

MODULE DESCRIPTIONS

ACCOUNTING FOR MANAGERS I

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.

ACCOUNTING FOR MANAGERS II

This module teaches students how to process accounting transactions related to depreciable assets and prepare and present financial statements for a sole proprietor, including year-end adjustments to finalise the financial statements. Students also learn how to record salaries and wages for a business entity, prepare and present financial statements for a manufacturing entity, and demonstrate an understanding of internal control, accountability, and ethics.

ACCOUNTING FOR MANAGERS III

This module teaches students concepts and definitions, how to record business transactions unique to a non-profit organisation, and completing the financial records of a partnership and a close corporation. It also addresses preparing a company's financial statements, analysing and interpreting financial statements, and discussing the implementation of IFRS for small and medium enterprises (SMEs).

ACCIDENT & INCIDENT INVESTIGATION MANAGEMENT

Investigating accidents and incidents is a core part of the field of safety management. This module addresses accidents and incidents and legislation relevant to preventing, investigating, and reporting incidents and accidents. It also includes accident causation theories, accidents and their effects, accident prevention, and reporting. The economic impact of accidents and incidents warrants a commitment to understanding and preventing accidents and incidents. The module equips students with the competencies required to operate internally and externally within any workplace environment.

APPLIED AVIATION MANAGEMENT II

The module equips aspiring charter aviation managers with the necessary skills to navigate complexity within the distinctive operational environment of the typical charter aviation organisation. Students will acquire the skills to successfully manage unique organisational structures, comply with the legal regulations that govern responsible managers, and differentiate between important legal roles in charter aviation operations. The course additionally enhances strategic reasoning for the management of environmental and weather-related challenges.

APPLIED AVIATION MANAGEMENT III

The module provides a comprehensive exploration of the operational and regulatory complexities that distinguish charter aviation organisations from other commercial entities. Students will acquire expertise in overseeing operational aspects specific to charter services and acquire the skills to successfully integrate safety and quality management strategies for improving operational safety. The course additionally equips students with the necessary skills to utilise instrument flight rule (IFR) meteorological, legal, communication, human performance and technical knowledge for successful management within a charter aviation environment.

AVIATION HUMAN FACTORS MANAGEMENT II

The module covers advanced aspects of optimising flight crew performance, before refining the student's existing knowledge of aeronautical decision-making as a management mitigation against performance variability in humans. Next, it introduces recurrent crew training and crew resource management training as tools for increasing safety, before lastly covering strategic flight planning and communication management skills. It is specifically tailored for aspiring charter aviation managers, equipping students with the competencies needed to excel at managing human beings in this unique and complex environment.

BUSINESS COMMUNICATION I

Communication is the foundation of organisational interaction. Business communication pertains to a special skill set that will allow students to interact effectively in all the components of verbal communication, i.e. listening, speaking, reading, and writing. This module develops these skills so that students understand the fundamentals of communication and can build relationships with colleagues and clients, communicate clearly in various contexts, explain concepts, manage conflict, and interpret different situations effectively within the business environment.

BUSINESS ETHICS

This module aims to provide students with a foundational understanding of ethics and its application within the realm of business. By exploring real-world case studies and practical exercises, students will develop the critical thinking skills and ethical decision-making capabilities necessary to navigate moral dilemmas in managerial roles. By examining the role of ethical leadership, corporate social responsibility, and sustainability practices, this module aims to cultivate a sense of ethical awareness and responsibility in managers, fostering environments of integrity, trust, and social accountability.

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.

BUSINESS LEADERSHIP

This module aims to introduce students to essential leadership skills and contemporary leadership topics relevant to management. Through practical insights and real-world examples, students will develop the foundational knowledge and abilities needed to lead teams effectively in diverse organizational contexts.

