

WALTER SISULU UNIVERSITY

FACULTY OF BUSINESS SCIENCES PROSPECTUS



A developmental university...

• technological • scientific • innovative • responsive

WALTER SISULU UNIVERSITY

BUFFALO CITY CAMPUS

Prospectus 2018

Faculty of Business Sciences

How to use this prospectus

Note that this prospectus contains material and information applicable to the whole campus.

It also contains detailed information and specific requirements applicable to programmes that are offered by the campus.

This prospectus should be read in conjunction with the General Prospectus which includes the University's General Rules & Regulations, which is a valuable source of information.

Students are encouraged to contact the Academic Head of the relevant campus if they are unsure of a rule or an interpretation.

Disclaimer

Although the information contained in this prospectus has been compiled as accurately as possible, WSU accepts no responsibility for any errors or omissions. WSU reserves the right to make any necessary alterations to this prospectus as and when the need may arise. This prospectus is published for the 2015 academic year.

Offering of programmes and/or courses not guaranteed

Students should note that the offering of programmes and/or courses as described in this prospectus is not guaranteed and may be subject to change. The offering of programmes and/or courses is dependent on viable student enrolment numbers being met (as determined by HOD) and physical and human resources being available.

In this PROSPECTUS	
PAGE 1	1.1 DEPARTMENT OF ACCOUNTING AND FINANCE
PAGE 95	2.1 DEPARTMENT OF CORPORATE COMMUNICATIONS & MARKETING
PAGE 144	3.1 DEPARTMENT OF PUBLIC RELATIONS
PAGE 170	4.1 DEPARTMENT OF MANGEMENT AND GOVERNANCE
PAGE 292	5.1 DEPARTMENT OF PEOPLE DEVELOPMENT AND TECHNOLOGY
PAGE 316	6.1 DEPARTMENT OF TOURISM, HOSPITALITY AND SPORTS MANAGEMENT

1. DEPARTMENTS AND PROGRAMMES

1.1. DEPARTMENT OF ACCOUNTING AND FINANCE

1.1.1 Information about the Department

The Department of Accounting and Finance is the new name given to the Department as a result of the new academic architecture of the University. This Department is one of the five departments under the Faculty of Business Sciences, located at the Potsdam Site of the Buffalo City Campus.

The Department strives to improve the quality of life of the population of the Eastern Cape Province in particular and the country in general by providing career oriented diploma and degree programmes.

The programmes offered by the Department are in line with the requirements of Chartered Institute of Management Accountants (CIMA), Institute of Internal Auditors (IIA), South African Qualifications Authority (SAQA), Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC).

The Department consists of fourteen Academics and one academic secretary.

Surname and Name	Designation	Qualifications
1. Mathew, Jayan	HoD – Senior Lecturer	M. Com
2. Forword, Graham	Associate Director	MBA
3. Luzuka, Ruth	Senior Lecturer	MBA, CIA
4. Yeboah, Abor	Senior Lecturer	ACCA
5. George, Lekha	Lecturer	M. Com
6. Nsangwe, Micky	Lecturer	M. Com
7. Mlawu, Lonwabo	Lecturer	B. Com (Hons)
8. Cyriac, Sebi	Lecturer	M. Com
9. Hluyo-Mushohwe, Fungai	Lecturer	CA (SA)
10. Mathwale, Joseph	Lecturer	M. Tech
11. Mandindi, Vusumzi	Junior Lecturer	B. Com
12. Bobo, Andisiwe	Junior Lecturer	B. Tech
13. Gqokonqana, Onke	Junior Lecturer	B. Tech
14. Nonqane, Noxolo	Junior Lecturer	B. Tech, PGD
15. Pahlana, Bulelwa	Academic Secretary	B. Tech

Department	Programmes offered	Duration	Delivery Sites
Accounting and Finance	NHC Accountancy	2 Years	Potsdam
	NHC Accountancy Extended	3 Years	Potsdam
	NHC Financial Information Systems	2 Years	Potsdam
	ND Cost and Management Accounting	1 Year	Potsdam

Department	Programmes offered	Duration	Delivery Sites
	ND Financial Information Systems	1 Year	Potsdam
	ND Internal Auditing	1 Year	Potsdam
	B Tech Cost and Management Accounting	1 or 2 Years	College Street
	B Tech Internal Auditing	1 or 2 Years	College Street

1.1.2. Accreditation Status of programme

NHC and ND programmes are accredited by the Chartered Institute of Management Accountants.

1.1.2.1 Delivery Sites

NHC and ND programmes are offered at the Potsdam site during the day and the B Tech programmes are offered at the College Street site during the day and in the evening.

1.1.3 Mission of the Department

To excel in service delivery to the community we serve through:

- Innovative teaching and learning
- Quality research and publication
- Developing community partnership programmes and
- International linkages.

1.1.4 Goals of the Department

- Teaching and Learning
 - Develop innovative and creative curricula that meet the needs of the community.
 - Provide quality and competent learner-centred education.
 - Provide adequate support to sustain through put rates.
- Research Output
 - Organise research workshops for staff and students
 - Create a conducive environment for research output.
 - Combine teaching and research – research what you teach.
- Community engagement
 - Develop training programmes for the local communities, i.e. local authorities, SMMEs etc.
 - Create a culture of research and community engagement amongst students.
 - Develop experiential and entrepreneurial projects in the community.

1.1.5 Student Societies in Department

Accountants of Tomorrow (AOTO) is a student society and is managed by students for the academic well-being of the students. The society strives to:

- Bring together accounting students and promote various academic activities.
- Interact with other student societies.
- Organise academic outings, seminars and presentations by professionals.
- Recognise academic excellence by students through awards.

1.1.5.1 Aims and objectives of the student Societies in Department

- Integrate all accounting student activities.
- Promote a spirit of unity with the other accounting departments.
- Take up the needs and concerns of the accounting students in conjunction with the Student Representative Council.
- Strive for the development and growth of the Accounting Department.
- Be a voice for all accounting students.
- Be apolitical and non-discriminatory in the conduct of society affairs.

1.1.6. NATIONAL HIGHER CERTIFICATE: ACCOUNTANCY

1.1.6.1. Entrepreneurship & Professional Development of Students

It is part of the department of accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.1.6.2 Career Opportunities

1.1.6.2.1 What can a Graduate do in this Career?

Generally graduates of the NHC: Accountancy can work as bookkeepers, junior accountants and other entry level accounting related positions.

1.1.6.2.2 Who will employ a Graduate?

Small and medium private enterprises and the public sector (e.g. local and provincial government departments, SARS etc.).

1.1.6.2.3 Purpose of the Qualification

To prepare students to become accounting technicians, and it serves as a foundation for further studies in accounting.

1.1.6.2.4 Exit Level Outcomes of the Programme

- Understand theoretical backgrounds to computer and information systems and operate the computer using various packages.
- Prepare, analyse and interpret financial statements for regulated and other business entities.
- Apply and assess Internal Control and code of ethics to business entities.
- Understand and apply legal principles within corporate environment.
- Understand and apply Quantitative Techniques in a financial environment.

1.1.6.2.5 Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Identify and solve problems in which responses demonstrate that responsible decisions using critical and creative thinking have been made.
- Work effectively with others as a member of a team, group, organisation, community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, analyse, organise and critically evaluate information.
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation.
- Use science and technology effectively and critically, showing responsibility towards the environment and health of others.

- Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.

1.1.6.2.6 Programme Characteristics

1.1.6.2.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: National Higher Certificate: Accountancy - SAQA ID 80183

1.1.6.2.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.1.6.2.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.1.6.2.7 Programme Information

1.1.6.2.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or First Additional Language level NSC Achievement rating of at least 3 (40-49%) in 3 other relevant subjects one of which must be Mathematics (<u>not</u> Mathematics Literacy).		Minimum statutory NSC requirements for diploma entry must be met. Applicants are required to participate in National Benchmarking and SATAPS Tests
Grade 12/Matric			
Senior Certificate Requirement: A D-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a D-symbol on the Standard Grade for Mathematics and in 2 other relevant subjects.			
FET Colleges			
National Certificate Requirement:			

An N3 certificate with D-symbols for at least four subjects including Mathematics or an E-symbol at N4 level as well as the language requirements as specified for the Senior Certificate.
Recognition of prior learning (RPL)
<ul style="list-style-type: none"> • RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. • The provision that the qualification may be obtained through the recognition of prior learning facilitates access to an education, training and a career path in accounting and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities. • Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof. • Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs). • The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage accounting qualification. • Learners who already work in the accounting field who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.
International Students
<p>Applications from international students are considered in terms of:</p> <ul style="list-style-type: none"> • HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" • Institutional equivalence reference document • (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQ.
Mature Age Endorsement
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

1.1.6.2.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. All new first year students who have been accepted in this programme will be required to write a test to determine entry into:

- The extended programme, done over three years, or
- The main stream programme done over two years.

The final placement of students into the NHC: Accountancy or the NHC: Accountancy Extended will be made after considering both the results of the assessment tests and the Grade 12 results.

1.1.6.2.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.1.6.2.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:
Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.1.6.2.7.5 Progression Rules

1.1.6.2.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.1.6.2.7.6 Exit Rules

1.1.6.2.7.6.1 Completion Rules

The National Higher Certificate will be awarded to those students who have completed the programme and obtained a minimum of 240 credits. A total of 20 instructional offerings consisting of 10 first level and 10 second level offerings is required to complete the National Higher Certificate.

1.1.6.2.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students **must** enrol for all the required courses at that level.

If a student fails courses spanning multiple levels then the student must first enrol for the courses at the lower level. Application for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.1.6.2.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.1.6.2.7.8 Curriculum Structure

	MODULES	MODULE CODES	CREDITS
Year One	Semester 1		
	Financial Accounting I Module 1	FAC1011	12
	Entrepreneurial Skills	ENT1001	12
	Economic I Module 1	ECO1011	12
	Business Calculations	BUC1001	12
	Communication Skills	COM1001	12
	Semester 2		
	Financial Accounting I Module 2	FAC1022	12
	Cost Accounting I Module 1	CAC1012	12
	Commercial Law for Accountants I Module 1	CLA1002	12
	Business Information Systems Module 1	BIS1012	12
	Economics I Module 2	ECO1022	12
	Total Level One Credits		120
Year Two	Semester 1		
	Financial Accounting II Module 1	FAC2011	12
	Cost Accounting II Module 1	CAC2011	12

	Commercial Law for Accountants II Module 1	CLA2011	12
	Business Information Systems II Module 1	BIS1021	12
	Auditing II Module 1	AUD2011	12
	Semester 2		
	Financial Accounting II Module 2	FAC2022	12
	Cost Accounting II Module 2	CAC2022	12
	COMMERCIAL Law for Accountants II Module 2	CLA2022	12
	Auditing II Module 2	AUD2022	12
	Taxation I	TAX1002	12
	Total Level Two Credits		120

1.1.6.2.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects
Auditing II	Financial Accounting I of both modules
Taxation I	Financial Accounting I of both modules
Financial Accounting II Module 2	Attempted Financial Accounting II Module 1
Auditing II Module 2	Attempted Auditing II Module 1
Cost Accounting II Module 2	Attempted Cost Accounting II Module 1
Commercial Law II Module 2	Attempted Commercial Law II Module 1

1.1.6.2.7.10 Available Electives

There are no electives available for this programme

1.1.6.2.7.11 Award of Qualification

See section on Completion Rules above.

1.1.6.2.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.1.6.2.7.13 Articulation

Vertical
A diploma in Accounting, Cost and Management Accounting or Internal Auditing.
Within WSU
A diploma in Accounting, Cost and Management Accounting or Internal Auditing.
Other Universities
According to their respective articulation requirements.

1.1.6.2.8 Core Syllabi of Courses Offered

BUSINESS INFORMATION SYSTEMS I				
Course Code	Course Name	NQF Level	Credits	Duration
BIS1012	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	120
Content/ Syllabus	Theory 1: Information Technology, IS basic concepts, the Internet WEB and Electronic commerce, Application software, operating systems, software and hardware components, storage devices and communications and networks. Practicals 2: Windows concepts and file management, Spreadsheets, PowerPoint, Word Processor.			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

BUSINESS CALCULATIONS I				
Course Code	Course Name	NQF Level	Credits	Duration
BUC1001	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Basic Mathematics • Working with fractions • Decimal numbers • Percentages • Ratios and Proportions • Equations and Formulas • Financial Calculations 			

	<ul style="list-style-type: none"> • Descriptive Statistics • Index Numbers
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.	

COST ACCOUNTING I				
Course Code	Course Name	NQF Level	Credits	Duration
CAC1012	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins		2 x 45 mins	30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Cost classification, terms and concepts. • Materials: inventory valuation and control levels. • Labour: calculation of net wages, incentive systems, journal and ledger entries. • Manufacturing overhead costs: calculation of rates, allocation, apportionment, separation of mixed overhead costs and journal and ledger entries. • Statement of cost of goods manufactured and sold. • Cost-volume-profit analysis. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COMMERCIAL LAW FOR ACCOUNTANTS I				
Course Code	Course Name	NQF Level	Credits	Duration
CLA1002	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Starting a business. • Partnerships. • Close Corporations. • Business Trusts. • Sole Proprietorship. • The Companies Act 71 of 2008. • Companies: legal personality, types of companies and formation. • Corporate finance: shares, debentures and distributions. • Groups of companies. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COMMUNICATION I				
Course Code	Course Name	NQF Level	Credits	Duration
COM1001	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Interpersonal model of communication. • Communication barriers. • Audience purpose and register analysis. • Business correspondence including memoranda, letters and email. • Non-verbal communication. • Reading and speaking skills. 			
Assessment: Continuous evaluation, 100% class mark – no formal examination.				
ECONOMICS I				
Course Code	Course Name	NQF Level	Credits	Duration
ECO1011&ECO1022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	240
Content / Syllabus	<ul style="list-style-type: none"> • The study of the economic problem and how it is manifested in the different participants in the economy. • Different ways in which societies can solve the economic problem through economic systems. • Market demand and supply, price determination and equilibrium in the market. • All related aspects regarding the price elasticity of demand, income elasticity and cross elasticity of demand. • Consumer equilibrium – using the utility approach. • Consumer equilibrium – using the indifference approach. • Concepts regarding the production function of a producer as well as different costs of the producer over the short and long term. • Revenue concepts and the profit maximisation in a perfect competitive market. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
ENTREPRENEURIAL SKILLS I				
Course Code	Course Name	NQF Level	Credits	Duration
ENT1001	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 mins			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Business organisation structure, governance and management. • Key environmental influences and constraints on business and accounting. • History and role of accounting in business. • Specific functions of accounting and internal financial control. • Leading and managing individuals and teams. • Recruiting and developing effective human resources. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

BUSINESS INFORMATION SYSTEMS II				
Course Code	Course Name	NQF Level	Credits	Duration
BIS1021	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	120
Content/ Syllabus	Theory 1: Business Information Systems Strategies, Systems analysis and design, databases, Privacy and Security, IT and your Future. Practicals: Advanced MS Excel, Access Intermediate.			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

FINANCIAL ACCOUNTING I				
Course Code	Course Name	NQF Level	Credits	Duration
FAC1011&FAC1022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins		2 x 45 mins	30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Accounting Equation – Applicable to all business entities • Non-profit organisations. • VAT (Input, Output and Vat Control) • Branch accounting. • Partnerships. • Companies. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
AUDITING II				
Course Code	Course Name	NQF Level	Credits	Duration

AUD2011& AUD2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	240
Content/ Syllabus	<p>Ethics and corporate governance.</p> <ul style="list-style-type: none"> • Organisational ethics: <ul style="list-style-type: none"> • Ethical culture. • Ethics strategy. • Ethics management process. • Ethics maturity. • Corporate governance codes and applicable legislation: <ul style="list-style-type: none"> • The King Report III on corporate governance. • The Sarbanes-Oxley Act (Section 404). • The Public Finance Management Act (PFMA). • The Municipal Finance Management Act (MFMA). • Characteristics of good corporate governance. • The role of the auditor in corporate governance. • The cornerstones of corporate governance (executive management, external audit, internal audit and audit committee). • Audit committees: <ul style="list-style-type: none"> • Composition, appointment and structure of audit committees. • Audit committee functions and roles. • Advantages and disadvantages of audit committees. • Enterprise Risk Management: <ul style="list-style-type: none"> • The concept of risk. • The concept of risk management. • Role-players in ERM and their responsibilities. • Advantages and disadvantages of risk management. • Systems and internal control. • Accounting systems: <ul style="list-style-type: none"> • Accounting cycle. • Users of Annual Financial Statements (AFS). • Manual systems compared with Computerised systems. • Internal control systems: <ul style="list-style-type: none"> • Control objectives. • Preventive and detective control activities. • Control questionnaires. • Flowcharts. • The COSO internal control framework. • Transaction cycles – functions, documents control objectives and control activities: <ul style="list-style-type: none"> • Revenue and receipts. • Acquisition and payments. • Bank and cash. • Human resources and payroll. • Controls in an information systems (IS) environment: <ul style="list-style-type: none"> • General controls. 			

	<ul style="list-style-type: none"> Application controls. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
COST ACCOUNTING II				
Course Code	Course Name	NQF Level	Credits	Duration
CAC2011&CAC2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins		2x 45 mins	30	240
Content/ Syllabus	<ul style="list-style-type: none"> Cash budgets. Sales, production, material, labour and overhead budgets. Ledger accounts as part of the administration of an integrated accounting system. Basic job-costing accounts and ledger accounts. Income statements according to the direct and absorption costing methods. Process costing reports with equivalent units and normal and abnormal losses. Joint and by-products identification, cost allocation and profit calculations. Variances calculated using fixed and flexible budgets. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COMMERCIAL LAW FOR ACCOUNTANTS II				
Course Code	Course Name	NQF Level	Credits	Duration
CLA2011&CLA2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	240
Content/ Syllabus	<ul style="list-style-type: none"> To enable students to distinguish between various types of commercial transactions. To understand the principles and concepts governing specific commercial transactions To understand the law governing administration of deceased estates by referring to relevant legislation 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

FINANCIAL ACCOUNTING II				
Course Code	Course Name	NQF Level	Credits	Duration
FAC2011&FAC2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins		2 x 45 mins	30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Correction of errors, stock losses, incomplete records. • Issue of shares. • Redemption of preference shares. • Issue and redemption of debentures. • Conversion/ purchase of a business (Partnership) Company. • Close Corporations. • Branch Accounting. • Cash-flow statements. • Presentation of financial statements. • Fixed and intangible assets. • Impairment of assets. • Inventory. • Revenue recognition. • Events after balance sheet date. • Provisions and contingencies. • Analysis and interpretation of financial information. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

TAXATION I				
Course Code	Course Name	NQF Level	Credits	Duration
TAX1002	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Introduction, Gross Income and Special Inclusions. • The taxation of non-residents. • General deduction formula. • Income and expenses of individuals. • Fringe benefits. • PAYE. • Provisional Tax. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

1.2 NATIONAL HIGHER CERTIFICATE: ACCOUNTANCY EXTENDED

1.2.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.2.2 Career Opportunities

1.2.2.1 What can a graduate do in this career?

Generally graduates of the NHC: Accountancy can work as bookkeepers, junior accountants and other entry level accounting related positions.

1.2.2.2 Who will employ a graduate?

Small and medium private enterprises and the public sector (e.g. local and provincial government departments, SARS etc.).

1.2.3 Purpose of the Qualification

To prepare students to become accounting technicians, and it serves as a foundation for further studies in accounting.

1.2.4 Exit Level Outcomes of the Programme

- Understand theoretical backgrounds to computer and information systems and operate the computer using various packages.
- Prepare, analyse and interpret financial statements for regulated and other business entities.
- Apply and assess Internal Control and code of ethics to business entities.
- Understand and apply legal principles within corporate environment.
- Understand and apply Quantitative Techniques in a financial environment.

1.2.5 Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Identify and solve problems in which responses demonstrate that responsible decisions using critical and creative thinking have been made. work effectively with others as a member of a team, group, organisation, community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, analyse, organise and critically evaluate information.
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation.

- Use science and technology effectively and critically, showing responsibility towards the environment and health of others.
- Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.

1.2.6 Programme Characteristics

1.2.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: National Higher Certificate: Accountancy - Extended

1.2.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.2.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the students learning experiences and creates opportunity for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.2.7 Programme Information

1.2.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or First Additional Language level		Minimum statutory NSC requirements for diploma entry must be met.
	NSC Achievement rating of at least 3 (40-49%) in 3 other relevant subjects one of which must be Mathematics (<i>not</i> Mathematics Literacy).		Applicants are required to participate in National Benchmarking and SATAPS Tests
Grade 12/Matric			
Senior Certificate Requirement:			

<p>A D-symbol for English (2nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a D-symbol on the Standard Grade for Mathematics and in 2 other relevant subjects.</p>
<p>FET Colleges</p>
<p>National Certificate Requirement:</p> <p>An N3 certificate with D-symbols for at least four subjects including Mathematics or an E-symbol at N4 level as well as the language requirements as specified for the Senior Certificate.</p>
<p>Recognition of prior learning (RPL)</p>
<p>RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level.</p> <p>The provision that the qualification may be obtained through the recognition of prior learning, facilitates access to an education, training and a career path in accounting and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities.</p> <p>Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof.</p> <p>Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).</p> <p>The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage accounting qualification.</p> <p>Learners who already work in the accounting field who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.</p>
<p>International Students</p>
<p>Applications from international students are considered in terms of:</p> <ul style="list-style-type: none">• HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications."• Institutional equivalence reference document

- | |
|--|
| <ul style="list-style-type: none">• (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQ. |
|--|

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6
--

1.2.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. All new first year students who have been accepted in this programme will be required to write a test to determine entry into:

- The extended programme, done over three years, OR
- The main stream programme done over two years.

The final placement of students into the NHC: Accountancy or the NHC: Accountancy Extended will be made after considering both the results of the assessment tests and the grade 12 results.

1.2.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.2.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Director of School) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.2.7.5 Progression Rules

1.2.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.2.7.6 Exit Rules

1.2.7.6.1 Completion Rules

The National Higher Certificate will be awarded to those students who have completed the programme and obtained a minimum of 240 credits. A total of 20 instructional offerings consisting of 10 first level and 10 second level offerings is required to complete the National Higher Certificate.

1.2.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level.

If a student fails courses spanning multiple levels then the student must first enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.2.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.2.7.8 Curriculum Structure

	MODULES	MODULE CODES	CREDITS
Year One	Semester 1		
	Accounting Fundamentals	ACF10E1	7.5
	Academic Literacy	ACL1000	.15
	Cost Accounting Exposure	CAE10E1	7
	Entrepreneurial Skills	ENT10E1	12

	MODULES	MODULE CODES	CREDITS
	Basic Business Calculations	BBC10E1	7.5
	Semester 2		
	Accounting Information Sys	AIS10E2	7.5
	Life Skills	LIS1000	7.5
	Introduction to Auditing	IAU10E2	7.5
	Cost Accounting I Module 1	CAC10E2	9
	Level 1 Total Credits		81
Year Two	Semester 1		
	Financial Accounting I Module 1	FAC10E2	6
	Cost Accounting II Module 1	CAC20E1	9
	Economics I Module 1	ECO10E1	12
	Business Calculations	BUC10E1	6
	Communication	COM10E1	3
	Semester 2		
	Financial Accounting I Module 2	FAC10E2	6
	Cost Accounting II Module 2	CAC20E2	9
	Commercial Law for Accountants I Module 1	CLA10E2	12
	Business Information Systems I Module 1	BIS10E2	6
	Economics I Module 2	ECO10E2	12
	Level 2 Total Credits		81
Year 3	Semester 1		
	Financial Accounting II Module 1	FAC20E1	9
	Commercial Law for Accountants II Module 1	CLA20E1	12
	Business Information Systems II Module 1	BIS10E1	9
	Auditing II Module 1	AUD20E1	6

	MODULES	MODULE CODES	CREDITS
	Semester 2		
	Financial Accounting II Module 2	FAC20E2	9
	Commercial Law for Accountants II Module 2	CLA20E2	12
	Auditing II Module 2	AUD20E2	12
	Taxation I	TAX10E2	9
	Level 3 Total Credits		78
	Total Credits		240

1.2.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects
Auditing II	Financial Accounting I of both modules
Taxation I	Financial Accounting I of both modules
Financial Accounting II Module 2	Attempted Financial Accounting II Module 1
Auditing II Module 2	Attempted Auditing II Module 1
Cost Accounting II Module 2	Attempted Cost Accounting II Module 1
Commercial Law II Module 2	Attempted Commercial Law II Module 1

1.2.7.10 Available Electives

There are no electives available for this programme

1.2.7.11 Award of Qualification

See section on Completion Rules above.

1.2.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.2.7.13 Articulation

Vertical
A diploma in Accounting, Cost and Management Accounting or Internal Auditing.
Within WSU
A diploma in Accounting, Cost and Management Accounting or Internal Auditing.
Other Universities:
According to their respective articulation requirements.

1.2.8 Core Syllabi of Courses Offered

COST ACCOUNTING EXPOSURE				
Course Code	Course Name	NQF Level	Credits	Duration
CAE10E1	(see above)	5	7.5	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x 45 min			15	75
Content/ Syllabus	Getting to know you... And YOU, Getting to know cost accounting, Terminology and concepts, Project: Stages of production, Why calculate cost of production? Controlling the firm's inventory and Producing an item			
Assessment: Continuous evaluation				

BASIC BUSINESS CALCULATIONS				
Course Code	Course Name	NQF Level	Credits	Duration
BBC10E1	(see above)	5	7.5	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	75
Content/ Syllabus	Reading and writing whole numbers, The basic numerical skills you will need, BODMAS, Numbers expressed as powers, Fractions and Decimals,			
Assessment: Continuous assessment				

ACCOUNTING FUNDAMENTALS				
Course Code	Course Name	NQF Level	Credits	Duration
ACF10E1	(see above)	5	7.5	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	75
Content/ Syllabus	Introduction to Accounting Fundamentals, The recording process using the T- accounts, accounting equation, the journals and the ledger.			
Assessment: Continuous assessment.				

ACCOUNTING INFORMATION SYSTEMS				
Course Code	Course Name	NQF Level	Credits	Duration
AIS10E1	(see above)	5	7.5	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	75
Content/ Syllabus	Practicals: Basic IT Concepts, Windows concepts and file management, Intermediate concepts for: Word processing, spreadsheets and presentation, Communication, Email and Internet			
Assessment: Continuous Assessment (CA) (Compulsory): 3 Practical exercises (10%), 1 Presentation (10 %) and 2 Practical tests (80%) Examination (Compulsory): None, students to obtain at least 50% to pass the module. Re-examination NONE				

LIFE SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
LIS1000	(see above)	5	7.5	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	75
Content/ Syllabus	Introduction to life style management, Introduction to e-learning/blended learning, Intrapersonal and interpersonal skills, Goal setting, Constituents of healthy life style, Stress management, Problem- solving and decision-making, Alcohol and Substance abuse, HIV/AIDS and Diversity management.			
Assessment: Continuous assessment.				

