: 3 semesters (18 months)  
Credits: 108  
NQF Level 8

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

Target group:  
Persons involved in accounting and/or auditing practices, tax consultants, public officers of companies, SARS officials, lecturers at universities, technikons or similar institutions and legal practitioners.
Admission requirements:
Bachelor’s degree/B Tech (or a 65% pass mark in the Programme in Taxation: A Strategic Approach -- in order to submit a portfolio to qualify).

Registration periods for 2014:
Registrations should be received by 30th of June. The course commences in July 2014.

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
- Identification of the exemptions from taxation as provided for in the Income Tax Act
- Identification of 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 (PATX02T) -- 24 credits

Content:
- Interpretation of the general deduction formula and special allowances as provided for in the Income Tax Act
- Identifying and interpreting the general and specific anti-tax avoidance legislation in the Income Tax Act
- Identifying 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:
- Identifying and strategising tax planning opportunities in relation to contracts of sale, lease and compensation (damages)
- Identifying and strategising tax planning opportunities in relation to service contracts including the application of fringe benefits and retirement benefits
- Identifying and strategising tax planning opportunities in relation to estate planning
- Interpreting and applying the administrative provisions of the Income Tax Act
- Interpreting 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) (short dissertation) -- 36 credits

Content:
- Practical research case studies
- Up-to-date developments in tax law
- Literature review methodology of a case study

Workshop in Basic Accounting (76747)

Duration: 2 days
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 I students, entrepreneurs, people who want to expand and refresh their basic accounting knowledge as well as those involved in the accounting and semi-accounting functions of private, government and semi-government organisations and local governments.

Admission requirements:
Everyone interested in improving their accounting skills.

Registration requirements and registration period
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. Study material is handed out to students at the workshop. 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:
Basic Accounting (WSBSACC) -- Non-credit bearing
- 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 for ACCA paper: Professional Accountant (76739)

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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.

Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

Module:
ACCA paper: Professional Accountant (WSPRFAC) -- Non-credit bearing

Content:
- Application of relevant knowledge and skills
- Exercising professional judgement, in the context of an overall ethical framework, when carrying out the role accountant’s role relating to
  - governance
  - internal control
  - compliance
  - management of risk within an organisation
### Workshop for ACCA paper: Corporate Reporting (76741)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To provide online tuition and support for the “professional” papers of the ACCA qualification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target group:</td>
<td>Students who wish to obtain the internationally recognised ACCA qualification.</td>
</tr>
<tr>
<td>Admission requirements:</td>
<td>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. It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.</td>
</tr>
<tr>
<td>Registration periods for 2014:</td>
<td>Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date. Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.</td>
</tr>
<tr>
<td>Course material or general administrative queries, please contact the centre: <a href="mailto:CASregister@unisa.ac.za">CASregister@unisa.ac.za</a> or 012 429 3918</td>
<td></td>
</tr>
<tr>
<td>Module:</td>
<td>ACCA paper: Corporate Reporting (WSCRPRT) -- Non-credit bearing</td>
</tr>
<tr>
<td>Content:</td>
<td>- Knowledge and skills to exercise professional judgement in the application and evaluation of financial reporting principles and practices in a range of business contexts and situations</td>
</tr>
</tbody>
</table>

### Workshop for ACCA paper: Advanced Financial Management (76742)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To provide online tuition and support for the “professional” papers of the ACCA qualification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target group:</td>
<td>Students who wish to obtain the internationally recognised ACCA qualification.</td>
</tr>
<tr>
<td>Admission requirements:</td>
<td>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. It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.</td>
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<tr>
<td>Registration periods for 2014:</td>
<td>Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date. Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.</td>
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<td></td>
</tr>
<tr>
<td>Module:</td>
<td>ACCA paper: Advanced Financial Management (WSADVFM) -- Non-credit bearing</td>
</tr>
<tr>
<td>Content:</td>
<td>- Application of relevant knowledge, skills and exercise of professional judgement, as expected of a senior financial executive or advisor, to take or recommend decisions relating to the financial management of an organisation</td>
</tr>
</tbody>
</table>
## Workshop for ACCA paper: Business Analysis (76743)

**PROFESSIONAL** (five papers in total) **Compulsory Papers**

| 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:**
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.

*It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.*

**Registration periods for 2014:**
- Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
- Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

**Course material or general administrative queries, please contact the centre:** CASregister@unisa.ac.za or 012 429 3918

**Module:**

**ACCA paper: Business Analysis (WSBUSAN) -- Non-credit bearing**

**Content:**
- Applying relevant knowledge and skills
- Exercising professional judgment to assess strategic position, determine strategic choice, and implement strategic action through beneficial business process and structural change coordinating knowledge systems and IT
- Effectively managing quality processes, projects and people within financial and other resource constraints.

## Workshop for ACCA paper: Advanced Performance Management (76744)

**PROFESSIONAL** (five papers in total) **Optional Paper (2 to be attempted)**

| 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:**
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.

*It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.*

**Registration periods for 2014:**
- Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
- Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

**Course material or general administrative queries, please contact the centre:** CASregister@unisa.ac.za or 012 429 3918

**Module:**

**ACCA paper: Advanced Performance Management (WSADPMN) -- Non-credit bearing**

**Content:**
- Relevant knowledge and skills to exercise professional judgement in selecting and applying strategic management accounting techniques in different business contexts, to contribute to the evaluation of the performance of an organisation and its strategic development.
Workshop for ACCA paper: Advanced Taxation (76745)

PROFESSIONAL (five papers in total) Optional Paper (2 to be attempted) 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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

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

Content:
- Applying relevant knowledge and skills and exercising professional judgement to provide relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations

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

PROFESSIONAL (five papers in total) Optional Paper (2 to be attempted) 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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

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

Content:
- Analysing, evaluating and concluding on the assurance engagement and other audit and assurance issues in the context of best practice and current developments
### Workshop for ACCA paper: Accountant in Business (76750)

**FUNDAMENTALS (nine papers in total)**  
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:**  
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

**Registration periods for 2014:**  
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.  
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

**Module:**  
**ACCA paper: Accountant in Business (WSACCBS) -- Non-credit bearing**

**Content:**  
- Introducing knowledge and understanding of the business and its environment  
- Influence on how organisations are structured  
- 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 for ACCA paper: Management Accounting (76751)

**FUNDAMENTALS (nine papers in total)**  
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:**  
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

**Registration periods for 2014:**  
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.  
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

**Module:**  
**ACCA paper: Management Accounting (WSMANAC)**

**Content:**  
- Developing 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 for ACCA paper: Financial Accounting (76752)

FUNDAMENTALS (nine papers in total)          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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

Module:
ACCA paper: Financial Accounting (WSFINAC) -- Non-credit bearing

Content:
- Developing 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 for ACCA paper: Corporate and Business Law (76753)

FUNDAMENTALS (nine papers in total)          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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
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Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

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

Content:
- Developing 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 for ACCA paper: Performance Management (76754)

FUNDAMENTALS (nine papers in total)  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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.
Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

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

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

Workshop for ACCA paper: Taxation (76755)

FUNDAMENTALS (nine papers in total)  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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
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Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

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

Content:
- Developing knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies
Workshop for ACCA paper: Financial Reporting (76756)

**FUNDAMENTALS** (nine papers in total)  
**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:**  
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

**Registration periods for 2014:**  
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.  
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.  
Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

**Module:**  
ACCA paper: Financial Reporting (WSFINRE) -- Non-credit bearing

**Content:**  
- Developing knowledge and skills for 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

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Workshop for ACCA paper: Audit and Assurance (76757)

**FUNDAMENTALS** (nine papers in total)  
**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:**  
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

**Registration periods for 2014:**  
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.  
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.  
Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

**Module:**  
ACCA paper: Audit and Assurance (WSAUASC) -- Non-credit bearing

**Content:**  
- Developing knowledge and skills for 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 for ACCA paper: Financial Management (76800)

FUNDAMENTALS (nine papers in total)  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:
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.

It is very important for students to note that the workshops provided by Unisa only offer tuition and support for the ACCA papers. It is the student’s own responsibility to ensure that they meet the registration requirements for the qualification. It is also the student’s responsibility to register for the exams with the ACCA.

Registration periods for 2014:
Registration for the June exams opens 26 November 2013 and closes two weeks prior to the ACCA examination date.
Registration for the December exams opens 3 June 2014 and closes two weeks prior to the ACCA examination date.

Course material or general administrative queries, please contact the centre: CASregister@unisa.ac.za or 012 429 3918

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

Content:
• Developing the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions
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 send written general queries to
The Head: Centre for Business Management
Solomon Mahlangu Building Floor: 05--09
Cnr Nana Sita and Lilian Ngoyi
(Cnr Skinner and Van der Walt Streets)
Pretoria

Or direct general enquiries to
Tel: 012 352 4288 / 4170 / 4317 / 4383
Fax: 012 429 4150
E-mail: bussen@unisa.ac.za

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

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.
Short Course in Basic Business Finance (71307)

Duration: 6 months  Credits: 12  NQF Level 5

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

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

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module:
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, aspiring brokers, 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module:
Basic Financial Skills (SBFS016) -- 12 credits

Content:
- Doing your own personal financial planning
- Drawing up your own budget
- Identifying debt problems and planning your debt situation
- Choosing the best micro-loan from the best micro-lender
- Budgeting to purchase a car
- Evaluating and planning the purchase of a residence
- Avoiding investment pitfalls and how to choose the right investments
- Protecting your income and assets
- Doing timeous retirement planning in order to retire financially independent
- Protecting your job and how to start or buy a business
- Making use of a bank, banking products and services
Short Course in Customer Relationship Marketing (71633)

Duration: 3 months  Credits: 12  NQF Level 6

Purpose:
To provide students with fundamental theoretical and practical knowledge in various concepts of customer relationship management necessary for interaction with internal and external stakeholders. Customer relationship marketing is a broadly recognised, widely implemented strategy for managing an organisation’s interactions with customers, clients and sales prospects.

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

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

Registration periods for 2014:
Second semester: 2 June to 11 July.

Module:
Relationship Management Principles (SCRM01D) -- 12 credits

Content:
- Nature and role of relationship marketing
- Building customer relationships
- Customer service
- Process of customer service
- Internal marketing

Short Course in Customer Service Management (71641)

Duration: 3 months  Credits: 12  NQF Level 6

Purpose:
To introduce students to the complexities of rendering service on a one-to-one basis, as well as managing this function in a service provision organisation. To 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:
National Senior Certificate or an equivalent NQF Level 4 qualification or relevant practical experience, or 25 years or older.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module:
Customer Service Management (SCCS01V) -- 12 credits

Content:
- Nature of customer service
- Planning of a customer service programme
- 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 Finance for Non-Financial Managers (72370)

Duration: 3 months  
Credits: 12  
NQF Level 6

**Purpose:**
To provide managers with a basic understanding of financial statements and financial planning techniques.

**Target group:**
Non-financial managers.

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January.  
Second semester: 2 June to 11 July.

**Module:**
Finance for Non-Financial Managers (IFNM01A) -- 12 credits

**Content:**
- The goal of financial management
- Explaining financial statements
- Analysing financial statements
- Financial planning
- Time value of money
- Management of cash flow

Short Course in Public Relations (71897)

Duration: 3 months  
Credits: 12  
NQF Level 6

**Purpose:**
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. 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.

**Target group:**
Public relations managers.

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

**Module:**
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: 3 months Credits: 12 NQF Level 5

Purpose:
To empower students with the necessary competencies, such as knowledge, skills and values, to equip them for entrepreneurial and management responsibilities in a small business; show them how to apply marketing concepts and principles relating to product, pricing, promotion and distribution strategies in the business; show them how to manage the operations of the business ethically, efficiently and effectively with respect to HR 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 their skills in preparation for business growth, potential entrepreneurs intending to start a business who need the skills to manage their small business effectively.

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module:
SMME Management (SMME01K) -- 12 credits

Content:
- The operations and purchasing function
- The HR 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)

Duration: 3 months Credits: 12 NQF Level 5

Purpose:
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.

The rise in unemployment and the number of retrenched employees and an increased entrepreneurial spirit among the youth have resulted in more and 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.

Target group:
People wishing to start a new business or buy an existing venture, people planning to expand an existing venture, people needing a management tool to grow and steer an existing venture and to keep it on course, people needing to obtain financing for a new venture or to expand an existing venture, people wishing to write up their venture in order to qualify for a large contract or a tender.

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module:
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
IISA Short Course in Elements of Short-Term Insurance (76635)

Duration: 6 months  
Credits: 12  
NQF Level 5

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

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

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

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

**Content:**
- The insurance market
- Legislative framework for insurance
- The law of contract
- The Financial Advisory and Intermediaries Services (FAIS) Act
- The Short-Term Insurance Act
- All risk insurance

Course in Basics of Project Management (7215X)

Duration: 6 months  
Credits: 24  
NQF Level 5

**Purpose:**
To expose students to the basic philosophy of project management as a unique, specialised discipline of management. The course will introduce certain selected project management concepts and 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-oriented 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 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 and appreciation of the dynamic nature and potential of this field will benefit from this course.

**Target group:**
Any employee in a business or institution or organisation (project-driven and non project-driven) who may be involved with or interested in “project-type” work; similarly all people who may be responsible for planning and executing projects be they small or medium size and ranging from low to medium complexity, aspirant project managers, junior project managers, assistant project managers, operations managers, project planners, project controllers, but also senior managers and CEOs who need to gain a basic understanding and appreciation of 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 for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.
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 learnt

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

Course in Basics of Total Quality Management (71811)

Duration: 6 months  
Credits: 24  
NQF Level 5

Purpose:
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.

Total quality management or TQM is a widely popular and recognised managerial philosophy primarily aimed at the improvement of everything 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 towards a major concern for the whole organisation. TQM is a holistic approach to quality.
Target group:
Any employee in a business or institution or organisation who may be involved with or who is interested in quality management (total quality who need to gain a basic understanding and appreciation of the dynamic nature, unique body of knowledge and potential advantages which may be gained by TQM.

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

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: Understanding 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

Course in Financial Management (71293)

Duration: 6 months  Credits: 24  NQF Level 6

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

Target group:
Enterpreneurs, managers and leaders.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification.
Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

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: 6 months  Credits: 12  NQF Level 6

Purpose:
To help students achieve financial excellence in the field of effective financial performance measurement and control. The course focuses on financial performance evaluation and control, financial planning, budget analysis and cost control, which are pivotal knowledge areas for any business today. An understanding of these key knowledge areas assists managers and staff not directly involved in the finance function, 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 education 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module:
Financial Performance Measurement and Control (CFPM01B) -- 12 credits

Content:
- Understanding financial statements
- Measuring financial performance
- Cost behaviour
- Developing the financial plan
- Exercising financial control

Course in Fundamentals of Banking and Risk Management (72176)

Duration: 6 months  Credits: 30  NQF Level 5

Purpose:
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. Banking and risk management form an integral part of a bank employee’s knowledge framework and a sound knowledge of these subjects is therefore imperative.

Target group:
Persons involved in a financial institution such as a bank.
Admission requirements:
National Senior Certificate or an equivalent NQF qualification.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module 1:
Fundamentals in Banking (CCBF015) -- 15 credits

Content:
- 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
- Customer needs and requirements within a banking environment

Module 2: Fundamentals in Risk Management (CCBF026) -- 15 credits

Content:
- Typical risks in a financial environment
- Legislation
- Regulatory requirements
- Operational risk in a banking environment
- The risk management process

Course in International Marketing (71250)

Duration: 6 months
Credits: 36
NQF Level 6

Purpose:
To provide students with knowledge of the context within which exporting takes place and to enable them to deal with the administrative, financial and logistical 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.

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 with an interest in international trade and marketing.

Target group:
All marketers, exporters and entrepreneurs with an interest in international trade, exporting and international marketing; could include individuals working for freight forwarders, transport companies (such as shipping and airlines) and anyone with 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 over the age of 25 years will also be considered.

Registration periods for 2014:
Second semester: 2 June to 11 July.

Module 1:
The International Marketing Environment and 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 are 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: 6 months  
Credits: 24  
NQF Level 6  

Purpose:  
To equip students with the introductory knowledge and skills to be able to function in a retail organisation by 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 in retailing.

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

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
**Course in Introduction to Sales and Marketing (76686)**

**Duration:** 6 months  
**Credits:** 24  
**NQF Level:** 5

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

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

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

**Module 1:**
Introduction to Marketing (PISM01V) -- 12 credits

**Content:**
- Providing competencies (knowledge, skills, norms and values) to interpret marketing fundamentals
- Applying and evaluating relevant new fundamentals in a marketing context

**Module 2:**
Sales Principles (PISM02W) -- 12 credits

**Content:**
- Providing competencies (knowledge, skills, norms and values) in order to sell successfully by identifying and analysing customers
- Communicating effectively
- Developing and presenting appropriate sales presentations

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**Course in Labour Relations Management (71072)**

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

**Purpose:**
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 contexts.

**Target group:**
HR managers, supervisors and practitioners, labour relations practitioners, trade union representatives.

**Admission requirements:**
A National Senior Certificate or equivalent qualification. Students without 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 proof of other prior learning.

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

**Module 1:**
Labour Relations Management: a Macro-perspective (CLRM01L) -- 12 credits

**Content:**
- Introduction to labour relations management
- Participants in labour relations in South Africa
Module 2:
Labour Relations Management: a Micro-perspective (CLRM02M) -- 12 credits

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

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

Duration: 6 months
Credits: 24
NQF Level 5

Purpose:
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. 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.

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

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

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: 6 months
Credits: 24
NQF Level 6

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

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

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

Module:  
Personal Financial Management (CPFM01M) -- 24 credits

Content:  
- 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  
- Income tax, estate and retirement planning pitfalls, antenuptial contracts and emigration

Course in Public Relations (71889)

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<tr>
<th>Duration: 6 months</th>
<th>Credits: 24</th>
<th>NQF Level 6</th>
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Purpose:  
To provide learners with the competence to apply, under supervision, elementary public relations, communication and media activities. The course aims to provide a working knowledge of the principles of public relations and the application areas relating to the use of public relations. 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.

Target group:  
Public relations managers.

Admission requirements:  
National Senior Certificate or an equivalent NQF Level 4 qualification, or relevant retail experience.

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

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
## Course in Customer Relationship Management (71110)

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

### Purpose:
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. Customer relationship management is a broadly recognised, widely implemented strategy for managing an organisation's interactions with customers, clients and sales prospects.

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

### Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification or applicable experience.

### Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

### 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:** 6 months  
**Credits:** 24  
**NQF Level:** 6

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

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

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

### Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

### 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

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## Course in Retail Marketing and Merchandising (71137)

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

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

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

**Admission requirements:**
Applicants without a National Senior certificate can apply based on written proof of at least two years working in retailing.

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

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## 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

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## 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

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## Course in Strategic Management (72028)

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

**Language:** English; however, students may do assignments and exams in Afrikaans

**Purpose:**
To provide training to individuals to form a sound theoretical basis from which to practise strategic management. Strategic management is in essence about surviving in the volatile contemporary business environment. Strategic management consists of two phases, namely strategic planning, and strategy implementation and control. The strategic management field has always been seen as the domain of top management. There is huge need in the market for strategic management training. As such, the course was developed for individuals who have not yet been introduced to this field and/or will be involved in strategic management in the near future.
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, especially including 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. 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: 3 years’ business-related experience. All students need regular access to the internet and must register as a myUnisa user.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module 1:
Strategic Planning (CSTR01L) -- 12 credits
Content:
- Strategic planning
- Vision statements
- Mission statements
- Macro-environmental assessments
- Industry analysis
- Assessment of the operating environment
- Company profile
- Long-term goals
- Choice and analysis of strategies

Module 2:
Strategy Implementation and Control (CSTR02M) -- 12 credits
Content:
- Strategy implementation and control
- Leadership
- Organisational culture
- Reward systems
- Organisational structure
- Resource allocation
- Short-term objectives, functional tactics and policies
- Strategic control
- Corporate governance

Course in the Introduction to Marketing Management (71625)
Duration: 6 months  Credits: 24  NQF Level 6
Purpose:
To provide a basic understanding of the marketing function to students in an open and distant education learning environment, commencing with the clarification of the marketing terminology. 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:
National Senior Certificate or an equivalent NQF Level 4 qualification or relevant experience.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

Module 1:
Identifying 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: 6 months  Credits: 24  NQF Level 6

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

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, and those wishing to follow a career in marketing, advertising and/or marketing research.

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. Students will be required to submit proof of this in the form of a detailed CV and references, or other prior learning.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

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
- Field work

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: 6 months  Credits: 24  NQF Level 6

Purpose:
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. Customer relationship management involves a broadly recognised, widely implemented strategy for managing an organisation’s interactions with customers, clients and sales prospects.

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

Admission requirements:
National Senior Certificate or relevant experience.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
### Module 1: Customer Relationship Management Principles for Contact Centre Management (CRM-P01A) -- 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: 6 months | Credits: 24 | NQF Level 6 |

**Purpose:**
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 course 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.

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

**Admission requirements:**
GCSE or equivalent in English language (NQF4) or an “access” certificate from a further or higher education institution or any NVQ qualifications at Level 3 or National Senior Certificate with a minimum of 50% in English Language or an Achievement Rating (AR) of 3 or better.

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

### 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 considerations 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 considerations
- The challenges of export promotion strategy, corroborative agreements and wholly owned subsidiaries
- The challenges of financial exposures and intervention mechanisms
## Course in Work Study (76737)

| Duration: 6 months | Credits: 24 | NQF Level 5 |

**Purpose:**
Primarily to introduce students to the concept of work study and its two techniques, namely method study and work measurement. To provide a solid foundation for individuals entering the field of work study. Students will benefit from the theoretical and practical knowledge that this course will provide. In order for an organisation to operate effectively, it requires proper working methods, and realistic and achievable measurement standards.

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

**Admission requirements:**
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. Students will be required to submit proof of this in the form of a CV, references or other prior learning. Additional requirements: Students must register for both modules of this course concurrently. Partial or “split-up” registrations will not be permitted at all.

