MODULE DESCRIPTIONS

ACCOUNTING FOR MANAGERS

This module teaches the difference between bookkeeping and accounting within a business context, different concepts and definitions in accounting, 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 ADMINISTRATION

Business Administration develops the student's ability to manage administrative functions and systems in medium to large organisations, with a focus on supporting strategic goals through effective office coordination, compliance, information flow, and workflow management.

BUSINESS COMMUNICATION

In this module, the student is introduced to communication, as revolutionised by technology, and the way the world of business attempts to communicate effectively while keeping pace with the changes. Without effective communication, organisations cannot survive in a changing and competitive national and international environment. In this module, we enhance students' communication skills, with a focus on the business environment.

BUSINESS LAW AND COMPLIANCE

This module introduces students to the basic principles of commercial law, addressing a broad spectrum of content which includes all modern aspects of the field. First, an overview of the South African Legal System is covered. Second, the basic principles of contracts are presented, and then applied to examples of specific business contracts. Students are familiarised with the concept of agency and different legal business entities. Lastly, the module outlines the concepts of business conduct and compliance.

BUSINESS REPORT

This module is aimed at enabling students to apply the principles acquired in their chosen major in a practical environment, after laying the foundation in the Introduction to Research module. Students will research a specific and relevant challenge and suggest a suitable solution basis. As such, the module will foster problem solving, critical thinking and solution orientation skills. Furthermore, students will hone their report writing and presentation skills. The last part of the module introduces students to acquiring funding for and collaborating in research.

DISASTER RISK MANAGEMENT I

An introduction to the fundamental concepts of Disaster Risk Management (DRM), including legislative frameworks, planning and sustainable development, which underpin DRM, including risk assessment, vulnerability reduction, disaster preparedness as well as ethical principles and human rights.

DISASTER RISK MANAGEMENT IIIA

To equip students with advanced DRM strategies, focusing on post-disaster recovery, early warning systems, stakeholders in multi-sectoral responses, ensuring informed decisions in complex risk scenarios.

DISASTER RISK REDUCTION II

The module develops knowledge on DRR by focusing on community-based approaches, investment strategies, and information management that contributes towards sustainable development and long-term resilience.

DISASTER RISK REDUCTION III

The module provides advanced knowledge in DRR with a focus on resilience, climate change adaptation, advanced community-based strategies, and investment challenges to ensure risk reduction during rehabilitation.

ECONOMICS 1 FOR MANAGERS

This module introduces key concepts of Economics. Amongst other things, students will be exposed to what Economics is, the concept of the market, demand and supply and the utility function. Students will be able to better understand their firms by being grounded in the concepts of production and costs. Their understanding will be further bolstered when they are exposed to the circumstances under which their companies operate i.e., in the context of monopolies or oligopolies.

ECONOMICS 2 FOR MANAGERS

The second-year economics curriculum expands on the introductory economics concepts that students encountered in the first year. This module introduces students to basic macroeconomics concepts, models, and their applications., and how economic models are formulated. The module covers the concept of national income and its determination, money creation, the banking structure, and the trade-offs between inflation and unemployment. The module enables students to analyse the impact of fiscal and monetary policies on the macroeconomic variables.

END USER COMPUTING

End User Computing includes an online training component which allows students to practice simulated MS Office tasks at their own pace, supported by integrated feedback which helps them to identify and remedy their mistakes; and an assessment component which will count towards their overall module result. Students will also complete several assignments in which they will be expected to apply the MS Office tools that they have practiced in the online environment.

ENTREPRENEURSHIP AND INNOVATION MANAGEMENT I

This module aims to empower learners with the competencies (knowledge, values and skills) required to understand the interaction between entrepreneurship, small business and the broader economic environment. Students will discover the theories, techniques and processes to understand and apply entrepreneurial, governance and ethical practices within the legal framework. These acquired competencies will assist students to start a successful business assisted by proper planning and marketing strategies.

ENTREPRENEURSHIP AND INNOVATION MANAGEMENT II

This module aims to empower learners with applied accounting, management and administrative competencies (knowledge, values and skills) required to build an entrepreneurial business. Students will discover the theories, techniques and processes associated with operational, people and risk management to assist in developing a business known for its business culture. These acquired competencies will assist students to grow and maintain a successful business assisted by proper people, financial and administrative competencies.