ACADEMIC LITERACY				
Course Code	Course Name	NQF Level	Credits	Duration
ACL1000	(see above)	5	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	150
Content/ Syllabus				
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

INTRODUCTION TO AUDITING				
Course Code	Course Name	NQF Level	Credits	Duration
IAU10E2	(see above)	5	7.5	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	75
Content/ Syllabus	Introduction to Auditing, Professionalism, Corporate governance, Internal control, Risk, Cycles and General principles of auditing			
Assessment: Continuous assessment.				

BUSINESS INFORMATION SYSTEMS I				
Course Code	Course Name	NQF Level	Credits	Duration
BIS1012	(see above)	4	6	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	60
Content/ Syllabus	Theory 1: Information Technology, IS basic concepts, the Internet WEB and Electronic commerce, Application software, operating systems, software and hardware components, storage devices and communications and networks.			
	Practicals 2: Windows concepts and file management, Spreadsheets, PowerPoint, Word Processor.			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

BUSINESS CALCULATIONS I				
Course Code	Course Name	NQF Level	Credits	Duration
BUC1001	(see above)	5	6	1 Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	60
Content/ Syllabus	Basic Mathematics, Working with fractions, Decimal numbers, Percentages, Ratios and Proportions, Equations and Formulas, Financial Calculations, Descriptive Statistics, Index Numbers.			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COST ACCOUNTING I				
Course Code	Course Name	NQF Level	Credits	Duration
CAC10E2	(see above)	5	9	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	90
Content/ Syllabus	<ul style="list-style-type: none"> • Cost classification, terms and concepts. • Materials: inventory valuation and control levels. • Labour: calculation of net wages, incentive systems, journal and ledger entries. • Manufacturing overhead costs: calculation of rates, allocation, apportionment, separation of mixed overhead costs and journal and ledger entries. • Statement of cost of goods manufactured and sold. • Cost-volume-profit analysis. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COMMERCIAL LAW FOR ACCOUNTANTS I				
Course Code	Course Name	NQF Level	Credits	Duration
CLA10E2	(see above)	5	12	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Starting a business. • Partnerships. • Close Corporations. • Business Trusts. • Sole Proprietorship. 			

	<ul style="list-style-type: none"> • The Companies Act 71 of 2008. • Companies: legal personality, types of companies and formation. • Corporate finance: shares, debentures and distributions. • Groups of companies. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
COMMUNICATION I				
Course Code	Course Name	NQF Level	Credits	Duration
COM1001	(see above)	5	3	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	30
Content/ Syllabus	<ul style="list-style-type: none"> • Interpersonal model of communication. • Communication barriers. • Audience purpose and register analysis. • Business correspondence including memoranda, letters and email. • Non-verbal communication. • Reading and speaking skills. 			
Assessment: Continuous evaluation, 100% class mark – no formal examination.				
ECONOMICS I				
Course Code	Course Name	NQF Level	Credits	Duration
ECO1011&ECO1022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	<ul style="list-style-type: none"> • The study of the economic problem and how it is manifested in the different participants in the economy. • Different ways in which societies can solve the economic problem through economic systems. • Market demand and supply, price determination and equilibrium in the market. • All related aspects regarding the price elasticity of demand, income elasticity and cross elasticity of demand. • Consumer equilibrium – using the utility approach. • Consumer equilibrium – using the indifference approach. • Concepts regarding the production function of a producer as well as different costs of the producer over the short and long term. • Revenue concepts and the profit maximisation in a perfect competitive market. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

ENTREPRENEURIAL SKILLS I				
Course Code	Course Name	NQF Level	Credits	Duration
ENT1001	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Business organisation structure, governance and management. • Key environmental influences and constraints on business and accounting. • History and role of accounting in business. • Specific functions of accounting and internal financial control. • Leading and managing individuals and teams. • Recruiting and developing effective human resources. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

BUSINESS INFORMATION SYSTEMS II				
Course Code	Course Name	NQF Level	Credits	Duration
BIS1021	(see above)	5	9	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 5 min			30	90
Content/ Syllabus	<p>Theory 1: Business Information Systems Strategies, Systems analysis and design, databases, Privacy and Security, IT and your Future.</p> <p>Practicals: Advanced MS Excel, Access Intermediate.</p>			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

FINANCIAL ACCOUNTING I				
Course Code	Course Name	NQF Level	Credits	Duration
FAC1011&FAC1022	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Accounting Equation – Applicable to all business entities • Non-profit organisations. 			

	<ul style="list-style-type: none"> • VAT (Input, Output and Vat Control) • Branch accounting. • Partnerships. • Companies. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
AUDITING II				
Course Code	Course Name	NQF Level	Credits	Duration
AUD2011& AUD2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	<p>Ethics and corporate governance.</p> <ul style="list-style-type: none"> • Organisational ethics: <ul style="list-style-type: none"> • Ethical culture. • Ethics strategy. • Ethics management process. • Ethics maturity. • Corporate governance codes and applicable legislation: <ul style="list-style-type: none"> • The King Report III on corporate governance. • The Sarbanes-Oxley Act (Section 404). • The Public Finance Management Act (PFMA). • The Municipal Finance Management Act (MFMA). • Characteristics of good corporate governance. • The role of the auditor in corporate governance. • The cornerstones of corporate governance (executive management, external audit, internal audit and audit committee). • Audit committees: <ul style="list-style-type: none"> • Composition, appointment and structure of audit committees. • Audit committee functions and roles. • Advantages and disadvantages of audit committees. • Enterprise Risk Management: <ul style="list-style-type: none"> • The concept of risk. • The concept of risk management. • Role-players in ERM and their responsibilities. • Advantages and disadvantages of risk management. • Systems and internal control. • Accounting systems: <ul style="list-style-type: none"> • Accounting cycle. • Users of Annual Financial Statements (AFS). • Manual systems compared with Computerised systems. • Internal control systems: <ul style="list-style-type: none"> • Control objectives. • Preventive and detective control activities. 			

	<ul style="list-style-type: none"> • Control questionnaires. • Flowcharts. • The COSO internal control framework. • Transaction cycles – functions, documents control objectives and control activities: <ul style="list-style-type: none"> • Revenue and receipts. • Acquisition and payments. • Bank and cash. • Human resources and payroll. • Controls in an information systems (IS) environment: <ul style="list-style-type: none"> • General controls. • Application controls.
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.	

COST ACCOUNTING II				
Course Code	Course Name	NQF Level	Credits	Duration
CAC2011&CAC2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content / Syllabus	<ul style="list-style-type: none"> • Cash budgets. • Sales, production, material, labour and overhead budgets. • Ledger accounts as part of the administration of an integrated accounting system. • Basic job-costing accounts and ledger accounts. • Income statements according to the direct and absorption costing methods. • Process costing reports with equivalent units and normal and abnormal losses. • Joint and by-products identification, cost allocation and profit calculations. • Variances calculated using fixed and flexible budgets. 			

Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.

COMMERCIAL LAW FOR ACCOUNTANTS II				
Course Code	Course Name	NQF Level	Credits	Duration
CLA2011&CLA2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 min			30	240
Content/ Syllabus	To enable students to distinguish between various types of commercial transactions. To understand the principles and concepts governing specific commercial transactions. To understand the law governing administration of deceased estates by referring to relevant legislation.			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
FINANCIAL ACCOUNTING II				
Course Code	Course Name	NQF Level	Credits	Duration
FAC2011&FAC2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Correction of errors, stock losses, incomplete records. • Issue of shares. • Redemption of preference shares. • Issue and redemption of debentures. • Conversion/ purchase of a business (Partnership) Company. • Close Corporations. • Branch Accounting. • Cash-flow statements. • Presentation of financial statements. • Fixed and intangible assets. • Impairment of assets. • Inventory. • Revenue recognition. • Events after balance sheet date. • Provisions and contingencies. • Analysis and interpretation of financial information 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
TAXATION I				
Course Code	Course Name	NQF Level	Credits	Duration
TAX1002	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	120
Content/ Syllabus	<ul style="list-style-type: none"> • Introduction, Gross Income and Special Inclusions. • The taxation of non-residents. • General deduction formula. • Income and expenses of individuals. • Fringe benefits. 			

	<ul style="list-style-type: none">• PAYE.• Provisional Tax.
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.	

1.3 NATIONAL HIGHER CERTIFICATE: FINANCIAL INFORMATION SYSTEMS

1.3.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.3.2

1.3.2.1 What can a graduate do in this career?

Generally graduates of the NHC: Financial Information Systems can work as bookkeepers, junior accountants, computer programmer, systems administrator and other entry level accounting and IT related positions.

1.3.2.2 Who will employ a graduate?

Small and medium private enterprises and the public sector (e.g. local and provincial government departments, IT companies, SARS etc.).

1.3.3 Purpose of the Qualification

To prepare students to become accounting technicians, and it serves as a foundation for further studies in accounting.

1.3.4 Exit Level Outcomes of the Programme

- Understand theoretical backgrounds to computer and information systems and operate the computer using various packages.
- Prepare, analyse and interpret financial statements for regulated and other business entities.
- Apply and assess Internal Control and code of ethics to business entities.
- Understand and apply legal principles within corporate environment.
- Understand and apply Quantitative Techniques in a financial environment.

1.3.5 Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Identify and solve problems in which responses demonstrate that responsible decisions using critical and creative thinking have been made.
- Work effectively with others as a member of a team, group, organisation, community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, analyse, organise and critically evaluate information.
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation.
- Use science and technology effectively and critically, showing responsibility towards the environment and health of others.

- Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.

1.3.6 Programme Characteristics

1.3.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: Higher Certificate: Financial Information Systems - SAQA ID 80183

1.3.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.3.6.3 Teaching and Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.3.7 Programme Information

1.3.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	NSC achievement rating of at least 4 (50-59%) for English as a Home Language or First Additional Language level NSC Achievement rating of at least 4 (50-59%) in 4 other relevant subjects one of which must be Mathematics (not Mathematics Literacy).		Minimum statutory NSC requirements for diploma entry must be met. Applicants are required to participate in National Benchmarking and SATAPS Tests
Grade 12/Matric			
Senior Certificate Requirement: A D-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a D-symbol on the Standard Grade for Mathematics and in 3 other relevant subjects.			
FET Colleges			

<p>National Certificate Requirement: An N3 certificate with D-symbols for at least four subjects including Mathematics or an E-symbol at N4 level as well as the language requirements as specified for the Senior Certificate.</p>
<p>Recognition of prior learning (RPL)</p> <ul style="list-style-type: none"> • RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. • The provision that the qualification may be obtained through the recognition of prior learning, facilitates access to an education, training and career path in accounting and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities. • Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof. • Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs). • The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage accounting qualification. • Learners who already work in the accounting field who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.
<p>International Students</p> <p>Applications from international students are considered in terms of:</p> <ul style="list-style-type: none"> • HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" • Institutional equivalence reference document • (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQ
<p>Mature Age Endorsement</p> <p>Refer to requirements as per WSU's General Rules & Regulations – Section 1.6</p>

1.3.7.2 Selection criteria for new student

The initial selection of new students is based on an applicant's NSC or Matric results.

1.3.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.3.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.
- Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules and Regulations].
- Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.3.7.5 Progression Rules

1.3.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.3.7.6 Exit Rules

1.3.7.6.1 Completion Rules

The National Higher Certificate will be awarded to those students who have completed the programme and obtained a minimum of 240 credits. A total of 20 instructional offerings consisting of 10 first level and 10 second level offerings is required to complete the National Higher Certificate.

1.1.3.7.6.2 Exclusion rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level.

If a student fails courses spanning multiple levels then the student must first enrol for the courses at the lower level. Application for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.3.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.3.7.8 Curriculum Structure

	MODULES	MODULE CODES	CREDITS
LEVEL I	Semester 1		
	Financial Accounting I Module 1	FAC1011	12
	Financial Information Systems 1 Module 1	FIS1011	12
	Commercial Law for Accountants 1	CLA1001	12
	Business Calculations	BUC1001	12
	Communication 1	COM1001	12
	Semester 2		
	Financial Accounting 1 Module 2	FAC1022	12
	Financial Information Systems 1 Module 2	FIS1022	12
	Cost Accounting 1	CAC1012	12
	Entrepreneurial Skills 1	ENT1002	12
	Software Skills 1	SOS1012	12
	Total Credits		120

1.3.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects
Auditing II	Financial Accounting I of both modules
Taxation I	Financial Accounting I of both modules
Financial Accounting II Module 2	Attempted Financial Accounting II Module 1
Auditing II Module 2	Attempted Auditing II Module 1
Cost Accounting II Module 2	Attempted Cost Accounting II Module 1

Commercial Law II Module 2	Attempted Commercial Law II Module 1
----------------------------	--------------------------------------

1.3.7.10 Work Integrated Learning

Not applicable

1.3.7.11 Available Electives

There are no electives available for this programme

1.3.7.12 Award of Qualification

See section on Completion Rules above.

1.3.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.3.7.14 Articulation

Vertical
A diploma in Accounting, Cost and Management Accounting or Internal Auditing.
Within WSU
A diploma in Accounting, Cost and Management Accounting or Internal Auditing.
Other Universities:
According to their respective articulation requirements.

1.3.8 Core Syllabi of Courses Offered

FINANCIAL INFORMATION SYSTEMS 1- MODULE 1

Module Code	Module Name	NQF Level	Credits	Semester
FIS1011	(see above)	5	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Fundamentals of Information Systems, CPU structure, Introduction to software and hardware components, communication and networks concepts and Windows concepts. Practical 2: Basic skills			

	on Windows concepts and file management, Introduction MS Excel, MS, email and Internet, Intermediate skills on MS PowerPoint and MS Word.
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 2 Practical tests (20%) and 2 theory tests (80%).
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.

FINANCIAL INFORMATION SYSTEMS 1- MODULE 2

Module Code	Module Name	NQF Level	Credits	Semester
FIS1022	(see above)	5	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Intermediate concepts of SDLC, data manipulation, first level normalisation, basic principles of databases, Data Flow diagrams Classes and Entity relation diagrams. Practical 2: Intermediate MS Excel, introduction to MS Access and MS Visio.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): Project (20%) and 2 theory tests (80%).			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

FINANCIAL INFORMATION SYSTEMS 2 - MODULE 1

Module Code	Module Name	NQF Level	Credits	Semester
FIS2011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120

Content/ Syllabus	<p>Theory 1: Understanding the role of systems analyst and systems analyst approaches to system development. Investigate Systems requirements and Use Cases, Domain Modelling and extending the requirements models.</p> <p>Practical 2: Fundamentals of MySQL: Building a Database, Data Manipulation and using select and functions. Introducing advance Database Management Systems using MS Access.</p>
Assessment and progression rules	<p>Continuous Assessment (CA) (Compulsory): 1 Practical Assignments (20%) and 2 theory tests (50%), 1 Presentation (10%) and Theory Assignment (20%)</p>
	<p>Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.</p>
	<p>Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.</p>

FINANCIAL INFORMATION SYSTEMS 2 - MODULE 2

Module Code	Module Name	NQF Level	Credits	Semester
FIS2022	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	<p>Theory 1: Elements of systems design, the traditional approach to design, object-orientation, design principles, design databases, implementation and support.</p> <p>Practicals 2: Ado.Net and Asp.Net</p>			
Assessment and progression rules	<p>Continuous Assessment (CA) (Compulsory): 1 Practical Assignments (20%) and 2 theory tests (50%), 1 Presentation (10%) and Theory Assignment (20%)</p>			
	<p>Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.</p>			
	<p>Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.</p>			

BUSINESS CALCULATIONS 1				
Course Code	Course Name	NQF Level	Credits	Duration
BUC1001	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	None		30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Basic Mathematics • Working with fractions • Decimal numbers • Percentages • Ratios and Proportions • Equations and Formulas • Financial Calculations • Descriptive Statistics • Index Numbers 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COST ACCOUNTING 1				
Course Code	Course Name	NQF Level	Credits	Duration
CAC1012	(see above)		24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Cost classification, terms and concepts. • Materials: inventory valuation and control levels. • Labour: calculation of net wages, incentive systems, journal and ledger entries. • Manufacturing overhead costs: calculation of rates, allocation, apportionment, separation of mixed overhead costs and journal and ledger entries. • Statement of cost of goods manufactured and sold. • Cost-volume-profit analysis. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

COMMERCIAL LAW FOR ACCOUNTANTS 1				
Course Code	Course Name	NQF Level	Credits	Duration
CLA1002	(see above)	5	24	1 year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240

Content/ Syllabus	<ul style="list-style-type: none"> • Starting a business. • Partnerships. • Close Corporations. • Business Trusts. • Sole Proprietorship. • The Companies Act 71 of 2008. • Companies: legal personality, types of companies and formation. • Corporate finance: shares, debentures and distributions. • Groups of companies.
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.	

COMMUNICATION 1				
Course Code	Course Name	NQF Level	Credits	Duration
COM1001	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Interpersonal model of communication. • Communication barriers. • Audience purpose and register analysis. • Business correspondence including memoranda, letters and email. • Non-verbal communication. • Reading and speaking skills. 			
Assessment: Continuous evaluation, 100% class mark – no formal examination.				
ENTREPRENEURIAL SKILLS 1				
Course Code	Course Name	NQF Level	Credits	Duration
ENT1001	(see above)		24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Business organisation structure, governance and management. • Key environmental influences and constraints on business and accounting. • History and role of accounting in business. • Specific functions of accounting and internal financial control. • Leading and managing individuals and teams. • Recruiting and developing effective human resources. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

FINANCIAL ACCOUNTING 1				
Course Code	Course Name	NQF Level	Credits	Duration
FAC1011&FAC1022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Accounting Equation – Applicable to all business entities • Non-profit organisations. • VAT (Input, Output and Vat Control) • Branch accounting. • Partnerships. • Companies. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
AUDITING 11				
Course Code	Course Name	NQF Level	Credits	Duration
AUD2011&AUD2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	<p>Ethics and corporate governance.</p> <ul style="list-style-type: none"> • Organisational ethics: <ul style="list-style-type: none"> • Ethical culture. • Ethics strategy. • Ethics management process. • Ethics maturity. • Corporate governance codes and applicable legislation: <ul style="list-style-type: none"> • The King Report III on corporate governance. • The Sarbanes-Oxley Act (Section 404). • The Public Finance Management Act (PFMA). • The Municipal Finance Management Act (MFMA). • Characteristics of good corporate governance. • The role of the auditor in corporate governance. • The cornerstones of corporate governance (executive management, external audit, internal audit and audit committee). • Audit committees: <ul style="list-style-type: none"> • Composition, appointment and structure of audit committees. • Audit committee functions and roles. • Advantages and disadvantages of audit committees. 			

	<ul style="list-style-type: none"> • Enterprise Risk Management: <ul style="list-style-type: none"> • The concept of risk. • The concept of risk management. • Role-players in ERM and their responsibilities. • Advantages and disadvantages of risk management. • Systems and internal control. • Accounting systems: <ul style="list-style-type: none"> • Accounting cycle. • Users of Annual Financial Statements (AFS). • Manual systems compared with Computerised systems. • Internal control systems: <ul style="list-style-type: none"> • Control objectives. • Preventive and detective control activities. • Control questionnaires. • Flowcharts. • The COSO internal control framework. • Transaction cycles – functions, documents control objectives and control activities: <ul style="list-style-type: none"> • Revenue and receipts. <ul style="list-style-type: none"> • Acquisition and payments. • Bank and cash. • Human resources and payroll. • Controls in an information systems (IS) environment: <ul style="list-style-type: none"> • General controls. • Application controls.
--	---

Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.

COMMERCIAL LAW FOR ACCOUNTANTS 11

Course Code	Course Name	NQF Level	Credits	Duration
CLA2011&CLA2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240

Content/ Syllabus	<ul style="list-style-type: none"> • To enable students to distinguish between various types of commercial transactions. • To understand the principles and concepts governing specific commercial transactions • To understand the law governing administration of deceased estates by referring to relevant legislation
--------------------------	--

Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.

FINANCIAL ACCOUNTING 11

Course Code	Course Name	NQF Level	Credits	Duration
-------------	-------------	-----------	---------	----------

FAC2011&FAC2022	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	13 each per semester	120 per semester
Content/ Syllabus	<ul style="list-style-type: none"> • Correction of errors, stock losses, incomplete records. • Issue of shares. • Redemption of preference shares. • Issue and redemption of debentures. • Conversion/ purchase of a business (Partnership) Company. • Close Corporations. • Branch Accounting. • Cash-flow statements. • Presentation of financial statements. • Fixed and intangible assets. • Impairment of assets. • Inventory. • Revenue recognition. • Events after balance sheet date. • Provisions and contingencies. • Analysis and interpretation of financial information. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				
TAXATION 1				
Course Code	Course Name	NQF Level	Credits	Duration
TAX1002	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	<ul style="list-style-type: none"> • Introduction, Gross Income and Special Inclusions. • The taxation of non-residents. • General deduction formula. • Income and expenses of individuals. • Fringe benefits. • PAYE. • Provisional Tax. 			
Assessment: 1 x 3-hour examination: 40% class mark + 60% examination mark.				

SOFTWARE SKILLS 1 - MODULE 1

Module Code	Module Name	NQF Level	Credits	Duration
-------------	-------------	-----------	---------	----------

SOS1011	(see above)	5	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Introduction to computers, systems and programming, General problem solving, Data processing: concepts pseudo code, problem solving tools, Iteration control structures, input validation, Modularisation Practicals 2: Principles of programming: flow charts and pseudo code.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 4 Quiz test (20%), 1 Practical tests (10%) and 3 theory tests (70%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

SOFTWARE SKILLS 1 - MODULE 2

Module Code	Module Name	NQF Level	Credits	Duration
FIS1012	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
2 x 45 min	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Practical: Principles of Visual Basic.NET, .NET Framework and VB IDE, Variables and data types in VB.NET, User Interface Design, Selection Statement, Repetition and Arrays.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Project (10%), 4 Quiz tests (20%) and 3 theory tests (70%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory) : To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

SOFTWARE SKILLS 2 – MODULE 1

Module Code	Module Name	NQF Level	Credits	Duration
--------------------	--------------------	------------------	----------------	-----------------

SOS2011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
2 x 45 min	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Database systems, Data modelling, ERDs Modelling, Practical: Introduction to structured Query Language (SQL) and Advanced SQL.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Practical tests (10%), 3 theory tests (90%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

SOFTWARE SKILLS 2 – MODULE 2

Module Code	Module Name	NQF Level	Credits	Duration
FIS2011	Financial Information Systems	6	12	Semester
Lectures per week	Practicals per week	Tutorial per week	Number of weeks	Notional hours
2 x 45	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Normalisation of Database tables, Transaction management and Concurrency Control and Database administration. Practicals 2: Retrieving data using SQL select statement, Restricting and sorting data, Using single-row functions to customise outputs and Reporting aggregated data using group functions.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Practical tests (10%), Project (20%) 3 theory tests (70%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

1.4 NATIONAL DIPLOMA: COST AND MANAGEMENT ACCOUNTING

1.4.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.4.2 Career Opportunities

1.4.2.1 What can a graduate do in this career?

Generally graduates of the ND: Cost and Management Accounting can work as bookkeepers, junior accountants and other entry level accounting related positions. Students are more specifically geared towards the manufacturing sector.

1.4.2.2 Who will employ a graduate?

Private enterprises, especially in the manufacturing and industrial field, and the public sector (e.g. local and provincial government departments, SARS etc.).

1.4.3 Purpose of the Qualification

The purpose of this qualification is for the graduate to analyse and manage accounting information in order to provide independent accounting services, to supervise an accounting department and to act as accounting officer in commerce and industry. It also serves as a foundation for further studies in accounting, and in particular in the cost and management accounting fields such as the CIMA qualification.

1.4.4 Exit Level Outcomes of the Programme

The qualifying learner should be able to:

1. Determine and apply various techniques whereby timeous and accurate information could be made available for decision-making and control.
2. Prepare and interpret financial statements of companies and groups of companies in accordance with GAAP including the valuation of interests represented by these statements.
3. Record the accounting implications of changes within a company structure and investments.
4. Determine the tax liability of individuals, assist with the tax liability of other legal entities and prepare submissions to the South African.
5. Identify the economic environment within which South African commercial organisations apply their trade.
6. Develop an administration system together with the business plan for a small retail business.

1.4.5 Critical Cross-Field Outcomes

The qualification is designed, and should be presented and assessed, in such a way that the following skills of the learner are promoted and developed:

The ability to:

- Take decisions and accept responsibility.
- Identify and solve basic problems.
- Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Demonstrate an understanding of the world to identify entrepreneurial opportunities.

1.4.6 Programme Characteristics

1.4.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: National Diploma: Cost and Management Accounting - SAQA ID 80158

1.4.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis. It serves as a foundation for further study in the B Tech: Cost and Management Accounting.

1.4.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.4.7 Programme Information

1.4.7.1 Minimum Admission Requirements

National Higher Certificate Accountancy (NHC)

1.4.7.2 Selection criteria for new students

The selection of students is based on the possession of the NHC.

1.4.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.4.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria:

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. In this diploma the exit level courses are Management Accounting III (both modules) and Financial Accounting III (both modules).

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.4.7.5 Progression Rules

1.4.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.4.7.6 Exit Rules

1.4.7.6.1 Completion Rules

The National Diploma: Cost and Management Accounting will be awarded to those students who have completed the programme and obtained a minimum of 120 credits, and a total of 10 instructional offerings.

1.4.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students for the National Diploma: Cost and Management Accounting must enrol for all the required courses for the diploma.

1.4.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.4.7.8 Curriculum Structure

	MODULES	MODULE CODES	CREDITS
One year course	Semester 1		
	Financial Accounting III Module 1	FAC3011	12
	Taxation II Module 1I	TAX2011	12
	Organisational Management III Module 1	ORM3011	12
	Management Accounting III Module 1	MAC3011	12
	Corporate Procedures	COP2001	12
	Semester 2		
	Financial Accounting III Module 2	FAC3022	12
	Taxation II Module 2	CTAX2022	12
	Organisational Management III Module 2	ORM3022	12
	Management Accounting III Module 2	MAC3022	12
	Business Statistics II	BST2002	12
	Total Credits		120

1.4.7.9 Pre-Requisite Courses

All courses for the NHC.

1.4.7.10 Available Electives

There are no electives available for this programme

1.4.7.11 Award of Qualification

See section on Completion Rules above.

1.4.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.1.4.7.13 Articulation

Vertical
The B Tech: Cost and Management Accounting
Within WSU
The B Tech: Cost and Management Accounting
Other Universities:
According to their respective articulation requirements.

1.4.8 Core Syllabi of Courses Offered

FINANCIAL ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
FAC3011 & FAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	Prepare financial statements for companies disclosing all the information required by GAAP. Prepare consolidated financial statements for a group (Max 2 subsidiaries). Illustrate disclosure requirements in respect of changes in accounting policy, leases, instalment sales and earnings per share. Determine, compare and interpret ratios of profitability, liquidity, financial structure and financial cover. Determine the value of business interests by way of at least 3 valuation methods. Prepare the accounting entries and draft the balance sheet reflecting the effect of liquidations, amalgamations and reconstructions. Record investment transactions clearly distinguishing capital from income.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

MANAGEMENT ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
MAC3011 & MAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	2 x 45 min		30	240
Content/ Syllabus	Prepare any budget needed for planning of future activities of a business. Calculate and interpret any variance from a set standard in a budget.			

