MODULE DESCRIPTIONS

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.

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.

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.

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.

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.

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.

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 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.

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