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

### 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
- Systematic investigations: definition, objectives, advantages and procedures

### 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
- Executing a time study: selection of tasks, recording and defining the task
- Position of the work study officer, what is to be measured, timing techniques and planning the scope of the study
- Rating work performance, real versus standard performance
- How the rating factor is used and recording of ratings
- Calculation of the basic time and time study analysis
- Relaxation and contingency allowances
- Calculation of selected basic time, frequency, actual time and the standard time

## Course in Social Media Marketing (76710)

| Duration: 6 months | Credits: 36 | NQF Level 6 |

**Purpose:**
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. You will be able to apply the knowledge you gain from this three-module six-month course in your own business or even help other businesses with their social media efforts. This six-month course is aimed at, among other things, 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, and any individual who wishes to get to grips with social media marketing and improve his or her career and employment prospects.

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

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, and YouTube. 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.

Target group:
All existing and future marketing practitioners, as well as Web, e-commerce, e-marketing and social media specialists, anyone interested in using social media services as a marketing channel, and persons from both the SMME and big business environments, as well as entrepreneurs, academics, NGOs and government departments who wish to take advantage of the social media world.

Admission requirements:
Students with appropriate experience or 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

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
- Highlighting 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 work
- 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:** 6 months  
**Credits:** 36  
**NQF Level:** 5

**Purpose:**
To provide students, employed (or interested in being employed) in the inventory and storage functions of a business, with knowledge of and insight into (1) the management and the various functional areas in business organisations, more specifically, and (2) the inventory and storage area. 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:**
Anyone 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 for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

<table>
<thead>
<tr>
<th>Module 1: The Tasks of Management (CISIM01) -- 12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content:</strong></td>
</tr>
<tr>
<td>The business world and business management</td>
</tr>
<tr>
<td>The establishment of a business</td>
</tr>
<tr>
<td>The business environment</td>
</tr>
<tr>
<td>Introduction to general management</td>
</tr>
<tr>
<td>The basic elements of planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 2: The Functional Areas of Business Management (CISIM02) -- 12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content:</strong></td>
</tr>
<tr>
<td>The operations management function</td>
</tr>
<tr>
<td>The human resource function</td>
</tr>
<tr>
<td>The marketing function</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 3: Storage and Inventory Management (CISIM03) -- 12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content:</strong></td>
</tr>
<tr>
<td>Topic 1 -- Inventory management</td>
</tr>
<tr>
<td>Study unit 1: Matching supply with demand</td>
</tr>
<tr>
<td>Study unit 2: A focus on demand</td>
</tr>
<tr>
<td>Study unit 3: Some tools of inventory management</td>
</tr>
<tr>
<td>Topic 2 -- Storage management</td>
</tr>
<tr>
<td>Study unit 4: Storage management</td>
</tr>
<tr>
<td>Study unit 5: Storage facilities and equipment</td>
</tr>
<tr>
<td>Study unit 6: Innovative stores operations</td>
</tr>
<tr>
<td>Study unit 7: Codification and identification of stock within the storage facility</td>
</tr>
<tr>
<td>Study unit 8: Stocktaking</td>
</tr>
</tbody>
</table>

### Course in Human Resource Hiring Practices (76802)

**Duration:** 6 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.

<table>
<thead>
<tr>
<th>Course in Human Resource Hiring Practices (76802)</th>
</tr>
</thead>
</table>
| **Duration:** 6 months  
**Credits:** 24  
**NQF Level:** 6 |
**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 for 2014:**
January and May.

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**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: 6 months | Credits: 24 | NQF Level 6 |

**Purpose:**
To provide 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 HR development, as well as the principles, concepts and procedures for the management of training and development in business organisations.

**Target group:**
Anyone involved in the management of training and development or skills development at organisation level.

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

---

**Module 1:**
Practising 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 HR development
- The administration of training and development
- Management development
- Contemporary issues in HR development
IISA Introductory Programme in Advanced Insurance Practice (7649X)

Duration: 6 months (1 semester)  Credits: 60  NQF Level 6

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 for 2014:
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 the 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
- Health care 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
- Defenses 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 stakeholders in the retirement fund industry
- The Pension Funds Act and “PF Circulars”
- Other legislation applicable to retirement funds
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: 1 year  
Credits: 60  
NQF Level 5  

Purpose:  
Specifically developed by Unisa and the Insurance Institute of South Africa (IISA) to serve the educational needs of the retirement fund management industry in South Africa and to provide individuals in that sector of the insurance industry with a higher education qualification, to satisfy both educational and regulatory needs. To improve students’ employability, because they can then become retirement fund practitioners with a good introductory understanding of the legal framework within which retirement funds are conducted, as well as retirement fund administration benefit design, fund financing, and investment practices and instruments.  

This programme 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, as required in terms of the fit and proper requirements of the FAIS Act.  

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.  

Target group:  
Persons either employed by life insurance companies, insurance brokers, independent (privately administered) retirement funds, fund administrators or elsewhere in the retirement fund industry; persons 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 register.  

Admission requirements:  
National Senior Certificate.  

Registration periods for 2014:  
First semester: 29 November to 24 January 2014.  
Second semester: 2 June to 11 July.  

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
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

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

IISA Introductory Programme to Short-Term Insurance (7652X)

Duration: 6 months  
Credits: 60  
NQF Level 5

Purpose:
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. To improve the knowledge and competence of financial advisors and intermediaries, which is required in terms of the requirements of the FAIS Act.

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.

Target group:
Typically students who enrol for this programme will be employed by short-term insurance companies or 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.

Successfully completing the programme improves students’ employability, because they can then become short-term insurance practitioners who have a good introductory understanding of the legal framework within which short-term insurance business is conducted, as well as 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
## 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

## 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:** 1 year  
**Credits:** 60  
**NQF Level:** 5

**Purpose:**
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. To enhance the knowledge and competence of financial advisors and intermediaries, which is required in terms of requirements of the FAIS Act.

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.
Target group:
Typically, students will 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.

Successfully completing the programme improves students’ employability, because they can then become retirement fund practitioners with a good introductory understanding of the legal framework within which retirement funds are conducted, as well as 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.

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 matters 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: 6 months  
Credits: 60  
NQF Level 5

Purpose:
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. To enhance the knowledge and competence of financial advisors and intermediaries as required in terms of the requirements of the FAIS Act.

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.

Target group:
Typically, students will be employed by short-term insurance companies or 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.

Successfully completing the programme improves students’ employability, because they can then become short-term insurance practitioners with a good introductory understanding of the legal framework within which short-term insurance business is conducted, as well as 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

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:
- House owners 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

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**IISA Programme in Advanced Insurance Practice (76481)**

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 60</th>
<th>NQF Level 6</th>
</tr>
</thead>
</table>

**Purpose:**
To provide 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. These programmes represent an advanced qualification for insurance staff working across all sectors of the insurance industry, planning to ultimately gain a professional qualification.

This 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 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 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 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, students will academically qualify for election to Associateship of the Insurance Institute of South Africa and the accompanying professional designation, subject to the by-laws from time to time.

**Target group:**
Typically, students will either be employed by 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, and 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 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 for 2014:**
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
<table>
<thead>
<tr>
<th>Module 1:</th>
<th>Risk and Insurance (compulsory) (PAIP01G) -- 12 credits</th>
</tr>
</thead>
</table>
| Content: | • Broad concepts of insurance  
          • Risk/Insurance classes  
          • Specific insurance applications  
          • Risk financing, captives  
          • Alternative risk transfer |

<table>
<thead>
<tr>
<th>Module 2:</th>
<th>Principles of Short-Term Insurance (elective) (PAIP02H) -- 12 credits</th>
</tr>
</thead>
</table>
| Content: | • The personal insurance policy  
          • Commercial insurance  
          • Motor insurance  
          • SASRIA, COID and miscellaneous covers |

<table>
<thead>
<tr>
<th>Module 3:</th>
<th>Principles in Life Insurance (elective) (PAIP03J) -- 12 credits</th>
</tr>
</thead>
</table>
| Content: | • Introduction to underwriting  
          • Policy servicing  
          • An introduction to retirement funds  
          • Motor insurance  
          • The use of insurance in a business environment  
          • General overview and principles of claims  
          • Estate planning |

<table>
<thead>
<tr>
<th>Module 4:</th>
<th>Interruption Insurance (elective) (PAIP04K) -- 12 credits</th>
</tr>
</thead>
</table>
| Content: | • Determining the sum insured  
          • Special forms of insurance  
          • Rating: deductibles, interruption reports  
          • Engineering interruption insurance  
          • Claims |

<table>
<thead>
<tr>
<th>Module 5:</th>
<th>Liability Insurance (elective) (PAIP05L) -- 12 credits</th>
</tr>
</thead>
</table>
| Content: | • The public liability policy  
          • Public liability underwriting  
          • Claims handling |

<table>
<thead>
<tr>
<th>Module 6:</th>
<th>Motor Insurance (elective) (PAIP06M) -- 12 credits</th>
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</thead>
</table>
| Content: | • Motor fleets  
          • Motor underwriting and claims prevention  
          • Claims  
          • Motor statistics |

<table>
<thead>
<tr>
<th>Module 7:</th>
<th>Property Insurance Claims (elective) (PAIP07N) -- 12 credits</th>
</tr>
</thead>
</table>
| Content: | • Claims I -- Fire  
          • Claims II – Miscellaneous  
          • Engineering and construction insurance  
          • Contribution and apportionment  
          • Assets all risk  
          • Risk financing |

<table>
<thead>
<tr>
<th>Module 8:</th>
<th>Property Insurance Perils (elective) (PAIP08P) -- 12 credits</th>
</tr>
</thead>
</table>
| 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

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### Programme in Advanced Marketing Management (71129)

**Duration:** 1 year  
**Credits:** 48  
**NQF Level:** 7

**Purpose:**
To focus on the strategic aspects of marketing so as to be able to deal successfully with the challenges that face businesses in key areas. The future of most organisations depends on how they deal with their environment and the approach they follow in respect of their markets and competitors. A business needs to deal with these key factors proactively.

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

**Admission requirements:**
A university degree in marketing, 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 for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

### Module 1:
**Foundation for Market Strategy Selection (PAMM01P) -- 12 credits**

**Content:**
- The strategic approach to marketing management
- Industry analysis
- Customer analysis
- Environmental analysis
- Competitor 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: 1 year (2 semesters)  Credits: 48  NQF Level 6
Purpose:
To teach interpersonal communication skills to business people. One of the main problems in business and marketing is the inability of people to communicate effectively. Communication skills are essential 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:
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. Students will be required to submit proof of this in the form of a detailed CV and references, or of other prior learning.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January. Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

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: 1 year (student can register for a maximum of 3 modules per semester)  
Credits: 72  
NQF Level 5

Purpose:
To 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. Business continuity management is an integral part of operational risk management and is rapidly becoming a specialised management discipline in its own right.

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

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

Registration periods for 2014:
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:
Introduction to Enterprise-Wide Risk Management (PCOM01C) -- 12 credits

Content:
- Identifying 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:
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:  
- Identifying a risk incident  
- Evaluating the incident  
- Determining control measures  
- Monitoring 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: 1 year | Credits: 48 | NQF Level 5 |

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

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

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

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:  
Introduction to the Business World (PBFM01V) -- 12 credits  

Content:  
- Basic knowledge of the economic environment  
- Methods of price determination in a market economy  
- Basic understanding of a macroeconomic perspective on the South African economy  
- Knowledge of the three important sectors of the economy

Module 2:  
The Entrepreneur and his or her Business (PBFM02W) -- 12 credits  

Content:  
- How businesses are established  
- How entrepreneurs can enter the business world  
- What the job of the manager in a business entails

Module 3:  
Specialised Areas of Management (PBFM03X) -- 12 credits  

Content:  
- Public relations  
- Finance  
- Human resources  
- Operations  
- Purchasing
Module 4: Critical Factors Determining the Success of a Manager (PBFM04Y) -- 12 credits

Content:
- Multicultural business communication
- Oral and written communication
- Internal and external business communication

Programme in Business-to-Business Marketing (71706)

Duration: 1 year  Credits: 48  NQF Level 6

Purpose:
To focus on the marketing and selling of goods and services by one business to another (referred to as business-to-business [B2B] or industrial marketing). 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:
National Senior Certificate or an equivalent NQF Level 4 qualification and/or relevant experience and mature age.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

Module 1: Customer Analysis (PB2B01W) -- 12 credits

Content:
- Defining marketing
- The role of marketing in the business
- The environments within which marketing is performed

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
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**Programme in Entrepreneurship and Small Business Management (71773)**

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 48</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

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

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

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

**Registration periods for 2014:**
Year module(s): 29 November 2013 to 15 March 2014.

**Module 1:**
**Introduction to Entrepreneurship (PESB014) -- 12 credits**

**Content:**
- Introducing students to entrepreneurship and small business management

**Module 2:**
**Entering the Business World (PESB025) -- 12 credits**

**Content:**
- Introducing students to the marketing mix: Decisions on the product, price, distribution and promotion of a small business

**Module 3:**
**The Business Plan (PESB036) -- 12 credits**

**Content:**
- Equipping students to write a business plan

**Module 4:**
**Managing the Small Business (PESB048) -- 12 credits**

**Content:**
- Introducing students to the operations, purchasing, human resources and financial functions of the small business

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**Programme in Financial Management (71277)**

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 48</th>
<th>NQF Level 6</th>
</tr>
</thead>
</table>

**Purpose:**
To develop and train any person interested in acquiring knowledge of financial management. The study material is suitable for any manager. 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.

**Target group:**
Entrepreneurs, managers and leaders.

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

**Registration periods for 2014:**
Year module(s): 29 November 2013 to 15 March 2014.

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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: 1 year  
Credits: 96  
NQF Level 6

Purpose:
To equip students with the necessary knowledge, skills and abilities to perform various HR 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:
HR 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.
Module 1:
The Human Resource Function (compulsory) (PHRM01L) -- 24 credits

Content:
- Introduction to HR management in South Africa
- The macro-context of HR management in South Africa
- Equalising opportunities by means of affirmative action
- Strategic decisions regarding HRM
- Workforce planning
- Recruiting potential applicants
- Selecting, appointing and orienting 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
- Participants 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 HR 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:** 1 year  
**Credits:** 48  
**NQF Level:** 6

**Purpose:**
To equip 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. The importance of exporting and international trade to a country’s economy and to the growth of companies is well documented.

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

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

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**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:**
- Compiling a practical export project that draws on knowledge gained from the other modules
- Presenting this project for examination
Programme in Investment Analysis and Portfolio Management (71064)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 48 (compulsory) or 60 (with an optional module not required for certificate)</th>
<th>NQF Level 6</th>
</tr>
</thead>
</table>

**Purpose:**
To introduce individuals within the corporate, financial and non-financial institutions as well as in public institutions to the field of investment analysis and portfolio management. The programme covers 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 for 2014:**
Year module(s): 29 November 2013 to 15 March 2014.

**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:**
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 matters: 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: 1 year  Credits: 48  NQF Level 6

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

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

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

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: 1 year  Credits: 48  NQF Level 6

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

Admission requirements:
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. Students will be required to submit proof of this or of other prior learning, in the form of a detailed CV and references.

Registration periods for 2014:
Year module(s): 29 November 2013 to 15 March 2014.

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

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 Public Procurement and Supply Management (71226)

Duration: 1 year
Credits: 72
NQF Level 6

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

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

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

Registration periods for 2014:
Year module(s): 29 November 2013 to 15 March 2014.
<table>
<thead>
<tr>
<th>Module 1: Public Financial Management: A Procurement and Supply Chain Perspective (PPPS01C) -- 12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• The state environment of public financial management: the three branches of government</td>
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<tr>
<td>• Public financial management</td>
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<tr>
<td>• Public procurement</td>
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<tr>
<td>• Basic national legislation governing the supply chain including procurement</td>
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<tr>
<td>• Basic supply chain ethics in the public sector</td>
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<table>
<thead>
<tr>
<th>Module 2: Public Procurement and Supply Chain Management (PPPS02D) -- 12 credits</th>
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</thead>
<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• The public supply chain</td>
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<td>• Demand management</td>
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<tr>
<td>• Tenders</td>
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<tr>
<td>• Tender legislation in South Africa</td>
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<tr>
<td>• Preferential procurement tenders</td>
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<tr>
<td>• Procurement tenders</td>
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<tr>
<td>• Inviting tenders</td>
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<td>• Competing for tenders practical</td>
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<thead>
<tr>
<th>Module 3: Purchasing and Supply Management (PPPS03E) -- 12 credits</th>
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</thead>
<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• The purchasing function in perspective</td>
</tr>
<tr>
<td>• The task of purchasing and supply management</td>
</tr>
<tr>
<td>• Purchasing and new management approaches</td>
</tr>
<tr>
<td>• Strategic sourcing</td>
</tr>
<tr>
<td>• Selection and performance evaluation of suppliers: the right supplier</td>
</tr>
<tr>
<td>• Supplier policies and strategies</td>
</tr>
<tr>
<td>• Ethical issues, corporate governance and social responsibilities in purchasing and supply management</td>
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<tr>
<td>• The management of quality in purchasing and supply</td>
</tr>
<tr>
<td>• Purchasing price determination and cost analysis</td>
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<tr>
<td>• Area of application in purchasing and supply</td>
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<tr>
<td>• Risk management in purchasing and supply</td>
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<table>
<thead>
<tr>
<th>Module 4: Purchasing and Supply Tools (PPPS04F) -- 12 credits</th>
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</thead>
<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• Instrument of purchasing and supply management</td>
</tr>
<tr>
<td>• Negotiation</td>
</tr>
<tr>
<td>• Research in purchasing and supply management</td>
</tr>
<tr>
<td>• Electronic information systems in purchasing and supply management</td>
</tr>
<tr>
<td>• Application fields of purchasing and supply management</td>
</tr>
<tr>
<td>• International and global purchasing and supply management</td>
</tr>
<tr>
<td>• Purchasing of capital equipment</td>
</tr>
<tr>
<td>• Purchasing from small businesses</td>
</tr>
<tr>
<td>• Purchasing of services</td>
</tr>
<tr>
<td>• Materials flow activities</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 5: Legal Aspects of Purchasing (PPPS05G) -- 12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• General principles of law and contract</td>
</tr>
<tr>
<td>• Breach of contract</td>
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<tr>
<td>• Contracts of sale</td>
</tr>
<tr>
<td>• Interpretation of contracts</td>
</tr>
<tr>
<td>• Agency representation</td>
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<tr>
<td>• Legal framework for purchasing in South Africa</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 6: Storage and Inventory Management (PPPS06H) -- 12 credits</th>
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</thead>
<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• Storage and inventory management</td>
</tr>
<tr>
<td>• Inventory management and activities</td>
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<tr>
<td>• Inventory management</td>
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<tr>
<td>• Codification and identification of stock</td>
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<tr>
<td>• Stocktaking</td>
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<tr>
<td>• Inventory or stock valuation</td>
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<tr>
<td>• Stores management and activities</td>
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<tr>
<td>• Stores management</td>
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<tr>
<td>• Receiving and inspection</td>
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<tr>
<td>• Storage</td>
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<tr>
<td>• Materials handling</td>
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<tr>
<td>• Information systems for inventories and stores</td>
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</tbody>
</table>
## Programme in Purchasing and Supply Management (71234)

### Duration: 1 year  
### Credits: 72  
### NQF Level 6

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

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

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

**Registration periods for 2014:**
Year module(s): 29 November 2013 to 15 March 2014.

### Module 1:
**Enterprise Management (PPSM015) -- 24 credits**

**Content:**
- Introduction to business management
- General management principles
- Marketing management
- Financial management
- Operations management
- HR 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
- Agency representation
- Breach of contract
- Contract of sale
- Interpretation of contracts
- Legal framework for purchasing in South Africa

### Module 5:
**Storage and Inventory Management (PPSM05A) -- 12 credits**

**Content:**
- Storage and inventory management
- Stores management and activities
- Inventory management
- Stores management
- Inventory management
- Receiving and inspection
- Codification and identification of stock
- Storage
- Stocktaking
- Materials handling
- Inventory or stock valuation
- Information systems for inventories and stores
Programme in Retail Management (71749)

Duration: 1 year  
Credits: 48  
NQF Level 6

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

**Target group:**
Retail managers.

**Admission requirements:**
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. Students will be required to submit proof of this, or of other prior learning, in the form of a detailed CV and references.

**Registration periods for 2014:**
Year module(s): 29 November 2013 to 15 March 2014.

**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
- HR 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, to be completed by students
Programme in Risk Management (75949)

Duration: 1 year  
Credits: 108  
NQF Level 6

Purpose:
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. Risk management has emerged as one of the major management disciplines in a business environment.

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

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:  
Introduction to Enterprise Risk Management (PRIM014) -- 12 credits

Content:
- Identifying 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:
- Gathering 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
- Interdependence among 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 credits (two sub-modules of 12 credits each)

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 credits (two sub-modules of 12 credits each)

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: 1 year  
Credits: 48  
NQF Level 6

Purpose:
To introduce 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, management of safety in industry and the analysis of safety incidents.

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

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.
### 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:
**Assessing 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 the OHS Act, MHS Act, SANS and others
- Assessment of safety risk levels

### Module 3:
**Managing 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

### Module 4:
**Analysing safety incidents (PSMP049) -- 12 credits**

**Content:**
- Incident analysis: definition and philosophy
- Phases of and processes in incident analysis
- Root causes

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**Programme in Sales and Marketing (76694)**

<table>
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<tr>
<th>Duration: 1 year</th>
<th>Credits: 48</th>
<th>NQF Level 6</th>
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**Purpose:**
To equip students with the knowledge and skills to be able to function effectively in a sales department. The qualification provides a solid foundation in the basic principles of marketing, including the development of marketing thought, the marketing environment, consumer behaviour and market segmentation. The marketing component concludes with an in-depth discussion of the marketing mix. The main focus of the qualification is sales and successful students will have an extensive understanding of the selling process and be equipped to manage a small sales team.

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

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

**Registration periods for 2014:**

### Module 1:
**Introduction to Marketing (PISM01V) -- 12 credits**

**Content:**
- Interpreting marketing fundamentals
- Applying and evaluating the relevance of new fundamentals in a marketing context
Module 2:
Sales Principles (PISM02W) -- 12 credits
Content:
- Identifying and analysing customers
- Communicating effectively
- Developing and presenting appropriate sales presentations

Module 3:
Sales Management (PISM03X) -- 12 credits
Content:
- Successfully managing a team of sales professionals

Module 4:
Practical Sales Project (PISM04Y) -- 12 credits
Content:
- Successfully implementing a sales plan

Programme in Total Quality Management (71838)

Duration: 1 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, 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 and appreciation of the dynamic nature, unique body of knowledge and potential advantages which may be gained by TQM and SHEQ (safety, health, environment, quality).