	Analyse and develop ways of controlling marketing expenses. Calculate and apply quantitative techniques for management decisions. Practicals: Computer Applications using Excel
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).	

TAXATION II				
Course Code	Course Name	NQF Level	Credits	Duration
TAXC3011 & TAX3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	240
Content/ Syllabus	Identify taxable income and tax-deductible expenses. Prepare annual tax returns for individuals and other bodies. Prepare provisional tax returns. Explain the tax liability of the employer.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

ORGANISATIONAL MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
ORM3011 & ORM3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Compile an effective internal mail and communication system for the business. Compile an effective external communication system (mail, fax, e-mail, internet, etc.) for the business. Compile effective documentation systems for the activities of the business. Select an effective computer software system for the administration of a retail business. Identify and determine the viability of a business opportunity. Compile a workable business plan.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and presentations. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

CORPORATE PROCEDURE

Course Code	Course Name	NQF Level	Credits	Duration
COP2001	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	Describe the interaction between supply and demand within the market place. Identify the various market forms. Discuss monetary policy. Discuss fiscal policy. Appreciate international trade and finance			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

BUSINESS STATISTICS II				
Course Code	Course Name	NQF Level	Credits	Duration
BST2002	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	15	120
Content/ Syllabus	Financial calculations. Simple linear regression and correlation analysis. Time series analysis. Basic probability. Probability distribution. Sampling. Estimating with confidence intervals. Hypothesis testing and chi-square.			
Assessment: Semester mark (DP) must be a minimum average mark of 40% which will be obtained from 2 summative assessments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

FINANCIAL ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
FAC3011 & FAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
		2 x 45 min	15	240
Content/ Syllabus	Prepare financial statements for companies disclosing all the information required by GAAP. Prepare consolidated financial statements for a group (Max 2 subsidiaries). Illustrate disclosure requirements in respect of changes in accounting policy, leases, instalment sales and earnings per share. Determine, compare and interpret ratios of profitability, liquidity, financial structure and financial cover. Determine the value of business			

	interests by way of at least 3 valuation methods. Prepare the accounting entries and draft the balance sheet reflecting the effect of liquidations, amalgamations and reconstructions. Record investment transactions clearly distinguishing capital from income.
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).	

MANAGEMENT ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
MAC3011 & MAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	2 x 45 min		15	240
Content/ Syllabus	Prepare any budget needed for planning of future activities of a business. Calculate and interpret any variance from a set standard in a budget. Analyse and develop ways of controlling marketing expenses. Calculate and apply quantitative techniques for management decisions. Practicals: Computer Applications using Excel			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

TAXATION II				
Course Code	Course Name	NQF Level	Credits	Duration
TAXC3011 & TAX3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	240
Content/ Syllabus	Identify taxable income and tax-deductible expenses. Prepare annual tax returns for individuals and other bodies. Prepare provisional tax returns. Explain the tax liability of the employer.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

ORGANISATIONAL MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
ORM3011 & ORM3022	(see above)	6	24	Year

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	240
Content/ Syllabus	Compile an effective internal mail and communication system for the business. Compile an effective external communication system (mail, fax, e-mail, internet, etc.) for the business. Compile effective documentation systems for the activities of the business. Select an effective computer software system for the administration of a retail business. Identify and determine the viability of a business opportunity. Compile a workable business plan.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and presentations. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

CORPORATE PROCEDURE				
Course Code	Course Name	NQF Level	Credits	Duration
COP2001	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	Describe the interaction between supply and demand within the market place. Identify the various market forms. Discuss monetary policy. Discuss fiscal policy. Appreciate international trade and finance.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

BUSINESS STATISTICS II				
Course Code	Course Name	NQF Level	Credits	Duration
BST2002	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
		2 x 45 min	15	120
Content/Syllabus	Financial calculations. Simple linear regression and correlation analysis. Time series analysis. Basic probability. Probability distribution. Sampling. Estimating with confidence intervals. Hypothesis testing and chi-square.			

Assessment: Semester mark (DP) must be a minimum average mark of 40% which will be obtained from 2 summative assessments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

1.5 NATIONAL DIPLOMA: FINANCIAL INFORMATION SYSTEMS

1.5.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.5.2 Career Opportunities

1.5.2.1 What can a graduate do in this career?

Generally graduates of the ND: Financial Information Systems can work as Financial Information Analysts, bookkeepers, junior accountants and other entry level accounting related positions. Students are more specifically geared towards the manufacturing sector.

1.5.2.2 Who will employ a graduate?

Private enterprises, especially in the manufacturing and industrial field, and the public sector (e.g. local and provincial government departments, SARS etc.).

1.5.3 Purpose of the Qualification

The purpose of this qualification is for the graduate to analyse and manage accounting information using information technology in order to provide independent accounting services, to supervise an accounting department and to act as accounting officer in commerce and industry. It also serves as a foundation for further studies in accounting, and in particular in the computer assisted accounting information analysis and system analysis fields.

1.5.4 Exit Level Outcomes of the Programme

The qualifying learner should be able to:

- Determine and apply various techniques whereby timeous and accurate information could be made available for decision-making and control.
- Prepare and interpret financial statements of companies and groups of companies in accordance with GAAP including the valuation of interests represented by these statements.
- Record the accounting implications of changes within a company structure and investments. Determine the tax liability of individuals, assist with the tax liability of other legal entities and prepare submissions to the South African.
- Identify the economic environment within which South African commercial organisations apply their trade.
- Develop an administration system together with the business plan for a small retail business.

1.5.5 Critical Cross-Field Outcomes

The qualification is designed, and should be presented and assessed, in such a way that the following skills of the learner are promoted and developed:

The ability to:

- Take decisions and accept responsibility.
- Identify and solve basic problems.
- Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Demonstrate an understanding of the world to identify entrepreneurial opportunities.

1.5.6 Programme Characteristics

1.5.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: National Diploma: Financial Information Systems - SAQA ID 80163

1.5.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic, professional and industrial sources on a continuous basis. It serves as a foundation for further study in the B Tech Financial Information Systems, B Tech: Cost and Management Accounting and B Tech Internal Auditing.

1.5.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.5.7 Programme Information

1.5.7.1 Minimum Admission Requirements

National Higher Certificate Financial Information Systems

1.5.7.2 Selection criteria for new students

The selection of students is based on the possession of the NHC.

1.5.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.5.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria:

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. In this diploma the major exit level courses are Financial Information Systems III (both modules) and Financial Accounting III (both modules).

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.5.7.5 Progression Rules

1.5.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.5.7.6 Exit Rules

1.5.7.6.1 Completion Rules

The National Diploma: Financial Information Systems will be awarded to those students who have completed the programme and obtained a minimum of 120 credits, and a total of 10 instructional offerings.

1.5.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students for the National Diploma: Financial Information Systems must enrol for all the required courses for the diploma.

1.5.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.5.7.8 Curriculum Structure

	MODULES	MODULE CODES	CREDITS
One year course	Semester 1		
	Financial Accounting III Module 1	FAC3011	12
	Taxation II Module 1	TAX2011	12
	Internal Auditing III Module 1 / Management Accounting III Module 1	INA2011 / MAC3011	12
	Software Skills II Module I	SOS2011	12
	Financial Information Systems III Module 1	FIS3011	12
	Semester 2		
	Financial Accounting III Module 2	FAC3022	12
	Taxation II Module 2	CTAX2022	12
	Internal Auditing III Module 1 / Management Accounting III Module 1	INA2022 / MAC3011	12
	Software Skills II Module I	SOS2022	12
	Financial Information Systems III Module 2	FIS3022	12
	Total Credits		120

1.5.7.9 Pre-Requisite Courses

All courses for the NHC.

1.5.7.10 Available Electives

There is a choice between Internal Auditing III and Management Accounting III for this programme.

1.5.7.11 Award of Qualification

See section on Completion Rules above.

1.5.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.5.7.13 Articulation

Vertical
The B Tech: Cost and Management Accounting, The B Tech Internal Auditing
Within WSU
The B Tech: Cost and Management Accounting, The B Tech Internal Auditing, 2 nd year of Bachelor of Accounting (BCA)
Other Universities:
According to their respective articulation requirements.

1.5.8 Core Syllabi of Courses Offered

FINANCIAL ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
FAC3011 & FAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	Prepare financial statements for companies disclosing all the information required by GAAP. Prepare consolidated financial statements for a group (Max 2 subsidiaries). Illustrate disclosure requirements in respect of changes in accounting policy, leases, instalment sales and earnings per share. Determine, compare and interpret ratios of profitability, liquidity, financial structure and financial cover. Determine the value of business interests by way of at least 3 valuation methods. Prepare the accounting entries and draft the balance sheet reflecting the effect of liquidations, amalgamations and reconstructions. Record investment transactions clearly distinguishing capital from income.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

MANAGEMENT ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration

MAC3011 & MAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	2 x 45 min		30	240
Content/ Syllabus	Prepare any budget needed for planning of future activities of a business. Calculate and interpret any variance from a set standard in a budget. Analyse and develop ways of controlling marketing expenses. Calculate and apply quantitative techniques for management decisions. Practicals: Computer Applications using Excel.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

INTERNAL AUDITING III				
Course Code	Course Name	NQF Level	Credits	Duration
INA3011 & INA3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Draw up an audit programme in accordance with current practice. Perform manual and computerised compliance and substantive financial audit tests on various fields within the organisation. Perform manual and computerised operational audit tests on various fields within the organisation. Apply statistical sampling in selecting data for audit tests.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written, classwork, assignments and presentations. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

TAXATION II				
Course Code	Course Name	NQF Level	Credits	Duration
TAXC3011 & TAX3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Identify taxable income and tax-deductible expenses. Prepare annual tax returns for individuals and other bodies. Prepare provisional tax returns. Explain the tax liability of the employer.			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

FINANCIAL INFORMATION SYSTEMS 3 - MODULE 1

Module Code	Module Name	NQF Level	Credits	Duration
FIS3011	(see above)	6	12	Semester
Lectures per week	Prac per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Fundamentals of Project Management, Project integration management, Project scope management and Project time management. Practicals 2: Fundamentals of MS Project			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Project (10%) and 3 theory tests (90%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory) :To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

FINANCIAL INFORMATION SYSTEMS 3 - MODULE 2

Module Code	Module Name	NQF Level	Credits	Duration
FIS3022	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Project cost management. Project quality management, Project human resources management, Project communication management, Project risk management and Project procurement management Practicals 2: Advanced Principles of MS Project			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Project (10%) and 3 theory tests (90%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

SOFTWARE SKILLS 2 – MODULE 1

Module Code	Module Name	NQF Level	Credits	Duration
SOS2011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours

2 x 45 min per week	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory: Database systems, Data modelling, ERDs Modelling, and Practical: Introduction to structured Query Language (SQL) and Advanced SQL.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Practical tests (10%), 3 theory tests (90%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

SOFTWARE SKILLS 2 – MODULE 2

Module Code	Module Name	NQF Level	Credits	Duration
FIS2011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
2 x 45 min	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Normalisation of Database tables, Transaction management and Concurrency Control and Database administration. Practicals 2: Retrieving data using SQL select statement, Restricting and sorting data, Using single-row functions to customise outputs and Reporting aggregated data using group functions.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Practical tests (10%), Project (20%) 3 theory tests (70%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

FINANCIAL ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
FAC3011 & FAC3022	(see above)	6	24	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	Prepare financial statements for companies disclosing all the information required by GAAP. Prepare consolidated financial statements for a group (Max 2 subsidiaries). Illustrate disclosure requirements in respect of changes in accounting policy, leases, instalment sales and earnings per share. Determine, compare and interpret ratios of profitability, liquidity, financial structure and financial cover. Determine the value of business interests by way of at least three valuation methods. Prepare the			

	accounting entries and draft the balance sheet reflecting the effect of liquidations, amalgamations and reconstructions. Record investment transactions clearly distinguishing capital from income.
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).	

MANAGEMENT ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
MAC3011 & MAC3022	(see above)	6	24	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	2 x 45 min		30	240
Content/ Syllabus	Prepare any budget needed for planning of future activities of a business. Calculate and interpret any variance from a set standard in a budget. Analyse and develop ways of controlling marketing expenses. Calculate and apply quantitative techniques for management decisions. Practicals: Computer Applications using Excel.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

INTERNAL AUDITING III				
Course Code	Course Name	NQF Level	Credits	Duration
INA3011 & INA3022	(see above)	6	24	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Draw up an audit programme in accordance with current practice. Perform manual and computerised compliance and substantive financial audit tests on various fields within the organisation. Perform manual and computerised operational audit tests on various fields within the organisation. Apply statistical sampling in selecting data for audit tests.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written, classwork, assignments and presentations. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

TAXATION II				
Course Code	Course Name	NQF Level	Credits	Duration
TAXC3011 & TAX3022	(see above)	6	24	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Identify taxable income and tax-deductible expenses. Prepare annual tax returns for individuals and other bodies. Prepare provisional tax returns. Explain the tax liability of the employer.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

FINANCIAL INFORMATION SYSTEMS 3 - MODULE 1

Module Code	Module Name	NQF Level	Credits	Duration
FIS3011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Fundamentals of Project Management, Project integration management, Project scope management and Project time management. Practicals 2: Fundamentals of MS Project			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Project (10%) and 3 theory tests (90%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

FINANCIAL INFORMATION SYSTEMS 3 - MODULE 2

Module Code	Module Name	NQF Level	Credits	Duration
FIS3022	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
4 x 45 min	3 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Project cost management. Project quality management, Project human resources management, Project communication management, Project risk management and Project procurement management Practicals 2: Advanced Principles of MS Project			

Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Project (10%) and 3 theory tests (90%)
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.

SOFTWARE SKILLS 2 – MODULE 1

Module Code	Module Name	NQF Level	Credits	Duration
SOS2011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
2 x 45 min	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Database systems, Data modelling, ERDs Modelling, and Practical: Introduction to structured Query Language (SQL) and Advanced SQL.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Practical tests (10%), 3 theory tests (90%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

SOFTWARE SKILLS 2 – MODULE 2

Module Code	Module Name	NQF Level	Credits	Duration
FIS2011	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorial per week	Number of weeks	Notional hours
2 x 45 min	4 x 45 min	2 x 45 min	15	120
Content/ Syllabus	Theory 1: Normalisation of Database tables, Transaction management and Concurrency Control and Database administration. Practicals 2: Retrieving data using SQL select statement, Restricting and sorting data, Using single-row functions to customise outputs and Reporting aggregated data using group functions.			
Assessment and progression rules	Continuous Assessment (CA) (Compulsory): 1 Practical tests (10%), Project (20%) 3 theory tests (70%)			
	Examination (Compulsory): Year mark (DP) is obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.			
	Re-examination (Not compulsory): To qualify for re-examination students must obtain an overall assessment of between 40 – 49%.			

1.6 NATIONAL DIPLOMA: INTERNAL AUDITING

1.6.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.6.2 Career Opportunities

1.6.2.1 What can a graduate do in this career?

Generally graduates of the ND: Internal Auditing can work as junior internal auditors, bookkeepers, junior accountants and other entry level accounting related positions.

1.6.2.2 Who will employ a graduate?

Private enterprises, especially in the manufacturing and industrial field, and the public sector (e.g. local and provincial government departments, SARS, etc).

1.6.3 Purpose of the Qualification

The purpose of this qualification is for the graduate to be able to perform (manual and computerised) financial and operational audit functions as part of an audit team or independently. It also serves as a foundation for further studies in accounting, and in particular in the internal auditing fields such as the Internal Audit Technician qualification.

1.6.4 Exit Level Outcomes of the Programme

The qualifying learner should be able to:

- Audit manual and computerised business cycles.
- Prepare and interpret financial statements of companies and groups of companies in accordance with GAAP, including the valuation of interests represented by these statements.
- Record the accounting implications of changes within a company structure and investments.
- Determine the tax liability of individuals, assist with the tax liability of other legal entities and prepare submissions to the South African Revenue Services.
- Identify the economic environment within which South African commercial organisations apply their trade.
- Develop an administration system together with the business plan for a small retail business.

1.6.5 Critical Cross-Field Outcomes

The qualification is designed, and should be presented and assessed, in such a way that the following skills of the learner are promoted and developed:

The ability to:

- Take decisions and accept responsibility.
- Identify and solve basic problems... Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Demonstrate an understanding of the world to identify entrepreneurial opportunities.

1.6.6 Programme Characteristics

1.6.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: National Diploma: Internal Auditing - SAQA ID 80168.

1.6.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis. It serves as a foundation for further study in the B Tech: Internal Auditing.

1.6.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the students learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.6.7 Programme Information

1.6.7.1 Minimum Admission Requirements

National Certificate: Accountancy (NHC)

1.6.7.2 Selection criteria for new students

The selection of students is based on the possession of the NHC.

1.6.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.6.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria:

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. In this diploma the exit level courses are Internal Auditing III (both modules) and Financial Accounting III (both modules).

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.6.7.5 Progression Rules

1.6.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.6.7.6 Exit Rules

1.6.7.6.1 Completion Rules

The National Diploma: Internal Auditing will be awarded to those students who have completed the programme and obtained a minimum of 120 credits, and a total of 10 instructional offerings.

1.6.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students for the National Diploma: Internal Auditing must enrol for all the required courses for the diploma.

1.6.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.6.7.8 Curriculum Structure

	MODULES	MODULE CODES	CREDITS
One year course	Semester 1		
	Financial Accounting III Module 1	FAC3011	12
	Taxation II Module 1I	TAX2011	12
	Internal Auditing III Module 1	INA3011	12
	Management Accounting III Module 1	MAC3011	12
	Corporate Procedures	COP2001	12

	Semester 2		
	Financial Accounting III Module 2	FAC3022	12
	Taxation II Module 2	CTAX2022	12
	Internal Auditing III Module 2	INA3022	12
	Management Accounting III Module 2	MAC3022	12
	Business Statistics II	BST2002	12
	Total Credits		120

1.6.7.9 Pre-Requisite Courses

All courses for the NHC.

1.6.7.10 Available Electives

There are no electives available for this programme.

1.6.7.11 Award of Qualification

See section on Completion Rules above.

1.6.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.6.7.13 Articulation

Vertical
The B Tech: Internal Auditing
Within WSU
The B Tech: Internal Auditing
Other Universities:
According to their respective articulation requirements.

1.6.8 Core Syllabi of Courses Offered

FINANCIAL ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
FAC3011 & FAC3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	30	240
Content/ Syllabus	Prepare financial statements for companies disclosing all the information required by GAAP. Prepare consolidated financial statements for a group (Max 2 subsidiaries). Illustrate disclosure requirements in respect of changes in accounting policy, leases, instalment sales and earnings per share. Determine, compare and interpret ratios of profitability, liquidity, financial structure and financial cover. Determine the value of business interests by way of at least 3 valuation methods. Prepare the accounting entries and draft the balance sheet reflecting the effect of liquidations, amalgamations and reconstructions. Record investment transactions clearly distinguishing capital from income.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

MANAGEMENT ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
MAC3011 & MAC3022	(see above)	6	24	Year

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	2 x 45 min		30	240
Content/ Syllabus	Prepare any budget needed for planning of future activities of a business. Calculate and interpret any variance from a set standard in a budget. Analyse and develop ways of controlling marketing expenses. Calculate and apply quantitative techniques for management decisions. Practicals::Computer Applications using Excel			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

TAXATION II				
Course Code	Course Name	NQF Level	Credits	Duration
TAXC3011 & TAX3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Identify taxable income and tax-deductible expenses. Prepare annual tax returns for individuals and other bodies. Prepare provisional tax returns. Explain the tax liability of the employer.			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

INTERNAL AUDITING III				
Course Code	Course Name	NQF Level	Credits	Duration
INA3011 & INA3022	(see above)	6	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Draw up an audit programme in accordance with current practice. Perform manual and computerised compliance and substantive financial audit tests on various fields within the organisation. Perform manual and computerised operational audit tests on various fields within the organisation. Apply statistical sampling in selecting data for audit tests.			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written, classwork, assignments and presentations. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

CORPORATE PROCEDURE				
Course Code	Course Name	NQF Level	Credits	Duration
COP2001	(see above)	6	12	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	Describe the interaction between supply and demand within the market place. Identify the various market forms. Discuss monetary policy. Discuss fiscal policy. Appreciate international trade and finance			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

BUSINESS STATISTICS II				
Course Code	Course Name	NQF Level	Credits	Duration
BST2002	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		2 x 45 min	15	120
Content/ Syllabus	Financial calculations. Simple linear regression and correlation analysis. Time series analysis. Basic probability. Probability distribution. Sampling. Estimating with confidence intervals. Hypothesis testing and chi-square.			
Assessment: Semester mark (DP) must be a minimum average mark of 40% which will be obtained from 2 summative assessments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

1.7. BACHELOR OF TECHNOLOGY: COST AND MANAGEMENT ACCOUNTING

1.7.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.7.2 Career Opportunities

1.7.2.1 What can a graduate do in this career?

The B.Tech: Cost and Management Accounting degree graduate is able to enrol for a professional qualification (i.e. CIMA – Chartered Institute of Management Accountants) or to do an honours or masters degree in Management Accounting. Alternatively, a graduate is able to seek employment in the management accounting field in the private and public sectors.

1.7.2.2 Who will employ a graduate?

Businesses in the private sector and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.7.3 Purpose of the Qualification

For the graduate to have a thorough knowledge of accounting and costing in order to manage an accounting department and to provide accounting services to commerce and industry.

1.7.4 Exit Level Outcomes of the Programme

- Prepare, analyse and interpret complex financial statements for companies applying gaap (including certain accounting standards).
- Manage the financial aspects of business up to corporate level.
- Determine and apply various advanced techniques whereby relevant information is reported to management in regard to control, planning, reporting of performance and the monitoring of efficiency and the optimal usage of resources.
- Develop and apply documentation techniques and system development; implement an operation and management system.
- Formulate the long-term objectives for the enterprise and identify the goals to supplement these objectives.
- Compile a research project.
- Strategically approach the acquisition, motivation, development and management of the organisation's human resources.
- Effectively apply communication principles to a variety of communication activities, contexts, and to resolve communication problems.
- Plan, organise, lead and control business activities.

1.7.5 Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Take decisions and accept responsibility.
- Identify and solve basic problems.
- Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Organise and manage oneself and other people.

1.7.6 Programme Characteristics

1.7.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification - SAQA ID 80131

1.7.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.7.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.7.7 Programme Information

1.7.7.1 Minimum Admission Requirements

An accounting related diploma with Financial Accounting 3 and Cost and Management Accounting 3 and a minimum of a 55% average for all courses for the diploma.

1.7.7.2 Selection criteria for new students

On a first-come first-serve basis until the class size quota is reached.

1.7.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15).

1.7.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.7.7.5 Progression Rules

1.7.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.7.7.6 Exit Rules

1.7.7.6.1 Completion Rules

The B.Tech: Cost and Management Accounting qualification shall be awarded on successful completion of the ten modules of 12 credits each.

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level.

If a student fails courses spanning multiple levels then the student must first enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.7.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.7.7.8 Curriculum Structure

Year 4

Course	Code	Credits
Financial Reporting IV – Module 1	FIR4011	12
Financial Reporting IV – Module 2	FIR4022	12
Financial Management IV – Module 1	FIM4011	12
Financial Management IV – Module 2	FIM4022	12
Management Accounting IV- Module 1	MAC4011	12
Management Accounting IV-Module 2	MAC4022	12
Systems and Project Management IV – Module 1	SPM4011	12
Systems and Project Management iv – Module 2	SPM4022	12
Business Strategy II	BST2001	12
Research Methodology – Module 1	REM1011	12
Total credits		120

1.7.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects

1.7.7.10 Available Electives

There are no electives available for this programme

1.7.7.11 Award of Qualification

See section on Completion Rules above.

1.7.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.7.7.13 Articulation

Vertical
An honours in Cost and Management Accounting
Within WSU
Other Universities:
According to their respective articulation requirements.

1.7.8 Core Syllabi of Courses Offered

FINANCIAL REPORTING 4 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
FAC4011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Financial Regulatory Requirements. • Corporate Governance Statements including King Reports. • Companies Act. • Presentation of financial statements – IAS1. • Property plant and equipment and Investment property • Impairment of assets • Foreign currency transactions and hedging (FECs) • Financial instruments 			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

FINANCIAL REPORTING 4 (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
FIR4022	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Presentation of financial statements – IAS1. • Accounting policies, changes in accounting estimates and errors • Provisions, contingencies and Events after reporting period • Leases – substance vs legal forms of transactions • Employee benefits • Statement of Cash Flows- IAS 7. <p>Financial statements and interim reports</p>			
Assessment: : Refer to the learner guide				

FINANCIAL MANAGEMENT 4 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
FIM4011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Overview of Financial Management. • Analysis and interpretation of financial statements. • Cash budgeting. • Time value of money. • Risk and return. • Dividend policy. • Valuation of the firm. 			
Assessment: Refer to the learner guide				

FINANCIAL MANAGEMENT 4 (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
FIM4022	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 mins			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Investment appraisal. • Risk and inflation in capital budgeting. • Cost of capital. • Leverage and capital structure. • Management of working capital. • Mergers and take-overs. <p>International managerial finance</p>			
Assessment: Refer to the learner guide				

MANAGEMENT ACCOUNTING 4 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
MAC4011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Financial Accounting vs. Management Accounting • Preparation of quality reports. • Relevant cost for decision making • Pricing decisions and profitability analysis • Variable and Absorption costing • Activity based costing 			
Assessment: : Refer to the learner guide				

MANAGEMENT ACCOUNTING 4 (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
MAC4022	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Current developments in Managerial Accounting. • Decision-making case studies. • Divisional financial performance measurements • Transfer pricing • Cost management 			

Assessment: Refer to the learner guide

SYSTEMS AND PROJECT MANAGEMENT (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
SPM4011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Basic computer concepts. • The nature and structure of the system development process. • The nature and structure of related transaction cycles and business processes. • The nature and structure of required controls in related transaction cycles and business processes. 			
Assessment: : Refer to the learner guide				

SYSTEMS AND PROJECT MANAGEMENT (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
SPM4022	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Costing and accounting systems. • Linear programming. • Risk and uncertainty. • Preparation of quality reports. • Theory of constraints. • Transfer pricing. 			
Assessment: Refer to the learner guide				

RESEARCH METHODOLOGY (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
REM1011	(see above)	7	12	Semester

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x 45 min			15	120
Content / Syllabus	<ul style="list-style-type: none"> • The components of a research proposal. • Data analysis. • Data collection methods. • Questionnaire construction. • Fieldwork. • Sampling. • Editing, coding and tabulation. • Graphical representation. • Presenting researched results in the form of a PowerPoint presentation, as well as a submitted document of own research done. 			
Assessment: Refer to the learner guide				

BUSINESS STRATEGY 2				
Course Code	Course Name	NQF Level	Credits	Duration
BST2001	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content / Syllabus	<ul style="list-style-type: none"> • Vision and mission formulation. • Conducting an external assessment. • Conducting an internal assessment. • Goal formulation. • Strategy selection models. • Strategy implementation: Structural and management issues. 			
Assessment: Refer to the learner guide				

1.8 B.TECH: INTERNAL AUDITING

1.8. Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.8.2 Career Opportunities

1.8.2.1 What can a graduate do in this career?

The B.Tech: Internal Auditing degree graduate is able to enrol for a professional qualification (i.e. IIA – Institute of Internal Auditors) or to do an honours or masters degree in Internal Auditing. Alternatively, a graduate is able to seek employment in the auditing field both in the private and public sectors.