COST AND MANAGEMENT ACCOUNTING I

This module provides students with sound knowledge and understanding of cost and management accounting and the terms and concepts applicable to cost and management accounting. It teaches students how to deal with manufacturing organisations' materials, labour, and overhead costs and to prepare cost and income statements. The module also includes designing a job-costing system, restructuring a general ledger, and process costing as a cost system. It teaches students how to record applicable transactions in an integrated accounting system, a cost ledger system, and to reconcile the differences between the profits. Students will understand the decision-making relationship between cost, volume, and profit.

COST AND MANAGEMENT ACCOUNTING II

This module includes preparing direct and absorption costing income statements and preparing and interpreting reconciliations between the net profits of the two methods. It teaches designing and applying an Activity-based Costing (ABC) system, calculating product costs using an ABC approach, how a Just-in-Time (JIT) manufacturing system functions, and how it differs from a traditional manufacturing system. Furthermore, the module deals with linear programming as a technique for organisation decision-making, the budget planning process, standard costing, and standard cost variances.

DATA MANAGEMENT II

This course aims to equip students with a holistic understanding of how digital transformation intertwines with data management within organizations. It explores the strategic significance of embracing digital evolution and the fundamental principles underlying effective data utilization. Students will gain insights into various data architectures, governance frameworks, and practical strategies for optimized data management.

DATA MANAGEMENT III

This module aims to provide students with a comprehensive understanding of strategically managing the interplay between data and artificial intelligence (AI) within organizational contexts. With a strong focus on management responsibilities, the course aims to empower students to effectively utilize AI technologies for driving innovation and achieving organizational objectives. Essential AI concepts are explored, with particular emphasis on managerial aspects of data utilization and AI implementation strategies. Students will develop proficiency in various machine learning and deep learning techniques, with a managerial oversight emphasis. Key management responsibilities, including team building, project management, and ethical considerations in overseeing AI projects, will be addressed.

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 module 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.

DISASTER RISK REDUCTION II

Disaster risk reduction includes disaster mitigation and preparedness and reducing disaster risk and is also part of sustainable development. The module provides industry-related information critical to disaster management officials, government officials, community and political leaders, and persons who play a role in, or have contact with disaster risk-reduction activities in communities. The module teaches an understanding of disaster risk reduction, how to prepare for a disaster, the hazards, and how they affect vulnerable communities. Students will understand how to implement early warning systems, identify early warning capabilities, develop a disaster risk profile, mitigate disaster risk, plan to prevent disasters, and stakeholders' roles in DRR. Students will develop the competencies required to operate internally and externally within a professional environment.

DISASTER RISK REDUCTION III

Disaster risk reduction is the concept and practice of reducing disaster risks through systematic efforts to analyse and reduce the causal factors of disasters. The module provides an understanding of GIS and its technology in a technological world focusing on 4IR. Planning and the ability to differentiate between the different plans applicable to a disaster manager are crucial for day-to-day functioning. The module exposes students to local and international developments relating to post-disaster requirements and how to rehabilitate and reconstruct affected communities. It addresses the importance of disaster preparedness in DRR and how to prevent disasters. This module equips students with the competencies required to operate internally and externally within a professional environment.

END USER COMPUTING

End user computing includes an online training component which allows student 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.

FIRE TECHNOLOGY MANAGEMENT I

The module covers the responsibilities of fire service managers for managing their personnel who are assigned to drive and/or operate firefighting vehicles, pumps, and other specialised equipment. Students will be introduced to the fire ground organisation and the associated functions. This module addresses the challenges in developing a fire ground organisation and the associated functions. The student should gain increased competency as a manager through reading and understanding the information and principles presented in this module. Students will be assisted in increasing their competence in firefighting tactics and strategies to manage incidents. The incident command system will be introduced to enable the fire service managers to effectively manage incidents by integrating facilities, equipment, personnel, procedures, and communications. In addition, this module aims to address the progressive challenges, hazards and risks in veld and forest fires.