ENTREPRENEURSHIP AND INNOVATION MANAGEMENT IIIA

This module aims to empower learners with applied knowledge of the small business environment, the importance of establishing a business with integrity from start-ups to growing the business in terms of franchising and buyouts. Students will discover the theories, techniques and processes associated with developing a comprehensive business plan for an entrepreneurial business.

ENTREPRENEURSHIP AND INNOVATION MANAGEMENT IIIB

This module aims to empower learners with applied knowledge and skills to manage an entrepreneurial business, customer relations and product and business development. Students will discover the theories, techniques and technology-based processes associated with establishing and expanding a sustainable entrepreneurial business within a global environment. These acquired competencies will assist students to grow and maintain a successful business considering managerial, resources and risks associated with an entrepreneurial business.

FINANCE FOR NON-FINANCIAL MANAGERS

The module equips aspiring managers with the financial literacy and analytical skills necessary to interpret financial data and make sound business decisions. Building on prior knowledge of accounting, economics, and management, it empowers non-financial professionals to engage confidently with budgeting, costing, financial performance, and investment appraisal. The focus is on using financial tools to support effective planning, control, and decision-making in real-world business environments.

HUMAN RESOURCE MANAGEMENT I

The foundation of human resource management provides students with the background and challenges facing human resources practices in South Africa. Students will then explore the laws and regulatory environment that impacts human resource management. Students get an opportunity to unpack the efforts to diversify the workplace and investigate what it means to manage diversity. Students will consider the forces acting upon human resource management and consequentially the strategies to manage such challenges. They will then get to see how the human resources and human capital management functions tackle the changing world of organising work. In addition to exploring the different recruitment methods, students will delve into competency frameworks that support successful recruitment activities.

HUMAN RESOURCE MANAGEMENT II

This module builds on Human Resource Management I. Students will start off with the selection process that will provide greater insight into how organisations decide on the people to hire. Students will then unpack the need for training and development programmes that underpin supporting the dynamic skills needed for success in the company. Reward management will offer students clarity on the need for remuneration and other similar incentives that are available to employees within companies. Students will explore the necessity for performance appraisal systems in successfully managing the achievement of company goals. They will then unpack the role that trade unions play in the human resource relationship with the company. Lastly, students will examine motivational theories to better understand one of the workplace levers that are necessary for goal accomplishment.

HUMAN RESOURCE MANAGEMENT IIIA

This module builds on Human Resource Management II. As companies expand globally, students will be exposed to the challenges and realities of human resource management to underpin the expansionary goals. They will then get to explore the convergent and divergent debates of human resource management. Students will then examine the phenomenon of change and derive processes that deal appropriately with change. They will also explore issues around effective employee participation in the workplace. Employee engagement will allow students to assess what constitutes engagement as well as its drivers. Lastly, students will get an opportunity to get to grips with what constitutes an ethical workplace and the various factors that shape it.

HUMAN RESOURCE MANAGEMENT IIIB

This module complements and builds on Human Resource Management IIIA. Students will begin by covering the management theory and practice as they delve into emotions at work. Flexibility and organisational change will allow students to explore the different ways an organisation responds and navigates change. In ever changing and demanding workplaces, students will then examine the notion of wellbeing specifically investigating human resource management's response to the welfare of employees. They will then be given an opportunity to delve into evidenced based human resource management to support decision making. Students will then investigate the relationship between technology and the social relations at work, focusing also on human resources role in managing social media and technology. Lastly, the future of work will expose students to the skill sets that are needed to navigate the ever-changing workplace.

INTRODUCTION TO BUSINESS ADMINISTRATION

This module provides a foundational understanding of the role and scope of administration in business organisations. Students will explore key administrative functions and support systems, and develop an awareness of how administration integrates with other business functions. The module also introduces basic principles of administrative organisation, including record-keeping, scheduling, and office coordination, preparing students for more specialised study in administrative and business management.

INTRODUCTION TO BUSINESS MANAGEMENT

Introduction to Business Management introduces the student to the fundamental principles of management and the essential skills and competencies for effective management. The student will be exposed to the primary management tasks: planning, organising, leading, and controlling. Supporting management tasks, such as communication, motivation, and delegation, are also covered. The student is introduced to how these management competencies and tasks are applied across management functions; notably, operations, financial, marketing, and human resources management.