1.8.2.2 Who will employ a graduate?

Businesses in the private sector and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.8.3 Purpose of the Qualification

A graduate will be able to act as an audit team manager performing (manual and computerised) financial and operational audit functions.

1.8.4 Exit Level Outcomes of the Programme

- Audit manual and computerised business cycles, including networks.
- Prepare, analyse and interpret complex financial statements for companies applying GAAP (including certain accounting standards).
- Manage the financial aspects of business up to corporate level.
- Determine and apply various techniques whereby timeous and accurate information could be made available for decision-making and control.
- Effectively apply communication principles to a variety of communication activities, contexts for resolving communication problems.
- Plan, organise, lead and control business activities
- Compile a research proposal.

1.8.5 Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Take decisions and accept responsibility.
- Identify and solve basic problems.
- Communicate effectively by way of mathematical and written presentations.

- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Organise and manage oneself and other people.

1.8.6 Programme Characteristics

1.8.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification - SAQA ID 80140

1.8.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.8.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.8.7 Programme Information

1.8.7.1 Minimum Admission Requirements

An accounting related diploma with Financial Accounting 3 and Internal Auditing 3 and a minimum of a 55% average for all courses for the diploma.

1.8.7.2 Selection criteria for new students

On a first-come first-served basis until the class size quota is reached.

1.8.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.8.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.8.7.5 Progression Rules

1.8.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.8.7.6 Exit Rules

1.8.7.6.1 Completion Rules

The B.Tech: Cost and Management Accounting qualification shall be awarded on successful completion of the ten modules of 12 credits each.

1.8.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level.

If a student fails courses spanning multiple levels then the student must first enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.8.7.7 Programmes offering

The Department of Accounting and Finance operates from the Potsdam delivery site of the Buffalo City campus.

1.8.7.8 Curriculum Structure

Course	Code	Credits
Internal Auditing IV- Module 1	INA4011	12
Internal Auditing IV-Module 2	INA4022	12
Financial Management IV – Module 1 (Elective)	FIM4011	12
Information Systems Auditing IV	ISA4002	12
Management Accounting III- Module 1	MAC3011	12
Management Accounting III-Module 2	MAC3022	12
International Law	INL4002	12
Advanced Management Communication Skills	AMC2001	12
Financial Accounting IV – Module 1	FAC4011	12
Research Methodology- Module 2 (Elective)	REM1022	12
Research Methodology – Module 1	REM1011	12
Total credits		120

1.8.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects

1.8.7.10 Available Electives

Either Financial Accounting 4 (Module 1) [FAA4011] or Research Methodology (Module 2) [REM1022] must be elected

1.8.7.11 Award of Qualification

See section on Completion Rules above.

1.8.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.8.7.13 Articulation

Vertical
An honours in internal auditing
Within WSU
Other Universities:

According to their respective articulation requirements.
--

1.8.8 Core Syllabi of Courses Offered

FINANCIAL ACCOUNTING 4 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
FAC4011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Financial Regulatory Requirements. • Corporate Governance Statements including King Reports. • Companies Act. • Presentation of financial statements – IAS1. • Statement of Cash Flows- IAS 7. • Employee benefits- IAS 19. • Operating segment- IFRS 8. 			
Assessment: Refer to the learner guide				

INFORMATION SYSTEMS AUDITING 4				
Course Code	Course Name	NQF Level	Credits	Duration
ISA4002	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • General and Application Controls. • Information Technology Governance (Control frameworks): <ul style="list-style-type: none"> ○ Electronic Systems Assurance and Control model (eSAC); ○ Control Objectives for Information Technology (COBIT). • E-Commerce, Electronic Data Interchange (EDI) and Electronic Funds Transfers (EFTs). • Enterprise Resource Planning (ERP). • Data bases: <ul style="list-style-type: none"> ○ Data base types; ○ Data base components; ○ Data base controls. • Contingency Planning and disaster recovery planning (DRP). • Computer Assisted Auditing Tools and Techniques (CAATs). • Malicious software and information protection. 			

Assessment: Refer to the learner guide

FINANCIAL MANAGEMENT 4 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
FIM4011	(see above)	7	12	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120r
Content/ Syllabus	<ul style="list-style-type: none"> • Overview of Financial Management. • Analysis and interpretation of financial statements. • Cash budgeting. • Time value of money. • Risk and return. • Dividend policy. • Valuation of the firm. 			
Assessment: Refer to the learner guide				

INTERNATIONAL LAW				
Course Code	Course Name	NQF Level	Credits	Duration
INL4002	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Import and export laws and regulations. • Methods, restrictions and barriers of international trade. • International laws. 			
Assessment: Refer to the learner guide				

MANAGEMENT ACCOUNTING 3 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
MAC3011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120

Content/ Syllabus	<ul style="list-style-type: none"> • Preparation and interpretation of the different types of operating budgets. • Standard costing principles and procedures. • Stock control and the overall management of resources. • Traditional and Activity-Based costing Systems.
Assessment: Refer to the learner guide	

MANAGEMENT ACCOUNTING 3 (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
MAC3022	(see above)	7	12	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Relevant and irrelevant costs. • Short-term decision-making techniques. • Linear programming. • Network analysis. • Investment appraisal. 			
Assessment: Refer to the learner guide				

INTERNAL AUDITING 4 (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
INA4011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • Advanced tools and techniques: <ul style="list-style-type: none"> • Quantitative techniques; • Control self-assessment. • Communicating results: <ul style="list-style-type: none"> • The purpose of reporting; • Reporting process; • Findings; • Writing skills; • Lay-out of reports; • Report distribution; • Follow-up. • Internal audit managing activities: 			

	<ul style="list-style-type: none"> • Behavioural skills for internal auditors; • Business process re-engineering; • ISO and internal auditing; • Benchmarking of internal auditing; • Quality assurance reviews for the internal audit function.
Assessment: Refer to the learner guide	

INTERNAL AUDITING 4 (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
INA4022	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	Specialised internal audit engagements: <ul style="list-style-type: none"> • Operational auditing; • Fraud/forensic auditing; • Environmental auditing; • Treasury auditing; • Contract auditing; • Internal audit consulting engagements; • Health and safety audits performed by internal auditing. 			
Assessment: Refer to the learner guide				

RESEARCH METHODOLOGY (MODULE 1)				
Course Code	Course Name	NQF Level	Credits	Duration
REM1011	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> • The components of a research proposal. • Data analysis. • Data collection methods. • Questionnaire construction. • Fieldwork. • Sampling. • Editing, coding and tabulation. • Graphical representation. 			

	<ul style="list-style-type: none"> Presenting researched results in the form of a PowerPoint presentation, as well as a submitted document of own research done.
Assessment: Refer to the learner guide	

RESEARCH METHODOLOGY (MODULE 2)				
Course Code	Course Name	NQF Level	Credits	Duration
REM1022	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content/ Syllabus	<ul style="list-style-type: none"> The components of a research proposal. Data analysis. Data collection methods. Questionnaire construction. Fieldwork. Sampling. Editing, coding and tabulation. Graphical representation. Presenting researched results in the form of a PowerPoint presentation, as well as a submitted document of own research done. 			
Assessment:				

ADVANCED MANAGEMENT COMMUNICATION SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
AMC2001	(see above)	7	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	120
Content / Syllabus	<ul style="list-style-type: none"> Communication theory. Elements of advanced communication skills. Advanced oral presentation skills. Intercultural communication/ Diversity management. Meeting procedure/ Minute writing terminology. Advanced business writing principles: The Audit Report. Ethics in audit communication. 			
Assessment: Refer to the learner guide				

2.1 DEPARTMENT OF CORPORATE COMMUNICATION AND MARKETING

2.1.1 Information about the Department

The Department of Corporate Communication and Marketing is a product of the new academic configuration of the University. This Department joins the other four in the Faculty of Business Sciences, located at various sites on the Buffalo City Campus. The Department strives to improve the quality of life of the population of the Eastern Cape Province in particular and the country in general by providing career oriented diploma and degree programmes which are relevant to the socio-economic needs of the region.

The department comprises the following sub-departments.

Department	Programmes offered	Duration	Delivery Sites
Media Studies	National Certificate: Versatile Broadcasting	1 Year	Heritage
	National Diploma: Journalism	3 Years	Heritage
	B Tech: Journalism	1 or 2 Years	Heritage
Marketing	ND: Marketing	3 Years	Potsdam
	B Tech: marketing	1 or 2 Years	Potsdam
Public Relations	ND: Public Relations	3 years	Chiselhurst
	ND: Public Relations-Extended	4 Years	Chiselhurst
	B Tech: Public Relations	1 or 2 Years	Chiselhurst

2.1.2 Accreditation Status of programme

NHC and ND programmes are accredited by SAQA.

2.1.3 Delivery Sites

NHC and ND programmes are offered at the various sites of the Buffalo City Campus.

Academic sub-departments falling under Corporate Communication and Marketing.

2.1.4 DEPARTMENT OF MEDIA STUDIES

2.1.4.1 Information about the Department

The Department of Media Studies seeks to equip students who obtain the Higher Certificate: Versatile Broadcasting and the ND: Journalism with the theoretical and practical knowledge needed to operate efficiently, independently and professionally in a media environment producing basic media products as a radio programmer/presenter or as a media worker in a journalistic environment.

Department	Programmes offered	Duration	Delivery Sites
Department	Programmes Offered	Duration	Delivery site
Broadcasting	Higher Certificate in Versatile Broadcasting	1 year	Heritage
Journalism	Diploma in Journalism	3 years	Heritage
	Bachelor of Technology: Journalism	1 or 2years	Heritage

2.1.4.2 Accreditation Status of Programmes

The programmes meet the requirements of the South African Qualification Authority (SAQA), Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC). These programmes are designed to be relevant to the socio-economic needs of the region and country in general.

2.1.4.2.1 Delivery Site

All programmes are offered at the Heritage Site.

2.1.4.3 Mission of the Department

The Department of Media Studies strives to provide vocationally trained graduate journalists and broadcasters who are able to meet the expectations and requirements of the public, community and commercial media industry.

2.1.4.4 Goals of the Department

The goal of the Department of Media Studies is to work closely with the mainstream press, television and community media, in order to produce graduates capable of dynamic participation in all areas of commercial, public and community media. Through a commitment to service excellence, staff development and the maximum use of human and other resources, the Department strives to unite students, staff and employers in the common goal of improving the quality of life of our community.

2.1.4.5 Student Societies in Department

Walter Sisulu University Media Society

2.1.4.5.1 Aims and objectives of the student Societies in Department

The Media Society is a student initiative and is managed by the students for the holistic development of the students. The Media Society strives to:

- Integrate all media students' activities.
- Develop close relations with appropriate, professional media houses and publications.
- Encourage career development and support from media organisations.
- Be a voice for all media studies students.
- Be non-political and non-discriminatory in the conduct of societal affairs.

2.2 PROGRAMMES IN THE DEPARTMENT

2.2.1 HIGHER CERTIFICATE: VERSATILE BROADCASTING

2.2.1.1 Entrepreneurship & Professional Development of Students

Not applicable

2.2.1.2 Career Opportunities

2.2.1.2.1 What can a certificate holder do in this career?

With the growth of the commercial/community broadcast sector and the required sustainability of such stations suitably qualified broadcasters will be ideally placed for employment as Professional broadcaster/Communicator, Creative producer, Voice-over Artist, and in Community Radio Management.

2.2.1.2.2 Who will employ a certificate holder?

Community, Commercial and Public broadcasting entities

2.2.1.3 Purpose of the Qualification

The purpose of this offering is to provide the qualifying learners with the information and skills necessary to practice as a professional broadcaster and communicator in this wide field. The information and skills encompass language, interpersonal and mass communication, technical knowledge and operation, technical and creative production, voice-over and presentation, management and marketing.

2.2.1.4 Exit Level Outcomes of the Programme

The qualifying learner should have the ability to:

- Operate under supervision as a cadet radio broadcaster/announcer.
- Combine theoretical and practical knowledge.
- Practice functional communication and language skills.
- Exhibit sound interpersonal and life skills.

2.2.1.5 Critical Cross-Field Outcomes

- Problems are identified and solved in such a manner that decision-making reflects originality and a critical evaluative approach.
- Students work effectively with others as a member of a team, group, organisation and community.
- Students are able to organise and manage time and activities responsibly and effectively.
- Students are able to collect, organise, analyse and critically evaluate information.
- Students can communicate effectively using visual and /or language skills in modes of oral and written persuasion.
- Students can use technology effectively and critically, showing responsibility towards the environment and the health of others.

- Students are able to demonstrate an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation.
- Students should be made aware of the importance of reflecting on, and exploring, a variety of strategies to learn more effectively.

2.2.1.6 Programme Characteristics

2.2.1.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the:

- Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: Higher Certificate: Versatile Broadcasting - SAQA 0695/12 - ID 80151

2.2.1.6.2 Career Orientated Academic Study

Students who obtain the Higher Certificate: Versatile Broadcasting will have been equipped with the theoretical and practical knowledge needed to operate efficiently, independently and professionally in a media environment producing basic media products as a journalist/ media worker.

2.2.1.6.3 Site Visits & Practical Work

During their studies, students are given wide exposure to 'real-life' broadcasting, whether through the production of programming Campus radio station, or through visits to local broadcasting organisations.

2.2.1.6.4 Teaching & Learning Methodology

Learning is structured through a combination of lecture room and practical studio activities

Students are encouraged to work independently, thereby developing the skill of being able to work effectively within a broadcast environment

2.2.1.7 Programme Information

2.2.1.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
National Senior Certificate			
Accumulated points score	Required NSC Subjects (Compulsory) The minimum statutory NSC requirements for Certificate entry must be met. Level 4 in English Home Language or English First	Recommended NSC subjects (Not compulsory)	Other

	Additional Language as well as a rating level of 3 or better in 3 NSC 20 credit subjects. FET College : N3 Certificate with level 4 for English		
Grade 12/Matric			
Senior Certificate Requirement: A D symbol for English (1st Additional Language)			
FET Colleges			
National Certificate Requirement: N3 Certificate with level 4 for English			
National Certificate (Vocational) Level 4: N3 Certificate with level 4 for English			
Additional requirements: selected candidates are required to attend a compulsory interview.			
Recognition of prior learning (RPL)			
Prior learning shall be recognised subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy (RPL).			
International Students			
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" institutional equivalence reference document (where required) submission of international qualification to SAQA for benchmarking in terms of HEQF			
Mature Age Endorsement			
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6			

2.2.1.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.
An additional interview is required.
All enrolments are subject to quota limitations.

2.2.1.7.3 Programme Rules

As for Campus/Faculty rules (see section 8)

2.2.1.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

2.2.1.7.5 Progression Rules

2.2.1.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

2.2.1.7.6 Exit Rules

2.2.1.7.6.1 Completion Rules

Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

The qualification will be awarded after completing 120 SAQA credits (1 NATED credit)

2.2.1.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

2.2.1.7.7 Programmes offering

This programme is offered at the Heritage Site only.

2.2.1.7.8 Curriculum Structure

Course	Code	Credit
Versatile Broadcasting	VERBRO10	50
Radio Theory	RADT113	20
English for Broadcasters	LCOM110	30
Philosophy of Life and Life Skills	PHIL114	20
Total credits		120

2.2.1.7.9 Work Integrated Learning

Not Applicable

2.2.1.7.10 Pre-requisite Courses

Not Applicable

2.2.1.7.11 Available Electives

There are no electives available for this programme

2.2.1.7.12 Award of Qualification

See section on Completion Rules above.

2.2.1.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

2.2.1.7.14 Articulation

Vertical Is possible entry into a Diploma in Broadcasting (year 2 at the NQF 6 level)
--

Horizontal: within WSU: Horizontal Articulation is possible with NQF Level 5 qualifications offered by WSU, e.g. Diploma in Journalism NQF Level 6, subject to the admission requirements of that qualification.

2.2.1.8 Core Syllabi of Courses Offered

VERSATILE BROADCASTING				
Course Code	Course Name	NQF Level	Credits	Duration
VEBRO10	(see above)	5	60	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
5 x 45 min.	3 x 45 min		30	600
Content/ Syllabus	Introduction to Versatile Broadcasting, Introduction to Acoustics, Analogue Recording and Production, The Computer and Audio – Digital Recording, Sounds in various environments			
Assessment: Year mark (DP) will be obtained from 4 assessments/ tests, 2 practical exams per semester. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

ENGLISH FOR BROADCASTERS				
Course Code	Course Name	NQF Level	Credits	Duration
LCOM110	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
5 x 45 min.			30	200
Content/ Syllabus	Communication Theory, Written Communication Skills for Broadcasters-General, Written Communication Skills for Broadcasting(Radio Specific), Research Skills for Oral and Written Communication for Broadcast Situations, Oral Skills, (The language of Broadcasting), Oral Skills- On Air Presentation, On Air Presentation – Greetings, Announcement, Discourse, On Air Presentation of News,			
Assessment: Continuous evaluation, 4 assignments/ tests/practicals per semester x2. Total 8 marks at 100/8 for %				

PHILOSOPHY OF LIFE AND LIFE SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
PHIL114	(see above)	5	20	Semester

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min.		2 x 45	15	200
Content/ Syllabus	Work and Planning, Personal Planning, Health and Happiness, Entrepreneurship.			
Assessment: Continuous evaluation, 4 assignments/ tests/practicals per semester x2. Total 8 marks at 100/8 for %				

RADIO THEORY				
Course Code	Course Name	NQF Level	Credits	Duration
RADT113	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min.	5	2	15	200
Content / Syllabus	The History of Radio, Radio licensing, Radio and how it works, Inside radio stations: personnel and equipment, Radio technology, Programming and formats, Advertising, Marketing and Promotions.			
Assessment: 4 assignments/tests, 2 practical exams. . Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

2.3 NATIONAL DIPLOMA: JOURNALISM

2.3.1 Entrepreneurship & Professional Development of Students

As part of their Journalism programme, all students complete a course on of Entrepreneurship. The intention is to instil entrepreneurial skills to support their academic qualifications. Many products of the Department have successfully entered into entrepreneurial activities using the various media-related skills acquired during their academic programme.

2.3.2 Career Opportunities

2.3.2.1 What can a diplomate do in this career?

Journalism is a vast field and it is growing day by day. During the early days, it was limited to the print sector (newspapers and magazines) but now television, radio and the internet are important fields in journalism. Our qualification prepares you for a satisfying and challenging career in these fields.

2.3.2.2 Who will employ a diplomate?

Community, Commercial and Public media entities

2.3.2.3 Purpose of the Qualification

Students who obtain the ND: Journalism will have been equipped with the theoretical and practical knowledge needed to operate efficiently, independently and professionally in a media environment producing basic media products as a journalist/ media worker.

2.3.2.4 Exit Level Outcomes of the Programme

On completion of this course students will be able to:

- Develop in-depth print media content from its inception through to the final product in a contextualised environment.
- Develop in-depth broadcast news reports from inception through to the final product in a contextualised environment.
- Develop specialised reports or features for print, broadcast or online distribution in a contextualised environment.
- Edit content for print media genres.
- Use established ENG techniques to news gather information for the production of broadcast content.

2.3.2.5 Critical Cross-Field Outcomes

- Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.
- Working with others effectively as a member of a team, group, organisation and community.
- Organising and managing oneself and one's activities responsibly and effectively.
- Collecting, organising, analysing and critically evaluating information.
- Communicating effectively using visual, mathematical and/ or language skills in the modes of written or oral communication.

- Using science and technology effectively and critically, showing responsibility towards the environment and the health of others.
- Demonstrating an understanding of the world as a set of related systems by recognising that problem solving contexts do not exist in isolation
- Contributing to the full personal development of each learner and the social and economic development of the society at large by making it the underlying intention of any programme of learning to make an individual more aware of the importance of:
 - Participating as responsible citizens in the life of local, national and global communities.
 - Being culturally and aesthetically sensitive across a range of social contexts.
 - Reflecting and exploring a variety of strategies to learn more effectively
 - Developing entrepreneurial opportunities.
 - Exploring educational and career opportunities.

2.3.2.6 Programme Characteristics

2.3.2.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the:

- Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: Higher Certificate: Versatile Broadcasting - SAQA 0695/12 - ID 80169

2.3.2.6.2 Career Orientated Academic Study

The programme is career oriented because the academic component is combined with extensive activity in aspects of news writing, both through the Department's in-house Student News Agency, and through the encouragement given to students to 'freelance'.

2.3.2.6.3 Site Visits & Practical Work

In order to expose the students to examples of the 'industry at work' site visits are arranged to various media organisations during the course.

2.3.2.6.4 Teaching & Learning Methodology

Learning is structured through a combination of lecture room and practical activities.

Students are encouraged to work independently, thereby developing the skill of being able to work effectively within a media environment.

2.3.2.7 Programme Information

2.3.2.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
National Senior Certificate			
Accumulated points score	Required NSC Subjects (Compulsory) The minimum statutory NSC requirements for Certificate entry must be met. Level 4 in English Home Language or English First Additional Language as well as a rating level of 3 or better in 3 NSC 20 credit subjects. FET College : N3 Certificate with level 4 for English	Recommended NSC subjects (Not compulsory)	Other
Grade 12/Matric			
Senior Certificate Requirement: A D symbol for English (1st Additional Language)			
FET Colleges			
National Certificate Requirement: N3 Certificate with level 4 for English			
National Certificate (Vocational) Level 4: Applicants with a National Certificate (Vocational Level-4) must meet the statutory requirements for entry into a Diploma programme. Certificate with level 4 for English.			
Additional requirements: selected candidates must undertake a written assessment exercise as well as an interview as screening tests. Students will be selected if performance on these exercises meets the necessary requirements. Industry related experience will be considered.			
Recognition of prior learning (RPL)			
Prior learning shall be recognised subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy (RPL).			
International Students			
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" institutional equivalence reference document (where required) submission of international qualification to SAQA for benchmarking in terms of HEQF			
Mature Age Endorsement			
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6			

2.3.2.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. Candidates are then invited to complete an in-depth Assessment exercise as well as a compulsory interview.

2.3.2.7.3 Programme Rules

As for Campus/Faculty rules (see section 8)

2.3.2.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in the non processing of applications and/or automatic de-registration of students.

2.3.2.7.5 Progression Rules

2.3.2.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes. As provided for under institutional rules G8.1, G8.2, G9.1 & G9.2 the Department of Civil Engineering has set the criteria for re-admission for the ND: Civil Engineering programme as per table in section 10.6.1.7.6.2 below.

2.3.2.7.6 Exit Rules

2.3.2.7.6.1 Completion Rules

All courses and modules must be completed. Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

The qualification will be awarded after completing 360 SAQA credits (3 NATED credits) with at least 120 SAQA credits (0,5 NATED credits) obtained from level III instructional offerings.

2.3.2.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

2.3.2.7.7 Programmes Offering

This programme is offered at the Heritage Site only.

2.3.2.7.8 Curriculum Structure

Course	Code	Credit
Media Communication I	MEC1110	27.9
News Reporting I	NER1110	38.4
Media Production I	MEP1110	28.8
Media Information Management I	MIM1110	24.9
Total Credits Level One		120
Media Communication II	MEC2110	24
Advanced Reporting II	ADR2110	42
Media Production II	MEP2110	54

Total Credits Level Two		120
Media Practice III	MED3110	60
Advanced Reporting III	ADR3113	30
Media Production III	MEP3110	30
Total Credits Level Three		120

2.3.2.7.9 Work Integrated Learning

During the Second Semester of the final year of study, students are required to complete an internship (with an approved media organisation) of at least one hundred and twenty (120) days to obtain credit for the course, Media Practice III. On completion of this experiential training, students will submit for assessment the official Logbook, duly completed by themselves and their workplace mentor, for assessment.

2.3.2.7.10 Pre-Requisite Courses

Course	Pre-requisite
Media Communication II	Media Communication I
Media Production II	Media Production I
Advanced Reporting II	Advanced reporting I
Media Production III	Media Production II
Advanced Reporting III	Advanced Reporting II

2.3.2.7.11 Available Electives

There are no electives available for this programme.

2.3.2.7.12 Award of Qualification

See section on Completion Rules above.

2.3.2.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

2.3.2.7.14 Articulation

Vertical
Within WSU: Vertical articulation is possible with Bachelor of Technology: Journalism
Other Universities: Horizontal articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.