FIRE TECHNOLOGY MANAGEMENT II

This module aims to address the progressive challenges in fire-ground control and coordination. This content will assist with the development of the fire service officer as a manager through exposure to firefighting strategies, the knowledge, and the logical ways to solve a fire hazard and fire spread problem at a fire. The guidelines, procedures, and actions to be taken by the fire manager responding to or attending hazardous chemical incidents will be addressed. The importance of training and fitness of firefighting personnel, fire ground management and the deployment of firefighting vehicles are addressed. The module also includes the role of the fire service manager in defensive and offensive fire attack operations

FIRE TECHNOLOGY MANAGEMENT III

This module provides fire service officers of all ranks with the information, skills, and knowledge they need to excel in their positions. Leadership, supervision, and management are critical to people's performance, and the module aims to develop the leadership of fire officers. The purpose of the fire ground function to evaluate situations and preparedness planning for incidents are addressed. In addition, the organising, coordinating, and commanding of emergency incidents will be covered. The aspects of fire and arson investigation, procedures to follow, and the responsibilities of the fire service manager are addressed.

FIRE RISK MANAGEMENT

This module addresses the progressive risk challenges on the fire ground and in the community. This content will assist with developing the fire service officer as a manager by setting risk-management objectives necessary to evaluate current services and planning towards the future. Determining the current level of risk and the acceptable level of risk for the community enables the manager to set objectives for minimising or reducing risk. This strategic planning includes a community risk assessment and other related hazards. In addition, fire-ground risk analysis will be introduced to control firefighting dangers.

FIRE SAFETY LEGISLATION

This module addresses legislation and fire protection codes of practice to improve knowledge and skills for managers as fire officers. Students will be introduced to fire safety by-laws to promote the achievement of a fire-safe environment within the area of jurisdiction of a municipality. Relevant procedures, methods, and practices to regulate fire safety will be introduced. The content also focuses on the powers, functions, duties and responsibilities of the chief fire officer and fire service members. The purpose of SANS codes of practice and application is introduced.

FIRE SCIENCE MANAGEMENT AND APPLICATION

This module aims to equip fire service managers with a management-oriented application of essential concepts in chemistry, hazardous materials, physics, and hydraulics. By integrating clear explanations, illustrations, and case studies, the module fosters an engaging learning environment that enhances leadership and decision-making skills. The focus is on developing fire managers ability to manage teams effectively while applying the principles of water flow in hose lines, the nature of combustible materials, flammable liquids, toxic gases, and electrical hazards. Officers will learn to communicate this knowledge effectively to their teams, promoting a culture of safety, preparedness, and continuous improvement

FLEET MANAGEMENT I

The module aims to introduce students to the concepts of transport and fleet management, focusing on the South African context. The module also covers the role and responsibilities of various stakeholders in transport and fleet management, and the application of asset management practices. Students will learn to manage car and specialised asset fleets, including government-owned and government-subsidised vehicles, ensuring optimal utilisation and regulatory compliance. The module furthermore addresses the measurement and management of transport and fleet performance, equipping students with the skills to gather and utilise fleet management information effectively.

FLEET MANAGEMENT II

This module equips students with both theoretical knowledge and practical skills necessary for effective operational fleet management in public and private sector fleets. Students will gain knowledge on the strategic importance of managing vehicle fleets within various contexts. The module also covers the critical role of fleet policies, including the relationship between fleet strategy and vehicle policy, the significance of fleet planning, and the integration of asset and supply chain management approaches. Students will explore the procurement process in the public sector to ensure cost-effective and compliant acquisition of fleet vehicles. In addition, the module also addresses the requirements for vehicle utilisation and maintenance, emphasising the importance of maximising vehicle uptime and efficiency. Students will learn about the processes involved in vehicle disposal management from a financial perspective. Finally, the module deals with the role of information management and the use of fleet management systems to enhance data-driven decision-making and overall fleet performance.