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:
An Overview of TQM and the Creation and Maintenance of a Quality Culture (BEING REVISED) (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 (BEING REVISED) (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 (BEING REVISED) (PTQM03L) -- 12 credits

Content:
The module consists out 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 (BEING REVISED) (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: 1 year  Credits: 96  NQF Level 7

Purpose:
To equip managers, corporate secretaries and decision makers with 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 features, from a strategic perspective. Students will understand the intricacies of corporate finance and its importance to the organisation, as well as an understanding of the effect of legislation on the management function of the organisation and how to respond to these changes. Without risk, the organisation will not be able to survive or remain competitive, and this programme will help students comprehend risk and its impact on the organisation and the management of risk.

Target group:
Persons such as company secretaries involved in strategic management and corporate governance who need to provide guidance to directors on related issues.

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

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 I (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:
- Matters 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 7:
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 8:
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 Economics and Public Finance (70130)

Duration: 1 year  Credits: 48  NQF Level 6

Purpose:
To create an understanding of what economics is, the nature of the South African economy, the economics of a number of development issues and the economics of public finance. A basic knowledge of these economic principles provides students with a better understanding of the economic environment in which they operate daily. The programme is aimed at all public sector employees (i.e. employees of government departments, parastatals, provincial and local governments), non-governmental organisations (NGOs) and private sector employees who want to obtain a better understanding of economic issues.

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

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

Registration periods for 2014:
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:
Introduction to Economics and Price Theory (PEPF014) -- 12 credits

Content:
- What economics is all about
- The economic problem
- The interdependence between households and firms
- Demand, supply and prices
- Demand and supply in action
- Elasticity
- The theory of consumer choice
- The theory of production and cost
- Perfect competition
- Imperfect competition
- The labour market

Module 2:
Macroeconomic Theory and Policy (PEPF025) -- 12 credits

Content:
- Macroeconomics and measurement
- The South African economy
- The monetary sector
- The public sector
- The foreign sector
- Income determination in a simple Keynesian
- Macroeconomic model
- Keynesian models including the government and foreign
- Sectors
- More on macroeconomic theory and policy
- Inflation
- Unemployment and the Philips curve
- Economic growth and development

Module 3:
Economic Development Issues (PEPF036) -- 12 credits

Content:
- Economics, institutions and development
- Comparative analysis of development
- Poverty, inequality and development
- Human capital: education and health
- The roles of market, state and civil society
- Trade theory and development experience
- The trade policy debate and economic integration
- Foreign finance, investment and aid

Module 4:
Public Finance (PEPF048) -- 12 credits

Content:
- The role of government in the economy
- Public goods, externalities and imperfect competition
- Poverty and inequality
- Public choice theory
- Government expenditure growth
- Introduction to taxation and tax equity
Programme in Marketing and Marketing Research (70068)

**Duration:** 1 year  
**Credits:** 48  
**NQF Level:** 6

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

**Registration periods for 2014:**
Year module(s): 29 November 2013 to 15 March 2014.

**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

**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
- Field work

**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: 1 year | Credits: 72 | NQF Level 6 |

**Purpose:**
To teach 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. 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.

**Target group:**
Anyone involved in sport, be it at management level or administrative level, or active sport participants in any of the sporting disciplines of South Africa

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

**Registration periods for 2014:**
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

#### 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
- HR 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)  

<table>
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<tr>
<th>Duration: 1 year</th>
<th>Credits: 96</th>
<th>NQF Level 7</th>
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Purpose:  
To equip students with the in-depth knowledge and competencies necessary to apply the principles of the operations of the financial system in the domestic economy. The programme is intended for students who already have a basic knowledge of banking and finance to acquire more in-depth knowledge, skills, attitudes and values required to operate responsibly in the banking and financial services sector in various management fields. The programme comprises eight modules of which the first four are compulsory and the remaining four must be selected from the list of elective modules.

Target group:  
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.

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.

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  
- Pursuing the risk management goals and objectives of a business  
- Evaluating and recommending the credit risk management decision  
- Assessing and validating 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) -- 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

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**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 money
- Cost-volume-profit analysis

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**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 fluctuating, 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

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**Module 6:**
**Estate Planning (elective) (PABM06D) -- 12 credits**

**Content:**
- Estate planning in line with current estate duty regulations
- The current legal environment impacting on estate planning
- The current economic environment impacting on estate planning
- The client’s current personal environment impacting on estate planning
- The concept of flexibility, minimisation of estate duty, income tax, other taxes in line with accepted estate duty practice
- The concept of the provision of liquidity, provision of capital, provision of retirement capital and income, capital appreciation and income generation, protection against insolvency and inflation, facilitation of the administration of the estate, protection of business interests
- The use of marriage in community of property in the relevant legislation, universal partnership in accordance with accepted estate tax practice, the antenuptial contract, the Matrimonial Property Act, donations, companies in accordance with accepted estate tax practice, close corporations, co-shareholders and partnership agreements, trusts, suspensive sales and options, limited interest, the will, life assurance, forms of investments, prescription, accruals
- The process of fact finding, estate duty payable, liquidity of the estate, shortfall in the estate, growth in the estate, freezing the value of the estate, concept of providing for testamentary wishes, use of investments in the estate, timetabling in line with accepted estate duty methods and the use of precedents as described in the Estate Duty Act
Module 7:
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
- Providing advice to clients on the creation of trusts
- Analysing and interpreting 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
- Ascertaining and analysing the client’s requirements for the trust to be created, including questions assessing the need for a trust
- Ensuring the client’s understanding of the implications of establishing the trust
- Drafting the trust deed
- Attending to the execution of the Deed of Trust and the registration of the trust
- Explaining the different types of trusts and the roles of the trust officer/administrator
- Applying knowledge of legislation to the management of a trust
- Projecting the financial support a trust can provide over a certain term
- Applying knowledge of different types of property ownership in order to recommend an appropriate financial solution

Module 8:
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 subsector, 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 subsector, 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 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 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 for the sake of ongoing development

• 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, trust ledger to control accounts of each credit grantor and the sub-accounts for each clients’ 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

• 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 on a monthly basis to each client, bank reconciliations at regular intervals on the trust account, 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 9:
Human Capital Management (elective) (PABM09G) – 12 credits

Content:
• The Skills Development Act and its applicability to the organisation.
• Employment Equity Act is explained in terms of its applicability to the organisation.
• Labour Relations Act and its applicability to the organisation.
• Other specific Acts pertaining to the SMME and their applicability to the organisation.
• Formal appraisals at organisational and client level.
• Client feedback and perceptions of delivery
• Project progress to determine achievement of individual and team objectives and deliverables.
• Individual career management planning at both organisational and client project level.
• Quality assurance activities for individual and team outputs and progress.
• Structured feedback to individuals relating to appraisal and monitoring results.
• Training and development needs from appraisal results and ongoing monitoring of team and individual projects.
• Management and monitoring of client’s employees, seconded to consulting projects.
• Mentoring and guidance to individuals and teams in line with identified needs.
• Behavioral traits of individuals within teams when determining and planning development interventions.
• Motivation of individuals and teams utilising accepted motivational techniques.
• Knowledge of individual competencies and behavioral traits
• Teams experience, individual competence and behavioral traits to meet client requirements.
• Monitoring and management of relationships on an ongoing basis.

Module 10:
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
Module 11:
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 immoveable 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 immoveable 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
- 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, and price negotiation
- Market pertaining to vacant land, value of vacant land, valuation of different types of properties under consideration, valuation of type of properties under consideration, and 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, and 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
- Assessing and evaluating the property finance in the financial services sector
- Assessing and evaluating the different property valuation techniques
- Property investment as well as the management of property transactions in the financial services sector
Programme in Business Management (76759)

Duration: 1 year  
Credits: 72  
NQF Level 6

Purpose:
To expose managers to the various areas of management, including general management, accounting and finance, HR management, marketing and technology management. Business management is about managing the business as an integrated system and in South Africa there is a great need for sound management education and training. Managers need to be skilled in dealing with resources, people, systems and technology.

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

Admission requirements:
National 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 for 2014:
Year module(s): 29 November 2013 to 15 March 2014.

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 and 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

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 HR management
- Workforce diversity and regulatory challenges
- Job analysis
- Job design
- Employee recruitment
- Employee selection
- Employee induction
- Internal staffing
- Performance appraisal and performance
- 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
- IT in business hardware
- Information systems in business software
- IT 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: 1 year  
Credits: 48  
NQF Level 6

Purpose:
To equip students to create e-marketing campaigns leveraging the benefits of the various e-marketing channels in order to promote their respective businesses online. Students will learn about Web-based, search engines, e-mail and mobile marketing, including search engine optimisation.

E-marketing provides large and small businesses, 24/7, media-rich, direct-marketing access to a huge market of well over a billion users, enabling affordable, personalised marketing. This programme is aimed at marketing practitioners, managers in all other fields, entrepreneurs, small businesses and individuals wishing to improve their career prospects. It is a generic e-marketing programme developed to meet the needs of South African as well as international students from around the world.

Target group:
All existing and future marketing practitioners, as well as internet and e-commerce specialists; any person interested in using the internet and electronic realms as a marketing channel; persons from both the SMME and big business environments, as well as entrepreneurs wishing to take advantage of the virtual world.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification or relevant experience and/or of mature age.  
Additional admission requirements: All students must have e-mail and access to the internet/Web, because this is primarily an online course which requires internet access and at least three, or more, hours online each week per module.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:  
Introduction to E-Marketing (PEMK018) -- 12 credits

Content:
- Introducing the principles of marketing  
- Introducing the online business environment, including e-commerce, e-business, e-government, e-tailing and the new economy  
- Highlighting how marketing is practised within the online business environment, and the marketplace versus the market-space  
- Introducing the various e-marketing tools such as Web-based marketing, e-mail marketing, mobile marketing, interactive marketing and related terminology  
- Managing your e-marketing channel

Module 2:  
Web and Search Engine Marketing (PEMK029) -- 12 credits

Content:
- Role of the Web and websites as marketing channels  
- Role of banner advertising on the Web  
- Search engine marketing, search engine optimisation and ad-words  
- Marketing channels such as network marketing including viral marketing, virtual communities, portals, affiliate marketing and e-marketplaces  
- How to measure the effectiveness of one’s Web-based marketing campaign

Module 3:  
E-mail and Mobile Marketing (PEMK03A) -- 12 credits

Content:
- Nature and role of e-mail marketing  
- How to go about preparing an e-mail marketing campaign, including creating the core message, writing the text and providing supporting images and graphics  
- How to measure the effectiveness of an e-mail marketing campaign  
- Role and nature of mobile marketing  
- How to use mobile marketing to promote one’s business or product
Module 4:
Practical E-Marketing Project (PEMK04B) -- 12 credits

Content:
- Applying the knowledge learnt in the other modules by way of a project in which an e-marketing campaign is presented

Programme in Advanced Strategic Management (76769)

Duration: 1 year  
Credits: 48  
NQF Level 7

Purpose:
To equip students with advanced knowledge, skills and attitudes in strategic management, with a specific focus on corporate level strategies in 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), and managers with at least five 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. 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, or other prior learning, in the form of a detailed CV and references. Additional requirements: This programme will be offered online and therefore access to a computer with internet and e-mail is a prerequisite. Students need to register as myUnisa users once their registration has been activated.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

Module 1:
Strategic Intelligence and Analysis (PASM01J) -- 12 credits

Content:
- Competitive and business intelligence systems
- Scenario analysis and planning
- Strategic knowledge systems
- Sense making and sense giving

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: 6 months  
Credits: 48  
NQF Level 6

Purpose:
To equip students with knowledge of, skills in 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’s Short Course in Knowledge Management, students who have completed the CBM’s SAIM Programme in Business Management, and managers with at least five years’ management experience and exposure to knowledge management.

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

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 and 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: 1 year (12 months) (Correspondence)  
Credits: 96  
NQF Level 6  

Purpose:  
To promote and enable students to apply an understanding of 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. Changes in the banking environment have made it necessary for banking staff to equip themselves with basic banking skills. 

Target group:  
Anyone in 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 (72176). 

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014. 

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
**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
- Identifying general tax planning opportunities based on general tax principles and providing tax strategy advice
- Analysing and providing advice in respect of employee benefits, retirement benefits and estate planning
- Interpretation of different case scenarios for different profiles of clients
- Implementing 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 HR 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
- Participants 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

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
- Helping clients identify the effects of poor credit management on their personal situation
- Interpretation of basic financial data through research and practical examples
- The difference between income and expenditure
- Income and expenditure accounted for correctly
- Simple financial ratios
- Explaining 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
- National Credit Act
- The Company Credit Risk Policy

Programme in Customer Service (76712)

Duration: 12 months Credits: 72 NQF Level 6

Purpose:
To develop 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. This programme teaches students the skills to successfully manage the customer service function in an organisation.

Target group:
Anyone working for private, institutional, governmental and parastatal organisations.

Admission requirements:
National Senior Certificate or 3 years' relevant practical experience.

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

NB. 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 written an exam on the basic module.
<table>
<thead>
<tr>
<th>Module 1: Basics of Customer Service Management (PRCS01U) -- 12 credits</th>
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<tbody>
<tr>
<td>Content:</td>
</tr>
<tr>
<td>• General principles of customer service</td>
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<td>• Managing customer service</td>
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<td>• Customer contact scenarios</td>
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<td>• Service excellence</td>
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<tr>
<th>Module 2: Marketing Management (PRCS02V) -- 12 credits</th>
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<tr>
<td>Content:</td>
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<tr>
<td>• Basic principles of marketing</td>
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<td>• Analysing the marketing environment in which a business operates</td>
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<td>• Analysing customer behaviour</td>
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<td>• Gathering and managing marketing information</td>
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<td>• Targeting customers</td>
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<td>• Developing a marketing strategy and developing activity programmes</td>
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<tr>
<th>Module 3: Sales Management (PRCS03W) -- 12 credits</th>
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<tr>
<td>Content:</td>
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<tr>
<td>• Basic principles of personal selling</td>
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<td>• The personal selling process</td>
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<td>• Communication skills</td>
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<td>• Closing the sale and follow up</td>
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<td>• Managing salespeople within a sales team</td>
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<td>• Designing and implementing compensation and reward schemes</td>
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<th>Module 4: Advanced Customer Service Management (PRCS04X) -- 12 credits</th>
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<tr>
<td>Content:</td>
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<tr>
<td>• Perspectives of customer service</td>
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<td>• The service managing and marketing process</td>
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<td>• Analysing customer behaviour</td>
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<td>• Market segmentation, targeting and service positioning</td>
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<td>• The service marketing mix</td>
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<th>Module 5: Public Relations (PRCS05Y) -- 12 credits</th>
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<td>Content:</td>
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<tr>
<td>• Integrated marketing communications</td>
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<td>• The role of public relations in the organisation</td>
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<td>• Public relations, marketing and the media</td>
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<td>• Social responsibility and the image of a company</td>
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<td>• Campaign planning and management</td>
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<td>• Public relations activities</td>
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<th>Module 6: Relationship Management (PRCS063) -- 12 credits</th>
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<tr>
<td>Content:</td>
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<tr>
<td>• The nature of relationship management</td>
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<td>• Building customer relationships</td>
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<tr>
<td>• Employee relations and internal marketing</td>
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<td>• Customer relations</td>
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<tr>
<td>• One-to-one marketing and mass customisation</td>
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<tr>
<td>• Business-to-business relationships</td>
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<td>• Building relationships with other stakeholders</td>
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<tr>
<td>• Technology for customer relationship management</td>
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<tr>
<td>• Planning the relationship management strategy</td>
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<tr>
<td>• Implementing a relationship strategy and plan</td>
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</table>
Programme in Credit Management (76812)

Duration: 1 year  
Credits: 48  
NQF Level 6

Purpose:
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; anyone working in the business sector and financial institutions.

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

Registration periods for 2014:
December 2013 to January and June to July.

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
Advanced Programme in Sourcing and Supply Chain Management (71218)

Duration: 1 year          Credits: 90          NQF Level 7

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

Target group:
People working in supply chains of organisations.

Admission requirements:
A university degree, or completion of 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 for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester: 2 June to 11 July.
Year module(s): 29 November 2013 to 15 March 2014.

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
Module 4:  
Global Sourcing Management (Focusing on International Purchasing) (AASM04J) -- 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:  
- Completion by student of a research study in a strategic sourcing or a broader supply chain management context (including a literature study and empirical study [case study] of the student’s organisation)

Advanced Programme in Risk Management (76789)  
Duration: 1 year  
Credits: 96  
NQF Level 8

Purpose:  
To provide students with an advanced understanding, knowledge and competencies necessary to apply the principles of the operations of the financial system in the domestic economy. To empower learners to acquire the knowledge, skills, attitudes and values required to operate responsibly in the banking and financial services sector within the field of risk management (credit risk management, market risk management, operational risk management and strategic risk management). This programme is primarily for students who completed the programme in risk management and would like to further develop their risk management knowledge and skills. The programme is also intended to re-launch the previous advanced programme in risk management, which is no longer offered.

Target group:  
Anyone working in banking and related financial services, as well as risk managers in other organisations outside financial services.

Admission requirements:  
A National Senior Certificate and completion of Programme in Risk Management (75949) or an appropriate three-year qualification.

Registration periods for 2014:  
First semester: 29 November 2013 to 24 January 2014.  
Second semester: 2 June to 11 July.  
Year module(s): 29 November 2013 to 15 March 2014.

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

### 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 and 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:**
- Structuring and applying writing skills
- Research methodology
- Market risk management
- credit risk management
- Operational risk management
- Strategic business risk management
Advanced Programme in Human Resource Management (76748)

Duration: 1 year             Credits: 96             NQF Level 8

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

Target group:
Middle-level and top-level HR managers.

Admission requirements:
At least a bachelor's degree in HR management or an advanced diploma in HR management at NQF Level 7. The ideal student should also have worked in a HR department in a middle or senior management position for five years. Prospective students who do not have a formal qualification in HR management at NQF Level 7 should provide Unisa with a full academic record giving the following information on their previous qualification(s):

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

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

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

Registration periods for 2014:
First semester: 29 November 2013 to 24 January 2014.
Second semester 2 June to 11 July
Year module(s) 29 November 2013 to 15 March 2014

Module 1:
Strategic and International Human Resource Management (AAHR01L) -- 24 credits

Content:
Strategic human resource management (SHRM) --
- 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 organisations
- 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

Centre for Industrial and Organisational Psychology

Enquiries for the Short Learning Programmes offered through the Centre for Industrial and Organisational Psychology should be directed to

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Short Course in Business Psychology and Human Behaviour (70475)

Duration: 6 months  Credits: 12  NQF Level 5

Purpose:
To provide students with the basic knowledge, skills and competence to effectively understand and manage their own behaviour and their relationships at work with the aim of enhancing their 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: June to July.
Module: 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: 6 months Credits: 12 NQF Level 5

Purpose:
To enhance knowledge and understanding of the field of compensation for occupational injuries and diseases. This will include an understanding of various acts relating 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 specifically working with occupational injury and disease compensation and also employees/union shop stewards working in organisations.

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

Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: June to July.

Module: 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: 6 months Credits: 12 NQF Level 12

Purpose:
To enable students to develop the competencies to enhance their or others’ personal psychological wellness in the work context. They will understand the factors/influences that inhibit personal psychological wellness, as well as those theories and constructs that can be utilised to enhance it. Knowledge gained will help students compile a personal development plan to enhance their psychological wellness. By enhancing their own psychological wellness, students will add value to 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, HR managers and practitioners, employee assistance programme practitioners and employees interested in personal psychological wellness in the work context.

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

Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: June to July.
Module: 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: 6 months, Credits: 12, NQF Level 7

Purpose:
To equip students to competently apply the appreciative inquiry process as a constructive approach to organisational change and transformation efforts. This course will be useful to students specifically working in the field of organisational development, as well as students in the field of HR development and HR management.

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

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

Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: June to July.

Module: Organisational Development: The Appreciative Inquiry 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 on 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

Course in Workforce Diversity (70491)

Duration: 6 months, Credits: 24, NQF Level 5

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

Target group:
Specifically those practising in fields relevant to general people management, as well as in diversity and change management.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification.
Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: June to July.

Module:
**Workforce Diversity (WKDV01K) -- 24 credits**

**Content:**
- Diversity dynamics
- Diversity audit
- Strategic diversity management

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

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<tr>
<th>Duration</th>
<th>Credits</th>
<th>NQF Level</th>
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<tbody>
<tr>
<td>6 months</td>
<td>12</td>
<td>5</td>
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**Purpose:**
To provide knowledge, specific skills, applied competence and the necessary attitudes in the field of occupational health and safety as preparation for lifelong learning, to equip people for employment or self-employment, as contributors to society and the business community.

**Target group:**
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:**
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: June to July.

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

**Content:**
- A basic interpretation of the 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 Regulations
- 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)**

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<tr>
<th>Duration</th>
<th>Credits</th>
<th>NQF Level</th>
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<tr>
<td>1 year</td>
<td>48</td>
<td>5</td>
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**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 will often need to be made. Organisations will be required to be responsive to the changing needs and demands of the market and to anticipate changes in the marketplace. The programme is practically oriented. This qualification may create work opportunities or add to 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: Customer service managers, business development practitioners, HR managers involved in organisational transformation and organisational change specialists.

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


Module 1: Client Care and a Service Philosophy (PCSE013) -- 24 credits

Content:
- Introduction to client care and service
- Characteristics of client service
- Developing a customer service strategy
- Developing a code of customer service values
- 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: Responsiveness (PCSE024) -- 24 credits

Content:
- Relating customer focus to the mission statement
- Overview of core concepts 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

Programme in Industrial and Organisational Psychology (70750)

Duration: 1 year Credits: 48 NQF Level 5

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

Target group: Students interested in pursuing a career and further studies in Industrial and Organisational Psychology and/or HR practitioners.

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

Registration periods for 2014: January 2014

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

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### Programme in Skills Development Facilitation (72206)

**Duration:** 1 year  
**Credits:** 48  
**NQF Level:** 5

**Purpose:**
To empower skills development facilitators, HR practitioners and ETD practitioners with in-depth knowledge and skills in the theory and practice of skills development facilitation. The programme satisfies 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 (South African Board for People Practices). Students who successfully complete the programme may register as a skills development facilitator with the SABPP.

