

MODULE DESCRIPTIONS

ACCOUNTING FOR MANAGERS I

This module teaches the difference between bookkeeping and accounting within a business context, different concepts and definitions in the accounting world, the duality concept, and the basic accounting equation. It further addresses Value-Added Tax (VAT) based transactions, different source documents relevant to accounting transactions, processing cash transactions using relevant subsidiary journals, processing credit and sundry transactions using relevant journals, and transferring accounting information from journals to relevant general ledger accounts. The module teaches students how to distinguish between perpetual and periodic inventory systems, identify and process debtor and creditor accounts using relevant ledgers, and explain and perform bank reconciliations for business entities.

BUSINESS LAW I

The purpose of this module is to provide students in the field of commerce and other relevant studies with a general understanding of the South African legal system and law related to business, and to equip students with knowledge, skills, and competencies to analyse and solve basic problems relating to the general principles of business law, and the identification and application of the legal principles that will guide decision-making and action successfully in the legal arena.

CRIMINOLOGY I

Criminology is the scientific study of crime and criminal activities which are part of our everyday lives. The criminologist strives to understand, explain, and prevent this phenomenon. This module will equip students with an understanding of the field of criminology and its applications, the ability to define the concepts of criminology, crime and victim, to differentiate between all aspects of the crime phenomenon, to distinguish between "juridical" and "non-juridical" definitions of crime, to understand the duties and the functions of a criminologist and a victimologist, criminology as a science and to indicate new developments in criminology.

CYBERSECURITY MANAGEMENT AND GOVERNANCE

The module introduces the management and governance aspects of cybersecurity, focusing on strategies and frameworks for effectively securing organizational assets and ensuring compliance with regulatory requirements. Through case studies, and real-world scenarios, students will develop skills in basic cybersecurity risk assessment management, policy development, incident response planning, and compliance management.

DIGITAL MARKETING FUNDAMENTALS

Digital has become a way of life. It is the experiential glue which binds previously separated, traditional media together and because of this, digital enables a cohesive brand experience to marketers. If you want to be successful in marketing and business today, mastering these topics is absolutely essential. It is all about an approach and finding the solution that best suits a company, its strategy and organisational needs. The insights and approach provide a well-structured guide to the channels and approaches that are needed to consider as one navigates the digital highway. This course aims to cover all the essentials that a student would need on digital marketing. Gaining knowledge of the overall strategy, the web assets that they need to create, and how to effectively engage with their audience through multiple digital vehicles. It offers a great overview on how to measure and optimise one's activities in digital via web analytics and conversion optimisation. It will provide a solid background on all aspects of digital marketing.

DISASTER RISK REDUCTION I

Disaster risk reduction is the concept and practice of reducing disaster risks through systematic efforts to analyse and reduce the causal factors of disasters. Reducing exposure to hazards, lessening the vulnerability of people and property, efficient land and environmental management, and improving preparedness and early warning for adverse events are all examples of disaster risk reduction. The model deals with disaster risk reduction, developing a disaster risk profile, and stakeholders' roles in DRR. It furthermore teaches the importance of mitigation of disaster preparedness in DRR and how to prevent disasters, as well as the competencies required to operate internally and externally within a professional environment.

ENTREPRENEURSHIP I

This module guides students in understanding what entrepreneurship means to establish their own business. It defines entrepreneurship and contextualises the entrepreneurial process within the small business environment. It describes the characteristics, skills, and attributes of a successful entrepreneur, the different business forms and the selection of an appropriate form for their business's mission and objectives. A critical aspect of establishing an own business is to conduct a feasibility and viability study. This process is introduced together with the small business start-up process, the legal requirements, resources, branding considerations required, an outline of the components of a business plan, information on the relationship between successful entrepreneurship and creativity, innovation and problem-solving, and how to apply good management practices relating to time management, conflict resolution, and customer relationship management.

FIRE SAFETY MANAGEMENT

The purpose of this module is to provide students with basic information about the design and construction of buildings. It provides an understanding of building construction principles and practices as they relate to fire behaviour and fire load and will enable students to make better, safe, and timelier decisions to protect people and property from potential and actual fires. The module's information will aid in understanding the purpose and operation of fixed fire protection installations and detectors. It equips students with the competencies required to operate internally and externally within the fire workplace environment.

FIRE TECHNOLOGY MANAGEMENT

This module aims to provide students (potential fire service leaders/officers) with the fire technology information of a professional relevance that they need to be effective in the technical work environment. It exposes students to the tactics and strategies required for operational firefighting and fire ground procedures. The module further prepares the fire officer to take command of operational incidents, utilising available resources safely and effectively, and know the best course of action to take in each scenario. The module provides students with the information and knowledge regarding the utilisation, design, testing, and maintenance of fire service apparatus and equipment. It equips students with the competencies required to operate internally and externally within the fire workplace environment.