FLEET MANAGEMENT III

This module equips students with the knowledge and practical skills needed to manage complex fleet operations and contribute to the strategic goals of public sector organisations. Students will gain an advanced understanding of strategic fleet management within public institutions, focusing on aligning vehicle needs with service delivery requirements. It explores the critical role of risk management in protecting organisations from vehicle-related incidents and liabilities. Students will gain competencies to develop and implement sustainable practices that balance environmental, social, and economic factors in public transport and fleet management. The module also addresses the decision-making processes involved in outsourcing vehicle fleets in the public sector, ensuring efficiency, compliance, and cost-effectiveness. In addition, it covers the application of an integrated, strategic management approach to optimise the functioning of transport units within public institutions.

FUNDAMENTALS OF AVIATION HUMAN FACTORS MANAGEMENT I

The module introduces the basic facets of overseeing staff responsible for aviation operations, ensuring both excellence and safety. The module 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 I

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 DATA MANAGEMENT I

This 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.

HUMAN RESOURCE MANAGEMENT I

This module introduces human resources management (HRM) in the South African context. It also addresses 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. It provides basic HRM information that could also be of value for line managers.

HUMAN RESOURCE MANAGEMENT II

This module's contents include the HRM functions stated in the HR System Standards Model prescribed by the South African Board for People Practices (SABPP). It builds on the knowledge gained in Human Resource Management I. The module investigates most of the HRM functions in detail, but excludes training and development (ETD), which is training management. This module includes aspects related to ethical issues and challenges in HR, workforce planning and HR planning, recruitment and selection, appointing of employees, and orientating. The last part of the module focuses on employee appraising and managing work performance and remuneration.

HUMAN RESOURCE MANAGEMENT III

Successful organisations realise that the key to sustainable success lies in improved asset management, and human resources are one of those assets. This programme is a continuation of Human Resource Management II. The module deals with some of the more strategic issues relating to HRM. It includes HRM strategies, structural decisions and considerations, change and transformation, measurement of HRM, corporate governance, talent management, and service delivery.

HEALTH & 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.

HEALTH & SAFETY MANAGEMENT II

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 and/or managers with the required information to develop knowledge and understanding of health and safety control measures and the applicable legislation and regulations. This module will equip students with the competencies required to operate internally and externally within any workplace environment.

HEALTH & SAFETY MANAGEMENT III

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 equips all health and safety representatives and/or managers with the required information to develop knowledge and understanding of health and safety efforts and the role everyone must play in occupational health and safety from within the work environment. It will equip students with the competencies required to operate internally and externally within any workplace environment.

INCOME TAX I

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 gain an understanding of the system of taxation and will be able to apply the rules and calculate a taxpayer's liability.

INTRODUCTION TO BUSINESS STATISTICS

This module aims to equip students with an understanding of fundamental statistical concepts and their practical application in managerial decision-making. By exploring key topics, ranging from the fundamental principles of statistics to the effective use of data visualisation, students will develop basic essential skills to analyse, interpret, and communicate data within a business context.

INTRODUCTION TO MANAGERIAL ECONOMICS

Introduction to Managerial Economics applies economic principles and ideas to help managers make better decisions. The purpose of the module is to explore how economic factors impact businesses and how managers can use this knowledge to make informed decisions. By examining concepts such as costs, demand, pricing, and market conditions, the module will equip managers with the skills to optimize resources, forecast outcomes, and achieve organizational goals. It provides a foundation for using economic insights to make smarter decisions in a managerial role.

LABOUR RELATIONS I

Labour Relations aims to introduce new knowledge and skills that will enable students to understand the dynamic 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.

LABOUR RELATIONS II

Labour Relations II aims to introduce knowledge and skills that will enable students to understand the dynamic and ever-changing field of Labour Relations. This module focuses on the following aspects: labour disputes, collective bargaining, negotiation, strikes, illegal strikes, dismissals, retrenchments, grievances, disciplinary procedures, and recognition agreements, as well as future developments in the field of Labour Relations. These topics are very relevant to the South African situation, and students will find the knowledge both relevant and essential to the world of work.

LABOUR LAW I

The aim of this module is to instil an awareness of the principles of Labour Law that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action to represent clients successfully.

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.