**Target group:**
Skills development facilitators/HR practitioners, ETD practitioners, managers, supervisors

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

**Registration periods for 2014:**
January 2014

### 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 players in skills development
- Conducting a skills audit
- Drafting the workplace skills plan
- SETA requirements for a 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: 1 year  Credits: 60  NQF Level 7

Purpose:
To train organisational development (OD) consultants, HR 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, HR managers, training managers, change agents, personnel consultants.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification and pass in Industrial and Organisational Psychology (second-year level) or completion of bridging course in Business Psychology and Human Behaviour.

Registration periods for 2014:
January 2014

Module 1:
Dynamics of Behaviour (APOD01J) -- 12 credits

Content:
- Orientation to organisational development (OD)
- Group dynamics
- Individual behaviour of the OD consultant
- Personal development planning

Module 2:
Interpersonal and Facilitation Skills (APOD01J) -- 12 credits

Content:
- Introduction to facilitation
- The facilitation process
- Interpersonal skills
- Problem solving and decision making

Module 3:
The Process of Organisational Development (APOD03L) -- 24 credits

Content:
- Introduction to the OD process
- Entry, contracting, diagnosis and models
- Feedback
- Intervention
- The future of OD
Module 4: Strategic Planning and Team Building as Organisational Development Interventions (APOD03L) -- 12 credits

Content:
- Definitions and important concepts in strategic planning (SP)
- An overview of change management
- An SP framework
- The structural aspects of strategy implementation
- Assessing the required culture, cultural analysis and planning
- Implementation of plan, re-evaluation, re-planning and evaluation

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

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

**Duration:** 3 months  
**Credits:** 12  
**NQF Level:** 5

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

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

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

**Registration periods for 2014:**  
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 –  
First semester: December 2013 to January 2014.  
Second semester: June to July.

**Module:**  
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 communication 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:** 3 months  
**Credits:** 12  
**NQF Level:** 5

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

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

**Registration periods for 2014:**  
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 –  
First semester: December 2013 to January 2014.  
Second semester: June to July.

**Module:**  
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 57 of 2002
- Disaster Management Framework

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

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**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:**
National Senior Certificate or an equivalent NQF Level 4 qualification.

**Registration periods for 2014:**
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 –
First semester: December 2013 to January 2014.
Second semester: June to July.

**Module:**
**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
- Participants in community development
- Application of project management by means of computer software

### Course for Ward Clerks (Contact) (76031)

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 36</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**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:**
National Senior Certificate or an equivalent NQF Level 4 qualification

**Registration periods for 2014:**
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 –
First semester: December 2013 to January 2014.
Second semester: 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
- Introduction to industrial relations
- 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: 3 months | Credits: 36 | NQF Level 5 |

**Purpose:**
Training of delegates in principles of councillor orientation.

**Target group:**
Local government councillors.

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

**Registration periods for 2014:**
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 –
First semester: December 2013 to January 2014.
Second semester: 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)

<table>
<thead>
<tr>
<th>Duration: 6 months</th>
<th>Credits: 60</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

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

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

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

**Registration periods for 2014:**
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 –
First semester: December 2013 to January 2014.
Second semester: 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: 6 months | Credits: 72 | NQF Level 5 |

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

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

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

Registration periods for 2014:
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 –
First semester: December 2013 to January 2014.
Second semester: June to July.

Module 1:
Management Orientation (PMMD01T) -- 12 credits
Content:
- The local management environment
- Changing nature of local government environment
- Public versus 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 players
- Policy making
- Hierarchy of policy making
- Control over local government by the central government

Module 2:
Strategic Management in Local Government (PMMD02U) -- 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 (PMMD03V) -- 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 (PMMD04W) -- 12 credits

Content:
- Introduction to performance management
- Setting the stage for appraisal
- Performance appraisal
- Performance feedback
- Performance development
- Performance management process and model and its applications
- Applying the correct principles to ensure an effective performance management system
- Defining and managing training and development successfully
- Following procedures for performance appraisal thoroughly
- Utilising appraisal methods and instruments effectively

Module 5:
Project Management for Sustainable Development (PMMD05X) -- 12 credits

Content:
- Development management and the reconstruction and development programme
- Principles of project management
- Project management functions
- Participants in development

Module 6:
Leadership (PMMD06Y) -- 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: 12 months (1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
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 –
First semester: December 2013 to January 2014.
Second semester: June to July.
### Module 1:
The Project Management Framework (PGPM016) -- 8 credits

**Content:**

**The context of 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:**

**Strategic perspective on managing by projects (importance of a strategic response in a changing public sector environment):**
- 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: transforming institutional service delivery through projects:**
- Conceptualisation of change management
- The scale of change on public institutions
- The principles of change
- Types of change
- Stability and change

- 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
- Setting personal goals and objectives
- Eliminating time wasters
- Optimising waiting and traveling time
- Eliminating inappropriate work
- Common challenges in time management
- Delegating and monitoring tasks of team members

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
- Communication for effective conflict resolution
- Communication for project team building
- Communication with a diverse team
- Communication for results
- Communication for effective task delegation

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 (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
Building your plan, tracking and managing your project --
# Programme in Basic, Intermediate and Advanced Project Management (ODL) (72524)

**Duration:** 1 year  
**Credits:** 96  
**NQF Level:** 5

## Purpose:
Training in all aspects of project management.

## Target group:
Any individual wishing to study project management.

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

## Registration periods for 2014:
First semester: December 2013 to January 2014.  
Second semester: June to July.

### Module 1:
The Project Management Framework (DAPM01M) -- 8 credits

**Content:**

*The context of 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 of line 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 for public management

- Ways in which management reacts towards the environment

*Strategic management: the process* --
- Strategic management defined
- Strategic planning: envisioning an institution’s future

*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 to transform institutional service delivery through projects* --
- Conceptualisation of change management
- The scale of change in public institutions
- The principles of change
- Types of change
- Stability and change

- 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 definition

Project planning --
- Planning issues
- Planning and projects
- Planning processes
- Work breakdown structure (WBS)
- Network diagrams
- Bar charts
- Milestones
- Avoiding drift
- Having a closing event

Project execution and control --
- Implementing the project
- Controlling the project
- Project closing --
- Project review

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
- Eliminating time wasters
- Setting personal goals and objectives
- Eliminating inappropriate work
- Optimising waiting and travelling time
- Delegating and monitoring tasks of team members
- Common challenges in time management
Module 6:
Project Cost Management (DAPM08U) -- 8 credits

Content:
Resource management --
- Introduction to resource management

Cost estimating --
- Developing estimates
- Methods of cost estimating

Cost budgeting --
- Functions of a budget
- Public sector budgets
- Project budgets

Cost control --
- Earned value analysis

Cost estimating outcomes
Cost estimate considerations
Preparing the budget
Cost baseline
Outputs from cost control

Module 7:
Project Quality Management (DAPM11P) -- 8 credits

Content:
Quality planning --
- Project planning management

Quality assurance --
- Quality assurance

Quality control --
- Quality control system
- Tools and techniques for quality control

Quality planning
Quality improvement
Outputs from quality control

Module 8:
Project Human Resource Management (DAPM07T) -- 8 credits

Content:
Organisational planning --
- Nature of planning
- Organisational planning

Staff acquisition --
- Project post analysis
- Staff acquisition

Team development --
- Distinguishing team building from team development
- Theoretical stages of team development
- Team development

People dynamics in project management --
- Role of the project manager
- Role of the project team members
- Important people dynamics in project management

Tools and techniques for organisational planning
Inputs to staff acquisition
Barriers to project team development
Team effectiveness
Team effectiveness review (TER)
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

Presentation: the art of “selling” the project --
- Benefits of project presentation
- Selling the project
- Preparing for an effective presentation

Project meeting management --
- Setting the agenda
- Conducting the meeting

Project documentation and reporting --
- Project management documentation
- Documentation types
- Project reporting
- Report writing skills

Communication for effective conflict resolution
Communication for project team building
Communication with a diverse team
Communication for results
Communication for effective task delegation

Starting the presentation
Delivering the presentation
Completion
Dealing with specific meeting issues

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

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, tracking and managing your project
Programme in Disaster Management (Contact) (76260)

Duration: 1 year  
Credits: 96  
NQF Level 5

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

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

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

**Registration periods for 2014:**
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 –
First semester: December 2013 to January 2014.  
Second semester: 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 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 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
### Module 1: 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
- 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 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 (IDPs)**
- 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 re-development 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:
• Audit
• Exercising
• Maintenance
• Key performance areas
• Objectives
• Key performance indicators of disaster management

Module 8:
Management (PRDM08M) -- 12 credits

Content:
• Projects
• Initiation
• Planning
• Implementation
• Control
• Closing
• Programme management
Programme in Disaster Management (ODL) (72532)

Duration: 1 year   Credits: 96   NQF Level 5

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

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

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

Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: 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 57 of 2002
- Disaster Management Framework

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
- Generic responsibilities of key players

Disaster management responsibilities --
- Governmental roles and responsibilities
- Role and responsibilities of the disaster manager

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
Module 3:
Risk Assessment and Monitoring (DPDM03L) -- 12 credits

Content:
Risk assessment --
• Assessing risk and vulnerability
• Disasters and the environment

Risk profile --
• National disaster risk profile
• Needs and requirements of a risk profile

Risk monitoring --
• Risk and vulnerability assessment and monitoring system

Dissemination of information and quality control --
• Dissemination of information before a disaster
• Dissemination of information during a disaster

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

Defining and prioritising projects --
• Core risk reduction principles of disaster prevention and mitigation
• Determination of priority risks

Scoping and development of risk reduction plans --
• Risk assessment and research
• Key principles for risk reduction projects or programmes

Integration of risk reduction initiatives into integrated development plans (IDPs) --
• Basic information on integrated development plans

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 re-development 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:
- Auditing
- Exercising
- Maintenance
- Key performance areas
- Objectives
- Key performance indicators of disaster management

Module 8:
Management (DPDM08S) -- 12 credits

Content:
- Projects
- Initiation
- Planning
- Implementation
- Control
- Closing
- Programme management
**Programme in Labour Inspection and Enforcement (Contact) (76066)**

| Duration: 6 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:**
Labour inspectors and client-service officers of the Department of Labour.

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

**Registration periods for 2014:**
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 –
First semester: December 2013 to January 2014.
Second semester: 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 an 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 African labour laws
- Basic Conditions of Employment in 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 under the jurisdiction of the Department of Labour

Programme in Local Government Management (Contact) (76090)

Duration: 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
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 —
First semester: December 2013 to January 2014.
Second semester: 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 and 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
- Stakeholders 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 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: 1 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 not yet introduced to the principles of local government management.
Admission requirements:
National Senior Certificate an equivalent NQF Level 4 qualification.
Registration periods for 2014:
First semester: December 2013 to January 2014.
Second semester: 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
### 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 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

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

| Duration: 6 months | Credits: 60 | NQF Level 5 |

**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 not yet introduced to the fundamental principles of management.
Admission requirements:
National Senior Certificate or Matric or Grade 12 or an NQF Level 4 qualification.

Registration periods for 2014:
Registration dates will be dependent on receipt of a formal written acceptance of Unisa's quotation.

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**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

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**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

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**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

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**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
- 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
Programme in Public Administration and Management (ODL) (76777)

Duration: 12 months  
Credits: 72  
NQF Level 5

**Purpose:**
Training of individuals on matters relating to Public Administration and Management. The programme focuses on an introduction to public administration and management, public HR management, public information and communication principles, public project management and public financial management, as well as public policy.

**Target group:**
Everyone in the local, provincial and central government spheres, and in NGOs, CBOs and communities, including all interested individuals.

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

**Registration periods for 2014:**
First semester: December 2013 to January 2014.  
Second semester: June to July.

<table>
<thead>
<tr>
<th>Module 1: Introduction to Public Administration and Management (PAMA01G) -- 12 credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Content:</strong></td>
</tr>
<tr>
<td>• Introduction to public administration and management</td>
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<tr>
<td>• Various types of public services</td>
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<tr>
<td>• Stakeholders/clients of public services</td>
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<tr>
<td>• Planning in public management</td>
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<tr>
<td>• Why does government provide public services?</td>
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<td>• Players in public management</td>
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<td>• Management of public service provision</td>
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<tr>
<th>Module 2: Public Information and Communication Management (PAMA02H) -- 12 credits</th>
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<tr>
<td><strong>Content:</strong></td>
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<tr>
<td>• Introduction to public information management</td>
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<tr>
<td>• Government communication</td>
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<tr>
<td>• Obtaining, storing, retrieving and dissemination of public information</td>
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<td>• E-governance</td>
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<td>• The Government and Communication and Information System (GSIS)</td>
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<tr>
<th>Module 3: Public Project Management (PAMA03J) -- 12 credits</th>
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<tr>
<td><strong>Content:</strong></td>
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<tr>
<td>• Public project management theory and principles</td>
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<td>• Public project management cycle</td>
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<td>• Public policy problem identification</td>
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<td>• Public project team set-up</td>
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<td>• Public project definition and scope</td>
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<td>• Public project planning</td>
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<td>• Public project implementation</td>
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<td>• Public project control and evaluation</td>
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<tr>
<th>Module 4: Public Human Resource Management (PAMA04K) -- 12 credits</th>
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<tbody>
<tr>
<td><strong>Content:</strong></td>
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<tr>
<td>• Public HR management concepts</td>
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<tr>
<td>• The enabling functions of public human resources</td>
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<tr>
<td>• The various functional activities relating to public personnel work</td>
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<tr>
<td>• The statutory and regulatory framework for HR</td>
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<tr>
<td>• Management in the public sector environment</td>
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<tr>
<td>• Performance management as it is applied in the public sector</td>
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<tr>
<td>• Creating a cohesive team through diversity management in governments</td>
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<tr>
<th>Module 5: Public Policy Making (PAMA05L) -- 12 credits</th>
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<tr>
<td><strong>Content:</strong></td>
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<tr>
<td>• What is public policy?</td>
</tr>
<tr>
<td>• The relationship between public policy making, planning and decision making</td>
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<tr>
<td>• The public policy environment</td>
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<td>• The public policy process</td>
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</tbody>
</table>
Module 6:  
Public Financial Management (PAMA06M) -- 12 credits  

Content:  
- Introduction to public financial management  
- Stakeholders 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: 6 months | Credits: 60 | NQF Level 5 |

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

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

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

Registration periods for 2014:  
First semester: December 2013 to January 2014.  
Second semester: 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

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**Graduate SBL**

Enquiries for the Short Learning Programmes offered through the Graduate SBL should be directed to

**Ms Martha Sefora**
SBL Building, cnr First & Smuts Avenue, Midrand

**Tel:** 011 652 0234  
**E-mail:** seforamm@sbleds.ac.za

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**Advanced Project Management Programme (75280)**  
**Duration:** 1 year  
**Credits:** 72  
**NQF Level:** 7

**Purpose:**  
To equip students with appropriate managerial, professional and individual competencies to be effective results-oriented project managers and professionals.

**Target group:**  
Middle-level managers in large organisations and persons who have a leadership role in smaller organisations.

**Admission requirements:**  
National 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 visit the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can be used.

**Registration periods for 2014:**  
January intake: January to December  
June intake: June to June.

**Module 1:**  
**Project Planning and Control (APMCONT) -- 12 credits**

**Content:**
- Work breakdown structure
- Project planning
- Project scheduling
- Project budgeting
- Control projects
Module 2: Project Budgeting and Finance (APMFIND) -- 12 credits

Content:
- Feasibility of projects
- The costs of projects
- Cost estimations for projects
- Project cost control
- Financial aspects of tenders and quotes

Module 3: Labour Law and Contracts (APMLLC8) -- 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 (APMMANV) -- 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 (APMMAR3) -- 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 (APMMHRJ) -- 12 credits

Content:
- Strategic HR 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 negotiation and implementation

Executive Development Programme (75191)

Duration: 1 year  Credits: 96  NQF Level 8

Purpose:
To develop executives to manage and lead organisations in strategic decision making at corporate level in a global context.

Target group:
Managers at senior and top level who have at least ten years' management experience.

Admission requirements:
National 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 for 2014:
January intake: January to December
June intake: June to June.
Module 1:
The Global Business and Financial Environment (EDPGBE9) -- 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 (EDPLNS3) -- 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 (EDPSFMY) -- 12 credits
Content:
- International finance strategies
- Strategic financial decisions
- Wealth creation
- Investment strategies
- Merger and acquisition
- Financial engineering

Module 4:
Strategic Management (EDPSTMX) -- 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 (EDPCTMC) -- 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 (EDPPJMX) -- 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 (EDPSDGN) -- 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

### Fundamental Management Programme (01392)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 72</th>
<th>NQF Level 6</th>
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</thead>
</table>

**Purpose:**
To equip entry-level managers with theoretical knowledge and hands-on skills that enable them to handle fundamental management issues and to be team leaders in rapidly changing organisations.

**Target group:**
First-level managers, supervisors, foremen, superintendents, small business managers.

**Admission requirements:**
National Senior Certificate and at least three years’ work experience. Admission is granted on the understanding that students will be able to attend syndicate group meetings and the compulsory study schools at the SBL in Midrand. Apply well in advance to ensure admission; for application form visit the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can be used.

**Registration periods for 2014:**
January intake: January to December
June intake: June to June.

### 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

### 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
- Handling grievances in the workplace
- Handling labour conflict and industrial action

### Module 4:
#### Leadership and Interpersonal Skills (FMPLISG) -- 12 credits

**Content:**
- Developing self-awareness and assertiveness
- Solving problems creatively
- Developing leadership competency
- Communicating supportively
- Gaining power and influence
- Motivating others
Module 5:
Activity Planning and Control (FMPAPCA) -- 12 credits

Content:
- Introduction to activity planning and control
- Design of operating systems
- Operating 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

Management Development Programme (75213)

Duration: 1 year  Credits: 72  NQF Level 7

Purpose:
To equip middle managers with the means to become effective managers pursuing the goals of excellence within their own organisations. The programme is designed to facilitate an understanding of and ability to integrate and apply the key competencies required for each of the functional areas of business.

Management Development Programme students will be 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:
National 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 the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can also be used.

Registration periods for 2014:
January intake: January to December
June intake: June to June.

Module 1:
Strategy Implementation (MDP111M January / MDP121P June) -- 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
- Integrating management systems

Module 2:
Operations and Supply Chain Management (MDP112N: January / MDP122Q: June) -- 12 credits

Content:
- The value chain concept
- Delivery processes for products and services
- Total quality management and business re-engineering
Module 3:  
Marketing and Information Management (MDP113P: January / MDP123R: June) -- 12 credits

Content:
- Marketing and the marketing management process
- Analysing marketing opportunities
- Development of marketing strategies and marketing mixes
- Global marketing
- Social responsibility and marketing ethics

Module 4:  
Mobilising People (MDP114Q January / MDP124S June) -- 12 credits

Content:
- Managing the human resources of organisations in the South African context
- Establishing employment relations and equity
- Labour relations dynamics

Module 5:  
Financial and Management Accounting (MDP115R: January / MDP125T June) -- 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 (MDP116S: January / MDP126U: June) -- 12 credits

Content:
- The method and scope of economics
- Formulation of a demand and supply curve
- Construction of a macroeconomic model
- Developing an articulated view about the forces of economic growth, employment, information and external stability

Practical Project Management Programme (75256)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 72</th>
<th>NQF Level 6</th>
</tr>
</thead>
</table>

Purpose:
To provide practical experience and knowledge in project management in order to ensure that theoretical infrastructure complements practice. 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.

Target group:
Anyone interested in or already involved with projects wishing to further develop their skills in project management.

Admission requirements:
National 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 the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can also be used.

Registration periods for 2014:
January intake: January to December
June intake: June to June.

Module 1:  
Project Planning (PPMPPE3) -- 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 (PPMMPEQ) -- 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 (PPMCMEH) -- 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 (PPMPEA) -- 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 (PPMSCMQ) -- 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 (PPMCLCB) -- 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
- Employers' responsibilities 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

Public Sector Governance (75396)

Duration: 3 months  
Credits: 12  
NQF Level 7

Purpose:
To provide students with theoretical and practical competencies to evaluate and implement good governance in the public sector, using the expertise of the Unisa Graduate School of Business Leadership (SBL).
Since publication of the King III Report on Corporate Governance, the urgent need for governance in all sectors of the business environment has been highlighted. The course advocates an integrated approach to good governance by including principles of good social, ethical and environmental practice.

**Target group:**
Senior executives and directors.

**Admission requirements:**
National Senior Certificate, a bachelor’s degree and five years’ relevant work experience, as well as ability to learn independently. Apply well in advance to ensure admission, for application form you may visit the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can also be used.

**Registration periods for 2014:**
The exact dates will depend to the Unisa registration semester dates.

---

**Module:**
Public Sector Governance (PSG101J) -- 12 credits

**Content:**
- Duties and responsibilities of boards, directors and committees
- Public sector governance and strategy
- Risk, information and reporting

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**Programme in Strategic Human Resource Management (76740)**

**Duration:** 6 months  
**Credits:** 72  
**NQF Level:** 6

**Purpose:**
To equip students with the skills and abilities to link HR decisions to business strategy and performance, by creating alignment between human resources and business strategies, designing work systems that allow employees to contribute to organisational performance, establishing appropriate staffing and compensation system to attract, retain ethical and learning how to use quantitative tools to cost human resources.

**Target group:**
Middle to senior employees in HR management positions in organisations. Participants must have at least three to five years of experience in middle to senior level HR management positions and a National Senior certificate.

**Admission requirements:**
National Senior Certificate or NQF Level 5 equivalent and three years’ experience in a middle to senior level HR management position.