2.3.2.8 Core Syllabi of Courses Offered

MEDIA COMMUNICATION 1 – INTRO TO MASS COMMUNICATION				
Course Code	Course Name	NQF Level	Credits	Duration
MEC1110	Intro to Mass Com I	5a	11,1	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	2 x 45		130	110
Content/ Syllabus	Media Education, Various Theoretical Approaches and Theories related to Media.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA COMMUNICATION 1 – ENGLISH 1				
Course Code	Course Name	NQF Level	Credits	Duration
MEC1110	(see above)	5a	11,1	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	1 x 45		30	110
Content/ Syllabus	Tertiary Skills, Communication Theory. History and Growth of the English language, Aspects of the English language, Interviewing Skills, Writing, Critical Thinking Skills, Reading Development (Computer assisted)			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA COMMUNICATION 1 – POLITICS 1				
Course Code	Course Name	NQF Level	Credits	Duration
MEC1110	(see above)	5a	11,1	Year

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 x 45 min			30	110
Content/ Syllabus	The terrain of Political Science and the journalist, Origins of Political philosophies, The state and its structures, Constitutions-models, the Constitution of South Africa, political ideologies, Introduction to international politics and foreign policy.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA PRODUCTION 1 – PHOTOJOURNALISM 1				
Course Code	Course Name	NQF Level	Credits	Duration
MEP1110	Photojournalism 1	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45			30	120
Content/ Syllabus	Visual literacy, Visual communication, Visual and aural comprehension, Composition, Framing, understanding technical aspects of photography, History of photography, Storytelling using images. Photographic theory.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA PRODUCTION 1 – BROADCAST JOURNALISM 1				
Course Code	Course Name	NQF Level	Credits	Duration
MEP1110	(see above)	5a	16,8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins	2 x 45 mins		30	168
Content/ Syllabus	Evolution of the Electronic Media; Role & Functions of Radio; Regulation of Broadcasting; Broadcast News Writing; Audio Recording; Presenting for Broadcast; Broadcast News Production.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA INFORMATION MANAGEMENT 1 - WORD PROCESSING				
Course Code	Course Name	NQF Level	Credits	Duration
MIM1110	Intro to Mass Communication	5a	11,1(FTE)	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	4 x 45		15	110
Content/ Syllabus	Typing Skills.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA INFORMATION MANAGEMENT 1 - MEDIA AWARENESS				
Course Code	Course Name	NQF Level	Credits	Duration
MIM10	(see above)	5	5.1	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
1x 60 min			30	51
Content/ Syllabus	Fundamental of news and analysis and evaluation; recognition of new media and new Journalism formats; understanding of issues of importance to journalism which impact on the political, social, economic and cultural lives of people worldwide; understanding of how news media can shape public opinion on any issue.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA INFORMATION MANAGEMENT 1 – PUBLISHING TECHNOLOGY				
Course Code	Course Name	NQF Level	Credits	Duration
MIM1110	Media Information Management	5a	11,1(FTE)	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	1 x 45		30	110
Content/ Syllabus	History of publishing, publishing technologies, online publishing, the Internet, using the Internet for journalism research, blogging.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

NEWS REPORTING 1 – PRACTICE OF JOURNALISM: NEWS WRITING 1				
Course Code	Course Name	NQF Level	Credits	Duration
NER1110	(see above)	5a	19,2(FTE)	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	1 x 45		30	192
Content / Syllabus				
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

NEWS REPORTING 1 - MEDIA LAW 1				
Course Code	Course Name	NQF Level	Credits	Duration
NER 1110	(see above)	5a	14	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	N/A	N/A	30	140
Content/ Syllabus	Sources of SA law and legal system, freedom of expression And the Constitution, principle of legality, media and defamation, media and privacy law, court reporting media and copy right law, media control bodies, the law on disclosure of sources of information, media law cases			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA COMMUNICATION 2 – ENGLISH 2				
Course Code	Course Name	NQF Level	Credits	Duration
MEP2110	(see above)	6	9	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	90
Content / Syllabus	Planning the message, Copy editing and proofreading, Broadsheets and tabloids, Persuasive writing, Objective reports, Small group interaction, Plagiarism, Controversy and complaint.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA COMMUNICATION 2 – POLITICS 2				
Course Code	Course Name	NQF Level	Credits	Duration
MEP2110	(see above)	5a	9	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 x 45 min			30	90
Content/ Syllabus	Social stratification and mobilisation, South Africa-revisiting the 'isms', political reporting, Propaganda and the manufacturing of consent, International politics.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA COMMUNICATION 2 – INTRO TO MASS COMMUNICATION				
Course Code	Course Name	NQF Level	Credits	Duration
MEC2110	(see above)	5a	6	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	60
Content/ Syllabus	Media Policy making structures and Processes and Representation in the Media with regard to social issues, ideology, gender and feminism issues and race related issues.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA PRODUCTION 2 - ENTREPRENEURIAL SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
MEP2110	(see above)	5	6	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
			30	60
Content/ Syllabus	SA business opportunity. Entrepreneurship and economic growth of a country, factors influencing success in managing a small business, factors for justifying a new business, types of businesses in South Africa,, capital and determination of capital requirements for a business marketing life cycle, core functions of marketing and the process, Pricing and Market positioning, pricing strategies financial planning and management,			

	management functions of an entrepreneur, preparation of a business plan,
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.	

MEDIA PRODUCTION 2 – BROADCAST JOURNALISM 2				
Course Code	Course Name	NQF Level	Credits	Duration
MEP2110	(see above)	5b	38	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 x 45 mins	6 x 45 mins		30	380
Content/ Syllabus	Camera Operations & Shooting Techniques; Shooting a Television Interview; Lighting Techniques; Sound & Microphones; The Three Phases of Production.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA PRODUCTION 2 – PRACTICE OF JOURNALISM: LAYOUT 2				
Course Code	Course Name	NQF Level	Credits	Duration
MEP2110	(see above)	5a	10	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
216	4 x 45 min		30	100
	Sub-editing, Design and Layout Theory, Basic Editing and Design for Print, Mastery of Editing and Design Equipment, Editing Skills, Participation in the Student News Agency Theory and practical execution Photoshop and Quark layout			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

ADVANCED REPORTING 2 - MEDIA ETHICS AND LAW				
Course Code	Course Name	NQF Level	Credits	Duration
ADR2110	Advanced reporting 2	5	4	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4x45 min	N/A	N/A	15	40
Content/ Syllabus	Man's personal conduct and societal expectations, man's need for positive morality, ethics and law. Theories of ethics and their relevance to media practice, framework for ethical journalism decision making, ethical principles or values as expressions of normative ethical systems. Media and their relationship with the law, political and court reporting and their legal implications, Internet as a powerful communication forum for defamation, human rights and their influence on South African law and media			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards				

ADVANCED REPORTING 2 – SCRIPTWRITING & DOCUMENTARY TYPES				
Course Code	Course Name	NQF Level	Credits	Duration
ADR2110	(see above)	5b	18	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 x 45 mins	1 x 45 mins		30	180
Content/ Syllabus	<p>Scriptwriting: Writing Broadcast News; Interviewing Techniques; Reading & Writing the Voiceover; Writing the Documentary – The Scriptwriter's Role</p> <p>Documentary Types: Defining the Documentary; The Evolution of Documentary Filmmaking; Documentary Filmmaking Techniques; Selling the Documentary Idea</p>			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

ADVANCED REPORTING 2 – FEATURE AND REVIEW WRITING 2				
Course Code	Course Name	NQF Level	Credits	Duration
ADR2110	(see above)	5a	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	1 x 45		15	100
Content/ Syllabus	Demonstrate Advanced Writing Skills, Ability to Write and Sub-Edit Feature Stories and Critical Reviews			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

ADVANCED REPORTING 2 – INVESTIGATIVE REPORTING 2				
Course Code	Course Name	NQF Level	Credits	Duration
ADR2110	(see above)	5a	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	1 x 45		15	100
Content/ Syllabus	Demonstrate Advanced Writing Skills, Apply Investigative Skills, Access Relevant Information, Write and Sub-Edit Investigative Stories			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA PRODUCTION 3 – BROADCAST JOURNALISM 3				
Course Code	Course Name	NQF Level	Credits	Duration
MEP3110	(see above)	6a	24	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins	4 x 45 mins		15	240
Content/ Syllabus	Pitching the Documentary Idea; Pre-production Planning; Writing the Documentary Script; Shooting the Documentary; Editing in Final Cut Pro			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.				

MEDIA PRODUCTION 3 - WEBSITES				
Course Code	Course Name	NQF Level	Credits	Duration
MEP3113	Media Production III	5a	6	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 min	2 x 45 min		15	60
Content/ Syllabus	Theory, and practical execution, of website design.			

Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Year Mark.

ADVANCED REPORTING 3 – RESEARCH METHODOLOGY				
Course Code	Course Name	NQF Level	Credits	Duration
ADR3113	(see above)			Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
3 x 45			15	150
Content/ Syllabus	The research process, The value of literature, Various research methods, Data gathering- qualitative and quantitative, Analysing data, communicating about research, research ethics. Practical component: Completion of a mini- treatise on a media-related topic.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Semester Mark.				

ADVANCED REPORTING 3 - ADVERTISING				
Course Code	Course Name	NQF Level	Credits	Duration
ADR3113	(see above)		15	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
3 x 45			15	150
Content/ Syllabus	Concepts of Advertising within Mass Communication', The evolution of advertising, The history of advertising in South Africa, Economic influences on the media, Concepts of marketing and branding, Advertising research and controls, Marketing, Advertising in the era of new technology.			
Assessment: Continuous Evaluation. All assignments, tests and projects count towards the final Semester Mark				

2.4 BACHELOR OF TECHNOLOGY: JOURNALISM

2.4.1 Entrepreneurship & Professional Development of Students

As part of their Journalism programme, all students complete a course on of Entrepreneurship. The intention is to instil entrepreneurial skills to support their academic qualifications. Many products of the Department have successfully entered into entrepreneurial activities using the various media-related skills acquired during their academic programme.

2.4.2 Career Opportunities

2.4.2.1 What can a graduate do in this career?

Learners are made aware of the transforming aspects of careers in this field and of the need for editorial and entrepreneurial skills development and attitudes as well as learning to remain employable and keep abreast of market developments. Learners are encouraged to explore diverse career opportunities in the media and communication fields.

2.4.2.2 Who will employ a B tech degree holder?

Community, Commercial and Public media entities

2.4.3 Purpose of the Qualification

Students who obtain the B Tech will have been equipped with advanced theoretical and practical knowledge needed to operate at the middle to senior management level within the newsroom of a media organisation.

2.4.4 Exit Level Outcomes of the Programme

On completion of this course students will be able to:

- Operate as a professional journalist to produce in-depth products in a specialist field demonstrating a clear understanding of discourse in the media.
- Demonstrate an understanding of the theory underpinning a specialised field of journalistic coverage.
- Produce a basic research project.
- Apply editorial management techniques.

2.4.5 Critical Cross-Field Outcomes

- Problems are identified and solved in such a manner that decision-making reflects originality and a critical evaluative approach.
- Students work effectively with others as a member of a team, group, organisation and community.
- Students are able to organise and manage time and activities responsibly and effectively.
- Students are able to collect, organise, analyse and critically evaluate information.
- Students can communicate effectively using visual and /or language skills in modes of oral and written persuasion.
- Students can use technology effectively and critically, showing responsibility towards the environment and the health of others.

- Students are able to demonstrate an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation.
- Students should be made aware of the importance of reflecting on, and exploring, a variety of strategies to learn more effectively.

2.4.6 Programme Characteristics

2.4.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the:

- Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: Higher Certificate: Versatile Broadcasting - SAQA 0695/12 - ID 80169

2.4.6.2 Career Orientated Academic Study

2.4.6.3 Site Visits & Practical Work

Not applicable

2.4.6.4 Teaching & Learning Methodology

Students are encouraged to work independently, thereby developing the skill of being able to work effectively within a media environment

2.4.6.5 Programme Information

2.4.6.5.1 Minimum Admission Requirements

The possession of a National Diploma: Journalism (or equivalent, including articulated qualifications, i.e. qualifications in Communication), in addition to a screening interview, will serve as the general admission requirement to the Bachelor of Technology: Journalism.

2.4.6.5.2 Selection criteria for new students

The selection of students is based on an applicant's National Diploma results and the outcome of the screening interview.

2.4.6.6 Programme Rules

As for Campus/Faculty rules (see section 8)

2.4.6.6.1 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non processing of applications and/or automatic de-registration of students.

2.4.6.7 Progression Rules

2.4.6.7.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

2.4.6.8 Exit Rules

2.4.6.8.1 Completion Rules

All courses and modules must be completed.

The qualification will be awarded after completing 120 SAQA credits (1 NATED credit).

2.4.6.8.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Academic period refers to each semester that the student was enrolled.

Registration requirements that must be met

2.4.6.9 Programmes offering

Offered at Heritage Building Site, Part-Time only.

(A student may choose to complete the qualification over either one year or two years. If the choice is over two years then the student will have to reregister for the Dissertation in the second year.)

2.4.6.10 Curriculum Structure

Course	Code	Credit
Specialist Reporting 4	SPR4110	60
Editorial Management III	EDIM310	30
Dissertation	DIS4110	30
Total Credits		120

2.4.6.11 Work Integrated Learning

N/A

2.4.6.12 Pre-Requisite Courses

Applicants must be in possession of a National Diploma: Journalism (or equivalent, including articulated qualifications, i.e. qualifications in Communication).

2.4.6.13 Available Electives

There are no electives available for this programme.

2.4.6.14 Award of Qualification

See section on Completion Rules above.

2.4.6.15 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

2.4.3.7 Articulation

Horizontal
Other Universities: Horizontal articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Vertical
Other Universities: M Tech/ Masters in Journalism subject to the relevant institution's admission requirements.

2.4.3.8 Core Syllabi of Courses Offered

SPECIALIST REPORTING 4				
Course Code	Course Name	NQF Level	Credits	Duration
SPR4110	(see above)	7	60	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 x 90 mins			30	600
Content / Syllabus	<p>Sub-editing: working methods, House style, Correcting mistakes, Subbing news and features, Headlines and content, Working with pictures, Proofreading, Voices and audiences, Features - planning and design</p> <p>Business Reporting: What is economics, Understanding various economic/business, Business cycles and economic growth, The South African economy, The economic role of government, Personal finance, Globalisation, Corporate governance and corporate social responsibility.</p> <p>Content Analysis:</p> <p>Special Themes: Three special themes are:</p> <ul style="list-style-type: none"> • Commissions of Enquiry - constraints and limitations, past and present. • Freedom of Expression • Sensitive Issues for Journalists (children, gender, culture, religion, personal privacy, sex, bad language, unethical conduct and other areas. <p>Content Analysis: Deconstructing both visual and written text to reveal the hidden ideological, racist and sexist messages.</p> <p>Layout: Theory, and practical execution, of Quark Express layout for B.Tech students.</p>			

Assessment: All assignments, tests and projects count towards the final Year Mark (DP).
 Summative examination paper- Specialist Reporting 4 Papers 1 & 2

EDITORIAL MANAGEMENT 3				
Course Code	Course Name	NQF Level	Credits	Duration
EDIM310	(see above)	7	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
1x 90 min			30	300
Content/ Syllabus	Becoming a manager, Qualities of leadership and management, Decision-making, Motivation and the workforce, Media ethics, regulation and laws, Operations and structures of media corporations, Budgeting and financial planning, Sales, marketing and market analysis, Technology and the creation of new media.			
Assessment: All assignments, tests and projects count towards the final Year Mark (DP). Summative examination paper Specialist reporting 4 Paper 2				

DISSERTATION				
Course Code	Course Name	NQF Level	Credits	Duration
DIS4110	(see above)	7	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
By consultation as required			30	300
Content/ Syllabus	Completion of a dissertation on a media-related topic.			
Assessment: All assignments, tests and projects count towards the final Year Mark (DP). Summative examination paper Specialist reporting 4 Paper 2				

2.5 DEPARTMENT OF MARKETING

2.5.1. Information about the Marketing programme

The Marketing programme strives to be a nationally competitive programme focusing on teaching and research aimed at being a catalyst in transferring marketing skills and knowledge to meet the needs of diverse industries. The programme is accredited by Department of Higher Education (HE Act), South African Qualifications Authority (SAQA), and Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC). The department offer integrated programmes that will develop local communities and all other stakeholders.

The following programmes are offered by the Department of Marketing.

Qualification	Duration	Delivery Site
ND: Marketing	3 Years	Heritage & Potsdam
B Tech: Marketing	1 Year (Part-Time)	

2.5.2 Accreditation Status of programme

The programmes are accredited.

.2.5.2.1 Marketing niches areas

Marketing Communication, Sales, Marketing Research, Financial Management, Marketing Distribution Channels

2.5.3 Mission of the Department of Marketing

The Department of Marketing strives to offer integrated academic programmes that will be able to develop communities.

2.5.4 Goals of the Department

Recognition of skills in both lecturer and students

2.5.5 Student Societies in Department

Students given an opportunity through The Marketing Society to lead their peers and participate in contributing in student matters through decision-making.

2.5.5.1 Aims and objectives of the student society in the Department

- Integrate all Marketing students and promote a spirit of unity with the other Marketing departments at Walter Sisulu University.
- Develop its members not only academically but also on other aspects relating to career development.
- Take up the needs and demands of marketing students of the Walter Sisulu University with acknowledgement of the Student Representative Council.
- Strive for the development and growth of the Department of the Corporate Communications and Marketing at Walter Sisulu University.

2.6 PROGRAMMES IN THE DEPARTMENT

2.6.1 NATIONAL DIPLOMA: MARKETING

2.6.1.1 Entrepreneurship & Professional Development of Students

It is part of the Department of Marketing's mission to instil marketing and sales skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Business principles will permeate throughout the programme on an informal basis. The Department of Marketing also encourages students and staff to become members of the various professional and institutional bodies. While studying towards the diploma qualification, students are encouraged to join various institutions and professional bodies. More information is available from the Head of Department. Students are encouraged to visit the Marketing and Sales websites for more information.

2.6.1.2 Career Opportunities

In the world of employment, marketing diplomats and graduates can work in many fields in the business environment either in private and public sectors as:

- Key Accounts Manager.
- Marketing Executive.
- Brand Manager.
- Product Development Manager.
- Digital Marketing Manager.
- Retailing and Wholesaling Marketing Manager.
- Communication Manager.
- Customer Relationship Manager.
- Marketing Communication Manager.
- Research and Development Manager.
- Stakeholders Relationship Manager.

2.6.1.2.1 What can diplomats and graduates do in this career?

In general, diplomats and graduates can work in the following branches of marketing in the business world: Product Design and Development, Consumer Affairs, Corporate Communication and the field of marketing in the positions in:

- Branding.
- Marketing Communication.
- Product Planning and Execution.
- Strategic Marketing Planning.
- International Business Relations.
- Global Marketing.
- Customer Relationship.
- Advertising.
- Sales Personnel.
- Sales Management.

2.6.1.2.2 Who will employ a diplomate and graduate?

Private sector (manufacturing, service and agriculture), public sector (government departments), parastatals, non-government organisations.

2.6.1.3 Purpose of the Qualification

The purpose of the National Diploma: Marketing is to enable a qualifying learner to develop and apply marketing related plans , concepts , policies and strategies in private and public sector and national and globally independently or under supervision in a range of marketing positions

2.6.1.4 Exit Level Outcomes of the Programme

The programme's exit level outcomes are aimed at providing graduates with the following attributes, skills, and competencies:

The qualifying student should be able to:

- Apply the principles and techniques of marketing in different marketing contexts.
- Apply the principles and techniques of marketing communications / promotion in different marketing contexts.
- Apply fundamental marketing and sales related plans, concepts, principle, policies and strategies across the range of small, medium and micro enterprise
- Apply legal and numeracy skills in marketing related business scenarios.
- Communicate marketing information effectively using different media techniques.

The graduate achieving this qualification should therefore be able to:

Develop operational strategies for each of the elements of the marketing mix.

Demonstrate an understanding of the relationship between economic principles and marketing.

2.6.1.5 Critical Cross-Field Outcomes

This qualification promotes, in particular, the following Critical Cross-Field Outcomes:

- Identify and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.
- Work effectively with others as a member of a team, group, organisation and community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect analyse, organise and critically evaluating information.

2.6.1.6 Programme Characteristics

2.6.1 6.1 Basis of Programme Academic Structure

The programme is offered in terms of the:

- Committee of Technikon Principals
- South African Qualifications Authority Registered Qualification: National Diploma: Marketing - SAQA 2663/05 - ID 987

2.6.1.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

2.6.1.6.3 Site Visits & Practical Work

One of the objectives of the programme is to make the theory covered in the coursework more meaningful, and therefore improve the skills of students through on-site 'hands-on' work exposure. To achieve this, practical demonstrations and site visits are arranged. This exercise has proved popular and beneficial to students as it enables the students who participate to broaden their understanding of the various marketing fields; it also provides students with the real 'feel' of marketing.

2.6.1.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the students' learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

2.6.1.7 Programme Information

2.6.1.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
30	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or First Additional Language level NSC Achievement rating of at least 3 (40-49%) for Mathematics (<i>not</i> Mathematics Literacy) NSC achievement rating of at least 3 (40-49%) for Physical Sciences.	Accounting Economics Business Economics	Minimum statutory NSC requirements for diploma entry must be met. Applicants are required to participate in National Benchmarking and SATAPS Tests
Grade 12/Matric			
Senior Certificate Requirement: A D and E-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a E-symbol on the Standard Grade for Mathematics, Mathematics Literacy, Accounting and Business Economics			
FET Colleges			
National Certificate Requirement:			

An N3 certificate with C-symbols for at least four subjects including Mathematics and Marketing or a D-symbol at N4 level as well as the language requirements as specified for the Senior Certificate.

National Certificate (Vocational) Level 4:

National Certificate (Vocational) Level 4:

Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below:

Must meet NC(V) level 4 statutory requirements

Must obtain 50% in the three fundamental subjects which in the case of this programme are required to be:

English, as it is the university's language of learning and teaching (LOTL);

Mathematics (not Mathematics Literacy)

Life Orientation

50% in Accounting

60% for three of the following compulsory vocational modules (in any combination)

English

Accounting

Business

All NC (V) 4 applicants are required to participate and perform satisfactorily in the Placement Tests (SATAPS/NBT's) as conducted by the department.

Recognition of prior learning (RPL)

RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level.

The provision that the qualification may be obtained through the recognition of prior learning facilitates access to an education, training and a career path in marketing and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities.

Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof.

Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).

The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage marketing qualification.

Learners who already work in the marketing industry who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.
International Students
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications." Institutional equivalence reference document. (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF.
Mature Age Endorsement
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

2.6.1.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. Where an applicant has symbols one level above the minimum admission requirement for Mathematics and Accounting such an applicant will be offered direct enrolment. Students offered direct enrolment will however be required to participate in National Benchmarking Tests (NBTs), but in such cases the results will only be used for diagnostic evaluation.

Students who do not gain direct enrolment, but who meet the minimum admission requirements are provisionally accepted. Such students are required to complete a set of NBT tests.

Results from NBT tests and NSC/Matric symbols are then graded using a conversion scale. Grade 12/NSC results constitute 50% of the graded mark (other 50% forthcoming from NBTs). All enrolments are subject to quota limitations.

2.6.1.7.3 Programme Rules

As for Department or Corporate Communication rules.

2.6.1.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean) before registration at the other Institution preferably a year before enrolment.

Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations]. Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non-processing of applications and/or automatic de-registration of students.

2.6.1.7.5 Progression Rules

2.6.1.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

2.6.1.7.6 Exit Rules

2.6.1.7.6.1 Completion Rules

All courses and modules must be completed. Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

The qualification will be awarded after completing 360 SAQA credits (3 NATED credits) with at least 120 SAQA credits obtained from level III instructional offerings.

2.6.1.7.7 Curriculum Structure

Course	Code	Credit
First Level		
Accounting for Marketers I	ACM 1000	24 (0,2)
Communication in English A	ENA1110	24 (0,2)
Marketing I	MAR1210	24 (0,2)

End-User Computing I	EUC1110	24 (0,2)
Personal Selling I –Module I	PEL1A13	12 (0,1)
Advertising and Sales Promotion I	ASP1A13	12 (0,1)
Total credits for this period		120 (1 FTE)
Second Level		
Course	Code 2006	Credit
Consumer Behaviour I	CON 1110	24 (0,2)
Mercantile Law I	MCL1000	24 (0,2)
Economics I	ECN 1120	24 (0,2)
Marketing II	MAR2210	24 (0,2)
Quantitative Techniques I –Module I	QAT 1A13	12 (0,1)
Quantitative Techniques I –Module II	QAT1B14	12 (0,1)
Total credits for this period		120 (1 FTE)
Third Level		
Course	Code 2006	Credit
Marketing III	MAR3213	30 (0,25)
Marketing Experiential Training	MAREXPR	60 (0,50)
Marketing Research III	MKR3A13	15 (0,125)
Sales Management III- Theory	SAM3A13	15 (0,125)
Total credits for this period		120 (1 FTE)

2.6.1.7.8 Work Integrated Learning

To fulfil the requirements of the National Diploma a student must complete at least 6 months of applicable experiential learning. A manual outlining the requirements for successful completion of this component of the curriculum is obtainable from the Co-operative Education unit. The sequence as set out under curriculum structure section above is the ideal suggested progression. In some cases this sequence may not be possible and then the following should apply:

Students must always complete theory before attempting WIL.

2.6.1.7.9 Pre-Requisite Courses

2.6.1.7.10 Available Electives

There are electives available for this programme as per NATED Document.

2.6.1.7.11 Award of Qualification

See section on Completion Rules above.

2.6.1.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

2.6.1.7.13 Articulation

Vertical
The student with marketing qualification can do B.Tech Degree in Marketing or B.Tech in Advertising or B.Tech in Sales and Marketing
Horizontal
The student with marketing qualification can do Diploma in Retail Management , Customer Relations Management
Within WSU
Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Small Business Management, NQF Level 6, subject to the admission requirements of that qualification
Other Universities
Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates of the Marketing programme may be eligible for equivalent course credits.

2.6.1.8 Core Syllabi of Courses Offered

Year 1 (ND: Marketing)

Marketing I				
Course Code	Course Name	NQF Level	Credits	Duration
MAR1210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	240
Content/ Syllabus	Overview of Marketing , Environmental Scanning , Consumer Behaviour, Marketing Segmentation, Product Decisions , Development and Management of New Products ,Marketing Communications and Implementation of Marketing Communication Strategies			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

PERSONAL SELLING I –MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
PEL1A13	(see above)	5	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min		3 X 45 min	15	120
Content/ Syllabus	Prospecting , Sales Presentation , Handling of Objections , Types of Personalities , Different types of sales persons			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

Accounting for Marketers I				
Course Code	Course Name	NQF Level	Credits	Duration
ACM1000	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	240
Content/ Syllabus	Fundamental concepts and principles of financial accounting; the purpose and use of business documents; the recording of cash and credit transactions; bank reconciliation; inventory trial balance; final accounts; adjustments and the elementary financial statements			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

Communication in English A				
Course Code	Course Name	NQF Level	Credits	Duration
ENA1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min	4 X 45min	3 X 45 min	30	120
Content/ Syllabus	Defining communication; the communication process; communication forms; communication models; interpersonal communication: inter-subjectivity; communication conduciveness and stumbling blocks; verbal and non-verbal code systems; listening, communication theory, communication by objectives, practical application			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

End-User Computing I

Course Code	Course Name	NQF Level	Credits	Duration
EUC 1000	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
5 X 45min		0	30	240

Content/ Syllabus
 Basic concepts of information technology, using computers and managing files using windows, word processing using MS word/open Office. Org, spreadsheets using Ms Excel/ Open Office. Org. presentations using Ms Power Point/ Open Office.org, information and communication technology.

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained as CAS rules

Advertising and Sales Promotions I

Course Code	Course Name	NQF Level	Credits	Duration
ASP1A13	(see above)	5	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min	4 x45 min	0	30	120

Content/ Syllabus
 The definition of advertising, its place in the marketing process and the concept of mass communication, the organisation and functions of the advertiser's advertising department and the advertising agency, overview of an advertising campaign, situation analysis, objectives and creative strategy, copywriting, art and layout, mechanical production of advertisements, economic, social and ethical issues, legal and voluntary controls, media planning, budgeting, coordinating advertising with other elements of the marketing mix, advertising and media re-search, definition, role and techniques of sales promotion, controlling sales promotion expenditure and measuring results, an introduction to public relations.