FLEET MANAGEMENT I

This module aims to equip students with the basic building blocks of fleet operations to form the basis for a career in vehicle fleet management. It covers the concepts and theories relating to managing fleet assets effectively. Students will learn about fleet management as a business discipline in the context of the motor industry and the principles of managing car and specialised asset fleets by applying accepted fleet management concepts, information, and systems.

FUNDAMENTALS OF AVIATION HUMAN FACTORS MANAGEMENT

The module introduces the basic facets of overseeing staff responsible for aviation operations, ensuring both excellence and safety. It explores human performance dimensions, such as situational awareness, teamwork, aeronautical decision-making, and the management of threats and errors. These cornerstones of management play a pivotal role to maintain a robust safety culture and uphold operational efficiency within the aviation domain.

FUNDAMENTALS OF AVIATION MANAGEMENT

The module offers an introductory framework of the essential attributes of the aviation industry. Students will gain an understanding of the demands and obstacles that aviation professionals encounter in their daily activities. The module introduces essential aviation management competencies and proficiencies vital for effective operations, as well as rudimentary concepts governing an airport and aircraft operations.

FUNDAMENTALS OF BUSINESS COMMUNICATION

Communication is the foundation of all social but also organisational interaction. Business communication requires a special skills set that will allow you to interact effectively in all the components of verbal and written communication, i.e. listening, speaking, reading, and writing. This module develops these practical and fundamental skills so that students can build relationships with peers, colleagues and clients, and communicate clearly and effectively in various contexts within the business environment.

FUNDAMENTALS OF BUSINESS STUDIES

In this module we build literacy skills in terms of basic numeracy, personal management and basic computer skills that are suitable and non-negotiable for a student that graduates from any qualification in Higher Education. This is an induction module where students are provided with the skills and knowledge required to be successful in entry-level business degree studies.

FUNDAMENTALS OF DATA MANAGEMENT

The module will equip students with the knowledge and skills needed to harness the power of data for informed decision-making, emphasising the importance of data quality, privacy, and the strategic use of business intelligence tools. Students will gain a fundamental understanding of the meaning of business intelligence, data management principles, and ethical considerations in handling data.

HEALTH AND SAFETY MANAGEMENT I

Understanding the fundamentals and legislative requirements in any work environment is an essential competence required from all workplace managers and health and safety representatives, irrespective of the type of business. This module will equip all health and safety representatives with the required information to address employee health, safety, and wellness in the workplace and promote sound occupational health and safety principles. It will equip students with the competencies required to operate internally and externally within any workplace environment.

HUMAN RESOURCE MANAGEMENT I

This module aims to introduce human resources management (HRM) in the context of HRM within South Africa. It also considers affirmative action, its goals, and the processes that follow this. The module provides an overview of the core HRM functions, such as the HRM value chain and employee wellness, and provides basic HRM information that could also be of value for line managers.

INCOME TAX

The objective of this module is to introduce students to the topic of taxation in the context of South African Tax legislation. It introduces students to Income Tax, Capital Gains Tax (CGT), Donations Tax, Value-Added Tax (VAT), Dividend Withholding Tax (DWT), Secondary Tax on Companies (STC) and various other elements in the system of taxation. Students must not only understand the system of taxation, but also be able to apply the rules and calculate a taxpayer's liability.

INTRODUCTION TO BUSINESS STATISTICS

This module will equip students with an understanding of fundamental statistical concepts and their practical application in managerial decision-making. Students will be introduced to the effective use of data visualisation. Overall, students will develop basic essential skills to analyse, interpret, and communicate data within a business context.

INTRODUCTION TO CYBER SECURITY

This module serves as an introductory module to the field of cybersecurity, aiming to provide students with foundational knowledge and understanding of key concepts, principles, and practices in safeguarding digital assets and information. Through a combination of theoretical content, case studies, and practical exercises, students will gain insight into the importance of cybersecurity in the business landscape and develop basic skills for identifying, assessing, and mitigating cyber threats.

LABOUR RELATIONS I

Labour Relations aims to introduce new knowledge and skills that will enable students to understand the dynamics and ever-changing field of Labour Relations. Effective labour relations management is essential for achieving organisational objectives in all environments. Managers and employees, therefore, need to be aware of the most critical aspects of the South African labour relations system and how the interaction between system components influences labour relations outcomes in organisations. This module will equip students with fundamental knowledge and skills related to the South African labour relations system. It will introduce them to the theoretical aspects of labour relations and the development of workplace relationships, building a committed and loyal workforce to deal with the unique challenges in the South African labour market.