INTRODUCTION TO RESEARCH

Introduction to Research explores a systematic inquiry that helps to solve business problems and contribute to management knowledge. The purpose of this module is to introduce the student to basic business research methodologies. Business research is a process of acquiring detailed information about all the areas of the business and using this information to maximise the sales and profit of the business. Such a study helps companies determine which product/service is most profitable or in demand. In simple words, it can be stated as the acquisition of information or knowledge for professional or commercial purposes to determine opportunities and goals for a business.

LOGISTICS MANAGEMENT I

The module introduces students to the world of supply chain management and logistics. They will get an opportunity to explore what sourcing is and why it's considered to be the 'pulse' of the supply chain and how it aids in meeting customer needs. Key to ensuring maximum value to customers, is ensuring that contracts are properly entered into to secure the supply of goods or performance of work. Once goods are procured, students would get an opportunity to explore the significant role of warehousing in the supply chain. Specifically, they would understand the importance of inventory in meeting customer orders. Lastly, students will explore the significant role that operations management plays in an organisation.

LOGISTICS MANAGEMENT II

This module builds on Logistics Management I. It allows the student to explore and understand what reverse logistics is and why it's considered a critical area of supply chain management. Students will be given an opportunity to explore in detail the subject of transport and decide on the best mode to support a successful supply chain. Customer service will give students the opportunity to explore the merits of why customer satisfaction is so important in the survival and growth of businesses. Students will be given an opportunity to choose an appropriate logistics information system that underpins a successful supply chain. They will further explore logistics channels and the ideas behind network design to ascertain the best way of getting the company's products and services to the customer. Lastly, students will appreciate the importance of aligning supply and demand and understand why it's considered the foundation of the logistics process.

LOGISTICS MANAGEMENT IIIA

This module builds on Logistics Management I and II. It provides students with a global perspective on supply chain management. Importantly students will be able to understand the importance of strategically managing the supply chain. Network and system design requirements will clarify the infrastructure needed to support a successful supply chain. Students will also make the connection with marketing and understand its significance to communicate with and broaden the customer base. Operations management will provide students with the opportunity to understand how the organisations resources are combined to produce the company's goods and services. Lastly, sourcing will clarify the importance of obtaining resources timeously, at the price budgeted, in the condition needed to produce the company's goods and services.

LOGISTICS MANAGEMENT IIIB

This module will continue to expose students to strategic topics at the 3rd year level of Logistics Management. It will bring into focus the importance of the logistics function, forecasting and demand planning as a way of anticipating customer orders, specifically focusing in on how the operations of the company should be successfully set up to meet those orders. Students will therefore be given an opportunity to unpack the importance of managing inventories to ensure that customer needs are met smoothly and efficiently. Students will appreciate the challenges of managing inventories as they unpack and understand Lean systems and Six Sigma. At the heart of any system are the relationships that exist between and amongst the different parties to that system. Students will have opportunities to explore these relationships and understand their significance in terms of fulfilling the goals of the company. Lastly global supply chain management will offer students the opportunity to explore the complexity of the broader issues associated with supply chain management.

MANAGEMENT II

This module expands on the foundational concepts of management. Students will begin by exploring what it means to manage individuals, covering such topics as the perceptions that individuals have of work to the values that each has and how this plays out within an organisation. Managing teams and groups will highlight the dynamism of groups in adding value to the organisation. While at the same time students will be exposed to the dark side of teams and ways to approach these challenges. They will then explore the management of human resources unpacking on the one hand its core functions and on the other investigating the connection with strategy. Managing communication will allow them to appreciate the different ways in which the organisation communicates within the entity as well as with its customers, ultimately learning how information is exchanged between different parties. Thereafter students will be exposed to the challenges and necessity of instituting change, whether in practices, processes, or other relevant aspect of the entity. To remain relevant and competitive, they will understand the necessity for innovation but also appreciate the challenges of instituting new initiatives within organisations. Lastly, students will cover the topic of managing globalisation, focusing on what it means to be operating in a globalised context, the benefits that it accrues as well as the challenges that go with it.

MARKETING MANAGEMENT I

The module will allow students to unpack and understand what marketing is. It will give them greater insight into the reasons that inform customer and buyer behaviour and thus inform their marketing plans and actions accordingly. While market segmentation will allow students the opportunity to better understand the ways in which to approach customers, market planning will reinforce the need to be thoughtful, research centred and organized in one's marketing approach. eMarketing and the like will give students an opportunity unpack how digital marketing channels are used to reach customers. It will clarify the different social media platforms that one can use and the target audience for each.