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

MARKETING II				
Course Code	Course Name	NQF Level	Credits	Duration
MAR2210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min	None	2 X 45 min	30	240
Content / Syllabus	Competition , Marketing Research and Information Management , Positioning , Distribution , Strategic Marketing , Pricing Concepts , Marketing in Specialised markets.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

CONSUMER BEHAVIOUR I				
Course Code	Course Name	NQF Level	Credits	Duration
CON1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min	None	2 X 45 min	30	240
Content / Syllabus	Introduction to consumer behaviour, individual, social and cultural influences on consumer behaviour, the diffusion and adoption process, application of consumer behaviour in marketing decision-making, the consumer decision-making process, certain issues in consumer behaviour.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

ECONOMICS I				
Course Code	Course Name	NQF Level	Credits	Duration
ECN1120	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	240
Content / Syllabus	The nature of economics, production, economic resources and resource allocation, markets and prices, economic management: policies and goals,			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MERCANTILE LAW I				
Course Code	Course Name	NQF Level	Credits	Duration
MCL 1000	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	120
Content/ Syllabus	Schools of thought, attitudes and values, group behaviour, social processes in organisations, psychopathology, HIV/AIDS in society and in the work context.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

QUANTITATIVE TECHNIQUES I (MODULE I and MODULE II)				
Course Code	Course Name	NQF Level	Credits	Duration
QAT1A13 and QAT1B14	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min		3 X 45 min	30	120
Content/ Syllabus	Introduction; Total Quality Management principles and practices; f Fundamentals of statistics; Control charts for variables and attributes; statistical process control techniques; probability and probability distribution; acceptance sampling systems; reliability.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MARKETING III				
Course Code	Course Name	NQF Level	Credits	Duration
MAR3213	(see above)	6	30	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min			15	300
Content / Syllabus	Digital Marketing, Strategic Marketing, International Marketing, Entrepreneurship, Service Marketing, Retail Management and Wholesaling Management.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

Marketing Research III				
Course Code	Course Name	NQF Level	Credits	Duration
ACLI/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min	Research Project		30	150
Content/ Syllabus	Definition and scope of marketing research, the research process, statistical analysis, applied research fields (advertising, product and attitudes).			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

SALES MANAGEMENT III- Theory				
Course Code	Course Name	NQF Level	Credits	Duration
COMS3/0	(see above)	6	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min			15	150
Content/ Syllabus	An overview of the personal selling function, sales planning an organisation, sales staff, guidance and control of sales staff and evaluation of sales staff.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MARKETING EXPERIENTIAL TRAINING				
Course Code	Course Name	NQF Level	Credits	Duration
MAREXPR	(see above)	6	60	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
Placement	Placement on 1 ST AND 2 nd semester	None	15	600
Content/ Syllabus	Work-integrated learning and completion of logbook sheets; completion of prescribed projects; final evaluation done based on portfolio. Unemployed learners registering for the work-integrated learning component have to identify and arrange with a mentor under whose supervision they plan to do their work-integrated learning.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

2.7 BACHELOR OF TECHNOLOGY: MARKETING

2.7.1 Curriculum Structure

Course	Code	Credits
Marketing IV	MAR4110	30 (0,25)
Advanced Marketing Finance IV	AMF4110	30 (0.25)
2 Electives to be chosen		
Economics II	ECN2110	30 (0.25)
Applied Promotions IV (Research)	APR 4110	30 (0.25)
Applied Marketing IV	APL4110	30 (0.25)
Total credits		120

2.7.2 Core Syllabi of Courses Offered

MARKETING IV				
Course Code	Course Name	NQF Level	Credits	Duration
MAR4110	(see above)	7	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min			30	300
Content/ Syllabus				
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

ADVANCED MARKETNG FINANCE IV				
Course Code	Course Name	NQF Level	Credits	Duration
AMF4110	(see above)	7	30	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min			3	300
Content/ Syllabus	The capital structure of the business, capital budgeting and the time value of money, working capital policy, the budgetary process, financial analysis and planning, inflation and its effect on financial decision-making, taxation and its effects on financial decision-making, dividend policy, acquisitions, mergers, prediction of business failure and issues and concepts in financial management.			

Assessment: Year mark will be obtained from assessments based on tests and assignments.
Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

ECONOMICS II (ELECTIVE OPTION 1)				
Course Code	Course Name	NQF Level	Credits	Duration
ECN2110	(see above)	7	30	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min			30	3000
Content/ Syllabus	Insight into the behaviour of consumers and producers in the economy by studying demand and supply and its price sensitivity; Consumer behaviour; production; the operation of different markets such as to perfect competition, monopoly, monopolistic competition and oligopoly; general equilibrium and welfare. Study various theoretical macroeconomic views on the determination of income in a closed and open economy and the role of economic policy in this regard, with special reference to South Africa.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

APPLIED MARKETING IV (RESEARCH METHODOLOGY)				
Course Code	Course Name	NQF Level	Credits	Duration
APL4110	(see above)	7	24	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
3 X 45min			30	240
Content/ Syllabus	The aims of research, the research topic, title and research problem, literature review, research design: population and sampling types, types of quantitative research designs, validity of conclusions data-collecting methods and measuring instruments in quantitative research, qualitative research designs, data analysis and interpretation of results, report writing and the research proposal.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained as CAS rules				

APPLIED PROMOTIONS IV (RESEARCH METHODOLOGY) OPTION 2				
Course Code	Course Name	NQF Level	Credits	Duration
APR4110	(see above)	7	24	Year

Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
3 X 45min		0	63	240
Content / Syllabus	The aims of research, the research topic, title and research problem, literature review, research design: population and sampling types, types of quantitative research designs, validity of conclusions, data-collecting methods and measuring instruments in quantitative research, qualitative research designs, data analysis and interpretation of results, report writing and the research proposal.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained as per CAS rules				

3.1 DEPARTMENT OF PUBLIC RELATIONS

3.1.1 Information about the Department

The Public Relations programmes strive to improve the written, spoken and non-verbal communication skills of its students. Emphasis is placed on clear thinking in achieving a clear, concise and clear style of communication. This is essential if students are to enter the workplace with confidence to communicate effectively with customers, employees and employers. The programmes are consonant with the requirements of the South African Qualification Authority (SAQA), Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC). These programmes are designed to be relevant to the socio-economic needs of the region and country in general.

Qualification	Duration	Delivery Site
ND: Public Relations: Extended Programme	4 Years	Chiselhurst
ND: Public Relations	3 Years	Chiselhurst
B.Tech: Public Relations	1 year (Full-time), 2 years (Part-time)	Chiselhurst

3.1.2 Accreditation Status of programme

The programmes are accredited.

3.1.3 Mission of the Department

The Public Relations programme strives to offer integrated programmes that will develop communities.

3.1.4 Goals of the Department

The programme aims to be involved in development communication and marketing initiatives towards sustainable community employment.

3.1.5 Student Societies in Department

The Public Relations Student Society (PRESSO), offers a voice to all learners in Public Relations Management programmes.

3.1.5.1 Aims and objectives of the student Societies in Department

The Public Relations Student Society (PRESSO) is a student initiative and is managed by students for the educational well-being of the students.

3.2 PROGRAMMES IN THE DEPARTMENT

3.2.1 NATIONAL DIPLOMA: PUBLIC RELATIONS

3.2.1.1 Entrepreneurship & Professional Development of Students

Learners graduating from this four year qualification, holding a National Diploma in Public Relations Management, will be able to seek employment as a Public Relations professional or start up a Public Relations agency. Membership of professional organisations, such as the Institute for Public Relations and Communication (PRISA) or the South African Communications Association (SACOMM) is encouraged for the purpose of further professional career development

3.2.1.2 Career Opportunities

3.2.1.2.1 What can a diplomate do in this career?

This qualification is intended to develop the skills and knowledge required by a person who wishes to pursue a career as a Public Relations/ Communication Practitioner, Assistant Manager or a Private Consultant in the Public Relations Department and practice as a Public Relations Practitioner. Diplomates can work in the following areas in Public Relations.

- Public Sector
- Private Sector
- Public Relations Agencies
- Non-Governmental Organisations

3.2.1.2.2 Who will employ a diplomate?

Public sector – national, provincial and provincial governments. Private sector - both national and multi-national organisations, Public Relations Agencies, non-governmental organisations, parastatals, research organisations, tertiary education institutions.

3.2.1.3 Purpose of the Qualification

Public Relations provides a service for the organization by helping to give the public and the media a better and more complete understanding of the company. The main goal of a Public Relations programme is to enhance the reputation of the organisation both internally and externally. Public Relations gives an organisation or an individual exposure to their audiences. The function of such a person is to manage those tasks and activities that would lead to effective service delivery in a Public Relations office, section or department.

3.2.1.4 Exit Level Outcomes of the Programme

The programme's exit level outcomes are aimed at providing graduates with the following attributes, skills and competencies:

- Ability to communicate within the Public Relations environment.
- Be able to manage individual and organisational activities.
- Manage Public Relations tasks and projects.
- Apply integrated communication.

3.2.1.5 Critical Cross-Field Outcomes

- Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.
- Working with others effectively as a member of a team, group, organisation and community.
- Organising and managing oneself and one's activities responsibly and effectively.
- Collecting, organising, analysing and critically evaluating information.
- Communicating effectively using visual, mathematical and/ or language skills in the modes of written or oral communication.
- Using science and technology effectively and critically, showing responsibility towards the environment and the health of others.
- Demonstrating an understanding of the world as a set of related systems by recognising that problem solving contexts do not exist in isolation.
- Contributing to the full personal development of each learner and the social and economic development of the society at large.

3.2.1.6 Programme Characteristics

3.2.1.6.1 Basis of Programme Academic Structure

The Extended programme consists of general skills modules presented in the first year followed by a three year national diploma thereafter. Additional credits are therefore obtained during the first year of study which is added to the standard 360-credit qualifications.

3.2.1.6.2 Career Orientated Academic Study

The programme is career oriented because academic study is combined with related projects and in-service training in industry. The course in this programme are developed co-operatively using inputs from academic and industrial sources (Advisory Board).

3.2.1.6.3 Site Visits & Practical Work

One of the key objectives of the programme is to make the theory covered under the coursework more meaningful, and therefore improve the skills of students through on-site work exposure (Work Integrated Learning). To achieve this, practical demonstration and site visits are arranged during the course. This exercise has proved popular and beneficial to the students and it enables the students who participate to broaden their understanding of various Public Relations sections and activities in order to develop the ability to better understand the challenges that are facing the profession.

3.2.1.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experience and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodologically and think creatively.

3.2.1.7 Programme Information

3.2.1.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	Minimum statutory NSC requirements (or equivalent) for Diploma entry (c.f. Guidelines In General Prospectus). In addition to the above, two languages, English, Xhosa or Afrikaans. Preference will be given to prospective entrants who obtain a minimum C (Level 50) for the two languages.	Public Relations Management	Minimum statutory NSC requirements for the Diploma must be met. Applicants are required to participate in National Benchmarking Tests
Grade 12/Matric			
Senior Certificate Requirement: A D-symbol for both English and IsiXhosa or Afrikaans on the Higher Grade			
FET Colleges			
National Certificate Requirement: An N3 certificate with C-symbols for a at least two languages including English and IsiXhosa or Afrikaans			
National Certificate (Vocational) Level 4: Applicants with a National Certificate (Vocational Level-4) must meet the statutory requirements for entry into a Diploma programme. Certificate with level 4 for English.			
Recognition of prior learning (RPL)			
<p>RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level.</p> <p>The provision that the qualification may be obtained through the recognition of prior learning facilitates access to an education, training and a career path in Public Relations/Communication and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities.</p> <p>Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof.</p> <p>Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).</p>			

<p>The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage Public Relations/Communication qualification.</p> <p>Learners who already work in the Public Relations/Communication industry who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.</p>
<p>International Students</p>
<p>Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications". Institutional equivalence reference document. (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF</p>
<p>Mature Age Endorsement</p>
<p>Refer to requirements as per WSU's General Rules & Regulations – Section 1.6</p>

3.2.1.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. Where an applicant has symbols one level above the minimum admission requirement for English and IsiXhosa or Afrikaans such an applicant will be offered direct enrolment. Students offered direct enrolment will however be required to participate in National Benchmarking Tests (NBTs), but in such cases the results will only be used for diagnostic evaluation.

Students who do not gain direct enrolment, but who meets the minimum admission requirements are provisionally accepted. Such students are required to complete NBT, which comprise of English Proficiency, Communication Skills and Writing Skills. Each test takes 2 hours to complete.

Results from NBT tests and NSC/Matric symbols are then graded using a conversion scale. Grade 12/NSC results constitute 50% of the graded mark (other 50% forthcoming from NBT's).

On completion of the NBT tests the applicants are rated according to their (graded) marks. Those with highest marks will be offered enrolment into the National Diploma programme, at the campus where they have applied. All enrolments are subject to quota limitations.

3.2.1.7.3 Programme Rules

As for School rules (see section 8).

3.2.1.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD of the department) before registration at the other Institution. Students must take note of the institutional rules which state that: Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non-degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non-processing of applications and/or automatic de-registration of students.

3.2.1.7.5 Progression Rules

3.2.1.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes. As provided for under institutional rules G8.1, G8.2, G9.1 & G9.2 the Department of Public Relations has set the criteria for re-admission for the ND: Public Relations programme as per table in section 10.6.1.7.6.2 below.

3.2.1.7.6 Exit Rules

3.2.1.7.6.1 Completion Rules

Over and above the requirements as set out below an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

The qualification will be awarded after completing 360 SAQA credits (3 NATED credits) with:

- 120 SAQA credits (1 NATED credits) obtained from the ONE compulsory in-service training course offerings

- 240 SAQA credits (2 NATED credits) obtained from the listed instructional offerings with at least 60 SAQA credits (0, 5 NATED credits) obtained from level III instructional offerings.

3.2.1.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

The specific rules on exclusion for the ND: Public Relations Management are as follows:

A student that progresses at a slower rate than that set out below, will be refused further re-admission on the grounds of 'poor academic performance.'

Theory subjects (Levels 1, 2 & 3):

At the end of academic period (semester)	1	2	3	4	5	6	7	8
Minimum credits in theory subjects that student must have obtained*	30	60	90	120	150	180	210	240

WIL subjects (P1 & P2)

For each academic period (semester) that student is enrolled	1	2
Minimum credits in WIL subjects that student must have obtained*	0	60

Notes:

Credits refer to SAQA credits.

Academic period refers to each semester that the student was enrolled.

Registration requirements that must be met

First time entering students **must** enrol for all the required courses at that level (i.e. Level 1).

If a student fails courses spanning multiple levels then the student must first enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

A student will not be allowed to jump levels or enrol for courses at more than two levels (e.g. a student with Level 1 courses outstanding cannot enrol for Level 3 courses but will be required to complete the Level1).

The Head of Department may limit the number of courses that a student may enrol for when poor academic progress is evident.

3.2.1.7.7 Programmes offering

The Public Relations programme currently operates from the Chiselhurst delivery site in Buffalo City.

3.2.1.7.8 Curriculum Structure

The Extended Programmes is a four-year programme of 480 credits.

Course	Code	Credit
Public Relations I	PUBR1/0	20
Media Studies I	MSTU1/0	20
Marketing and Advertising	MAKT1/0	15
Language: English (Module 1 & 2)	ENLM/0	15
Computer Literacy	COLT1/0	15
Academic Literacy	ACLI/0	20
Personal and Interpersonal Skills	PINT1/0	15
Total credits for this period		120
Public Relations I (Credits from extended)	PUBR1/0	20
Communications Science I	COMS1/0	20
Media Studies I (Credits from extended)	MSTU1/0	20
Social Psychology	SOPS1/0	15
Language: IsiXhosa or Afrikaans	XLGS1/0 or ALGS1/0	15
Language: English	ELGS1/0	15
Introduction to Word Processing	WORP1/0	15
Total credits for this period		120
Public Relations II	PUBR2/0	20
Communication Science II	COMS2/0	20
Media Studies II	MSTU2/0	20
Marketing and Advertising (Credits from extended)	MAKT1/0	15
Vidology	VIDE1/0	15
Business Studies	BUPR1/0	15
Law for Public Relations	LAPR1/0	15
Total credits for this period		120
Public Relations III	PUBR3/0	30
Communication Science III	COMS3/0	30
Public Relations Practice	PEEL1/0	60

Total credits for this period	120
--------------------------------------	------------

3.2.1.7.9 Work Integrated Learning

To fulfil the requirements of the National Diploma a student must complete at least one year of applicable experiential learning. In the curriculum the experiential learning is offered in the second semester. A manual outlining the requirements for successful completion of this component of the curriculum is obtainable from the Co-operative Education unit. The sequence as set out under curriculum structure section above is the ideal suggested progression.

3.2.1.7.10 Pre-Requisite Courses

S4 Courses	Pre-Requisite
Public Relations II	Public Relations I
Communication Science II	Communication Science I
Media Studies II	Media Studies I
Marketing and Advertising	Marketing and Advertising (Extended)
Videology	Business Studies
Business Studies	
Law for Public Relations	

3.2.1.7.11 Available Electives

3.2.1.7.12 Award of Qualification

See section on Completion Rules above.

3.2.1.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

3.2.1.7.14 Articulation

Vertical
Horizontal
Within WSU Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Journalism, NQF Level 6, subject to the admission requirements of that qualification
Other Universities:

Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.

Professional Articulation: Graduates of the Public Relations programme may be eligible for equivalent course credits.

3.2.1.7.8 Core Syllabi of Courses Offered

PUBLIC RELATIONS I				
Course Code	Course Name	NQF Level	Credits	Duration
PUBR1/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min		2 X 45 min	30	200
Content/ Syllabus	Practice of Public Relations, PR research, public relations and marketing, employee communication, PR planning programme, close circuit TV, house journals, sponsorships, plant open days, exhibitions and trade fairs, corporate image and identity, corporate social investment, PR crisis, planning and managing PR programmes.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MEDIA STUDIES I				
Course Code	Course Name	NQF Level	Credits	Duration
MSTU1/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
		2 X 45 min	30	200
Content/ Syllabus	Media theory, print media, magazines, books, electronic media, television, radio and new media, media in times of crisis, understanding the media, what is news, how the news day work, media content, building relations, steps to handling negative publicity, reputation manage, tips for dealing with the media during a crisis.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MARKETING AND ADVERTISING				
Course Code	Course Name	NQF Level	Credits	Duration
MAKT1/0	(see above)	6	15	Year

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	150
Content/ Syllabus	Introduction to marketing, overview of marketing, analysing the market environment, understanding consumer decision-making, segmenting and targeting markets, product decision, developing and managing products, marketing communication, implementing marketing communication.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

ENGLISH (MODULE 1 & 2)				
Course Code	Course Name	NQF Level	Credits	Duration
ENLM/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	60	150
Content/ Syllabus	Recognise problem-solving context. Work effectively with others as team, group, organisation and community. Communicate effectively using visual, scientific and language skills in oral and written presentations. Organise and manage activities. Collect and organise and manage activities. Identify problems in one's learning and seek help or solutions. Listen and respond critically to oral texts.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

COMPUTER LITERACY				
Course Code	Course Name	NQF Level	Credits	Duration
COLT1/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min	4 X 45min	2 X 45 min	30	150
Content/ Syllabus	Basic concepts of information technology, using computers and managing files using windows, word processing using MS word/open Office. Org, spreadsheets using Ms Excel/ Open Office. Org. presentations using Ms Power Point/ Open Office.org, information and communication technology.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

ACADEMIC LITERACY				
Course Code	Course Name	NQF Level	Credits	Duration
ACLI/0	(see above)	6	20	Year
Lectures per week	Pracs per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min	e-learning	0	60	200
Content/ Syllabus	E-learning. Report writing, from preparation, researching to presentation of academic work. Oral presentation skills and team work, using power-point.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

PERSONAL AND INTERPERSONAL SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
PINT1/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min			30	150
Content/ Syllabus	Communication skills. Skills in application of number. Skills in working with others. Skills in improving your own learning and performance. Problem solving skills.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

Year 2 (ND: Public Relations Management) Mainstream

PUBLIC RELATIONS I				
Course Code	Course Name	NQF Level	Credits	Duration
PUBR1/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min		2 X 45 min	30	200
Content/ Syllabus	Practice of Public Relations, PR research, PR and marketing, employee communication, PR planning programme, close circuit TV, house journals, sponsorship, exhibitions and trade fairs, plant open days, corporate image and identity, corporate social investment, PR crisis and planning and managing PR programmes.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

COMMUNICATION SCIENCE I

Course Code	Course Name	NQF Level	Credits	Duration
COMS1/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min		2 X 45 min	30	200
Content/ Syllabus	What is communication science? Event planning and implantation, functions of communication, communication process, perception, listening and feedback, non-verbal communication, language and communication, intrapersonal communication, interpersonal communication, small group communication, specialised areas in communication.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MEDIA STUDIES I

Course Code	Course Name	NQF Level	Credits	Duration
MSTU1/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min		2 X 45 min	30	200
Content/ Syllabus	Media theory, print media, magazines, books, electronic media, television, radio and new media, media in times of crisis, understanding the media, what is news, how the news day work, media content, building relations, steps to handling negative publicity, reputation manage, tips for dealing with the media during a crisis.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

SOCIAL PSYCHOLOGY

Course Code	Course Name	NQF Level	Credits	Duration
SOPS1/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min	None	2 X 45 min	30	150

Content/ Syllabus	Schools of thought, attitudes and values, group behaviour, social processes in organisations, psychopathology, HIV/AIDS in society and in the work context.
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)	

LANGUAGE: ISIXHOSA OR AFRIKAANS				
Course Code	Course Name	NQF Level	Credits	Duration
XLGS1/0 or ALGS1/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	150
Content/ Syllabus	<p>ITHIYORI: Amabakala abalulekileyo kunxibelelwano, Ukuhlelwa konxibelelwano, Iindidi zonxibelelwano, Unxibelelwano ngentshukumo yomzimba, Unxibelelwano ngezisasazi-zindaba.</p> <p>UNXIBELELWANO OLUBHALWAYO: Indlela yokubhala, Isincoko, Iincwadi, Imemorandam, Ingxelo. Intlanganiso neenkukacha zayo.</p> <p>UNXIBELELWANO NGOMLOMO: Ingxoxo, Intetho, Indlela yokuthetha esidlangalaleni, Ukwazisa izithethi. Udliwano-ndlebe</p>			
Content/ Syllabus	Query			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				
LANGUAGE: ENGLISH				
Course Code	Course Name	NQF Level	Credits	Duration
ELGS1/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min		2 X 45 min	30	150
Conten / Syllabus	<p>Recognise problem-solving context. Work effectively with others as team, group, organisation and community. Communicate effectively using visual, scientific and language skills in oral and written presentations. Organise and manage activities. Collect and organise and manage activities. Identify problems in one's learning and seek help or solutions. Listen and respond critically to oral texts.</p>			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

INTRODUCTION TO WORD PROCESSING				
Course Code	Course Name	NQF Level	Credits	Duration
WORP1/0	(see above)	6	15	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45min	4 X 45min	2 X 45 min	30	150
Content/ Syllabus	Basic concepts of information technology, using computers and managing files using windows, word processing using MS word/open Office. Org, spreadsheets using Ms Excel/ Open Office. Org. presentations using Ms Power Point/ Open Office.org, information and communication technology.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

PUBLIC RELATIONS II				
Course Code	Course Name	NQF Level	Credits	Duration
PUBR2/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min			30	200
Content/ Syllabus	PR strategic writing, perspective of PR, online PR within the new economy, issue management, integrated communication, PR and media, internal and employee communication, corporate social responsibility, event management, performance dimension of PR, international PR, ethics, public relations and civil society in South Africa.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

COMMUNICATION SCIENCE II				
Course Code	Course Name	NQF Level	Credits	Duration
COMS2/0	(see above)	6	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 X 45min			30	200
Content/ Syllabus	Image analysis, narratives, genre analysis, representation, identity and the media, media intertextuality, health education and behaviour, defining HIV/AIDS, cultural context and HIV/AIDS, theories and model in communication HIV/AIDS message, communication in the workplace,			

	organisation culture and design, leadership, power and politics, conflict in the work place, negotiations, decision- making.
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)	

Media Studies II				
Course Code	Course Name	NQF Level	Credits	Duration
MSTU2/0	(see above)	6	20	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
6 X 45min			30	200
Content/ Syllabus	Video theory, photography, sound mining and design, interview techniques, writing newspaper copy, writing television copy, writing radio copy.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

MARKETING AND ADVERTISING

Course Code	Course Name	NQF Level	Credits	Duration
MAKT1/0	(see above)	6	15	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min			30	150
Content/ Syllabus	Introduction to marketing, overview of marketing, analysing the market environment, understanding consumer decision-making, segmenting and targeting markets, product decision, developing and managing products, marketing communication, implementing marketing communication.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

VIDEOLOGY				
Course Code	Course Name	NQF Level	Credits	Duration
VIDE1/0	(see above)	6	15	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min	4 X 45min		30	150

Content/ Syllabus	Pre-production, production, post-production
Assessment: Half year marks will be obtained from assessment based on the test, projects and assignment, final mark will be obtained from the half year mark.	

BUSINESS STUDIES				
Course Code	Course Name	NQF Level	Credits	Duration
BUPR1/0	(see above)	6	15	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min		0	30	150
Content/ Syllabus	Business management perspective, enterprise as a need satisfying institution, enterprise and its environment, place of establishment of the enterprise, different forms of an enterprise, general management functions, human resources function, financial function, operations functions, purchasing function, administrative function.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

LAW FOR PUBLIC RELATIONS				
Course Code	Course Name	NQF Level	Credits	Duration
LAPR1/0	(see above)	6	15	Year
Lectures per week	Projects per year	Tutorials per week	Number of weeks	Notional hours
4 X 45min			30	150
Content/ Syllabus	Introduction to the study of law, sources of South African Law, classification of South African Law, principles of constitutional Law, rights to Freedom of Expression, the Law of defamation, case Law, the Rights to privacy, statutory regulation of broadcasting, Press and Telecommunication, Public Relations and Labour Law, Copy right Law.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

PUBLIC RELATIONS III				
Course Code	Course Name	NQF Level	Credits	Duration
PUBR3/0	(see above)	6	30	Year

Lectures per week	Projects per semester	Tutorials per week	Number of weeks	Notional hours
6 X 45min			30	300
Content/ Syllabus	PR in the modern context, PR's place on the board, reputation management, internal communication, media relation, managing programme elements, departmental plan, managing budget, delivering value for money, managing a team ,managing internal relationship, public relations manual, managing external relationship, foundation of communication strategy, selecting communication approaches and modes, participatory design of message, managing the planning and implementation of the communication programme.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

COMMUNICATION SCIENCE III				
Course Code	Course Name	NQF Level	Credits	Duration
COMS3/0	(see above)	6	30	Year
Lectures per week	Projects per semester	Tutorials per week	Number of weeks	Notional hours
6 X 45min			30	300
Content/ Syllabus	Perspectives on marketing research. Overview of the marketing research process. Problem definition and research objectives. Research design and research proposal. Collection of secondary data. Collecting primary data: qualitative techniques. Collecting primary data: survey method. Gathering primary data: observation and experimentation. Measurement and questionnaire design. Designing the sample plan. Managing the fieldwork procedure. Preparation of primary data. Understanding and analysing statistical data. The research report.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

PUBLIC RELATIONS PRACTICE				
Course Code	Course Name	NQF Level	Credits	Duration
PEEL1/0	(see above)	6	60	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
Placement	Placement on 2 nd semester	None	30	600
Content/ Syllabus	Introduction to work integrated learning, important intra-personal qualities for successful communication, interpersonal communication,			

	guest presentations, applying and securing work placements, creating effective PR message, creating and managing networks, work integrated learning time lines.
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)	

3.3 BACHELOR OF TECHNOLOGY: PUBLIC RELATIONS

3.3.1 Entrepreneurship & Professional Development of Students

3.3.2 Career Opportunities

3.3.2.1 What can a Graduate do in this career?

This qualification is intended to develop the skills and knowledge required by a person who wishes to pursue a career as a Public Relations/ Communication Practitioner, Assistant Manager or a Private Consultant in the Public Relations Department and practise as a Public Relations Practitioner. Graduates can work in the following areas in Public Relations.