**Registration periods for 2014:**
The exact dates will depend to the Unisa registration semester dates.

---

**Module 1:**
Strategic Management – Principles and Practice (PSHR01M) -- 12 credits

**Content:**
- Concept of strategy and strategic management
- Components of an organisation’s environment
- Competitive strategies
- Effective implementation of strategies
- Integrated approach to strategic management

---

**Module 2:**
Human Resource Leadership (PSHR02N) -- 12 credits

**Content:**
- The South African and African Organisation
- Developing HR agendas
- Competitive value
- Ethics of HR management
Module 3:
Financial and Accounting Perspectives on HR Management (PSHR03P) -- 12 credits

Content:
- HR accounting
- Management control and management accounting
- Cost classification and cost behaviour
- Operations and HR management
- Variable costing and HR decisions
- Performance evaluation

Module 4:
Compensation as a Value-Creating Function (PSHR04Q) -- 12 credits

Content:
- Objectives, design and elements of compensation system
- Principles of value-chain compensation
- Newman-Krzystofiak view of compensation as a value-added function
- Benefits strategies

Module 5:
Strategic Resourcing and Learning Organisations (PSHR05R) -- 12 credits

Content:
- Strategic HRM: building research-based practice
- Strategic resourcing
- Learning and development in organisations

Module 6:
Dispute Resolution for HR Managers (PSHR06S) -- 12 credits

Content:
- Conflict management and dispute resolution
- Mediation, conciliation and arbitration
- Negotiation, facilitation and chairing
- Planning and preparing for mediation and arbitration

Broad-Based Black Economic Empowerment Management Development Programme (76770)

Duration: 1 semester (6 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, and 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 Level 6.

Registration periods for 2014:
The exact dates will depend on the Unisa registration semester dates.

Module 1:
B-BBEE Legislative and Strategic Framework (BBBEEON) -- 12 credits

Content:
- Theory of transformation
- Role of organisational change in South Africa
- 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 III 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 Socioeconomic 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
• South African Government Public Finance Management Act 2000 and how it fits into the requirements of the Broad-Based Black Economic Empowerment Act 2003
Centre for Decision Sciences

Enquiries for the Short Learning Programmes offered through the Centre for Decision Sciences should be directed to

Centre for Decision Sciences
Tel: 012 433 4703
Fax: 012 429 4898
E-mail: nums@unisa.ac.za
http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=22092

Programme in Numerical Skills for Business (70114)

Duration: This programme will be presented only if there is sufficient demand and only if the Centre has the capacity to do so.

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. Every business transaction requires the application of basic numerical skills. To equip students to cope with numbers: numeracy is an advantage in any work situation and often a requirement for career opportunities. 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 to enrol for a tertiary qualification.

Note that all four modules have to be successfully completed in order to complete the programme.

Target group:
Anyone in need of basic numerical skills. 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:
National 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 for 2014:
If the programme is offered in 2014, registration information will be available on the programme website. Use the internet search terms “Unisa Numerical Skills for Business” to find the website easily.

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:
- PERT
- Minimal spanning
- Shortest route
- Maximal flow
- Transportation
- Decision analysis

Centre for Transport Economics, Logistics and Tourism

Enquiries for the Short Learning Programmes offered through the Centre for Transport Economics, Logistics and Tourism should be directed to

Postal address:
The Head: Centre for Transport Economics, Logistics and Tourism
Floor: 03-06
Hazelwood Campus
Club One
Cnr Dely and Albert Road
Hazelwood

Registrations and general enquiries:
Tel: 012 433 4696 / 4697
Fax: 012 429 4678 / 086 640 9838
E-mail: teltinfo@unisa.ac.za

Programme in International Freight Management and Administration for Importers and Exporters (01929)

Duration: 1 year
Credits: 48
NQF Level 5

Purpose:
To satisfy the growing need for training in import and export practices and procedures. The necessity for such a certificate programme has increased due to the changing international economic climate and increasing access to overseas markets -- especially markets in America, Europe and Africa where major possibilities exist for local entrepreneurs.
**Target group:**
Middle management in the import and export industries as well as freight transport operators.

**Admission requirements:**
National Senior Certificate or an equivalent NQF Level 4 qualification. Applicants who do not qualify, but who have suitable experience, may apply to the Head of Department for consideration.

**Registration periods for 2014:**
First semester: 1 December 2013 to 31 January.
Second semester: 1 May to 30 June.

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**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
- How business reacts to trade policy and the interplay between industries, government and the WTO

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**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

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**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 Community 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.
## College of Education

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Enquiries for the Short Learning Programmes offered through the Centre for Continuous Professional Teacher and Community Education and Training should be directed to

Mr F A Mlambo  
Centre for Continuous Professional Teacher and Community Education and Training Office 7-015, AJH van der Walt Building, Unisa  
Tel: 012 429 4817/4789/4627/4511  
Fax: 012 429 4800  
Fax: 086 651 4756  
Fax: 086 525 7705  
E-mail: mlambfa@unisa.ac.za  
E-mail: ctdregistration@unisa.ac.za  
E-mail: ctcetregistration@unisa.ac.za

### Short Course in Parent Involvement (7022X)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
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**Purpose:**
Training of principals, teachers and governing body members to develop partnerships between schools and parents.

**Target group:**
Educators, principals, members of governing bodies or interested parents.

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

**Registration periods for 2014:**
1 December 2013 to 28 February.

**Module:**
Parent Involvement (CPAR01G) -- 12 credits

**Content:**
Six types of parent involvement according to Epstein’s comprehensive model:
- Parenting: assisting parents with their parenting tasks
- Communication: written and verbal
- Volunteering: the recruiting and training of parent volunteers
- Learning at home: the formal and informal support of learning at home
- Decision making: including parents in decision making at school and grade level
- Community involvement
Short Course in Academic Skills Development for Teachers in Practice (70238)

Duration: 1 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 improve their teaching of academic skills to 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, and trainers in industry who have to present training programmes according to recently passed labour legislation.

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

Registration periods for 2014:
1 December 2013 to 28 February.

Module:
Academic Skills Development (SSTD01G) -- 12 credits

Content:
Theme 1: Academic Skills Development
Theme 2: Practical Application of Academic Skills
Theme 3: Examination Preparation

Short Course for Planning and Conducting Assessment of Learning Outcomes (71005)

Duration: 1 year  Credits: 12  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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module:
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
Short Course in Mentoring, Guidance and Support of Teachers and Trainers (71013)

Duration: 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module:
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 learnt 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: 1 year  Credits: 10  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 country-wide 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 28 February.
Module:
Designing Integrated Assessment for Learning Programmes (CDIA01Q) -- 10 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: 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.
Registration periods for 2014:
1 December 2013 to 28 February.

Module:
Sport Management (SCSM01H) -- 12 credits
Content:
The contents of this course includes 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 receives attention.

Short Course in School History Enrichment (76597)
Duration: 6 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:
Either a practising teacher or with at least some teaching experience at senior secondary school level.
Registration periods for 2014:
2 January to 31 March.

Module:
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: 3 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:
National Senior Certificate.

Registration periods for 2014:
January, May, July, October.

Module:
A Narrative Approach to Journeying with Depression (SNAJ01L) -- 12 credit

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: 3 months  Credits: 12  NQF Level 6

Purpose:
At the end of this program 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:
National Senior Certificate.

Registration periods for 2014:
Semester dates.

Module:
Faith and Value Based Approach to HIV Prevention (SFVB01B) -- 12 credits

Content:
Knowledge, attitudes and perceptions about HIV and AIDS (1 day) --
- Understanding and providing information about HIV/AIDS and its impact
- Analysing and critiquing definitions, attitudes, perceptions and myths regarding HIV/AIDS
- Describing, analysing and tackling stigma
- Presenting and assessing a Christian theological perspective on the disease
Combatting HIV and AIDS through ethical and spiritual conduct (2 days) --
- Developing a value-based and ethical response to the pandemic from a Christian point of view
- Comparing definitions of Christian ethics in a variety of historical and other contexts
- Describing and using basic approaches to ethical decision making
- Describing and engaging in forming personal morals

Taking action: Ethical community mobilisation to combat HIV and AIDS (2 days) --
- Analysing the basic needs and dynamics of a community and identify matters that need transformation (assignment)
- Designing a process to tackle issues of transformation in a community
- Applying Christian insights on transformation
- Implementing a process to tackle issues of transformation in a community (assignment)
- Organising and facilitating programmes in response to the epidemic (assignment)
- Facilitating an event or programme in which a Christian response to HIV and AIDS is considered
- Evaluating the impact of programmes

**Short Course in Spiritual Care & Counselling for People Living with AIDS (76794)**

| Duration: 3 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 or 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:**
Volunteer counsellors who support patients, family and staff, and HospiVision staff, as well as professional people such as pastors, social workers, psychologists, medical staff and teachers.

**Admission requirements:**
National Senior Certificate.

**Registration periods for 2014:**
Semester dates.

**Module:**
**Spiritual Care and Counselling for People Living with AIDS (SPLA01J) -- 12 credits**

**Content:**
Towards understanding people living with HIV and AIDS --
- The emotional, relational and spiritual impact of HIV and AIDS
- A conversation with “Mr AIDS”
- The nature and impact of loss resulting from HIV and 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 and AIDS and their families --
- Biblical understanding of human behaviour
- Meeting 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: 3 months  Credits: 12  NQF Level 5

**Purpose:**
At the end of this program 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 health care 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:**
National Senior Certificate.

**Registration periods for 2014:**
Semester dates.

**Module:**
Spiritual Care and Counselling for the Sick (SSCC01Y) -- 12 credits

**Content:**
Pastoral work in health care --
- The goal of pastoral care for the sick
- Illness: towards better understanding
- The crisis and conflict of illness
- Understanding the health care 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
- Meeting emotional and spiritual needs
- Special needs in the case of cancer, heart disease, chronic illness, HIV/AIDS

Short Course in Memory Work and Life Maps in Counselling for Loss, Death and Bereavement (76796)

Duration: 3 months  Credits: 10  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:**
National Senior Certificate.

**Registration periods for 2014:**
Semester dates.
Module:
Memory Work and Life Maps in Counselling for Loss, Death and Bereavement (SMWL01N) -- 10 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 --
- Understanding 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: 3 months  Credits: 8  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:
National Senior Certificate.

Registration periods for 2014:
Semester dates.

Module:
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
Short Course in Implementing a Spiritual Care and Counselling Programme in Health Care (76798)

Duration: 3 months  Credits: 6  NQF Level 5

**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:**
National Senior Certificate.

**Registration periods for 2014:**
Semester dates

**Module:**
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
- Analyze and prioritize 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 role
- 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.

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Short Course in Narrative Practices for Spiritual Care and Counselling for the Sick (76793)

Duration: 3 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 health care 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:**
National Senior Certificate.

**Registration periods for 2014:**
January, May, July, October.

**Module:**
**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 health care

Introducing the narrative approach --
• The “not knowing” position
• Participative active listening
• Conversational questions
• Understanding and deconstructing dominant discourses
• Practising listening skills and 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 health care
• Closing and assignments

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**Short Course in Spiritual Care and Counselling for Sick and Vulnerable Children (76799)**

| Duration: 3 months | Credits: 15 | 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:**
National Senior Certificate.

**Registration periods for 2014:**
January, May, July, October.

**Module:**
**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
• The caregiver’s/family’s crisis

Understanding the impact of illness and hospitalisation on the family --
• Understanding family dynamics
• Sick children in a family context
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: 1 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:**
National Senior Certificate.

**Registration periods for 2014:**
1 December 2013 to 28 February.

**Module:**
Gifted Child Education (CGIF01R) -- 12 credits

**Short Course in Teaching Methodology for Teachers in English First Additional Language (76805)**

Duration: 3 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:**
National Senior Certificate.

**Registration periods for 2014:**
Semester registrations.

**Module:**
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
Course in Crisis Debriefing and Trauma Counselling (70246)

Duration: 1 year
Credits: 24
NQF Level 5

Purpose:
- Aim to equip people with basic crisis debriefing, stress and trauma counseling skills, based on relevant theoretical models and paradigms from psychology
- Has the purpose of training counselors in the counseling of stressed and traumatized people, and the debriefing of people in crises
- Will give attention to post traumatic stress syndrome (PTSD) as well
- 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 counseling

Target group:
- Already qualified professionals who would like to enhance their crisis debriefing and trauma counseling skills to be utilised in their work-related counseling liabilities e.g. teachers, nurses, para-medics, social workers, speech, physio and occupational therapists, 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
- NGO's trainers, youth workers

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

Registration periods for 2014:
1 December 2013 to 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
### Course in Basic Counselling (70262)

**Duration:** 1 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, physio, occupational therapists), 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 look-out for personal enrichment
- NGOs, trainers, youth workers

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

**Registration periods for 2014:**
1 December 2013 to 28 February.

**Module 1:**
**Theory of Counselling (PCOU016) -- 12 credits**

**Content:**
- Introductory issues in counselling
- Psychological theories (e.g. 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:** 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 until 28 February.

Module 1:
Introducing Management Skills in Early Childhood Development (CEME01U) -- 12 credits
Content:
- Education management: the concept
- Managerial functions in ECD
- Management styles in ECD

Module 2:
Managing 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 for Environmental Educators (70289)

<table>
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<tr>
<th>Duration: 1 year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
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Purpose:
To enable individuals to teach in, about and for the environment.

Target group:
Individuals who have completed their secondary schooling.

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

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Introduction to Environmental Education (CENV01R) -- 12 credits
Content:
- The concept of “environment”
- The development of the concept of “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 Student Development (70319)

Duration: 1 year  Credits: 24  NQF Level 5

Purpose:
This certificate course prepares students for tertiary studies. Students who want to enroll in a formal certificate, diploma or degree programme but who don't feel prepared for tertiary study or enrolled students who want to be more skilled in dealing with the learning environment, teachers in primary and secondary schools who prepare students for further and tertiary study and any person interested in the academic and life skills required for success in senior school and tertiary level studies, will benefit from this course.

Target group:
- Students who want to enrol in formal certificate, diploma or degree programmes but who feel underprepared for tertiary study
- Students who want to gain admission to Unisa degree studies through the Unisa Senate Discretionary Admission Programme
- Unisa students whose readmission is subject to their passing a formal tertiary certificate programme
- Students doing post matric training
- Students currently registered for first year certificate, diploma or degree courses who want to be more skilled in dealing with the learning environment
- Teachers in primary and secondary schools who prepare students for further and tertiary study
- Anybody interested in the academic

Admission requirements:
National Senior Certificate.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Student Development (CSTD016) -- 12 credits

Content:
- Theme 1: The culture of learning
- Theme 2: Career development
- Theme 3: Personal development

Module 2:
Academic Skills Development (CSTD028) -- 12 credits

Content:
- Theme 4: Academic skills development
- Theme 5: Practical application of academic skills
- Theme 6: Examination skills

Course in Christian Counselling (7036X)

Duration: 1 year  Credits: 24  NQF Level 5

Language: English and Afrikaans

Purpose:
To train and equip 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 for 2014:
1 December 2013 to 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: 1 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, scrap books 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.

Admission requirements:
NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module:
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:
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)

<table>
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<tr>
<th>Duration: 1 year</th>
<th>Credits: 36</th>
<th>NQF Level 5</th>
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**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:**
National Senior Certificate or an equivalent NQF Level 4 qualification.

**Registration periods for 2014:**
1 December 2013 to 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 on crisis intervention
- Practical guidance on trauma counselling
- Role play
- Skills development
- Generic crisis intervention model with focus on transference and maintenance of life skills

### Course in Sport Psychology (70556)

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<tr>
<th>Duration: 1 year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
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**Language:** English and Afrikaans

**Purpose:**
To equip the sport coach in the educational setting with the knowledge and skills:
- 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: Theoretical Training (CSPS016) - 12 Credits

Content:
The contents of this short course includes 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: 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: 1 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 for 2014:
1 December 2013 to 28 February.

Module: 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: 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification and a teaching qualification.

Registration periods for 2014:
1 December 2013 to 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)

<table>
<thead>
<tr>
<th>Duration:</th>
<th>Credits:</th>
<th>NQF Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>24</td>
<td>6</td>
</tr>
</tbody>
</table>

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:
National Senior Certificate or equivalent NQF Level 4 qualification

Registration periods for 2014:
1 December 2013 to 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

<table>
<thead>
<tr>
<th>Course in African Christian Leadership (71715)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration: 1 year</td>
</tr>
<tr>
<td>Credits: 24</td>
</tr>
<tr>
<td>NQF Level 5</td>
</tr>
</tbody>
</table>

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 leaders of African Indigenous Churches.

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

Registration periods for 2014:  
01 December until 28 February

Module: 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 an African Christian family

<table>
<thead>
<tr>
<th>Course in Biblical Studies for Christian Leaders (71716)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration: 1 year</td>
</tr>
<tr>
<td>Credits: 24</td>
</tr>
<tr>
<td>NQF Level 5</td>
</tr>
</tbody>
</table>

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 books of the Bible.

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:  
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:  
01 December until 28 February

Module:  
Biblical Studies for Christian Leaders (SBSC01B) -- 24 credits

Content:  
- 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
### Course in Correctional Ministry (71717)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**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:**
National Senior Certificate or an equivalent NQF Level 4 qualification.

**Registration periods for 2014:**
01 December until 28 February

**Module:**
Correctional Ministry (Rendering Spiritual Care in Correctional Context) (SCCM01B) -- 24 credits

**Content:**
- Explaining how spiritual care functions within the framework of corrections
- Discussing the correctional environment
- Reflecting on being a spiritual worker in a correctional context
- Doing spiritual assessment of inmates in a correctional centre
- Facilitating group work in a correctional setting
- Rendering pastoral care and doing counselling with inmates
- Preaching in a correctional environment
- Facilitating victim offender mediation
- Facilitating social re-integration of offenders

### Course in HIV/AIDS and Spiritual Care (71718)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**Purpose:**
To teach skills in caring for people living with HIV/AIDS.

**Target group:**
Pastors and lay-persons who care or intend to care spiritually for those infected and affected by HIV/AIDS.

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

**Registration periods for 2014:**
01 December until 28 February

**Module:**
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
- Counselling people with HIV/AIDS

### Course in Human and Environmental Issues (71719)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
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</thead>
</table>

**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 lay people involved in, or who would like to be involved in, environmental care activities and projects.

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

Registration periods for 2014:
01 December until 28 February

Module:
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: 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
01 December until 28 February

Module:
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 for the Marriage Officer (71721)

Duration: 1 year  Credits: 24  NQF Level 5

Purpose:
To teach pastors skills on how to conduct legal, pastoral and cultural marriages successfully and undertake premarital counselling.

Target group:
Pastors of all denominations who intend to become marriage officers, and pastors of all denominations who are marriage officers and want to increase their pastoral, legal and liturgical skills in conducting marriages.

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

Registration periods for 2014:
01 December until 28 February
Module:
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: 1 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, in a public or private school, or at home.

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

Registration periods for 2014:
01 December until 28 February

Module:
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 Testaments
- An overview of the Bible

Course in Teaching for Multicultural Education (72516)

Duration: 1 year  Credits: 24  NQF Level 5

Purpose:
This course is to equip students with knowledge on how to deal with diversity and culture in multicultural schools.

Target group:
Educators and school governors.

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

Registration periods for 2014:
1 December 2013 to 28 January.

Module 1:
Orientation to Multicultural Education (CTME01G) -- 12 credits

Content:
- Theory of multicultural education
- Understanding diversity and culture
- Applying different approaches to diversity
Module 2:  
Teaching in a Multicultural Classroom (CTME02H) -- 12 credits

Content:
- Teaching in a linguistically diverse classroom
- Teaching learners with diverse learning styles
- Curriculum development for multicultural education

Module 3:  
Critical Issues in Multicultural Schools (CTME03J) -- 12 credits

Content:
- Cross-cultural communication
- Discipline strategies in a multicultural school
- Parent involvement in multicultural schools

Course in GET Science Teachers Training (75469)

Duration: 1 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 or to fill vacancies for Science teachers and to 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 a practising teacher teaching science from Intermediate to Senior Phase of the GET Band.

Registration periods for 2014:
1 December 2013 to 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: planet Earth and beyond
- The solar system and 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 for Facilitators of Persons with Hearing Loss (76806)

Duration: 1 year Credits: 36 NQF Level 5

Purpose:
To train facilitators or 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:
National Senior certificate or equivalent qualification.

Registration periods for 2014:
1 December 2013 to 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 (TAG)
  - Employment Equity Act
  - Code of Good Practice
  - Green papers
  - White 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)
Programme in Technology Education (70203)

Duration: 12 months  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 wishing to acquire the basic competencies to teach the new technology learning area and develop students to become technologically literate.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification and a teaching/training qualification; prior knowledge and experience will also be taken into consideration where the qualification requirement cannot be met.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Technology Education (PTEC01T) -- 12 credits

Content:
- Introduction to technology education
- The design/technological process
- Need/Problem/Want analysis
- Designing/Developing alternative solutions
- Planning to realise the solution
- Making a prototype
- Implementing/Evaluating the design
- Presenting information (report/market)

Module 2:
Technology (PTEC02U) -- 12 credits

Content:
- 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 for Physical Science Teachers (70211)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 48</th>
<th>NQF Level 5</th>
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</table>

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 for teaching physical science.

Target group:
All teachers in formal senior secondary schools who have no prior training in teaching physical science and wish to develop the capacity to teach physical science in a secondary school context.

Admission requirements:
A teaching qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1: 
Teaching of Physics I (PPHY01T) -- 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:** 2 years  
**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 and Adolescents or the Course in Crisis Debriefing and Basic Trauma Counselling

**Admission requirements:**  
National Senior Certificate or an equivalent NQF Level 4 qualification with additional counselling expertise and/or experience.

**Registration periods for 2014:**  
1 December 2013 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

**Practical Workshop:**  
**Number 1 (ACNS07V) -- 12 credits**

**Content:**
- Workshop on generic life skills and approaches to adjustment and deviance
Practical Workshop:
Number 2 (ACNS08W) -- 12 credits
Content:
• Skills related to personality development
OR
• Skills in defusing and debriefing trauma victims and situations

Practical Workshop:
Number 3 (ACNS09X) -- 12 credits
Content:
• Counselling interventions and models

Programme for Practitioners in Early Childhood Development (70297)

<table>
<thead>
<tr>
<th>Duration: 1 year</th>
<th>Credits: 48</th>
<th>NQF Level 5</th>
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</thead>
</table>

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 nor or inadequate training
• Teachers planning a career change or who have an interest in ECD (ages 3-6 years)
• Students who do not yet meet the criteria to register for the National Certificate in Reception Year Teaching.
• Au Pairs, Nannies, Day-care mothers and parents who would like to learn more about child development, teaching and day-care
• Persons who are interested in starting a Day-care Centrum
• Students who do not yet meet the criteria to register for the National Certificate in Reception Year Teaching.