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MARKETING MANAGEMENT II

This module builds on Marketing I. Students will firstly be introduced to the theory of communication where they will explore different communication models. They will then delve into factors that affect buying behaviour, unpacking behavioural and cognitive learning theories which will better aid their understanding of consumer choices. Brand communication will allow students the opportunity to explore issues such as brand identity and salience to better understand how it aids brand building. Students will then be given the opportunity to outline marketing communication plans and draw up marketing strategies. Campaign tactics and management will ensure that students understand the reasons for a communication, the target audience and how the message is to be communicated. Lastly, students will be given an opportunity to draft integrated marketing communication plans for media campaigns.

MARKETING MANAGEMENT IIIA

This module builds on the foundations laid in Marketing Management II. Students will start off by examining the relationship between business and marketing strategy. Specifically, they will explore and understand the nature of strategic marketing. Thereafter they will be given the opportunity to carry out a SWOT analysis on the external environment in consideration of understanding the options that exist for a product. Customer analysis will allow students to unpack and understand the nature of the relationships that exist between the company and the customer and the importance of those relationships that support revenue generation for the company. Just as it's imperative to understand the customer, students will be given the opportunity to analyse competitors to seek ways of winning market share. Students will explore the internal company environment to understand where its strengths, weaknesses, opportunities and threats lie. Lastly, students will be given the opportunity to use data and metrics to evaluate the possible outcomes associated with the marketing campaigns.

MARKETING MANAGEMENT IIIB

This module complements Marketing IIIA and allows the student to delve more into the strategic aspects of marketing. Students will get the opportunity to explore company sources of competitive advantage and the necessary strategies needed to be and remain competitive. In customer experience management as a marketing strategy, students will delve into understanding the customer value proposition and work their way to formulating appropriate marketing strategies after having considered the customer experience. Students will then move onto developing strategies for diverse markets that span new market considerations to dealing with mature ones. Product life cycles will provide students with opportunities to consider the cycle stages of the product as well as to develop strategies for the brand. In crowded markets, students will learn how to derive differentiation strategies for products to ensure that they stand out and become the go to product. Lastly, students will explore product market research in order to consider the viability or possibilities of entering products into the global market.

PROJECT MANAGEMENT EXECUTION

This module focuses on the execution, monitoring, and control of projects, following the planning processes covered in the previous module. Students will learn how to direct and manage project work while monitoring progress and controlling deviations in scope, schedule, and costs. By applying problem-solving techniques, quality control tools, and stakeholder engagement strategies, students will ensure that projects meet their intended outcomes. The module concludes with an emphasis on the formal closure of projects, ensuring that deliverables are verified, and objectives are met. While the previous module called Project Management Planning dealt with preparing for the project, this module called Project Management Execution focuses on carrying out and adjusting the project in response to real-world challenges.

PROJECT MANAGEMENT PLANNING

This module introduces students to the essential planning knowledge areas of project management, including risk, scope, procurement, and stakeholder management. It focuses on the use of inputs, tools, techniques, and outputs that support effective project planning. Through the exploration of key processes like data gathering, analysis, and representation, students will analyse comprehensive project plans that form the foundation for successful project execution.

PROJECT MANAGEMENT PRACTICE A

The Project Management Practice A module takes a strategic approach to project management, building on prior knowledge of planning and execution. This module focuses on the application of leadership and management principles to steer projects through complex and dynamic environments. Students will explore advanced decision-making strategies, leadership styles, and the integration of key project management areas like scope, schedule, cost, and risk within a broader organizational context. The module emphasizes the ability to lead teams, manage stakeholder relationships, and adapt project plans in response to real-world challenges, preparing students for senior project leadership roles. Project Management Practice 1A should emphasize strategic leadership, decision-making, and adapting management plans to dynamic project environments, including handling complex stakeholder relationships, advanced risk management, and integrating leadership and management theory into project practice.