- Public Sector
- Private Sector
- Public Relations Agencies
- Non-Governmental Organizations

3.3.2.2 Who will employ a diplomate?

Public sector – national, provincial and provincial governments. Private sector - both national and multi-national organisations, Public Relations Agencies, non-governmental organisations, parastatals, research organisations, tertiary education institution.

3.3.3 Purpose of the Qualification

Public Relations provides a service for the organisation by helping to give the public and the media a better and more complete understanding of the company. The main goal of a Public Relations programme is to enhance the reputation of the organisation both internally and externally. Public Relations gives an organisation or an individual exposure to their audiences. The function of such a person is to manage those tasks and activities that would lead to effective service delivery in a Public Relations office, section or department.

3.3.4 Exit Level Outcomes of the Programme

The programmes exit level outcomes are aimed at providing graduates with the following attributes, skills and competencies:

- Ability to communicate within the Public Relations environment.
- Be able to manage individual and organisational activities.
- Manage Public Relations tasks and projects.
- Apply integrated communication.

3.3.5 Critical Cross-Field Outcomes

- Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.
- Working with others effectively as a member of a team, group, organisation and community.
- Organising and managing oneself and one's activities responsibly and effectively.
- Collecting, organising, analysing and critically evaluating information.
- Communicating effectively using visual, mathematical and/ or language skills in the modes of written or oral communication.

- Using science and technology effectively and critically, showing responsibility towards the environment and the health of others.
- Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.
- Contributing to the full personal development of each learner and the social and economic development of the society at large.

3.3.6 Programme Characteristics

3.3.6.1 Basis of Programme Academic Structure

3.3.6.2 Career Orientated Academic Study

The programme is career oriented because academic study is combined with related projects and in-service training in industry. The course in this programme are developed co-operatively using inputs from academic and industrial sources (Advisory Board).

3.3.6.3 Site Visits and Practical Work

One of the key objectives of the programme is to make the theory covered under the coursework more meaningful, and therefore improve the skills of students through on-site work exposure (Work Integrated Learning). To achieve this, practical demonstration and site visits are arranged during the course. This exercise has proved popular and beneficial to the students and it enables the students who participate to broaden their understanding of various Public Relations sections and activities in order to develop the ability to better understand the challenges that are facing the profession.

3.3.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experience and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodologically and think creatively.

3.3.7 Programme Information

3.3.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)
Requirements for Entry: ND, Public Relations Management
Recognition of prior learning (RPL)
RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. The provision that the qualification may be obtained through the recognition of prior learning facilitates access to an education, training and career path in Public

<p>Relations/Communication and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities.</p> <p>Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof.</p> <p>Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).</p> <p>The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage Public Relations/Communication qualification.</p> <p>Learners who already work in the Public Relations/Communication industry who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.</p>
<p>International Students</p>
<p>Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF</p>
<p>Mature Age Endorsement</p>
<p>Refer to requirements as per WSU's General Rules & Regulations – Section 1.6</p>

3.3.7.2 Programme Rules

As for School rules (see section 8)

3.3.7.3 Admission Rules and Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD of the department) before registration at the other Institution. Students must take note of the institutional rules which state that: Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations.

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non-degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non-processing of applications and/or automatic de-registration of students.

3.3.7.4 Progression Rules

3.3.7.5 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

3.3.7.6 Exit Rules

3.3.7.6.1 Completion Rules

Over and above the requirements as set out below an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

The qualification will be awarded after completing 120 SAQA credits (3 NATED credits

3.3.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

3.3.7.7 Programmes offering

The Public Relations programme currently operates from the Chiselhurst delivery site in Buffalo City.

3.3.7.8 Curriculum Structure

Course	Code	Credits
Public Relations IV	PUBR 4/0	20
Communication Science IV	COMS 4/0	20
Media Studies III	MEDS 4/0	20
Management Practice IV	MANP 4/0	20
Research Methodology	RESMTH 1/0	20
Total credits	120	

3.3.7.9 Available Electives

3.3.7.10 Award of Qualification

See section on Completion Rules above.

3.3.7.11 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

3.3.7.12 Articulation

Vertical
Horizontal
<p>Within WSU Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Journalism, NQF Level 6, subject to the admission requirements of that qualification</p>
<p>Other Universities Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.</p>
<p>Professional Articulation: Graduates of the Public Relations programme may be eligible for equivalent course credits.</p>

3.3.8 Core Syllabi of Course Offerings

PUBLIC RELATIONS IV

Course Code	Course Name	NQF Level	Credits	Duration
PUBR4/0	(see above)	7	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 X 45min			30	200
Content/ Syllabus	South African Environment: managing and organisation of public relations, public relations and social media, internal and employee communication, public opinion and persuasion, conflict management, issue, risk and crisis communication, corporate communication strategy, strategic management, integrated communication, measuring public relations CSI, International PR.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

COMMUNICATION SCIENCE IV				
Course Code	Course Name	NQF Level	Credits	Duration
COMS4/0	(see above)	7	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 X 45min			30	200
Content/ Syllabus	Interpersonal communication theory. Public relations management. Intercultural communication. Popular culture. Genre analysis. Postmodernism. Gendered representations in the media. Political communication. Communication technology in the workplace. Health communication.			
Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

MEDIA STUDIES III				
Course Code	Course Name	NQF Level	Credits	Duration
MSTU3/0	(see above)	7	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 X 45min			30	200
Content / Syllabus	Global Mass Communication, Media Organisation and Production, Media Content, The Media Audience, Mass Media Effects, Media Conferences and Event Creation, DTP and Printing, Copywriting, Electronic Media, Print Media, Analysis of different media in different contexts.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

MANAGEMENT PRACTICE IV

Course Code	Course Name	NQF Level	Credits	Duration
MANP4/0	(see above)	7	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 X 45min			30	200
Content/ Syllabus	Introduction to organisations and the nature of management. The development of management thought (management approaches). The development of business. Ethics and corporate social responsibility. Planning and strategy formulation. Fundamentals of decision making. Organising: organisational structure and design. Leading: the dynamics of leadership. Organisational communication. Controlling in organizations.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

RESEARCH METHODOLOGY

Course Code	Course Name	NQF Level	Credits	Duration
REMTH/0	(see above)	7	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
3 X 45min			30	200
Content/ Syllabus	Introduction to research. Referencing. The Research Proposal. Research Ethics. The Research Project. Communication Research Principles. Qualitative Research Theory. Quantitative Research Theory.			

Assessment: Year mark will be obtained from assessments based on tests and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)

4.1 DEPARTMENT OF MANAGEMENT AND GOVERNANCE

4.1.1 Information about the Department

Management and Governance is an outstanding, competent department to produce, train and empower world class managers and public sectors professionals who can respond to local, regional and international imperatives. All our programmes are accredited by the South African Qualifications Authority (SAQA), Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC). Its programmes are designed to be relevant to the socio-economic needs of the region. The following programmes are offered by the Department of Management and Governance.

Department	Programmes offered	Duration	Delivery Sites
MANAGEMENT AND GOVERNANCE	ND: Management	3 yrs	Potsdam
	ND: Public Management	3 yrs	Potsdam
	ND: Policing	3 yrs	Potsdam
	ND: Local Government Finance	3 yrs	Potsdam
	ND: Small Business Management	3 yrs	Potsdam
	B.Tech Management	1 yr	Potsdam
	B.Tech Public Management	1 yr	College St

4.1.2 Accreditation status of programmes

All our programmes are accredited by the South African Qualifications Authority (SAQA) and approved by Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC).

4.1.3 Mission of the Department

Within the broad mission of WSU and Faculty of Business Sciences the Department's mission is to provide training through creative and innovative means of teaching and learning. The Department strives to create a new generation of highly-skilled graduates capable of understanding and addressing complex societal challenges with critical scholarly and entrepreneurial attributes grounded on morally sound work ethics and responsible leadership.

4.1.4 Goals of the Department

The aim of the Department is to empower and produce aspiring graduates and professionals with knowledge to address and meet challenges in the areas of management and public affairs disciplines. To provide education and training programmes within the discipline of Public Management Law and Management

4.1.5 Student societies in the Department

The Student Society (PASMA) is a student initiative and is managed by the students for the educational well-being of the students. The Management and Governance Society strives to:

- Integrate all student activities.
- Develop close relations with appropriate professional organizations.
- Recognise the achievements of members through team projects.
- Encourage career development and support from industry.
- Be a voice for all Management and Governance students.
- Be non-political and non-discriminatory in the conduct of Society affairs.

4.1.5.1 Aims and objectives of the student Societies in Department

- To integrate all Management and Governance students and promote a spirit of unity with the other departments at Walter Sisulu University.
- To develop its members not only academically but also on other aspects relating to career development.
- To take up needs and demands of students of the department with acknowledgement of the Student Representative Council.
- To strive for the development and growth of the Management and Governance Department at Walter Sisulu University.

4.2 PROGRAMMES IN THE DEPARTMENT

4.2.1 NATIONAL DIPLOMA: MANAGEMENT

4.2.1.1 Entrepreneurship and professional development students

Management and Governance strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged to become members of the various professional and institutional bodies.

4.2.1.2 Career opportunities

Graduates can be employed as

- Supervisors
- First-Line Managers
- Senior/Middle Manager
- Branch Manager
- Business Advisors

4.2.1.2.1 Who will employ a Diplomat?

Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions.

4.2.1.3 Purpose of the qualification

This qualification is intended for persons who can function as operational and tactical (functional) managers in any enterprise. The qualifying learner will be competent in applying selected management principles and techniques in supporting and implementing strategies, policies and procedures.

4.2.1.4 Exit level outcomes of the programme

- Manage information in an enterprise.
- Manage resources for effective and efficient achievements of enterprise goals.
- Manage and develop people to contribute constructively to the achievement of goals of the enterprise.
- Apply the principles of marketing within the enterprise.
- Manage human resources within the enterprise.
- Manage purchasing within the enterprise.
- Manage production within the enterprise.
- Ensure organisational effectiveness within the enterprise.
- Develop a holistic overview and understanding of the establishment and functioning of an enterprise.
- Apply basic quantitative techniques for decision-making.
- Apply basic principles of business communication within the workplace.
- Know the basic principles of management.

4.2.1.5 Critical cross-field outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, organise and critically evaluate information.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

4.2.1.6 Programme characteristics

4.2.1.6.1 Basis of Programme Academic Structure

The programme is offered in terms of:

- the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification : National Diploma Management - ID 80171

4.2.1.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.2.1.6.3 Site Visits & Practical Work

Not Applicable for this programme

4.2.1.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.2.1.7 Programme information

4.2.1.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
30	NSC achievement rating of at least 3 (40-49%) for English as a Home		Minimum statutory NSC requirements for

	Language or First Additional Language level NSC Achievement rating of at least 3 (40-49%) for Mathematics or 4 for Mathematics Literacy NSC achievement rating of at least 3 (40-49%) for Business Management, Economics and Accounting.		diploma entry must be met.
Grade 12/Matric			
Senior Certificate Requirement: An E-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher grade for Mathematics and E symbol on commercial subjects.			
FET Colleges			
National Certificate (Vocational) Level 4: National Certificate (Vocational) Level 4: Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below: Must meet NC(V) level 4 statutory requirements Must obtain 50% in the three fundamental subjects which in the case of this programme are required to be: English, as it is the university's language of learning and teaching (LOTL); Mathematics or Mathematics Literacy Business Management Accounting Economics			
Recognition of prior learning (RPL)			
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.			
International Students			
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF			
Mature Age Endorsement			
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6			

4.1.1.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

4.1.1.7.3 Programme Rules

As for Faculty rules (see section 8)

4.1.1.7.4 Admission Rules and Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU. Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.
- Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in the non- processing of applications and/or automatic de-registration of students.

4.2.1.7.5 Progression Rules

4.2.1.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.2.1.7.6 Exit Rules

4.2.1.7.6.1 Completion Rules

A National Diploma: Management will be awarded after having completed programme and obtaining a minimum of 360 credits. Over and above the requirements as set out below an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

4.2.1.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.2.1.7.7 Programmes offering

The Department of Management and Governance operates from the Potsdam site in the Buffalo City Campus

4.2.1.7.8 Curriculum Structure

Course	Code	Credits
Management 1	MGNT110	24
Administrative Management 1	ADM1110	24
Financial Accounting Module 1	FAC1A13	12
Financial Accounting Module 2	FAC1B14	12
Communication: Business Administration	COMB110	24
End-User Computing	EUC1110	24
Management II	MGNT210	24
Administrative Management II	ADM2110	24
Financial Management II Module I	FIM2011	12
Financial Management II Module II	FIM2022	12
Economics1 Module 1	ECO1011	12
Economics1 Module 2	ECO 1022	12
Production Management I	PMA1110	24
Management III	MGNT310	30
Administrative Management III OR	ADM3110	30
Financial Management III Module I	FIM3011	15
	FIM3022	15

Financial Management III Module II		
Marketing 1	MARK110	30
Mercantile Law I	MLW1110	30

4.2.1.7.9 Work Integrated Learning

Work Integrated learning is not a requirement for this programme.

4.2.1.7.10 Pre-Requisite Courses

Administrative Management 2	Administrative Management 1
Administrative Management 3	Administrative Management 2
Management 2	Management 1
Management 3	Management 2
Financial Management3	Financial Management 2

4.2.1.7.11 Available Electives

There are no electives available for this programme

4.2.1.7.12 Award of Qualification

See section on Completion Rules above.

4.2.1.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

4.2.1.7.14 Articulation

Vertical
Vertical Articulation is possible with: B.Tech Management or Public Management, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Public Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.

Professional Articulation: Graduates can register as a members of SAAPAM.

4.2.1.8 CORE SYLLABI OF COURSES OFFERED

MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
MGNT110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The role managers play and planning: Introduction to Management, The evolution of Management Theory, Managing in a changing environment, Strategic Planning, An overview of planning as a management function, Managerial Decision Making, Organising and Delegating, Leadership, Motivation, Controlling.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADMINISTRATIVE MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
	(see above)	5	24	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	The role of Administrative Management within an organisation, Information Systems, The Management of Information, The Administrative Support Function, The Basic of Communication, Organisational Culture, Business Ethic, How to Conduct Effective Meetings			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL ACCOUNTING I MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
FAC1A13	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4x45min x 24 weeks			30	120
Content/ Syllabus	Accounting framework, Preparation and presentation of financial statements, Accounting equation, Books of prime entry, Ledger and trial balance, Property, plant and equipment, Depreciation, Year- end adjustments and post-adjustment trial balance.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL ACCOUNTING I MODULE II				
Course Code	Course Name	NQF Level	Credits	Duration
FIM1011	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	120
Content/ Syllabus	Prepare financial reports for different types of business entities, Select, measure, classify and report accounting data, Preparing of income statements, statements of changes in equity and balance sheets for any form of enterprise (for internal uses only), Recording and presentation of advanced transaction in partnership, Changes in ownership and dissolution of partnership are recorded and the financial position thereafter presented.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

COMMUNICATION: BUSINESS ADMINISTRATION				
Course Code	Course Name	NQF Level	Credits	Duration
COMB110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Career Communication Theory, Professional Writing, Business Correspondence, and Oral communication, Visual Communication, Module and Conferences, Securing employment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

END USER COMPUTING I				
Course Code	Course Name	NQF Level	Credits	Duration
EUC1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45			30	240
Content/ Syllabus	Basic Concepts of Information Technology, Using computer management files using windows XP, Module Processing Using Microsoft Work 2007, Spreadsheets using Microsoft Excel 2007, Presentations using Microsoft Power Point 2007.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
MGNT210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Introduction to Management, Planning and Decision-Making, Organisational design, Staffing culture, Managing.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADMINISTRATIVE MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
ADM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	The management of information, Written business communication, Word processing, Administrative support, Document management, Micrographics, Reprographics, Telecommunication and electronic mailing system, Meeting procedures.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

FINANCIAL MANAGEMENT II MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
FIM2011	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
45 min			30	120
Content/ Syllabus	Overview of Financial Management, The time value of money, Financial statement analysis, Working Capital management			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL MANAGEMENT II MODULE II				
Course Code	Course Name	NQF Level	Credits	Duration
FIM2022	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	120
Content/ Syllabus	Credit policy and current assist management, Sources of finance, Financial planning and control.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ECONOMICS I				
Course Code	Course Name	NQF Level	Credits	Duration
ECO1011	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	What is Economics is all about, Economic System, Interdependence between sectors(Economic Cycle), Demand and Supply, Elasticity, The theory of consumer choice, The theory of production and cost, Perfectly competitive markets, Imperfect Competitive Markets, Macro Economics,			

	Measuring the performance of the economy, Labour Market and unemployment, The Monetary Sector, The Public Sector, The foreign Sector.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

PRODUCTION MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
PMA1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Definition of Operations Management, the strategic role of O/M , Production Planning and Design, Fixed Capacity Planning, Demand management, Aggregate Planning and Master Scheduling JIT, Project Management & network techniques, Total Quality Management with important of concept in O/M, Inventory management, work stud as a management tool and Productivity is covered, Maintenance and replacement of machinery and equipment and operations management for the service industries, Key areas of O/M that cannot be ignored like Supply Chain Management, Amount of time workers spend on e-mails etc.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Public relations policy and strategy, The role of the company, Business ethic and social responsibilities of management, Management of results, Industrial relations, negotiations and collective bargain, Constructive control, Operational research, External relations, Overview of management theories, etc, Case study.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

ADMINISTRATIVE MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
ADM3110	(see above)	5	24	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Training administrative staff, Supervising, Cultural differences, Co-ordination, Problem solving, Time management, Quality and cost control.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL MANAGEMENT III MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
FIM3011	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	120
Content/ Syllabus	Interest Rates and Bond Valuation, Sure valuation, Making capital investment decision, project analysis and evaluation, some lessons from capital market history, Return, risk and the security market lin.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL MANAGEMENT III MODULE II				
Course Code	Course Name	NQF Level	Credits	Duration
FIM2022	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min weeks			30	120
Content/ Syllabus	Cost of capital, Financial Leverage and Capital Structure Policy, Dividends and dividend policy, International Corporate Finance, Leasing.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

MARKETING I				
Course Code	Course Name	NQF Level	Credits	Duration
MARK110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	120hrs
Content/ Syllabus	The role of marketing in the enterprise, The marketing environment, Marketing environment, Marketing mix, Drafting of a marketing plan, Case studies.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MERCANTILE LAW I				
Course Code	Course Name	NQF Level	Credits	Duration
ADM3110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Introduction to the law of contract and basic, concepts, Requirements of a valid contract. (serious intension, consensus and factors affecting consensus., Contractual Capacity, Lawfulness, Formalities, Possibility of Performance, Consequences of valid, void and voidable contracts, Parties to a contract, Breach of contract and Remedies, Termination of contracts, Contract of Sale, Credit Agreements, Lease, Agency, Surety, Partnership and Negotiable Instruments.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

4.3 NATIONAL DIPLOMA: PUBLIC MANAGEMENT

4.3.1 Entrepreneurship and professional development of students

Management and Governance strive to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. The Department will use the Advisory Boards to assist in this regard. Students and staff are encouraged become members of the various professional and institutional bodies.

4.3.2 Career opportunities

Qualifying learners could follow a career within the Public Sectors in:

- Financial Services.
- Administration.
- Management.

4.3.2.1 What can a diplomate do in this career?

The public officials in South Africa operate in a wide variety of roles within the public management structures. Often they work in diverse operating and service delivery circumstances. Therefore, they have to be widely acknowledged for their understanding and awareness of the unique characteristics and challenges they may face in the process of service delivery.

The sustainability of South Africa's democratic process and developmental governance are strongly linked to capacity building within the three spheres of government, i.e. the national, provincial and local spheres of government. It is imperative that public officials receive an up-to-date relevant and respected public financial management and administration qualification that recognises that the knowledge and skills which South Africa's public sector officials require have been satisfactorily obtained. In order to do that most effectively, public officials need to have excellent awareness and understanding of the changing needs of today's public service delivery systems and to identify very clearly the highly relevant expertise which these officials bring to their roles in the public sector.

4.3.2.2 Who will employ the diplomate?

Government (national departments, provincial departments and local authorities); private and parastatal organizations; research organisations; tertiary education institutions

4.3.3 Purpose of the qualification

The purpose of the NQF level 5 Public Management is to provide a structured programme for public officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. The National Diploma in Public Management is aimed at practitioners working in the public sector.

4.3.4 Exit level outcomes of the programme

- Discuss the selected legislative regulatory framework governing the public sector management and administration environment.
- Apply principles of information systems to public finance and administration.
- Manage and develop oneself in the public sector work environment.
- Apply economics principles to finance and management decisions.
- Apply knowledge of ethical principles and standards of professional conduct in public sector administration.
- Apply communication principles in the coordination of selected public sector communication programmes.
- Apply the principles of budgeting within a municipality.
- Apply cost management information systems in the preparation of management reports.
- Apply principles, regulations and legislation underlying supply chain management in the public sector
- Conduct auditing planning and implementation in a South African municipality.
- Analyse and evaluate the impact of macroeconomic data on the operating environment of the public sector.
- Manage the development and performance of human capital in the public sector.
- Apply operations research principles and tools in the management of project activities and resources.
- Participate in the planning and implementation of disaster management systems.

4.3.5 Critical cross-field outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems in which responses display that responsible decisions using critical and creative thinking have been made.
- Work effectively with others as a member of a team, group, organisation and community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect analyse, organise and critically evaluating information.

4.3.6 Programme characteristics

4.3.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.

South African Qualifications Authority Registered Qualification: National Diploma Public Management - ID80177

4.3.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.3.6.3 Site Visits & Practical Work

Not Applicable for this programme

4.3.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.3.6.5 Programme information

4.3.6.5.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or First Additional Language level NSC Achievement rating of at least 3 (40-49%) for Mathematics or 4 for Mathematics Literacy NSC achievement rating of at least 3 (40-49%) for Business Management, Economics and Accounting.		Minimum statutory NSC requirements for diploma entry must be met.
Grade 12/Matric			
Senior Certificate Requirement: An E-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher grade for Mathematics and E symbol on commercial subjects.			
FET Colleges			
National Certificate (Vocational) Level 4: National Certificate (Vocational) Level 4: Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below: Must meet NC(V) level 4 statutory requirements Must obtain 50% in the three fundamental subjects which in the case of this programme are required to be: English, as it is the university's language of learning and teaching (LOTL); Mathematics or Mathematics Literacy Business Management Accounting Economics			
Recognition of prior learning (RPL)			
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.			
International Students			

Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
--

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6
--

4.3.6.5.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

4.3.6.5.3 Programme Rules

As for School rules (see section 8)

4.3.6.5.4 Admission Rules & Applications for Recognition of credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.
- Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate.

Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non-processing of applications and/or automatic de-registration of students.

4.3.6.5.5 Progression Rules

4.3.6.5.5.1. Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.3.6.6 Exit Rules

4.3.6.6.1 Completion Rules

A National Diploma Public Management will be awarded after having completed the programme and having obtained a minimum of 360 credits. Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

4.3.6.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.3.6.7 Programmes offering

The Department of Management and Governance operates from the Potsdam site in the Buffalo City Campus

4.3.6.8 Curriculum structure

Courses	Codes	Credit
Public Information Service I	PIS1113	20
Public Resource Management I	PRM1113	20
Public Service Delivery I	PSD1113	20
Public Decision Management I	PDM1114	20
Self Management I	SEM1114	20
Public Office Management I	POM1114	20
Public Information Practice II	PIP2113	20
Public Procurement and Logistics II	PLM2113	20
Project Management II	PMT2113	20
Fundamentals of Research II	FUR2114	20

Courses	Codes	Credit
Public Financial Management II	PFM2114	20
Public Human Resource Management II	PHR2114	20
Management of Information III	MOI3113	20
Public Financial & Procurement Management III	FPM3113	20
Programme Management III	PRP3113	20
Policy Studies III	POS3114	20
Inter-sectoral Collaboration III	INT3114	20
Public Human Resource Management III	PHR3114	20
Management Practice III/Service learning III	PMP3114	0

4.3.6.9 Work Integrated Learning

Work Integrated learning is not a requirement for this programme.

4.3.6.10 Pre-Requisite Courses

Public Finance Management 11	Public Resource Management 1
Public Information Practice 11	Public Information Services 1
Project Management 11	Public Service Delivery 1
Public Finance and Procurement Management 111	Public Financial Management 11
Management of Information 111	Public Information Practices 11
Programme Management 111	Project Management 11
Public Human Resource Management 111	Public Human Resource Management 11

4.3.6.11 Available Electives

There are no electives available for this programme

4.3.6.12 Award of Qualification

See section on Completion Rules above.