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

Registration periods for 2014:
1 December 2013 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, and 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), with 3 weeks' practical teaching at an ECD centre under supervision of a qualified teacher

Programme in Counselling Children and Adolescents (70343)

- Duration: 1 year
- Credits: 48
- NQF Level 5

Purpose:
To train adults 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 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 or her story: counselling techniques
- Communication skills
- The writing of a referral report

Programme in Grade R Teaching (previously the Programme in Reception Year Teaching) (70351)

Duration: 1 year  Credits: 108  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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 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:
• Planning and presenting a teaching and learning programme for a reception year class for a minimum period of three weeks

Programme for Teachers of Language in Primary Schools (70386)

Duration: 1 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:
National Senior Certificate plus an initial two-year primary school teaching certificate, and students must also be practising primary school teachers.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Literacy, Language and Communication Teaching (PLLC01F) -- 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 (PLLC02G) -- 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 (PLLC03H) -- 12 credits

Content:
• School-based practice involving the implementation of the methods taught in modules PLLCO1F and PLLCO2G

Module 4:
Teaching Practice (PLLC04J) -- 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:** 1 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:
National 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 Recognition of Prior Learning (RPL).

### Registration periods for 2014:
1 December 2013 to 28 February.

### Module 1:
**Algebra and Calculus (CMAS013) -- 12 credits**

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<th>Content:</th>
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<tbody>
<tr>
<td>Algebra</td>
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<td>Calculus</td>
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### Module 2:
**Geometry, Trigonometry and Analytical Geometry (CMAS024) -- 12 credits**

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<thead>
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<tr>
<td>Trigonometry</td>
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<td>Analytical Geometry</td>
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### Module 3:
**Mathematics Education I (CMAS035) -- 12 credits**

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<th>Content:</th>
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<tbody>
<tr>
<td>The nature of mathematics</td>
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<tr>
<td>Problem solving and modelling in mathematics education</td>
</tr>
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<td>The problem-centred approach</td>
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<tr>
<td>The teaching and learning of mathematics</td>
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<td>The role of the mathematics teacher</td>
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<td>The school mathematics curriculum</td>
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<td>Assessment in mathematics</td>
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<tr>
<td>Attitudes and beliefs in mathematics</td>
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<td>Departmental requirements for mathematics teaching</td>
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### Module 4:
**Mathematics Education II (CMAS046) -- 12 credits**

<table>
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<tr>
<th>Content:</th>
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<tbody>
<tr>
<td>A portfolio on the topic <em>The teaching and learning of school mathematics in the FET band through a modelling perspective.</em></td>
</tr>
<tr>
<td>Demarcated work for the portfolio as presented in the study material of Module CMAS035</td>
</tr>
</tbody>
</table>
Programme for Mathematics Literacy for FET Teachers (71544)

Duration: 1 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:
National Senior Certificate or an equivalent NQF Level 4 qualification and a teaching qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Numbers and Functions for Mathematics Literacy Teachers (PMAL01Y) -- 12 credits

Content:
- Numbers and the number system
- Simple equations
- Drawing and interpreting 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
Module 4:
Mathematics Literacy Education Praxis -- Portfolio (PMAL045) -- 12 credits

Content:
- Portfolio which relates to the activities in Module 3 – PMAL034)

Programme in Training Practices for Educators and Trainers (72060)

Duration: 1 year  Credits: 72  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 which occupational area they work in.

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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Designing and Developing Learning Interventions (PTRP01X) -- 15 credits

Content:
- Planning learning events
- Formulating learning outcomes
- Developing 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:
- Preparing appropriate learning environments
- Establishing dialogue between students and facilitators
- Clarifying the goals/outcomes of the learning activity
- Recapping knowledge to link to previous learning
- Implementing learning activities through a variety of methodologies
- Evaluating learning activities

Module 3:
Student Mentoring, Guidance and Support (PTRP033) -- 15 credits

Content:
- Planning and preparing for assessment
- Preparing the student for assessment
- Conducting assessment and make competence decisions
- Providing feedback to relevant parties
- Recording assessment results
Module 4:
Conducting Assessment of Learning Outcomes (PTRP044) -- 15 credits

Content:
• Planning and preparing for assessment
• Preparing the student for assessment
• Conducting assessment and make competence decisions
• Providing feedback to relevant parties
• Recording assessment results

Module 5:
Training Practice (PTRP055) -- 12 credits

Content:
• Conducting learning experience, design and development
• Facilitate learning
• Advising, guiding and supporting students
• Planning and conducting outcomes-based assessments
• Recording learning activities and results

Programme in Pastoral Narrative Therapy (71725)

Duration: 2 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 who wish to make a difference in the lives of others.

Admission requirements:
An equivalent NQF Level 5 qualification.

Registration periods for 2014:
November 2013 to February.

Module 1:
Theoretical Foundation for Pastoral Narrative Counselling (STFP01W) -- 24 credits

Content:
• Reflection on being a pastoral narrative therapist
• Understanding the philosophical background of narrative therapy
• The interaction between language and social construction and the role it plays in the meaning a person gives to his or her life story
• Understanding 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 philosophical background of narrative therapy
• Interaction between language and social construction and the role it plays in the meaning a person gives to his or her life story
• Understanding spirituality within the context of pastoral narrative therapy
• Principles of pastoral narrative therapy
• Problem narratives and dealing with them from a pastoral narrative perspective
**Programme for Career Guidance Practitioners (70378)**

**Duration:** 1 year  
**Credits:** 60  
**NQF Level 5**

**Purpose:**  
A structured process to guide people to discover themselves with the aim to counsel 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:**  
National Senior Certificate or an equivalent NQF Level 4 qualification, as well as access to a computer and to the internet.

**Registration periods for 2014:**  
November 2013 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 relates 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
Advanced Course in the Facilitation of Learning for Tutors in Higher Education (76700)

Duration: 6 months  Credits: 24  NQF Level 6

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 for 2014:
Semester dates.

Module:
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 the short learning programme (SLP) “Management of Democratic Elections in Africa” 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.
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Enquiries for the Short Learning Programmes offered through the Institute for African Renaissance should be directed to

**Mr Lesibana Alfred Matjila**  
Institute for African Renaissance Studies (IARS)  
287 Nana Sita Street, Pretoria  
Tel: 012 320 3180/1 ext 106  
Fax: 012 320 3417  
E-mail: matjila@unisa.ac.za

**Mr Mpho Kingsley Mothoagae**  
Institute for African Renaissance Studies (IARS)  
287 Nana Sita Street, Pretoria  
Tel: 012 320 3180/1 ext 116  
Fax: 012 320 3417  
E-mail: mothomk@unisa.ac.za

### Programme in Management of Democratic Elections in Africa (76780)

<table>
<thead>
<tr>
<th>Duration: 6 months</th>
<th>Credits: 108</th>
<th>NQF Level 6</th>
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**Purpose:**  
To build and enhance 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 6 qualification.

**Registration periods for 2014:**  
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates.

**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:
- Planning and organising 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 artefact associated with us humans awaits you on your journey to a qualification 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, 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.
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Tirisano Centre

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- Workshop in Mainstreaming LBGTI issues into Communities, Organisations and Workplaces (Module WIMLGC8) (77705)
Enquiries for the Short Learning Programmes offered through the Centre for Applied Information Communication should be directed to

**Mr JM Chigada**  
Centre for Applied Information and Communication  
**E-mail:** chigajm@unisa.ac.za

**Ms T D Abrahams**  
Centre for Applied Information and Communication  
**Tel:** 012 429 3285  
**Fax:** 012 429 3199  
**E-mail:** abrahdt@unisa.ac.za  
For more information about the centre you may visit:  

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### Short Course in Community Journalism for Beginners (70106)

<table>
<thead>
<tr>
<th>Duration: 6 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
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**Purpose:**  
To develop knowledge, and ability to apply that knowledge, critical thinking and to acquire a 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:**  
National Senior Certificate or an equivalent NQF Level 4 qualification.

**Registration periods for 2014:**  
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates. Registration forms are available from Ms Van Heerden.
Module: Community Journalism for Beginners (CJFB01G) -- 12 credits

Content:
- Principles and practice of community journalism
- 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
- Case study of a community newspaper

Programme in Archival Studies (72419)

Duration: 1 year full time, or 2 years part time  
Credits: 96  
NQF Level 7

Purpose: To offer anyone in possession of any degree or any other national diploma (M+3) the opportunity, after completing this qualification, to progress to BINF Honours (with specialisation in Archival Studies) at Unisa.

Target group: Any person with a national diploma or degree interested in archival studies.

Admission requirements: Candidates in possession of any degree or any other national diploma (M+3).


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 provides 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 (e.g. gramophone records, compact discs and audiotapes) and digital recordings.  
- Finding aids are discussed, 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:  
- This module 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 5:  
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 is 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 practicing 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 for 2014:
Throughout the year

Module:
Basic Archives and Records Management (BARM01W) -- 4 credits

Content:
• Basic concepts and definitions of archives and records management
• Records management overview
• Duties and responsibilities of the records manager
• Characteristics, values and types of records
• Recordkeeping systems
• File plans
• Registries
• Record management and the 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 for 2014:
Throughout the year

Module:
Intermediate Archives and Records Management (IARM01W) -- 4 credits

Content:
• Records survey
• Functional Analysis
• Appraisal, Retention, Disposal and Vital Records
• Retention Schedule
• Electronic Issues and Challenges
• Electronic Record Keeping Programmes
• Technology Solutions
• Computer practical
Workshop in Advanced Archives and Records Management (AARM) (77704)

Duration: 4 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.

Registration periods for 2014:
Throughout the year

Module:
Advanced Archives and Records Management (AARM1WS) -- 4 credits

Content:
- Knowledge Economy
- Knowledge Management
- Knowledge management tools, techniques, practices and procedures
- practices and procedures
- Knowledge audit
- Knowledge management strategy
- Sound and audiovisual archives
- Oral history interviewing

Centre for Applied Psychology

Enquiries for the Short Learning Programmes offered through the Centre for Applied Psychology should be directed to

Centre Manager:
Ms Gladys Thembani

Programme Administrator:
Ms T Mapokgole

Unisa Centre of Applied Psychology (UCAP)
5th floor, Office 152, Theo van Wijk Building, Muckleneuk Campus, Unisa
Tel: 012 429 8544 / 3951  Fax: 012 429 6853 / 086 554 5909
E-mail: ucap@unisa.ac.za
http://www.unisa.ac.za/ucap
Short Course in Care for the Caregiver (75779)

Duration: 6 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 (i.e. burnout).

**Target group:**
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:**
Proficiency in the following: ability to learn from predominantly written material, ability to present and communicate information and opinions in well-structured arguments without support, take responsibility for own progress, and be willing to take part in experiential learning of a professional nature.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.

**Module:**
**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: 6 months  
Credits: 12  
NQF Level 5

**Purpose:**
To gain knowledge and skills to coordinate and participate in a multi-disciplinary, inter-sectoral environment, to 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. To gain the ability 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 understand participatory action research programmes, local South African development programmes and various capacity building programmes when applied in development practice projects.

**Target group:**
Government officials, health-care workers, mental health professionals, and service providers in non-governmental organisations (NGOs), community-based organisations, faith-based organisations and the corporate sector.

**Admission requirements:**
Proficiency at NQF Level 4 or the equivalent in the following: communicative competence in the medium of instruction, 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.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.
Module: 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
- Explaining the basic theoretical premises underpinning self-care

Short Course in Developing and Applying Interpersonal Skills (75787)

Duration: 6 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, which will not only enrich their own lives but also the lives of those that they come into contact with. To enhance quality of life with improved self-management and healthier relationships and therefore be equipped to tackle issues of diversity and conflict in their own and others’ lives.

Target group:
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:
National Senior Certificate or an equivalent NQF qualification. Proficiency in the following: ability to learn from predominantly written material, ability to present and communicate information and opinions in well-structured arguments without support, to take responsibility for own progress and willingness to take part in experiential learning of a personal nature.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration dates.

Module: Developing and Applying Interpersonal Skills (DAIS01B) -- 12 credits

Content:
- Two-day practical workshop on interpersonal skills (non-compulsory but strongly recommended)

Short Course in Logotherapy Meaning-Centred Living, Counselling and Psychotherapy: Introduction (75795)

Duration: 6 months  Credits: 12  NQF Level 6

Purpose:
To help those students with training in a logotherapeutic approach to life to gain personal enrichment, spiritual growth and psychological maturity and, in the process, to apply this orientation in counselling and psychotherapy and in their presentation of workshops. Students are equipped, at ever-increasing levels of expertise, by an introductory, intermediate and advanced course in logotherapy, to grasp the principles and apply the counselling methods and techniques of logotherapy. The ability to undertake research projects in the field of logotherapy forms an important part of the training.
Target group:
Mental health professionals, lay counsellors and researchers in the field of psychology and mental health.

Admission requirements:
National Senior Certificate or Equivalent of NQF Level 4.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the UNISA semester registration dates.

Module:
Introduction to Logotherapy (LOIT01G) -- 12 credits

Content:
- The basic tenets of logotherapy: freedom of will, will to meaning and meaning in life
- Basic knowledge of the Socratic dialogue, dereflection and paradoxical intention

Short Course in Logotherapy Meaning-Centred Living, Counselling and Psychotherapy: Intermediate (75868)

Duration: 6 months Credits: 12 NQF Level 6

Purpose:
To assist students who seek to enhance their professional services by inclusion of a wider range of lay counselling skills through a more professional knowledge of logotherapeutic methods and techniques. 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. Qualifying students are able to recognise the spiritual assets and striving of those who seek their services as an important resource in overcoming problems they have to deal with, and apply logotherapeutic principles and techniques on a basic level to assist those who seek their help.

Target group:
Mental health professionals, lay counsellors and researchers in the field of psychology and mental health.

Admission requirements:
Passes in the introductory and intermediate logotherapy courses, and professional registration or proof of extensive experience in counselling.

Module:
Intermediate Logotherapy (LOIM01Q) -- 12 credits

Content:
- A more intensive study of logotherapeutic principles
- Application of the logotherapeutic methods and techniques of the Socratic dialogue, dereflection and paradoxical intention in counselling

Short Course in Logotherapy Meaning-Centred Living, Counselling and Psychotherapy: Advanced (75876)

Duration: 1 year Credits: 12 NQF Level 6

Purpose:
To equip students who seek to enhance their professional services with a wider range of lay counselling skills through a more professional knowledge of logotherapeutic methods and techniques. 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:
Passes in the introductory and intermediate logotherapy courses, and professional registration or proof of extensive experience in counselling.
Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.

Module:
Advanced Logotherapy (LOAD01P) -- 12 credits

Content:
- A more intensive study of logotherapeutic principles
- 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: months' distance learning  Credits: 12  NQF Level 5

Purpose:
To equip students to be able to disseminate correct and relevant information on victim empowerment and support within their own work environment and the community. To facilitate the breakdown of negative attitudes, stereotypes and misconceptions about victims of crime and violence, and 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. To 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, HR 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:
Proficiency at NQF Level 4 or the equivalent in the following: communicative competence in the medium of instruction, 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.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration 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: 1 year  Credits: 12  NQF Level 5

Purpose:
To assist those participants seeking to become trainers in the field of logotherapy.
Target group:
Registered professionals or persons on a Master’s level.

Admission requirements:
Professional registration or proof of extensive experience in counselling.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014

Module: Logotherapy Meaning-Centred Living, Counselling and Psychotherapy: Train-The-Trainer (LOTRO1R) -- 24 credits

Content:
- Advanced study and research of the various ways of experiencing meaning in life through creative values, experiential values and attitudinal values
- Advanced training in the use of the Socratic dialogue, de-reflection 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: 6 months  Credits: 12  NQF Level 5

Purpose:
The purpose of this Short Learning Programme is to facilitate the development of the key skills required to develop as an effective mentor in any context. The SLP draws heavily on the participants’ existing knowledge and experience, as well as their values and aspirations as a mentor. The aim of this process is to develop collaboratively a skill set relevant to the participant’s context.

This SLP is intended as an introductory module to the mentoring processes and could be supplemented with a discipline specific courses in mentoring. This SLP aims to provide a broad but practical exposure to the mentoring process and facilitates the process inherent in the initial implementation of a mentoring relationship or programme.

Target group:
Individuals in the community or professional setting who seek to enter into mentoring relationships as a mentor.

Admission requirements:
National Senior Certificate / Grade 12

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.

Module:
Mentorship Course (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 -- 6 months  Credits: 36  NQF Level 5
Module 2 -- 3 months plus a workshop  Module 3 -- 3 months plus a workshop

Purpose:
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 matters, 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, and 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.

Admission requirements:
Module 1: A National Senior Certificate or an equivalent NQF Level 4 qualification.
Module 2: Successful completion of Module 1.
Module 3: Successful completion of Module 2.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration 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: 1 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 that 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 for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the UNISA semester registration dates.

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:** 1 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.

This module is most effective as an introductory course to be used as a stepping stone to plan the first steps into a chosen career or to make a shift in career focus. It is also effective as a capstone where graduates can integrate their learning (both formal and non-formal) with their individual goals, values, beliefs and aspirations in a manner that could translate into a plan that facilitates the professional, personal, spiritual and emotional development of the individual.

**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 for 2014:**  
First semester: 25 November 2013 to 24 January 2014

**Module:**  
**Psychology in Practice: the Art and Science of Consulting and Researching PSPASR4) -- 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 for 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 for 2014:**  
Throughout the year, prior to commencement.

**Module:**  
**Stress Management (WSTMANW)**

**Content:**  
- Identifying stressors and symptoms of stress  
- 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:
None.

Registration periods for 2014:
Throughout the year.

Module:
Self-Awareness

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 individuals and groups that are vulnerable, such as the youth and those that seek counselling and therapy.

Target group:
Psychologists, social workers, counsellors, teachers.

Admission requirements:
Grade 12.

Registration periods for 2014:
Throughout the year.

Module:
Barriers to Emotional Intelligence

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 the necessary skills development.
The three components of assertiveness skills, conflict management and stress management, that make up the Emotional Intelligence (EQ) Workshop on 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 feels the effects of stress or in a personal capacity will benefit from behaving assertively and being able to manage conflict.

**Admission requirements:**
None.

**Registration periods for 2014:**
Throughout the year.

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**Module:**
The Self in Relation to Others

**Content:**
- Assertiveness skills
- Conflict management
- Stress management

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**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:**
None.

**Registration periods for 2014:**
Throughout the year.

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**Module:**
Introduction to Bereavement Counselling

**Content:**
- Factors influencing the grieving process
- Various tasks of grief
- Principles of bereavement counselling
- Techniques used in bereavement counselling

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**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:**
None.

**Registration periods for 2014:**
Throughout the year.
Module: Introduction to Sex Therapy and Counselling

Content:
- Introduction to sex therapy and counselling

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 so doing, to minimise longer-term trauma-related problems in children, based on both group debriefing and individual interventions.

Target group:
All people in counselling, helping, health, education and crises intervention professions.

Admission requirements:
Professionals who work with children.

Registration periods for 2014:
Throughout the year.

Module: Trauma Intervention and Crisis Management with Children

Content:
- Factors influencing the grieving process
- Various tasks of grief
- Principles of bereavement counselling
- Techniques used in bereavement counselling

The Povey Centre for the Study of English in Southern Africa

Enquiries for the Short Learning Programmes offered through the John Povey Centre for the Study of English in Southern Africa should be directed to

Ms Puleng Rammutla
The Povey Centre
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Tel: 012 429 6602
Fax: 012 429 6222
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Ms Mosidi Morule
The Povey Centre
Office: 06-007, Theo van Wijk Building, Unisa
Tel: 012 429 2690
Fax: 012 429 6222  E-mail: morulma@unisa.ac.za
http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=28498
**Short Course in the Introduction to Creative Writing (72052)**

**Duration:** 4 months  
**Credits:** 12  
**NQF Level:** 5

**Purpose:**
To introduce the basics of creative writing in prose and poetry, and 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:**
National Senior Certificate or an equivalent NQF Level 4 qualification or equivalent experience.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend on the Unisa semester registration dates.

**Module:**
**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

**Workshop in Business Writing Skills (Workshop) (76198)**

**Duration:** 1- to 5-days contact workshop  
**Four weeks portfolio compilation**  
**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:**
National Senior Certificate or an equivalent NQF Level 4 education.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend on the Unisa semester registration dates.

**Module:**
**Business Writing Skills (SCBW018) -- 5 credits**

**Content:**
Choose from the following four options:
- Business writing introduction  
- Meeting and taking minutes  
- Report writing  
- Telephone techniques
Course in Teaching English as a Foreign Language to Adults (71987)

Duration: 6 months  
Credits: 24  
NQF Level 5

Purpose:
To introduce 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. 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 National Senior Certificate).

Admission requirements:
National Senior Certificate or equivalent NQF Level 4 qualification or equivalent experience.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend on the Unisa semester registration dates.

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 teacher 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: 10 months  
Credits: 60  
NQF Level 5

Purpose:
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:
Those seeking to establish communicative ability in English for speakers of foreign (non-South African) languages from elementary to advanced levels. Students who wish to develop competence in English for personal, educational or career purposes. Students who wish to commence study at a tertiary educational institution through the medium of English.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend on the Unisa semester registration dates.

Module 1:
Intensive English as a Foreign Language (Elementary) (EFEL014) -- 12 credits

Content:
- Vocabulary: developing 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: developing 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 SVO sentences
- Sentence level grammar: articles, determiners, transitive and intransitive verbs, concord, simple tenses, SVC 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: developing 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 SVOC sentences, paragraph, punctuation
- Sentence level grammar: concord, continuous tenses, conjunctions, relative pronouns, SVOOA 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: developing 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: developing 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:** 1--3 day workshops based on clients’ needs  
**Credits:** Non-credit bearing

**Purpose:**
To equip clients/participants with English language competencies (determined by their needs and requirements following a placement test, or diagnostic interview) which should help to close the language skills gaps. Small group interactions are chosen to suit the specific requirements of the participants in the most effective and efficient ways possible, both in course content and course duration.
Target group:
Professionals and undergraduate students who seek to improve their language skills.

Admission requirements:
Matriculation (Grade 12).

Registration periods for 2014:
Throughout the year.

Module:
English Empowerment (WSENGEM)

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, and 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, and the question of 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) (e.g. “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:**
  Covers aspects of reading skills such as skimming, scanning, intensive and extensive reading.