PROJECT MANAGEMENT PRACTICE B

This Project Management Practice B module outline builds effectively on the previous modules and introduces students to the more advanced concepts of project performance domains, value delivery, and dealing with uncertainty. More specifically, the module introduces students to advanced project management principles, focusing on project performance domains and the standard approaches used to manage complex projects. It delves into key areas like value delivery, stakeholder management, and life cycle models while introducing students to the uncertainties and challenges associated with modern project management. Students will explore various tools and frameworks for measuring project performance and develop tailored solutions to address uncertainty and complexity.

PUBLIC SECTOR FINANCE FOR NON-FINANCIAL MANAGERS

The module equips public sector managers without a financial background with practical financial literacy and understanding of South African public financial management principles, systems, and compliance requirements. The focus is on enabling effective decision-making, oversight, and accountability within public organisations.

PUBLIC SECTOR MANAGEMENT I

Students will begin by exploring the concept of public administration and its different phases as well as its development over time. Students will then explore the idea of the state and its historical development, additionally exploring the developmental state and its different dimensions. The intergovernmental structure of the state allows students to probe the concepts of intergovernmental relations and cooperative government. They will thereafter explore how different branches within government function in ensuring that democracy is being fulfilled. Students will unpack these workings within the structure of national government. The role of the cabinet and its clusters will clarify how they go about coordinating governmental activities. Lastly, students will explore the role of the state in furthering sustainable goals and priorities.

PUBLIC SECTOR MANAGEMENT II

This module builds on the work covered in Public Sector Management I. Students will begin by delving into policy management for an effective and efficient public administration. They will get to understand public policymaking in the public sector in South Africa. Thereafter they will cover monitoring and evaluation and recognize its importance in gauging the effectiveness of policy implementation. Students will then unpack the importance and relevance of strategic management in the developmental state, especially recognizing it as one of the tools to deal with the mounting public problems. Project and performance management will allow students to appreciate its application in rendering public services on time, within budget allocations and according to quality specifications. They will then explore the need for organisational development to support the developmental state's goals and objectives, specifically looking into the functions of organizing. Lastly, students will cover the important topic of improving budgetary and financial management in ensuring that the developmental state delivers on its mandate.

PUBLIC SECTOR MANAGEMENT IIIA

This module builds on Public Sector Management II. Students will start off by delving into the role of procurement in a developmental state. They will consider the pitfalls of procurement, looking at corruption in procurement and the different strategies to counter it within the developmental state. Human resource management will shed light on the importance of hiring the right individuals with the correct skills to fulfil the goals and objectives of the developmental state. Thereafter students will focus on the role of technology in supporting the functioning of the state; exploring ways technology can enhance service delivery. Students will then get an opportunity to explore the topic of administrative justice in a developmental state, focusing on the administrative justice act, 3 of 2000. They will then investigate what it means to maintain ethical conduct in public administration. Lastly students will get to explore the environment in which public management is situated. Students will look at the changing micro and macro environments and the requisite responses needed from public management.

PUBLIC SECTOR MANAGEMENT IIIB

This module complements Public Sector Management IIIA. Students will begin by exploring the South African government system, specifically unpacking the different government spheres and types of institutions in South Africa. They will then move on to public management functions focusing on the role of management within the public administration sphere. They will then delve into public management skills like communication and negotiation, conflict management and change management that are necessary to support a successful administration. Managing specialized applications in government will expose students to amongst other things the strategic, HR and financial management acumen needed to ensure that the functional activities within public institutions are well coordinated and supported. Students will then explore the necessary management tools, supportive technologies and management techniques that are available to public managers to successfully fulfil their responsibilities. Lastly, they will consider issues in the macro environment and how it impacts the institution.

STRATEGIC MANAGEMENT

This module introduces students to strategic management with a practical focus. After theoretical foundations are presented, students will understand how different role players influence and interact with regard to strategy. Different strategy tools and practices are covered, as well as the importance of discourse in the formulation and implementation of strategy. Through various case studies the topic will be brought alive, from different industry perspectives.

TECHNOLOGY AND INNOVATION MANAGEMENT

This module aims to enable students to understand how technology and innovation impacts business with reference to success or failure. It commences with introducing students to the differences between creativity and innovation. Thereafter, students are provided with opportunities to understand the innovation process, paying particular attention to how a business needs to be organised for innovation. Disruptive innovation allows students to appreciate the importance of acting speedily and intelligently in bringing new technology to market. Social innovation, on the other hand, provides students with a different view to how products and or services can benefit society.