LOGISTICS MANAGEMENT II

This module expands on the basic building blocks of logistics operations to form the basis for a career in logistics management. Students will learn how logistics creates value, how business strategy determines a logistics and supply chain strategy, and the main tactical management objectives in a supply chain. Students will also learn about the strategic, tactical, and operational roles of procurement, procurement process and procurement-related activities, inventory-related concepts and inventory planning techniques. Furthermore, students will learn about warehousing management activities and the principles of efficient warehouse operation, transportation operations and planning activities, and place those functions in the broader logistics sphere. Students will also learn about the management of product returns and the impact of reverse logistics.

LOGISTICS MANAGEMENT III

In this module, students will learn about costing and perform calculations for logistics decision-making purposes and various forecasting techniques and carry out the forecasting process. The module exposes students to the relationship between operations and strategy, the concept of quality management and the importance of inventory management within operations management, the importance of facilities, and the long-term ability to meet customer requirements. Students will learn about strategic, tactical, and operational transport management, identify efficiency and effectiveness considerations in transport selection and management, and distinguish international logistics practice from domestic activities regarding the choice of distribution channel. The module addresses international trade and the essential documents that apply to international goods transactions and movements. Students will also learn about the importance of planning and controlling logistics activities and types of performance measures, SCOR, and the role of business intelligence in supply chain management.

MANAGEMENT INFORMATION SYSTEMS I

This course will equip students with a comprehensive understanding of Management Information Systems (MIS) and their strategic role in modern organizations, enabling them to effectively leverage information technology to enhance organisational performance, competitiveness, and innovation.

MANAGEMENT INFORMATION SYSTEMS II

This module aims to empower students with the knowledge and skills necessary to enhance decision-making processes within organizations by leveraging information systems effectively, managing knowledge assets efficiently, building and managing systems adeptly, and integrating customer-centric strategies seamlessly.

MANAGEMENT OF INCIDENT COMMAND SYSTEMS

The module introduces the incident command system to enable the fire service officer/manager to effectively manage incidents by integrating a combination of facilities, equipment, personnel, procedures, and communications. The module will address responses to emergencies and implementing the incident command system with detailed information regarding the incident or unified command system and the five major management activities (Command, Operations, Planning, Logistics, Finance/Administration). Furthermore, the safety of personnel and the public at an incident are addressed.

MANAGEMENT PRACTICE I

Students will be able to understand, describe, and interpret management roles, tasks, and associated theories. 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. Furthermore, students will develop the ability to apply and outline steps, techniques, and strategies involved in the planning process in the workplace context. The final goal is to develop into a competent manager.

MANAGEMENT PRACTICE II

This module's purpose is to equip students to interpret a variety of managerial viewpoints to enable them to manage in the workplace. It also provides insight into various aspects of decision-making models and processes together with leadership, motivation, and communication models to enable managers to fulfil the role of leaders and perform critical functions as managers and leaders in organisations.

MANAGEMENT PRACTICE III

Students will demonstrate the ability to manage competently and effectively in public and private Southern African organisations. Management theory, as discussed, underpins management as a discipline and its application in a chosen stream. Students will understand ethical behaviour and corporate social responsibility, critical aspects of decision-making, the dynamics of contemporary organisational design, managing the human aspects in organisations such as teamwork and diversity, analysing the complexities of risk, and managing uncertainties and change. Students will develop the ability to perform and integrate necessary managerial actions competently (practical competence), understand the theoretical basis for these actions (foundational competence), and reflect on and make changes to managerial practices (reflexive competence) in a variety of focus areas as indicated.

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 and 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.

MARKETING MANAGEMENT II

The purpose of this module is to introduce students to the principles of marketing management. The module equips students at the administrative or management level with the necessary skills to manage the different marketing activities within an organisation. On a practical level, students become familiar with the management issues in the marketing management arena, such as market research, wholesaling, digital marketing landscape, global marketing, and strategic marketing management.