- **Introduction to writing in English**
  
  **Topic 5 -- Key elements of writing:**
  Focuses 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:**
  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:**
  Covers aspects of summarising and paraphrasing, showing how to summarise texts and re-word sentences, facts, opinions, while keeping the original meaning and presenting 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**
  Editing and Proofreading.
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)**

<table>
<thead>
<tr>
<th>Duration:</th>
<th>Credits:</th>
<th>NQF Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months</td>
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<td>5</td>
</tr>
<tr>
<td>Language:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English and Zulu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 Zulu is not the first language.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates. (when 10 or more students registered for class).

**Module:**
Basic Communication Skills in Zulu (CZUU01A) -- 12 credits

**Content:**
- General language introduction
In the introduction students will be guided on 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 completed 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 and 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: 3 months  
Language: English and Venda  
Credits: 12  
NQF Level 5

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 Venda is not the first language.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.
(when 10 or more students registered for class).

Module:
Basic Communication Skills in Venda (CVEN01M) -- 12 credits

Content:
• General language introduction
In the introduction students will be guided on 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 completed 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 and 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: 3 months
Language: English and Xhosa
Credits: 12
NQF Level 5

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 Xhosa is not the first language.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration dates. (when 10 or more students registered for class).

Module:
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 completed 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 and 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: 3 months
Language: English and Tswana
Credits: 12
NQF Level 5

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 Tswana is not the first language.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration dates. (when 10 or more students registered for class).
Module:
Basic Communication Skills in Tswana (CSTW016) -- 12 credits

Content:

• General language introduction
In the introduction students will be guided on 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 completed 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 and 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)

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language: English and Tsonga</td>
<td></td>
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</table>

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 Tsonga is not the first language.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration dates. (when 10 or more students registered for class).

Module:
Basic Communication Skills in Tsonga (CTSO01C) -- 12 credits

Content:

• General language introduction
In the introduction students will be guided on 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 completed 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 and 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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**Short Course in Basic Communication Skills in Southern Sotho (72818)**

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
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</thead>
<tbody>
<tr>
<td>Language: English and Southern Sotho</td>
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</table>

**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 for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates. (when 10 or more students registered for class).

**Module:**
Basic Communication Skills in Southern Sotho (CSSO016) -- 12 credits

**Content:**

• **General language introduction**
In the introduction students will be guided on 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 completed 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 and 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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**Short Course in Basic Communication Skills in Shona (72826)**

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language: English and Shona</td>
<td></td>
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</table>

**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 Shona is not the first language.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates. (when 10 or more students registered for class).

**Module:**
**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 completed 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 and 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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**Short Course in Basic Communication Skills in Swati (72842)**

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
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</thead>
<tbody>
<tr>
<td>Language: English and Swati</td>
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</table>

**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 Swati is not the first language.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates. (when 10 or more students registered for class).

**Module:**
**Basic Communication Skills in Swati (SCWT019) -- 12 credits**

**Content:**

• **General language introduction**
In the introduction students will be guided on 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 completed 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 and 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)**

<table>
<thead>
<tr>
<th>Duration: 3 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language: English and Northern Sotho</td>
<td></td>
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</tr>
</tbody>
</table>

**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 for 2014:**
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates. (when 10 or more students registered for class).

**Module:**
Basic Communication Skills in Northern Sotho (CNSO01K) -- 12 credits

**Content:**

• General language introduction
In the introduction be completed 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 and 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: 3 months
Language: English and Afrikaans
Credits: 12
NQF Level 5

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 for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration dates. (when 10 or more students registered for class).

Module:
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 completed 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 and 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.

Course in Court Interpreting (76733)

Duration: 1 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, and 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 become court interpreters.

Admission requirements:
Matric, Grade 12 or NQF Level 4.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on the Unisa semester registration dates.
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
- Legal terminology
- Expert evidence
- 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: 1 year  
Credits: 72  
NQF Level 5

Purpose:
To equip arts administrators, managers, cultural officers, cultural planners and practitioners with skills for cultural policy formulation, analysis and implementation, knowledge on how to manage cultural organisations, skills for promoting and marketing arts and culture, skills for 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 a cultural organisation, cultural managers in middle-management positions, cultural officers, cultural policy planners, interested individuals, people with NGOs, government and private sector officials, municipal cultural planners.

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

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.

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
- HR 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

Tirisano Centre

Enquiries for the Short Learning Programmes offered through the Tirisano Centre should be directed to

Mr HJL Roets Hons (Social Sciences) MA (current)
Discipline expertise: HIV/AIDS programme and policy development and evaluation and mainstreaming of HIV/AIDS
Head: Tirisano Centre
Office 9-025, Theo van Wijk Building, Unisa
E-mail: roetshjl@unisa.ac.za

Mrs NF Letshaba
Department of Health Studies
Office G-01 Vudac Building, Unisa
Tel: 012 352 4105
Fax: 086 269 9877
E-mail: Letshnf@unisa.ac.za
Developing a Project Plan for an Advocacy Campaign on HIV and AIDS (72567)

Duration: 3 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. To equip students 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 to 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:**  
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. National Senior Certificate (with or without exemption) or an equivalent NQF Level 4 qualification or recognition of prior learning by submitting an RPL portfolio, ability to learn from predominantly written material in the language of instruction, to communicate effectively what they have learnt in the language of instruction, to learn independently and take responsibility for their learning, to mobilise some stakeholders to participate in an advocacy campaign, and complete the advocacy project plan within the required time.

**Registration periods for 2014:**  
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates.

**Module:**  
Developing a Project Plan for an Advocacy Campaign on HIV/AIDS (SCMH028) -- 12 credits

**Content:**  
- Explaining the basics of the mainstreaming process to respond to the impact of HIV/AIDS within the southern African region and continent at large

Short Course in Mainstreaming HIV/AIDS into Academic Development, Research and Community Engagement (75523)

Duration: 3 months  
Credits: 12  
NQF Level 5

**Purpose:**  
To mainstream the impacts of HIV/AIDS into academic development and also assist by exploring opportunities to undertake research and form partnerships with communities to manage the impacts of HIV/AIDS, to assist with the identification of resources needed to respond to the impacts of HIV/AIDS in communities, families and the society.

**Target group:**  
Academic staff, academic planners, student development practitioners, deans, etc.

**Admission requirements:**  
National Senior Certificate or an equivalent NQF Level 4 qualification, ability to learn from predominantly written material in the language of instruction, to communicate effectively what is learnt in the language of instruction, and study independently and take responsibility for one’s own learning.

**Registration periods for 2014:**  
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates.

**Module:**  
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
Course in Skills for People-Centred Community Development (71196)

Duration: 1 year  Credits: 60  NQF Level 5

Purpose:
To retrain social workers, for which they can obtain continuing professional development (CPD) points, and to provide knowledge and understanding for a variety of people whose work has some community base.

Target group:
People from the social and other service professions (e.g. social workers, social auxiliary workers and other social service professionals).

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

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.

Module 1:
People-Centred Approaches for Community Development (CSPC01H) -- 30 credits

Content:
- People-centred approaches and skills
- Theoretical propositions
- Carl Rogers’s 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
- Reflecting critically on the development principles, values, skills and process of the person/people-centred approaches

Workshop in Conducting Quality Assurance on Male Circumcision Social Programmes in Africa (76773)

Duration: 5 days  Language: English, French and Portuguese  Credits: Non-credit bearing  NQF Level 5

Purpose:
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, people in NGOs and FBOs, government departments, international aid agencies, community-based organisations, universities and other development agencies across South Africa and southern Africa.

Admission requirements:
Not applicable

Registration periods for 2014:
Throughout the year.

Module:
Conducting Quality Assurance on Male Circumcision Social Programmes in Africa

Content:
- Introduction of male circumcision as an HIV-prevention strategy
- The social programme cycle for male circumcision in Africa
- Developing 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 Mainstreaming of HIV and AIDS into Community Development and Outreach (76774)

Duration: 5 days
Language: Mostly English, but could also accommodate certain African languages when required
Credits: Non-credit bearing
NQF Level 5

Purpose:
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 to their current community development and outreach interventions and programmes.

Target group:
Community-based organisations, people in NGOs, faith-based organisations, government departments, private sector, community members, international aid agencies, universities.

Admission requirements:
Not applicable.

Registration periods for 2014:
Throughout the year.

Module:
Mainstreaming of HIV and AIDS into Community Development and Outreach

Content:
- Understanding the social behaviour aspects of HIV and AIDS within an African context
- Social behaviour change and HIV prevention
- Dealing with gender issues and HIV prevention.
- Stigma and discrimination related to HIV and AIDS
- Basic 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
Language: English, French and some North-East African languages
Credits: Non-credit bearing
NQF Level 5

Purpose:
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:
Not applicable.

Registration periods for 2014:
Throughout the year.

Module:
Mobilising Community Members for HIV Prevention and Healthy Lifestyles among Refugees and Asylum Seekers

Content:
- 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
Workshop in Mainstreaming LBGTI issues into Communities, Organisations and Workplaces (Module WIMLGC8) (77705)

Duration: 3 days
Language: English
Credits: Non-credit bearing
NQF Level 5

Purpose:
The purpose of the workshop will be to equip participants with the necessary knowledge and skills to develop an mainstreaming strategy on sustainable LGBTI- programmes within communities, organisations and workplaces.

Target group:
Workplaces, organizations, NOGO’s, Church leaders, Health Practitioners, NGOs and FBOs, Government Departments, International Aid Agencies, Community-Based Organizations, Universities and other development agencies across South Africa and Southern Africa.

Admission Requirements:
Not applicable.

Registration Periods:
Through the whole year

Module:
Mainstreaming of LBGTI issues into Communities, Organisations and Workplaces

Content:
The workshop will cover the following topics:
- Introduction to Human Rights and LGBTIs in Africa
- Stigma and Discrimination around LGBTIs
- Key concepts in understanding LBGTIs within the African context: biological concept, as a social construct, Sexual orientation, Sexual practices.
- LBGTI Issues in communities and workplaces.
- Introduction to Advocacy and Mainstreaming Planning Cycle
- Working with key stakeholders and communities on issues related LBGTIs
- Develop an action plan for advocacy of LBGTIs and Human Rights
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.
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Centre for Business Law

Enquiries for the Short Learning Programmes offered through the Centre for Business Law should be directed to

Ms MA Roux or Ms P Mofokeng
Centre for Business Law
Office 06-157, Cas van Vuuren Building, Unisa

Contact weekdays between 8h00–13h00
Tel: 012 429 8774, 012 429 8432, 012 429 4348
E-mail: cbuslaw@unisa.ac.za
Website: www.unisa.ac.za/law

Short Course in Pension Funds Law (72729)

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**Purpose:**
This short learning programme aims to provide an advanced knowledge of legal principles relating to pension funds and to update participants on the developments in South Africa’s pension law.

**Target group:**
It is aimed at legal advisers, trade union officials, government officials, trustees, and legal practitioners specializing in this field.

**Admission Requirements:**
Applicants should have a B-degree or an equivalent NQF level 7 qualification or substantial relevant practical experience in a legal or related environment.

**Registration Periods:**
January to April
Registration closes on 07 April, however late registrations will be accepted until 30 April.

**Module:**
Pension Funds Law (CPFL01J) - 12 Credits

**Content:**
- Introduction to pension funds law
- Incorporation and registration of pension funds
- Powers and functions of the Pension Funds Adjudicator (dispute resolution)
- Administration and management of pension funds (organs and officials; boards of trustees; amalgamations and transfers; investment of funds)
- Powers and functions of the Registrar of pension funds (compliance)
- Pension benefits
- Surplus apportionments
- Voluntary dissolution
**Advanced Short Course in Tax Law (76765)**

**Duration:** 1 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 who 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. It is aimed at attorneys, accountants, managers, insurance brokers, sales persons, estate agents, paralegals, legal advisors, bankers, financial advisors, debt counselors, HR officers, employers, trade union representatives, SARS officials, and entrepreneurs. 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 counselors, HR officers, employers, trade union representatives, SARS officials.

**Admission Requirements:**  
A bachelor’s degree or an equivalent NQF level 7 qualification or RPL

**Registration Periods:**  
January to April  
Registration closes on 07 April, however late registrations will be accepted until 30 April.

**Module:**  
**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 Intellectual Property Management and Innovation (76818)**

**Duration:** 6 months  
**Credits:** 12  
**NQF Level:** 8

**Purpose:**  
The course is designed to support innovators, lawyers, managers and technology transfer officers in several important areas of intellectual property management and technology transfer best practices. The focus of this learning programme constitutes the management of primarily technology driven intellectual property rights, as set forth in South Africa, EU, USA and other selected countries.

**Target group:**  
Lawyers, Innovators, Managers, Technology Transfer Officers.

**Admission Requirements:**  
A bachelor’s degree or an equivalent NQF level 8 qualification.

**Registration Periods:**  
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates.
Module: Intellectual Property Management and Innovation (ADIPMNF) - 12 Credits

Contents:
- Intellectual Property Management – Overview
- Intellectual Property Rights from Publicly Financed Research and Development
- Intellectual Property Strategy and Intellectual Property Policy
- Commercialisation of Intellectual Property
- Enforcement of Intellectual Property Rights

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 or an equivalent NQF level 4 qualification

Registration Periods:
01 February until 31 March
Late registrations payment will be accepted until the end of April

Module: 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 lock-outs; replacement labour; picketing; and dismissal of strikers)

Course in the Introduction to Corporate Governance (71978)

Duration: 6 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, the target group will reflect in most cases 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:  
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: 2 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 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: 1 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:**
January to April.
Registration closes on 07 April, however late registrations will be accepted until 30 April.

**Module:**
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 lock-outs (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
Enquiries for the Short Learning Programmes offered through the VerLoren van Themaat Centre should be directed to

Ms O Moatshe
VerLoren van Themaat Centre
Office 7-68, Cas van Vuuren Building, Unisa

Tel: 012 429 8306
Fax: 012 429 8985
E-mail: moatso1@unisa.ac.za
Website: www.unisa.ac.za/law

**Short Course in Refugee Law and Humanitarian Support (72877)**

| Duration: 6 months | Credits: 12 |

**Purpose:**
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 prejudice 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:**
National Senior Certificate or an equivalent NQF Level 4 qualification.

**Registration periods for 2014:**
First semester: 01 December 2013 to 31 January 2014
Second semester: 20 May 2014 to 30 June 2014

**Module:**
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: 1 year  
Credits: 24

**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. Students are 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 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:**
National Senior Certificate or an equivalent NQF Level 4 qualification.

**Registration periods for 2014:**
1 December 2013 to 31 January.

**Module:**
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

Centre for Criminological Sciences

Enquiries for the Short Learning Programmes offered through the Centre for Criminological Sciences should be directed to

**Ms S Campher**
Centre for Criminological Sciences
Office 1-16, Brooklyn House, Veale Street, Brooklyn

**Tel:** 012 433 9531
**E-mail:** camphsf@unisa.ac.za
**Website:** www.unisa.ac.za/la
# Course in Anti-Corruption and Commercial Crime Investigation (7246X)

Duration: 1 year  
Credits: 36  
NQF Level 6

**Purpose:**
To educate investigators on 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:**
National Senior Certificate or an equivalent NQF Level 4 qualification, and/or experience as approved by the Director of Unisa’s Centre for Criminological Sciences.

**Registration periods for 2014:**
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:
Operationalising 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
### Course in Security Practice (72486)

**Duration:** 1 year  
**Credits:** 36  
**NQF Level:** 5

**Purpose:**  
To equip security officials with the required specific skills to protect assets on a cost-effective basis which is both ethically correct and which conforms to the norms contained in the South African Constitution.

**Target group:**  
Security officials and security supervisors involved in the security industry in southern Africa, as well as persons not yet working in the field but who are interested in a career in the security industry.

**Admission requirements:**  
National Senior Certificate or an equivalent NQF Level 4 qualification, and/or experience as approved by the Director of Unisa’s Centre for Criminological Sciences.

**Registration periods for 2014:**  
6 January to 28 February.

**Module 1:**  
**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:** 1 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:**  
Completion of course on Security Practice.

**Registration periods for 2014:**  
6 January to 28 February.
### Module 1:
**Security-related Law of Evidence and Procedure (PSMN01V) -- 12 credits**

**Content:**
- Principles of the South African Law of Procedure: important aspects of the law of evidence for the security official

### 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

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**Centre for Basic Legal Education**

Enquiries for the Short Learning Programmes offered through the Centre for Basic Legal Education should be directed to:

**Programme Administrator:**
**Ms M E Mkhomazi**  
Centre for Basic Legal Education  
Office S 23, Brooklyn House  
Veale Street, Brooklyn  
Tel: 012 433 9480  
Fax: 086 766 6391  
E-mail: proglaw@unisa.ac.za  
Website: www.unisa.ac.za/law

**Programme Leader:**
**Dr M Wethmar-Lemmer**  
E-mail: wethmm@unisa.ac.za
**Programme in Law (01627)**

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<tr>
<th>Duration: 1 year</th>
<th>Credits: 48</th>
<th>NQF Level 5</th>
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**Purpose:**
To provide a general overview of the law, to equip students with the basic knowledge to understand their rights and duties in a democratic society within the structure and functioning of the South African legal system (programme consists of four modules, each with a module leader in charge: module leaders are all highly qualified academics with master’s or doctoral degrees and most are admitted as advocates or attorneys).

**Target group:**
Any person wishing to acquire the basic knowledge to understand their rights and duties in a democratic society within the structure and functioning of the South African legal system.

**Admission requirements:**
National Senior Certificate (matriculation exemption not required) or an equivalent NQF Level 4 qualification; however, those without these qualifications may submit a curriculum vitae to the programme leader for consideration.

**Registration periods for 2014:**
3–14 December 2013 and 7 January to 28 February.

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<tr>
<th>Module 1: Introduction to Law (CPLA019) -- 12 credits</th>
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<tr>
<td><strong>Content:</strong></td>
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<td>• What is law and where does our law come from?</td>
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<td>• Where do we find our modern law?</td>
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<td>• What is the Constitution?</td>
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<td>• What are your human rights?</td>
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<td>• How does your government operate?</td>
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<td>• How do the courts in South Africa operate?</td>
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<td>• Ownership: What are your rights?</td>
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<td>• Wills: Why do you need one?</td>
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<td>• Obligations: What is a contract?</td>
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<th>Module 3: Public Law (CPLA03B) -- 12 credits</th>
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<td>• Consumer protection</td>
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<td>• Forms of business enterprise</td>
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<td>• Insolvency</td>
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<tr>
<td>• Labour issues: employers and employees</td>
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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.
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## College of Science, Engineering and Technology

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## Mechanical and Industrial Engineering

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Enquiries for the Short Learning Programmes offered through the Centre for Software Engineering should be directed to

Ms E Havenga  
School of Computing  
Officer 3-31 G J Gershel Building,  
Unisa Science Campus, Cnr Christiaan de Wet and Pioneer Avenue, Florida

E-mail: cense@unisa.ac.za  
Web: http://cs-cert.unisa.ac.za  
Postal address  
Private Bag X6, Florida, 1710  
Assignments enquiries: assign@unisa.ac.za  
Examination enquiries: exams@unisa.ac.za  
Application for Special examinations: aegrotats@unisa.ac.za  
Fax: 012 429 4150

Short Course in Database Design (70041)

Duration: 6 months  
Credits: 12  
NQF Level 5

Purpose:
To provide an introduction to conceptual database design, by designing conceptual databases where basic concepts are introduced and giving students the opportunity to apply these concepts.

Target group:
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 on how to optimise the design of relational tables for an application.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification, assuming that student has previously passed a computer literacy course or has end-user experience of using computers and the Microsoft Windows environment.

Registration periods for 2014:
For information about registrations visit http://cs-cert.unisa.ac.za website.  
e-mail address: cense@unisa.ac.za
### Module: Database Design (CSDB1DX) -- 12 credits

**Content:**
- The database environment
- Fundamentals of data modelling
- Relational models
- 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:**
By focusing on important client-side and some server-side interaction aspects of the internet 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. 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.

Although an intermediate level course (students expected to do only introductory client-side programming) there will be meaningful exposure to more advanced topics such as HTML hand-coding, CSS (Cascading Style Sheets), JavaScript programming, designing Web pages and sites with good usability, and graphics file formats, and to 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 or her own Web pages, whether for personal or commercial use.

**Admission requirements:**
National Senior Certificate or an equivalent NQF Level 4 qualification, as well as internet access to the course material, e-mail facility and discussion forum on the course website.

**Registration periods for 2014:**
For information about registrations visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

### Module: 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:**  
CSV1DG – 6 months (semester course)  
CSV1Y8 – 12 months (year course)  
**Credits:** 12  
**NQF Level:** 5

**Purpose:**
To give learners a practical and theoretical foundation in computer programming for the Windows environment, to equip learners to be able to write Visual Basic .NET programs easily, and equip them to develop their programming skills further, be it in Visual Basic .NET or in any other Windows programming language.

**Target group:**
People who want to learn to program using a modern, visual programming language. Note that the Delphi and Visual Basic courses are quite similar: completing the one will enable the person to learn the other one very easily. Persons currently working in the IT sector can base their choice between Visual Basic .NET and Delphi on what language is being used in their environment.
Admission requirements:
National Senior Certificate or equivalent NQF Level 4 qualification and proficiency in English. Students must have some experience of the Windows environment, and must be computer literate. Note: 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 and access to e-mail and the internet.

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail cense@unisa.ac.za

Module:
Introduction to Visual Basic .NET Programming (CSVB1Y8 – 1 year course, or CSVB1DG – semester course) --12 credits

Content:
- Designing, implementing and testing 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-oriented 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: 6 months  Credits: 12  NQF Level 15

Purpose:
To equip business managers, computer programmers, system designers and home computer users alike with a thorough understanding of the basic features, operations and limitations of different types of computer networks, because the business world cannot function without data communications and computer networks, which are becoming increasingly important. Introduces concepts that achieve an in-depth understanding of the often complex topic of data communications and computer networks by balancing the more technical areas as well as everyday practical matters. Deals with readability and coverage of the most current technologies, 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:
People who want to learn about telecommunication as well as those who want to formalise their computer network knowledge.

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

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail cense@unisa.ac.za

Module:
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: 6 months  Credits: 12  NQF Level 5

Purpose:
To help first-time project managers and project managers who want to expand and formalise their knowledge by providing the basic skills, knowledge and competence needed to understand and manage IT projects effectively.