LOGISTICS MANAGEMENT I

This module equips students with the basic building blocks of logistics operations as the basis for a career in logistics management. Students will learn about the procurement process and identify procurement-related activities, inventory, packaging solutions and containerisation and the role of packaging in logistics. They will also learn about the equipment used in warehouses and warehouse management activities, transportation operations in the logistics sphere and the concept of reverse logistics and the returns management process.

MANAGEMENT I

This module aims to enable students to function as effective managers on a supervisory level by laying a solid foundation for further studies in management. Qualifying students will be able to understand, describe, and interpret management roles, tasks, and associated theories, and develop the ability to apply theoretical content in workplace contexts. Discussions of the content are grounded in the four core functions of management: planning, organising, leading, and control. The knowledge and skills obtained in the course are essential to the management practice of supervisors, middle managers, and top managers.

MARKETING MANAGEMENT I

Marketing contributes to achieving fundamental business objectives, including survival, profitability, and growth, and is a fundamental part of daily life. Marketing activities include the conception, pricing, promotion, and distribution of ideas, products, and services. The marketing process includes understanding the organisation's mission, the role that marketing plays in fulfilling that mission, setting marketing objectives, developing a marketing strategy, developing and implementing a marketing mix, evaluating marketing efforts, and making changes if needed. The marketing mix combines product, distribution (place), marketing communication, and pricing strategies to create exchanges satisfying individual and company objectives.

PROJECT MANAGEMENT I

This module familiarises students with the project management function and its organisational role. Students learn the different phases projects go through, particularly the first phase, referred to as project initiation. Students will also understand project managers' tools, processes, and documents to run projects efficiently.

PUBLIC SECTOR FINANCIAL MANAGEMENT I

This module provides students with an understanding of the concept of public money and how the public participates in and benefits from public money, and the statutory framework and components of public sector financial management. It discusses how a democratic state, specifically South Africa, structures itself to enable, regulate and deliver services in the public interest. Students will also understand what constitutes a budget, define the process of preparing one, describe budget execution and reporting, and explain how the process contributes to overall accountability. Fundamental is the nature of ethics and the ethical expectations of government officials.

PUBLIC SECTOR MANAGEMENT I

Public management practices are essential for long-term institutional sustainability at the national, provincial, and local government levels. They underpin the process of democratic accountability. Students will learn to describe Public Administration theory, the development of the discipline, and the role of the organisation of the State.

PUBLIC SUPPLY CHAIN MANAGEMENT I

This module broadly explains what supply chain management involves from a public sector perspective and explains demand management as the first phase of supply chain management. It further describes acquisition management's main functions and identifies important focus areas relating to bid administration.

PUBLIC TRANSPORT AND FLEET MANAGEMENT I

Transport and fleet management in the public sector has become an important function that deserves the necessary attention from the management of a government department. In this module, students will learn about basic transportation concepts, role-players and their responsibilities for transport and fleet management, the South African automotive environment, government-owned vehicles, government-subsidised vehicles, and the measurement and management of transport and fleet management performance.

RECORDS MANAGEMENT I

Establishing an integrated records and archives management system requires public and private organisations to develop policies, procedures, systems, and structures to maintain an integrated records management programme. Students will identify and describe legislation affecting records management practice and describe the characteristics of records. They will be able to define records management, identify its advantages, and demonstrate an understanding of records storage space, conditions, and equipment. They will furthermore demonstrate an understanding of registry procedures and be able to discuss file plans and functional requirements for effective recordkeeping systems. Lastly, they will demonstrate an understanding of records management's appraisal, retention, and disposal.

TRAFFIC POLICE SCIENCE

Traffic Police Science is a challenging but interesting field of study that deals with the importance of the legal side of road traffic signs as well as certain techniques and mechanisms introduced by all spheres of government to promote and ensure the safety of road users on the South African road infrastructure. The module focuses on terminology and aspects of road signs, road markings, traffic signals, speed calming, and other aspects of roadside safety. This module will equip students with the competencies required to operate internally and externally within any workplace environment.

TRAINING MANAGEMENT I

This module empowers students to analyse, design, develop, implement, and manage training and development in an enterprise. It teaches students to develop and implement meaningful training and development interventions and initiatives for organisations and the future economic development and international competitiveness of South Africa.

VEHICLE CRIME INVESTIGATION MANAGEMENT

To understand motor vehicles, its parts and its accessories and subsequently manage the investigation of the misappropriation of the aforementioned in relation to its identified crime scene

VEHICLE CRIME RELATED LEGISLATION

To give the student insight into RSA legislation applicable to the management of vehicle crime related investigations.

VENTURE FORMATION

In this first elective, students will cover the first part of the entrepreneurial process (Venture formation). They will build an understanding of the venture formation process in more detail; learn how to apply it in a real-life context; and create a tangible mini-business plan for a business opportunity linked to a real problem in practice.