MARKETING MANAGEMENT III

This module's purpose is to introduce students to the more strategic level of marketing that deals with the technical, creative, and practical aspects of marketing. On a practical level, students attain the necessary skills and experience in evaluating markets, brand equity, brand positioning, competition, marketing channels, mass communication, and holistic marketing within a business environment.

MANAGE SAFETY IN THE WORKPLACE

Understanding the necessity, processes, and implementation of health and safety management aspects in the 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 and/or managers with the required information to ensure a healthy and safe work environment that is fundamental to human rights. Employees and employers need to be aware of human rights and, in alliance with the health and safety legislation, strive to achieve reasonably practicable, healthy and safe work practices. The module will equip students with the competencies required to operate internally and externally within any workplace environment.

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.

PROJECT MANAGEMENT II

This module provides a basic understanding of the intricacies and principles of managing projects. Many industries use project management, including manufacturing, engineering, construction, and retail. Increasingly, South African businesses are turning to effective project management to produce better results. Project management is a human-focused approach. It encourages project managers to use resources efficiently and makes an organisation more organised and flexible. Project management is an effective and rewarding career.

PROJECT MANAGEMENT III

This module provides a basic understanding of the intricacies and principles of managing projects. It equips students with the competencies required to be effective project managers and enables students to apply the newly acquired knowledge, using case studies and other practical methods. The module contents align with the Project Management Body of Knowledge (PMBOK), a standard terminology and guidelines for project management curated by the international Project Management Institute (PMI).

The module provides a comprehensive understanding of project risk management, evaluating project leadership, the role of the project manager and the intricacies related to the optimal functioning of the project team. Students are exposed to electronic project management systems and modern project management tools to initiate, plan, execute, and close a simulated project. The module also includes strategies essential for effective project management in various project situations.

PUBLIC ASSET MANAGEMENT I

This module provides an understanding of asset management in the public service and explains the concept of "Asset Management". Students will understand the asset management process and demonstrate an understanding and application of the procedures in respect of the movement of assets. Students will learn how to apply the stock verification concept and describe the asset disposal process in the public service.

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 FINANCIAL MANAGEMENT II

This module teaches an understanding of the national and international context within which public sector financial management takes place and argues both the letter and the spirit of the Public Finance Management Act, Act 1 of 1999, as amended by Act 29 of 1999 and the concomitant Treasury Regulations supplementing the Act. It also provides an understanding of the process followed by the government in articulating its intent in the preparatory phase of the Estimate of (National) Expenditure and the compilation of the Annual Performance Plans (APP). The strategic planning process links the government's intent in service delivery to the ultimate execution of the APP (Annual operational plan/annual budget) while simultaneously establishing and executing dynamic performance measurement. Furthermore, the module contextualises supply chain management in the South African context, explains the pathology of fraud and corruption, and provides a methodology to address ethical discrepancies in the public sector.

PUBLIC SECTOR FINANCIAL MANAGEMENT III

This module provides the scope of public sector financial management in general terms and how it forms the basis for performance measurement as it pertains to the Medium-Term Strategic Framework and becomes a consequence of the Medium-Term Expenditure Framework. It explains budget control in terms of the in-year execution of the plan and how to articulate results when preparing and submitting the annual report. The module describes working capital in the public sector, provides a basic understanding of the Municipal Finance Management Act, and discusses the relationship between ethics, compliance, and good governance.

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 SECTOR MANAGEMENT II

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 about the role, organisation, and functioning of the State.

PUBLIC SECTOR MANAGEMENT III

This module deals with the origin of urbanised communities and identifies the location and status of municipalities in the system of government in South Africa. It further explains the constitutional framework applicable to intergovernmental relations within which municipalities operate without being subordinate to national and provincial spheres of government. It describes the classification of municipalities and responsibilities of councillors, including office bearers, and the legal framework applicable to policy-making and planning within a municipal context, and within the context of the Integrated Development Plan (IDP). It also addresses the financial affairs of municipalities, the functions related to human resource administration and management within a municipal context, and the various municipal institutions established to promote efficient and effective local government.