Since most similar courses focus less on IT, form part of a curriculum for a formal degree, and are less skills oriented, the specific focus of this course -- as a much-needed project management course -- is on the management of IT projects. 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, because this area has been grossly neglected over time. Without requiring employees to interrupt their work schedules for an extended period to obtain a formal qualification, this certificate course fills the need to focus on sensitising the prospective student to concepts, techniques and strategies available to the IT project manager.

Target group:
Project managers working within an IT environment looking for a certified qualification, general project managers that also want to focus on the management of IT-related projects, persons working in an IT-related environment who wish to broaden their career path to include project management of IT projects.

Admission requirements:
Matriculation certificate qualification, experience in an IT environment or exposure to project management practice.

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail cense@unisa.ac.za

Module:
Applied Project Management in an Information Technology Environment (CSPM1DR) -- 12 credits

Content:
- The context of the management of information technology (IT) projects: the environment, project management framework, process groups and knowledge areas
- The IT project management profession: its history, professional organisations such as the Project Management Institute (PMI), certification, ethics
- IT 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
- Use of case studies to illustrate software project management techniques and delineation of project management software assisting project management tasks

Short Course in Introduction to Information Security (70610)

Duration: 6 months  Credits: 12  NQF Level 5

Purpose:
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:
Suitable for people with little or no background on information security.

Admission requirements:
National 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 2014:
For information about registration visit http://cs-cert.unisa.ac.za e-mail address: cense@unisa.ac.za
Module: 
Introduction to Information Security (CSIS1DF) -- 12 credits

Content:
- Security in general
- Information security
- Password security
- Virus awareness
- Data storage and backup
- Computer ethics
- Office discipline
- Hardware security
- Social engineering
- Security in the banking environment
- Solicitation
- Malicious software
- Fraud schemes
- Extortion
- Illegal activities
- Preventive measures
- An overview of information security plan
- The five pillars of information security

Short Course in Developing Web Applications with PHP (72095)

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<th>NQF Level 5</th>
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Purpose:
To provide the student with tools and techniques to develop more dynamic Web-based applications, centred on the manipulation of data stored in online databases. To give students opportunities to enhance their skill set with regard to dynamic Web development (because of 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, and students involved in static Web development environments often reach a plateau in manipulating the Web content).

Target group:
Students who successfully completed introductory courses in Web design, e-commerce, or XML and need to gain from more advanced Web development content. Also entrepreneurs involved in self-start business with pre-knowledge on the development of static Web-based applications.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification; pre-knowledge on the development of static Web-based applications (HTML); internet access to the course material, e-mail facility and discussion forum on the course website.

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za
e-mail address: cense@unisa.ac.za

Module:
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)

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<tr>
<th>Duration: 6 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
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</table>

Purpose:
To provide an introduction to practical aspects of conceptual database design, covering the implementation of databases in a software package where students learn the skills of creating databases, forms, reports, queries and maintaining databases.

Target group:
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 persons who may have used tools to build database applications but lack the conceptual background on relational databases and knowledge of how to optimise the design of relational tables for an application.
Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification, assuming a previous pass in a computer literacy course or end-user experience of using computers and the Microsoft Windows environment.

Registration periods for 2014:
For more information about registration visit http://cs-cert.unisa.ac.za
E-mail address: cense@unisa.ac.za

Module:
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: 6 months
Credits: 12
NQF Level 7

Purpose:
To give students an understanding of the methodological and conceptual issues involved in conducting informatics research. Intended for Informatics students and practitioners wishing to embark on research in a specific topic, typically at postgraduate level.

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 bachelor’s degree or an equivalent NQF qualification.

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za;
E-mail address: cense@unisa.ac.za

Module:
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, analysing and evaluating library websites, writing detailed research questions/hypotheses, writing definitions, creating sub-problems, importance of the study in 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: checking and confirming, identifying tools to be used to search for literature, ensuring reliable information that is used for literature, identify and applying how to read articles, applying academic writing, creation of a concept matrix, how to conduct a detailed literature review, ensuring 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, discussing the key components of research data to be used, drafting a letter to go with the instrument.

- Research methodology --
- Discussing different ways to present the instrument development, evaluation of data collection, ensuring that the data collected will help answer the research questions/hypotheses, measuring 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 --
- Explaining the difference between research methodology and research design, explaining 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: 6 months | Credits: 12 | NQF Level 7 |

**Purpose:**
To equip practitioners with expertise in strategic planning for IS/IT departments in general, and knowledge of the complexities concerning implementation of the planning so as to align with the overall plans of the organisation, and be able to provide sound business advice, guidance and support at a strategic planning level to a range of people to ensure that the planning is accepted and communicated to all stakeholders in an organisation.

**Target group:**
Practitioners who advise and assist their informatics department management to prepare and present a coordinated and organised strategic plan.

**Admission requirements:**
Matriculation certificate qualification, or proof of prior experience; although a matric qualification is required, students will benefit most if they already have some prior IT management experience; the ability to write academic assignments; the ability to study independently through the medium of written tuition material.

**Registration periods for 2014:**
For information about registration visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

**Module:**
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 and 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
### Introduction to Information Technology Based Supply Chain Management (75957)

<table>
<thead>
<tr>
<th>Duration: Semester course</th>
<th>Credits: 12</th>
<th>NQF Level 7</th>
</tr>
</thead>
</table>

**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 organizations 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 2014:**
For information about registrations visit [http://cs-cert.unisa.ac.za](http://cs-cert.unisa.ac.za); e-mail address: cense@unisa.ac.za

**Module:**
Introduction to Information Technology Based Supply Chain Management (CSSCI1DT) -- 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 optimization in:
  - Supply chain planning.
  - Supply chain facilities layout.
  - Capacity planning.
  - Inventory optimization.
  - 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 optimization.
  - Business objects in SCM.

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### Short Course in Introduction to Visual C#.Net (76804)

<table>
<thead>
<tr>
<th>Duration: 6 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**Purpose:**
To give both experienced programmers and beginners insight into the relatively new programming language C#, to familiarise the student with the .Net environment and various object-oriented and event-driven programming techniques. The learner is exposed to the design of a real-life application in a short period of time (rapid application development).

**Target group:**
Individuals with or without programming background; junior developers and professionals not familiar with C#.

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

**Registration periods for 2014:**
For information about registration visit [http://cs-cert.unisa.ac.za](http://cs-cert.unisa.ac.za);
e-mail address: cense@unisa.ac.za
Module: Introduction to Visual C#.Net (CSCN01D) -- 12 credits

Content:
- Combination of different types of knowledge, (concepts, processes, contexts) skills and values --
  - 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) Starting July 2014

Duration: 6 months Credits: 12 NQF Level 7

Purpose:
To empower students with advanced knowledge and skills regarding information security, mainly to ensure enrolled students understand the technical aspects of information security within an industry environment.

Target group:
More advanced users who want to improve their understanding of information security issues and practices, especially technical skills needed in the industry.

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

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

Module: Advanced Information Security (CSIS03D) -- 12 credits

Content:
- Cryptography
- Program security
- Operating systems
- Data mining
- Network security
- Administering security
- Cyber security

Short Course in Applied Information Security (76809)

Duration: 6 months Credits: 12 NQF Level 6

Purpose:
To equip intermediate users with a greater understanding of information security issues and practices. To cover all need-to-know information about staying secure, including maintaining a secure environment and how to avoid security attacks, as well as enriching the overall information security body of knowledge within the industry, government and education sectors.

Target group:
All end users who use computers at home or in the office wishing to acquire the necessary skills and knowledge regarding the practical implementation of information security.

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

Registration periods for 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za
### Module: 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)

<table>
<thead>
<tr>
<th>Duration: 6 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
</tr>
</thead>
</table>

**Purpose:**
To empower the student with knowledge and skills to use mobile learning by introducing the educator to the unique affordances of mobile technology in the educational context, equipping the educator to harness the unique affordances of mobile technologies in an effective and efficient manner, and 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 who have basic cellphone, Windows and internet skills.

**Admission requirements:**
National Senior Certificate or an equivalent NQF Level 4 qualification; internet access, cellphone (Smartphone with internet access); a teaching qualification is recommended but not mandatory.

**Registration periods for 2014:**
For information about registration visit [http://cs-cert.unisa.ac.za](http://cs-cert.unisa.ac.za);
e-mail address: cense@unisa.ac.za

### Module: Mobile Technology in Teaching and Learning (CSMT01E) -- 12 credits

**Content:**
- Orientation and awareness --
  - Definition and examples of mobile devices used in teaching and learning (e.g. the types of devices: Smartphone, feature phone, low end)
  - Best practices in using mobile devices (Mobiquette)
  - Ethical and legal considerations in using mobile devices (Creative Commons etc)
  - Cost
- Exploration of mobile technologies in teaching and learning --
  - Services: Short Message Service, Media Message Service, BlackBerry Messenger
  - Applications (examples could change to keep up with technology trends): Twitter, Facebook, Whatsapp
  - Mixit
- Practical implementation of the use of mobile technologies in teaching and learning in a specific context --
  - Assessment of the student’s teaching and learning context
  - Development of a mobile technology teaching and learning profile consisting of appropriate services and applications
- Exploration of the educator’s roles and responsibilities in the ethical use of technology --
  - Identifying ethical issues in the use of mobile technology in education
  - Identifying issues in their own context of using mobile technology in education

### Short Course in Information and Communication Technology in Education (76811)

<table>
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<tr>
<th>Duration: 6 months</th>
<th>Credits: 12</th>
<th>NQF Level 5</th>
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</thead>
</table>

**Purpose:**
To empower people to use technology in teaching based on three objectives: to introduce the educator to a useful variety of technologies in education, to equip 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:**
National Senior Certificate or an equivalent NQF Level 4 qualification; basic Windows and internet skills and internet access. A teaching qualification is recommended but not mandatory.

**Registration periods for 2014:**
For information about registration visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

**Module:**
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.
- Identifying the available ICT technologies that the teacher has access to
- Identifying the available ICT technologies that the learners have access to
  (e.g. internet, mobile technology, e-books)

Exploration of technology teaching resources --
- ICT technologies that can be used to develop resources for use in the classroom
  (e.g. 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 second language learning)

Practical implementation in their context of use --
- Developing course material using various ICT available recourses, 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 (e.g. PPT, MindMap [Freeplane], Screen capturing tools, video [cellphones, digital cameras], podcasts [Audacity / WebQuests], e-Books, Twitter: #edchatsa)
- Uploading and sharing of developed resources (e.g. YouTube, Twitter, Face Book, blogs, wikis, Google docs, slide share sites, Dropbox, Google Apps, WA, mixit)

Exploration of the roles and responsibilities of educators in promoting the ethical use of technology --
- Creative Commons: ethical and security matters (Creative Commons) regarding the use of ICT technology in the classroom (security, passwords, authoring tools, plagiarism)
- Identifying issues in their own context of using technology in education

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**Course in C++ Programming (70181)**

**Duration:** 1 year  
**Credits:** 24  
**NQF Level:** 5

**Purpose:**
To equip learners with practical C++ programming skills. 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.

This course helps those who find themselves in the computer industry without formal qualifications to acquire training and obtain a qualification, without having to interrupt their work schedule for an extended period to attend courses. Standard first-year programming courses at universities typically teach introductory programming principles, whereas we assume that learners have already acquired 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:**
Students who have already learnt introductory programming in a high-level programming language.
Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification; pre-knowledge of 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 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

Module:
C++ Programming (CSCP1DB) -- 24 credits

Content:
The C++ language --
- Control constructs
- Functions
- Classes
- Lists
- Dynamic memory allocation
- Inheritance
- Templates
- Polymorphism
- Object-oriented programming

Course in Computer Networks (70025)

<table>
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<tr>
<th>Duration: 1 year</th>
<th>Credits: 24</th>
<th>NQF Level 5</th>
</tr>
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Purpose:
To explain the mystery behind the computer network, its hardware and software components, how it connects with other networks, the services it provides, network design and implementation, how network problems can be solved and the security aspects of networking and computing.

Target group:
Students with an interest in computer networking and especially in computer engineering technology, electrical engineering technology, networking technology, IT, telecommunications technology programs, corporations and the government.

Admission requirements:
National 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 2014:
For information about registration visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

Module:
Computer Networks I (correspondence -- CSNW1DJ) (Web-based -- CSNW1W8) -- 12 credits

Content:
Network hardware --
- What is a computer network?
- Network topology
- Networking hardware
Network protocols --
- Low-level protocols
- The TCP/IP protocols
- IPX/SPX, Appletalk and other network protocols
- Ethernet technology
- Token-ring, FDDI and other LAN technologies
- Networking design and troubleshooting scenarios
- Switching and routing
- Network management and security

Module:
Computer Networks II (correspondence -- CSNW2DL) (Web-based -- CSNW2WA) -- 12 credits

Content:
Network applications --
- Electronic mail
- FTP and Telnet
- Multimedia networking
- The internet
Network operating systems --
- An introduction to networking with Windows
- Windows domains

Network security and forensics --
- Cryptography and security
- Security hardware
- Security software
- Forensic techniques

Course in Information Technology in Electronic Commerce (ITEC) (70483)

Duration: 6 months  Credits: 24  NQF Level 5

Purpose:
To equip students with the theoretical knowledge and practical IT skills to enable them to understand and create the infrastructure needed to do business over the internet utilising 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 IT field, but wish to become more knowledgeable in its use in electronic-commerce applications.

Admission requirements:
National Senior Certificate or an equivalent NQF Level 4 qualification, learnt basic IT concepts, which include the internet and Web design; experience in using computers and the Microsoft Windows operating system environment is of utmost importance.

Registration periods for 2014:
For information about the registrations visit http://cs-cert.unisa.ac.za; e-mail address: cense@unisa.ac.za

Module:
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 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: 1 year  Credits: 24  NQF Level 5

Purpose:
To equip students with the theoretical knowledge and practical skills to design and implement Java computer programs for small to medium-size applications. First-year university courses typically teach introductory programming principles, whereas this course assumes that learners have already acquired 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, however, the focus is on the practical programming experience.

Target group:
Students who need to master basic programming skills in an objective-oriented programming language, and those scientists and engineers who need to learn a modern objective-oriented programming language and update their programming skills.

Admission requirements:
National 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.
Module:
Introduction to Java Programming (CSJA1DP) -- 24 credits

Content:
Structured programming in Java --
- Basic input and output
- Control structures
- Arrays and strings
Object-oriented programming --
- Basic input and output
- Control structures
- Arrays and strings
Applications in Java --
- Stand-alone applications (programs)
- 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 equipping the educators and community leaders in the use of robotics in education is considered in terms of the engineering, programming and pedagogy within a collection of modules including:
- Basics of robotics in education.
- Advanced robotics in education.
- Specialist application of robotics in education.

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 for 2014:
For information about the registrations visit http://cs-cert.unisa.ac.za;
e-mail address: cense@unisa.ac.za

Module 1:
Robotics in Education - Basics (CSROB1E) -- 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 analyze 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.

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**Module 2: STARTS SEMESTER 1 / 2015**
**Robotics in Education – Advanced (CSROB2E) -- 12 credits**

**Content:**

**Practical implementation of debugging and fault finding in existing robotics.**
• Explore the use of incremental development of programs.
• Explore the use of structures in the development of efficient robotic structures
• Explore the use of programming concepts in the development of efficient robotic programs.
• Explore the use of program testing methods in the development of efficient robotic programs.

**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: STARTS SEMESTER 2 / 2015**
**Robotics in Education - Specialized (CSROB3E) -- 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 specialty.**

**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.
Enquiries for the Short Learning Programmes offered through the Mechanical and Industrial Engineering should be directed to

Mr S Chikumba / Ms N Nkambule  
Department of Mechanical and Industrial Engineering  
Office: Block C-538, Unisa Florida Campus  
Tel: 011 471 2963  
Fax: 011 471 2142  
E-mail: nkambule@unisa.ac.za / chikus@unisa.ac.za

Programme in Industrial Engineering (THSIN)

<table>
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<th>Purpose:</th>
<th>To re-skill students who have engineering qualifications so that they can study industrial engineering.</th>
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<tr>
<td>Target group:</td>
<td>Students with an existing national diploma in any engineering discipline (except industrial engineering) who want to register for the BTech in Industrial Engineering (this is a required re-skilling programme).</td>
</tr>
<tr>
<td>Admission requirements:</td>
<td>National Diploma in Engineering (in any discipline except Industrial Engineering).</td>
</tr>
<tr>
<td>Registration periods for 2014:</td>
<td>25 November 2013 to 24 January 2014</td>
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Module:  
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:  
Product Design and Process Selection (PRDEAPS) -- 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:
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

Module:
The Start-Up of the System (TSTRUTS) -- 12 credits

Content:
- Project planning and control
- Life cycle of project management
- Functions of project management
- Financial analysis of project
- Project financing and communications
- Project implementation
- Project risk management

Module:
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:
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 and Africa within the global context.

Those who study towards TMALI short learning programmes will be also participate in seminars and conferences whose outcomes would be communicated expeditiously to Africa and the world.
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</table>
Enquiries for the Short Learning Programmes offered through the Thabo Mbeki African Leadership Institute (TMALI) should be directed to

**Registration and general enquiries:**
Tel: 012 337 6171 / 6013  
Fax: 086 768 7094  
E-mail: tmali@unisa.ac.za

**Address:**
TMALI University of South Africa  
263 Skinner Street  
PO Box 392, Pretoria 0003  
South Africa

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**Course in African Political Economy -- The African Economic Challenge (76734)**

<table>
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<tr>
<th>Duration: 6 months</th>
<th>Credits: 36</th>
<th>NQF Level 6</th>
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**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, and 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 a one-year higher education qualification.

**Registration periods for 2014:**
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates.

**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 globalization.

**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 Challenges and Models for Growth (CAPE03N) -- 12 credits

Content:
- Managing abundance.
- Future of Africa’s economic development.

Course in Africa and International Trade -- Building an African Developmental State (76738)

Duration: 1 year  
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, and to study cases of Africa’s trade diplomacy drawn from across the continent.

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 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 a one-year higher education qualification.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.

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 policy making in Africa.

Introduction to Thought Leadership for Africa’s Renewal (76764)

Duration: 6 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 a one-year higher education qualification.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend to the Unisa semester registration dates.
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 the 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 on Good Governance in Africa (77701)  
Duration: 6 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 deal with 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, and to enable participants to use statistics to measure good governance.

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 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 a one-year higher education qualification.

Registration periods for 2014:  
First semester: 25 November 2013 to 24 January 2014  
Second semester: will depend to the Unisa semester registration dates.

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
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 Gender and African Feminist Studies (76817)

Duration: 6 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.

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 Afrikan 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.

Registration periods for 2014:
First semester: 25 November 2013 to 24 January 2014
Second semester: will depend on Unisa semester registration dates.

Module 1:
History and Philosophy of Gender and Third World Feminism [TWF] (HIPGETF) -- 12 credits

Content:
- Introduction to the theories of gender and Third World Feminisms.
- Third World and Afrikan feminist responses to the UN gender and development model.
- Role of Afrikan feminisms in response to States and National Policy making.

Module 2:
Critical Approaches of Gendered Policy Planning and Design (CAGEPDR) -- 12 credits

Content:
- Gendered policy design
- Critical analysis of gender mainstreaming
- Locating women in economic planning in Afrikan States

Module 3:
Afrikan Feminism: An instrument for Social Change (AFAINS8) -- 12 credits

Content:
- Role of Feminisms in contributing to anti colonialism and other forms of resistance.
- Assess Feminism in relation to the Afrikan Renaissance, Afrikanism, Socialism and Nationalism.
- Role of Third World Feminism in shaping Third World Nationalism and TW identities.
Short Course in Multigrade Teaching Methodologies and Assessment in Schools (76816)

Duration: 1 year  
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 context
- 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:
National Senior Certificate or an equivalent NQF Level 4 qualification.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
Multigrade Teaching Methodologies and Assessment in Schools (CMTMA01) -- 12 credits

Content:
- Conceptualization of multigrade teaching  
- Learner organization and teaching strategies  
- Creating and management of learning environment in multigrade context  
- Assessment in multigrade context  
- Curriculum adaptation and planning  
- Designing and planning of a lesson in multigrade context  
- Integrated approaches in multigrade context  
- Teacher competencies in teaching under multigrade contexts

Short Course in the Functionality of School Governing Bodies (SGBs) (76821)

Duration: 1 year  
Credits: 12  
NQF Level 5

Purpose:
- 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 consider 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:
National Senior Certificate or equivalent and six months experience as school governor, or proof that you are newly elected school governor.

Registration periods for 2014:
1 December 2013 to 28 February.

Module 1:
The Functionality of School Governing Bodies (CFSGB01) (SGBs) -- 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 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 relation

Course in Teaching Foundation Phase Mathematics (76819)

Duration: 1 year Credits: 12 NQF Level 5

Purpose:
- have the advanced knowledge and skills in the teaching of the subject mathematics;
- develop mathematics competencies;
- have 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 for 2014:
1 December 2013 to 28 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
## Advanced Programme in Information Systems Auditing (76813)

<table>
<thead>
<tr>
<th>Duration: 9 months</th>
<th>Credits: 72</th>
<th>NQF Level 8</th>
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</thead>
</table>

### Purpose:
Aim is to prepare learners for the ISACA Certified Information Systems Auditor (CISA) examination and to prepare these learners for a career in information systems auditing.

### Target group:
- Students who intend to further their studies in the field of information systems auditing and who want to specialize as information systems auditors; and
- Students who intend to write the ISACA Certified Information Systems Auditor (CISA)

### Admission requirements:
Relevant BCom, BCompt or BSc degree.

### Registration periods for 2014:
1 December 2013 to 28 February.

### Module 1:
**Governance and Management of IT (GOVMA0N) -- 12 credits**

**Content:**
- How IT issues are affecting organizations.
- The need for a control framework driven by the needs for IT Governance and good management practices.
- How COBIT meets the IT Governance and management requirements.
- How to apply COBIT in a practical situation.

### Module 2:
**The Information Systems Audit Process (INFSA0C) -- 12 credits**

**Content:**
- Risk-based auditing principles.
- The professional requirements, skills and duties of an information systems auditor.
- Audit laws, standards, regulations and guidelines.
- The risk-based audit process.
- Audit cycles.

### Module 3:
**Advanced IT Auditing (ADITA03) -- 12 credits**

**Content:**
- Internet based systems.
- Enterprise Resource Planning (ERP) systems.
- Electronic Data Interchange (EDI) systems.
- Corporate data base systems.
- Business continuity and disaster recovery.
- IT Security.
- CAATs.