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 SUPPLY CHAIN MANAGEMENT II

This module explains the relationship between supply chain and logistics management within the public sector. It identifies the principles and functions of logistics management in the public sector. It also gives students an understanding of the relationship between the various processes applicable to the administration and verification of stock.

PUBLIC SUPPLY CHAIN MANAGEMENT III

This module explains the elements of supply chain management, legislation, role players, and ethical behaviour applicable to bidding committees. Furthermore, it distinguishes between the composition and functions of bidding committees and related matters and an understanding of the nature and avoidance of violations committed by bidding committees.

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 record-keeping systems. Lastly, they will demonstrate an understanding of records management's appraisal, retention, and disposal.

RECORDS MANAGEMENT II

The purpose of this study guide is to provide students with a certain level of understanding of records management that will enable them to contribute significantly – at least at the junior management level – to the management of a public or private sector organisation. Proper records management can make a huge difference to the overall management and governance of an organisation.

RECORDS MANAGEMENT III

Records Management, has become a vital component within any managerial process, since managers and supervisors need information that is readily and easily accessible for decision-making purposes. Records Management is, however, not only about the filing of certain documents anymore. It deals with the whole process of creating documents right through to the disposal of some of those documents.

RISK AND COMPLIANCE MANAGEMENT

The module aims to equip students to effectively manage risks and ensure compliance within organizational environments. The module focuses on the identification, assessment, and mitigation of risks, while emphasizing adherence to South African regulatory frameworks and international standards. The module prepares students to become proactive risk managers and compliance officers capable of safeguarding organizations against potential threats while ensuring legal and ethical compliance.

SAFETY MANAGEMENT SYSTEMS FOR AVIATION I

The module equips prospective charter aviation managers with updated and progressive safety management knowledge. Students will be able to differentiate between quality and safety management, examining how a strong quality management system can enhance any safety management system. The classification of hazards and risks, the utilisation of different safety instruments, and the implementation of Safety-I and Safety-II principles follow, before awareness of performance variability, resilience engineering, and the utilisation of safety performance metrics to evaluate the efficacy of safety management systems equips students with extensive abilities to lead secure and efficient charter operations.

SAFETY RISK ASSESSMENT

Understanding the necessity, processes, and implementation of health and safety management aspects in the work environment is an essential competence required from all workplace managers and health and safety representatives, irrespective of the type of business. Safety risks can cause injury, illness, and death. Organisations constantly face financial burdens, and safety risks contribute to this burden. This module will equip students to analyse safety risks and allow an organisation to identify, assess, and eliminate risks that lurk in a work environment accurately and systematically. It will equip students with the competencies required to operate internally and externally within any workplace environment.

TACTICAL AVIATION MANAGEMENT I

The module introduces each of the basic knowledge facets that are fundamental for any manager who aspires to lead the daily operations of a charter aviation organisation - aviation law and regulations, aircraft design and emergency procedures, aircraft aerodynamics and operating characteristics and hazardous flight conditions.

TACTICAL AVIATION MANAGEMENT II

The module guides students in adopting a holistic view of complex aviation systems, enhancing their ability to manage change, and emphasises the importance of capturing and leveraging organisational knowledge for continuous improvement. Additionally, students will master the use of aviation radio aids for optimised operational planning. The program also focuses on legal compliance in aviation, technical understanding of aircraft operations, and a comprehensive grasp of aircraft instrumentation, preparing students for informed decision-making and effective management in the dynamic charter aviation field.

TRAINING MANAGEMENT I

This course is aimed at the analysis, design, development, implementation and management of training and development in an enterprise, which will enable students to contribute meaningfully to the future economic development and international competitiveness of South Africa

TRAINING MANAGEMENT II

Training management skills are essential to assist in effective education, training and development. However, knowledge of all the theories pertaining to this field of study is not sufficient. It is importance that students supplement their theoretical studies with observation and research in practice. The purpose of this module is to guide students to apply in the work environment the knowledge that they have gained in the first year.