4.3.6.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

4.3.6.14 Articulation

Vertical
Vertical Articulation is possible with: B.Tech Management or Public Management, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as a members of SAAPAM

4.3.7 CORE SYLLABI OF COURSES OFFERED

PUBLIC INFORMATION SERVICE I				
Course Code	Course Name	NQF Level	Credits	Duration
PIS1113	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 4 min			15	200
Content/ Syllabus	Understanding of the Public administration and Basic Value Principles, constitutional values, principles and Fundamental rights, Administrative Law, Public Management principles and theories, personal comportment and communication, correspondence, computers.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC RESOURCE MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
PRM1113	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	200

Content/ Syllabus	Introduction to basic public financial management, introduction to public resource management, relevant treasury regulations, introduction to control mechanisms, introduction to provisioning management procedures.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 0% + Exam Mark x 60%.				
PUBLIC SERVICE DELIVERY I				
Course Code	Course Name	NQF Level	Credits	Duration
PSD1113	(see above)	5	20	semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	Politics, Government and governance, Public Service Delivery, Public Service Delivery and the environment, Stationery framework for Public Service Delivery and Ethics, Public Service Delivery and Development imperatives.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC DECISION MAKING I				
Course Code	Course Name	NQF Level	Credits	Duration
PDM1114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	The nature of Decision-Making: Public Policy process and Problem Solving, Different Models in Decision-Making, rational policy-making process, types of decisions and different managerial levels, environmental factors and decision-making, decision making techniques, individual and Group decision-making, individual and Group decision-making, values and ethics in decision-making, obstacles and Dilemmas in decision-making, basic negotiation skills.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC OFFICE MANAGEMENT I

Course Code	Course Name	NQF Level	Credits	Duration
POM1114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	Client Service and office Etiquette, Filing and archiving, security of assets and information, office administration, work study.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

SELF MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
SEM1114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content / Syllabus	Self Management in perspective, Fundamentals of Time Management, Managing meetings successfully, planning, organising and time management, Delegating tasks successfully.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC INFORMATION PRACTICE II				
Course Code	Course Name	NQF Level	Credits	Duration
PIP2113	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	Use information technology to provide information to stakeholders, market service of the institution to internal and external clients to ensure awareness of services. Apply sound knowledge principles to facilitate intra- and inter departmental relations, Inter and intranet navigation and searches, intermediate word processing techniques, Spreadsheets, Presentation software, introduction to market analyses. Marketing principles and techniques. Utilisation of appropriate media. Demographics e.g. policies, procedures and skills.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

PUBLIC PROCUREMENT & LOGISTICS II				
Course Code	Course Name	NQF Level	Credits	Duration
PLM2113	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	200
Content/ Syllabus	Provision administration and management, Physical resource management, stock management, fleet and transport management, facilities management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				
PROJECT MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PMT2113	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	Organise and implement projects according to operational policies. Monitor operational policies to improve the formulation and implementation thereof. Policy problem identification and structuring, Legislative framework, policy objective setting, comparative analysis of policy implementation strategies, implementation strategy selection. Policy implementation assessment, Policy implementation assessment and review. Organisational theory and principles.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

Fundamentals of Research II				
Course Code	Course Name	NQF Level	Credits	Duration
FUR2114	(see above) Fundamentals of Research II	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 min			15	200
Content/ Syllabus	The purpose of this module is to introduce students to fundamental knowledge and insight into the management and execution of research activities for the public sector.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC FINANCIAL MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PFM2114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	Policy Requirements Budget Concept and Budgeting Budget Practice Budgeting Systems Budgetary Control Auditing Expenditure Management and Control			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC HUMAN RESOURCE MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PHR2114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200
Content/ Syllabus	To equip students with knowledge and insight into the public human resource management systems and practices particularly within South African context. In addition, the module is intended to help public managers.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

MANAGEMENT OF INFORMATION III				
Course Code	Course Name	NQF Level	Credits	Duration

MOI3113	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	N/A		15	200
Content/ Syllabus	Effective Reading and writing, Data collection an interpretation, Information Dissemination, Ethical Information communication, Management of Information Systems, optimal service delivery through Information Technology.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC FINANCIAL & PROCUREMENT MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
FPM3113	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	N/A		30	200
Content/ Syllabus	The rationale for government action, goals and objectives of government action, approach to public financial management, budgeting, sources of revenue, financial statements, tendering, internal controls, asset management, performance measurement & reporting, cost –benefit analysis, local government finance.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PROGRAMME MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
PRP3113	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	N/A		15	200
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

POLICY STUDIES III				
---------------------------	--	--	--	--

Course Code	Course Name	NQF Level	Credits	Duration
POS3114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	20
Content/ Syllabus	Manage the implementation of policies and procedures in order to achieve departmental objectives. Formulate policies and develop procedures in order to set clear objectives on administrative and operational level. Monitor and evaluate administrative policies and procedures to ensure effective service delivery. Departmental regulations and procedures, Multi – dimensional problem identification and structuring. Setting policy objectives and standard. Decision making, ethical and statutory context, planning process, Policy formulation process. Department regulations, Programme impact indicators. Management principles.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

INTERSECTORAL COLLABORATION III				
Course Code	Course Name	NQF Level	Credits	Duration
INT3114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	60
Content/ Syllabus	Introduction to inter-sectoral collaboration, intersectoral collaboration with various stakeholders, negotiation skills, managing different types of information, managing disasters.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

PUBLIC HUMAN RESOURCE MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
PHR3114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	200

Content/ Syllabus	Competent public human resources managers Legislation, procedures, rules and regulations Public Institutions and the community Accountability Human Resource Development and Equity.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.	

PUBLIC MANAGEMENT PRACTICE III				
Course Code	Course Name	NQF Level	Credits	Duration
PMP3114	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			15	200
Content/ Syllabus				
Assessment: Final mark will be obtained from interview during visitation (20%), one assignment (20%) and completion of Logbook (60%).				

4.4 NATIONAL DIPLOMA: LOCAL GOVERNMENT FINANCE

4.4.1 Entrepreneurship and professional development of students

Management and Governance strive to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. The Department will use the Advisory Boards to assist in this regard. Students and staff are encouraged become members of the various professional and institutional bodies.

4.4.2 CAREER OPPORTUNITIES

Qualifying learners could follow a career within the Government Sectors in:

- Financial Services
- Administration
- Management
- Accounting
- Project Management.

4.4.2.1 Who will employ a diplomate?

Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions.

4.4.3 Purpose of the qualification

Municipalities across the country are actively enhancing their financial management capacity to ensure they comply with legal requirements for their budgeting and spending. This diploma is aimed at assisting people working as municipal finance offers to improve their qualifications and career prospects.

4.4.4 Exit level outcomes of the programme

- Demonstrate an understanding of how Local Government operates.
- Apply support and administrative services in Local Government context.
- Demonstrate an understanding of municipal financial management and budgeting.

4.4.5 Critical cross field outcomes

4.4.6 Programme characteristics

4.4.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document. South African Qualifications Authority Registered Qualification: National Diploma Local Government Finance - ID 80170

4.4.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.4.6.3 Site Visits & Practical Work

Not Applicable for this programme.

4.4.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.4.7 PROGRAMME INFORMATION

4.4.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
30	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or First Additional Language level NSC Achievement rating of at least 3 (40-49%) for Mathematics or 4 for Mathematics Literacy NSC achievement rating of at least 3 (40-49%) for Business Management, Economics and Accounting.		Minimum statutory NSC requirements for diploma entry must be met.
Grade 12/Matric			
Senior Certificate Requirement: An E-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher grade for Mathematics and E symbol on commercial subjects.			
FET Colleges			
National Certificate (Vocational) Level 4: National Certificate (Vocational) Level 4: Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below: Must meet NC(V) level 4 statutory requirements Must obtain 50% in the three fundamental subjects which in the case of this programme are required to be:			

English, as it is the university's language of learning and teaching (LOTL); Mathematics or Mathematics Literacy Business Management Accounting Economics
Recognition of prior learning (RPL)
Refer to WSU General prospectus
International Students
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
Mature Age Endorsement
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

4.4.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

4.4.7.3 Programme Rules

Check WSU general rules

4.4.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

4.4.7.5 Progression Rules

4.4.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.4.7.6 Exit Rules

4.4.7.6.1 Completion Rules

A National Diploma: Local Government Finance will be awarded after having completed programme and obtaining a minimum of 360 credits. Over and above the requirements as set out below an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

4.4.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.4.7.7 Programmes offering

The Department of Management and Governance operates from the Potsdam site in the Buffalo City Campus.

4.4.7.8 Curriculum Structure

Course	Code	Credits
Local Government Finance I	LGF1000	30
Local Government Management I	LGM1000	30

Course	Code	Credits
Mercantile Law I	MLW1000	30
Financial Accounting I- Module I	FACT101	15
Financial Accounting I- Module II	FACT102	15
Local Government Finance II	LGF2000	30
Local government II	LGM2000	30
Internal Auditing I Module I	INA1011	15
Internal Auditing I Module II	INA1022	15
Financial Accounting II- Module I	FACT201	15
Financial Accounting II- Module II	FACT202	15
Local Government Finance III	LGF3000	30
Local Government Management III	LGM3000	30
Local government Accounting III	LGA3000	30
Economics I- Module I	ECN1011	15
Economics I- Module II	ECN1022	15

4.4.7.9 Work Integrated Learning

Work Integrated learning is not a requirement for this programme.

4.4.7.10 Pre-Requisite Courses

Local Government Finance 2	Local Government Finance1
Local Government Finance 3	Local Government Finance 2
Local Government Management 2	Local Government Management 1
Local government Management 3	Local Government Management 2
Financial Management3	Financial Management 2
Financial Accounting 2	Financial Accounting 1
Local Government Accounting 3	Financial accounting 2

4.4.7.11 Available Electives

There are no electives available for this programme

4.4.7.12 Award of Qualification

See section on Completion Rules above.

4.4.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

4.4.7.14 Articulation

Vertical
Vertical Articulation is possible with: B.Tech Management or Public Management, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Management and Diploma Management NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as a members of SAAPAM

4.4.8 Core Syllabi of Courses Offered

LOCAL GOVERNMENT FINANCE I				
Course Code	Course Name	NQF Level	Credits	Duration
LGF1000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1	30	300
Content/ Syllabus	The constitutional and legal framework the Green and white papers on Local Government, Municipal administrative systems. Legislative developments immediately subsequent to the publication of the White paper on Local Government. The Municipal finance framework, matters pertaining specifically to municipal finance. An introduction to the financial activities of a municipality. The accounting framework for municipalities. The municipal accounting framework, Municipal taxes property taxes. Other sources of municipal revenues and cost recovery.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

LOCAL GOVERNMENT MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration

LGM1000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Nature and origin of local government aims and objectives, local government operational guidelines and environmental realities, functions powers duties of local authorities, local government organisational structures, intergovernmental relationships decentralisation devolution an autonomy, legislative an legal Prescription affecting local government and administration, regional development and urbanisation.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

MERCANTILE LAW I				
Course Code	Course Name	NQF Level	Credits	Duration
MLW1000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Branches of SA law and the functions of each branch of law, South African Judiciary, The Bill of Rights, Obligation as the source of contract and the essential requirements for a valid contract, Consensus as the requirement for the formation of a contract, factors affecting consensus, contractual capacity, parties to a contract, terms of a contract, breach of contract, remedies for breach of contract, termination of contract, contract of sale, credit agreements, contract of lease of immovable property, contract of employment, insurance, surety and other types of security. Negotiable instruments, the of agency'			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

FINANCIAL ACCOUNTING I MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
FACT101	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	15	150

Content/ Syllabus	Application of a framework for financial reporting. Recording of accounting data in a set of subsidiary journals (adjusted for debtors and creditors control), general and subsidiary ledgers, a trial balance and basic statements.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.	

FINANCIAL ACCOUNTING I MODULE II				
Course Code	Course Name	NQF Level	Credits	Duration
FACT102	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	15	150
Content/ Syllabus	Prepare financial reports for different types of business entities. Select, measure, classify and report accounting data. Preparation of income statements, statements of changes in equity and balance sheets for any form of enterprise. Recording and presentation of advanced transaction in partnership. Changes in ownership and dissolution of partnerships are recorded and the financial position thereafter presented.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

LOCAL GOVERNMENT FINANCE II				
Course Code	Course Name	NQF Level	Credits	Duration
LGF2000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Legislative controls which affect local government finance. The raising and administration of external loans, debt and administration. The need for accounting reform and the introduction of the new generally accepted municipal accounting practice. Accounting for fixed assets, principles. Procurement; awarding and administering tenders and contracts. Procurement in the municipal environment, miscellaneous matters. Materials management. The nature and purpose of financial management information systems. Major system applications in local government and the information technology control environment.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

LOCAL GOVERNMENT MANAGEMENT II

Course Code	Course Name	NQF Level	Credits	Duration
LGM2000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Management functions of local government, an introduction, Legislation concerning the vote and elections, Social planning and development, Local government finance, introductory concepts. Legislation applicable to local government, public relations and communication. Code of conduct for councillors and officials, effectiveness within local government.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

FINANCIAL ACCOUNTING II MODULE I

Course Code	Course Name	NQF Level	Credits	Duration
FACT201	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	15	150
Content/ Syllabus	Covers liabilities and equities, especially long-term debt, convertible securities, equity issuance, dividends, share repurchases, employee stock options, pensions, leases, deferred tax, and derivative securities. Related topics covered include computation of diluted earnings per share, disclosure issues, earnings management, and basic financial statement analysis of cash flows.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

FINANCIAL ACCOUNTING II MODULE II

Course Code	Course Name	NQF Level	Credits	Duration
FACT202	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 min		1x 45 min	15	150
Content/ Syllabus	Covers liabilities and equities, especially long-term debt, convertible securities, equity issuance, dividends, share repurchases, employee stock options, pensions, leases, deferred tax, and derivative securities. Related topics covered include computation of diluted earnings per share, disclosure issues, earnings management, and basic financial statement analysis of cash flows.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				
INTERNAL AUDITING I MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
INA1011	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	15	150
Content/ Syllabus	Responsibilities, functions and qualities of the auditor, Identify the information pertaining to the audit professions, Describe the process involved in the regulatory and standard setting procedures. Explain the professional and business ethics governing the work of the auditor. Identify the rights and duties covered by the statute. Identify and explain the responsibilities and legal liability of the auditor. The concepts and principles relevant to the audit. The procedure for obtaining audit evidence. Explain the nature of, and the procedures for obtaining audit evidence. Computers in the audit environment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

INTERNAL AUDITING I MODULE II				
Course Code	Course Name	NQF Level	Credits	Duration
INA1022	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	15	150
Content/ Syllabus	Responsibilities, functions and qualities of the auditor, Identify the information pertaining to the audit professions, Describe the process involved in the regulatory and standard setting procedures. Explain the professional and business ethics governing the work of the auditor. Identify the rights and duties covered by the statute. Identify and explain the responsibilities and legal liability of the auditor. The concepts and principles relevant to the audit. The procedure for obtaining audit evidence. Explain the nature of, and the procedures for obtaining audit evidence. Computers in the audit environment.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

LOCAL GOVERNMENT FINANCE III				
Course Code	Course Name	NQF Level	Credits	Duration
LGF3000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	30	300
Content/ Syllabus	Budgeting, Budgetary control and procedures, audit committees and the role of the Auditor-General, Legislation relating to local government financial management, Performance measurement and reporting, internal control. Cash management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

LOCAL GOVERNMENT MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
LGM3000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	30	300
Content/ Syllabus	Human Resource Management, Ethics and Professionalism, Local Government Finance, Town and Regional Planning, Management functions pertaining to Local Government, Management applications and skills, Municipal Administrative Law. Comparative local government.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

ECONOMICS I MODULE I				
Course Code	Course Name	NQF Level	Credits	Duration
ECN1011	(see above)	5	15	Semester

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45	15	150
Content/ Syllabus	Economic system, interdependence between sectors, markets and flows, demand and supply, elasticity. Perfect competition, the theory of consumer choice learning outcomes, the theory of production and cost learning outcomes.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

ECONOMICS I MODULE II				
Course Code	Course Name	NQF Level	Credits	Duration
ECN1022	(see above)	5	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	15	150
Content/ Syllabus	Economic system, interdependence between sectors, markets and flows, demand and supply, elasticity, Perfect competition, the theory of consumer choice learning outcomes, the theory of production and cost learning outcomes.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

LOCAL GOVERNMENT ACCOUNTING III				
Course Code	Course Name	NQF Level	Credits	Duration
LGA3000	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	30	300
Content/ Syllabus	Local government accounting principles, financial statements, statements of various local government funds, cost accounting and the IMFO report on standardisation of financial statements of local authorities.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

4.5 NATIONAL DIPLOMA: POLICING

4.5.1 Entrepreneurship & professional development of students

Management and Governance strive to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. The Department will use the Advisory Boards to assist in this regard. Students and staff are encouraged become members of the various professional and institutional bodies.

4.5.2 Career opportunities

Graduates can join SAPS and become a police official or a civilian employee.

4.5.2.1 What can a diplomate do in this career?

Police officers work in partnership with public to reduce crime and enforce federal, state and local laws.

4.5.2.2 Who will employ a diplomate?

Government (national departments, provincial departments and local authorities), and SAPS.

4.5.3 Purpose of the qualification

The purpose of this qualification is to obtain a nationally recognised qualification in the law enforcement environment and to uplift the professional standards of policing. It will improve relationships between employer and employees and organisation and client (community) and attract and retain quality employees.

4.5.4 Exit level outcomes of the programme

A learner acquiring this qualification will have skills, knowledge and attributes to:

- Apply management skills.
- Implement workplace relations in a work environment.
- Apply applicable legislation in a work environment.
- Utilise a document management system.
- Assess service delivery abilities of an organisation.
- Analyse operational plans for deployment purposes.

The learner obtaining this qualification will enhance service delivery to the internal and external clients that will enhance satisfaction and trust. Qualifying learners will be able to conduct limited policing operations, apply resource management at the lower management level and apply interpersonal skills in a law enforcement environment while balancing constitutional and legal rights of individuals with the competence to legally infringe those rights in the service of maintaining a safe and secure society. Fundamental human rights and adherence to such rights are also contained in this qualification with the focus on upholding and protecting fundamental human rights by creating a responsive and proactive environment in a responsible manner.

A fundamental understanding of the criminal justice system needed for middle management purposes is also outlined in this qualification and this qualification will also contribute to the implementation of preventative actions that law enforcement agencies need to take.

4.5.5 Critical cross-field outcomes of the programme

4.5.6 Programme characteristics

4.5.6.1 Basis of Programme Academic Structure

The programme is offered in terms of:

- the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document
- South African Qualifications Authority Registered Qualification: National Diploma Policing - ID 80176.

4.5.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.5.6.3 Site Visits & Practical Work

Not Applicable for this programme

4.5.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.5.4.7 Programme information

4.5.4.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
30	NSC achievement rating of at least 3 (40-49%) for English shall serve as a requirement for this programme		Minimum statutory NSC requirements for diploma entry must be met.
Grade 12/Matric			
Senior Certificate Requirement: An E-symbol for English (2 nd language) on the Higher Grade.			
FET Colleges			

National Certificate (Vocational) Level 4: National Certificate (Vocational) Level 4: Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below: Must meet NC(V) level 4 statutory requirements .
Recognition of prior learning (RPL)
Refer to WSU General prospectus.
International Students
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
Mature Age Endorsement
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

4.5.4.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

4.5.4.7.3 Programme Rules

Check WSU general rules

4.5.4.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations]. Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate.

Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non-processing of applications and/or automatic de-registration of students.

4.5.4.7.5 Progression Rules

4.5.4.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.5.4.7.6 Exit Rules

4.5.4.7.6.1 Completion Rules

Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations. A National Diploma Policing will be awarded after having completed the programme and having obtained a minimum of 360 credits.

4.5.4.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.5.4.7.7 Programmes offering The Department of Management and Governance operates from the Potsdam site in East London, Buffalo City Campus

4.5.4.7.8 Curriculum Structure

Course	Code	Credits
Communication I : Policing	COMP110	30
Investigation of Crime I	IVC1110	30
Law I: Policing I	LAWP110	30
Policing I	POL1110	30

Course	Code	Credits
End-User Computing I	EUCO110	30
Human Rights I	HUM1110	30
Policing II	POL2110	30
Law: Policing II	LAWP210	30
Criminal Procedure I	CRIMP10	30
Policing III	POL3110	30
Law of Evidence I	LAWE110	30
Law: Policing III	LAWP310	30

4.5.4.7.9 Work Integrated Learning

Work Integrated learning is not a requirement for this programme.

4.5.4.7.10 Pre-Requisite Courses

Policing 2	Policing 1
Policing 3	Policing 2
Law: Policing 2	Law: Policing 1
Law : Policing 3	Law: Policing 2

4.5.4.7.11 Available Electives

There are no electives available for this programme

4.5.4.7.12 Award of Qualification

See section on Completion Rules above.

4.5.4.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

6.1.3.6.4.7.14 Articulation

Vertical
Vertical Articulation is possible with: B.Tech Policing, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Management and Diploma Public Management NQF Level 6, subject to the admission requirements of that qualification.

Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.

Professional Articulation: Graduates can register as a members of SAAPAM

4.5.8 CORE SYLLABI OF COURSES OFFERED

POLICING I				
Course Code	Course Name	NQF Level	Credits	Duration
POL1110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	30	300
Content/ Syllabus	Policing History, Policy structure, Police socialization, minorities in Policing, police ethics and deviance, police operations, police community relations, police law and science.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

COMMUNICATION POLICING I				
Course Code	Course Name	NQF Level	Credits	Duration
COMP110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Career communication theory, professional writing, business correspondence, oral communication, visual communication, meetings and conferences, securing employment			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

INVESTIGATION OF CRIME				
Course Code	Course Name	NQF Level	Credits	Duration
IVC1110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300

Content/ Syllabus	The Crime scene, statements, dockets, missing person, motor vehicles accidents, culpable homicide.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.	

LAW POLICING I				
Course Code	Course Name	NQF Level	Credits	Duration
LAWP110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	On completion of this subject, students will have a sound knowledge of introductory South African law; the Constitution, with the emphasis on the Bill of Rights; South African criminal law, with the emphasis on the appearance in court.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

POLICING II				
Course Code	Course Name	NQF Level	Credits	Duration
POL2110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Police forums; problem-orientated policing and crime prevention in the broader sense. The basics of research studied in the first year are further developed.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

LAW POLICING II				
Course Code	Course Name	NQF Level	Credits	Duration
LAWP210	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 min		1	30	300
Content/ Syllabus	The public prosecutor, Pre-trial Services (PTS), Bail, State accountability.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

HUMAN RIGHTS				
Course Code	Course Name	NQF Level	Credits	Duration
HUM1110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	A Historical overview of Human Rights, South African constitutional history and background, The history and role of the Constitutional Court of South Africa, Democracy and policing, Interpretation of the Constitution, Mechanisms for realising rights under the Bill of Rights, The limitation clause, cultural diversity and human rights, vulnerable persons, victims' rights, arrest and detention, the use of force, search and seizure, admissions, confessions and pointing out, the constitutionality of the ascertainment of bodily features, the right to information.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

END USER COMPUTING I				
Course Code	Course Name	NQF Level	Credits	Duration
EUC1110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1	30	300
Content/ Syllabus	Basic Concepts of Information Technology using computers and Managing files Using Windows XP. Word Processing Using Microsoft Word 2007/2010, Spreadsheets Using, Microsoft Excel 2007/2010, Presentations Using Microsoft PowerPoint 2007/2010. Information and Communication Technology using Internet Explorer, Database– Ms Access 2007/2010.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

POLICING III				
Course Code	Course Name	NQF Level	Credits	Duration
POL3110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	In the context of the previous study years, students will, in the third year, be able to apply problem solving as a policing strategy. They will also be able to apply crime prevention strategies and practices; the principles of community policing and democratic policing, and will be able to determine how these principles relate to quality policing. Research methodology is also polished.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

LAW POLICING III				
Course Code	Course Name	NQF Level	Credits	Duration
LAWP310	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content / Syllabus	Irrelevant and unreliable evidence Admissions, pointing out and confessions Ascertaining bodily features Evidential privilege.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

CRIMINAL PROCEDURE				
Course Code	Course Name	NQF Level	Credits	Duration
CRIMP110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300

Content/ Syllabus	Various Phases of the process pre-trial stage of the law of criminal procedure, Power Conferred by other law not derogated from, entering premises, methods securing attendance of accused in court, arrests, bail.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.	

LAW OF EVIDENCE				
Course Code	Course Name	NQF Level	Credits	Duration
LAWE110	(see above)	5	30	Year
Lectures per week	Pracs week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1x 45 min	30	300
Content/ Syllabus	Admissibility of relevant evidence, Exclusion of relevant evidence, Exclusion of unconstitutionally obtained evidence, Competence of witnesses, standard of proof, burden of proof and evidential burden.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

4.6 NATIONAL DIPLOMA: SMALL BUSINESS MANAGEMENT

4.6.1 Entrepreneurship & professional development of students

Management and Governance strive to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged become members of the various professional and institutional bodies.

4.6.2 Career opportunities

Learners will get hands-on exposure to managing a business, marketing the business, understanding financials, business strategy and running operations.

4.6.3 Purpose of the qualification

The ability to compete in a vibrant economic environment is the key for business success. This qualification presents any entry to the world of business that answers to the key challenges faced by businesses in the economy. The qualifying learner will have the competence to apply essential business strategies, principles and techniques to start a small, medium or microenterprise and to ensure its effective functioning.

4.6.4 Exit level outcomes of the programme

Learners will be able to:

- Understand entrepreneurship.
- Identify and evaluate business ideas.
- Comply with the legal requirements for running a small business.
- Determine the appropriate structure for a business.
- Effectively manage the money for a small business.
- Draft business plans for sustainability.
- Find and keep customers.
- Support a business using information technology.
- Apply effective general business management.

4.6.5 Critical cross field outcomes

4.6.6 Programme characteristics

4.6.6.1 Basis of Programme Academic Structure

The programme is offered in terms of:

- The Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: National Diploma Small Business Management

4.6.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.6.6.3 Site Visits & Practical Work

Work Integrated Learning (WIL) is compulsory for this programme and it carries 60 credits. This is done under the supervision of a lecturer, who visits students in their respective areas. Students are given six months to do their training. It is only done at the 3rd level of their studies such that it may not affect the academic progress of the students. The WIL programme is supervised by co-coordinators and the Centre for Community and International Partnership or linkages (CCIP).

4.6.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.6.7 Programme information

4.6.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
30	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or First Additional Language level NSC Achievement rating of at least 3 (40-49%) for Mathematics or 4 for Mathematics Literacy NSC achievement rating of at least 3 (40-49%) for Business Management, Economics and Accounting.		Minimum statutory NSC requirements for diploma entry must be met.
Grade 12/Matric			
Senior Certificate Requirement: An E-symbol for English (2 nd language) on the Higher Grade. In addition, an E-symbol on the Higher grade for Mathematics and E symbol on commercial subjects.			
FET Colleges			
National Certificate (Vocational) Level 4: National Certificate (Vocational) Level 4: Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below: Must meet NC(V) level 4 statutory requirements			

<p>Must obtain 50% in the three fundamental subjects which in the case of this programme are required to be:</p> <ul style="list-style-type: none"> English, as it is the university's language of learning and teaching (LOTL); Mathematics or Mathematics Literacy Business Management Accounting Economics
<p>Recognition of prior learning (RPL)</p>
<p>Refer to WSU General prospectus</p>
<p>International Students</p>
<p>Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications." Institutional equivalence reference document. (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF.</p>
<p>Mature Age Endorsement</p>
<p>Refer to requirements as per WSU's General Rules & Regulations – Section 1.6</p>

4.6.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

4.6.7.3 Programme Rules

As for School rules (see section 8)

4.6.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

4.6.7.5 Progression Rules

4.6.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.6.7.6 Exit Rules

A Diploma Small Business Management will be awarded after having completed the programme and having obtained a minimum of 360 credits. A total of 13 instructional offering consisting of 5 first level offerings, 5 second level offerings and 3 third level offerings must be achieved.

4.6.7.6.1 Completion Rules

4.6.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.6.7.7 Programmes offering

The Department of Management and Governance operates from the Potsdam site in the Buffalo City Campus

4.6.7.8 Curriculum Structure

Course	Code	Credits
Small Business Management I	SMM1110	24
Marketing I	MAR1210	24
Personal Selling I	PEL1B114	PEL1A13
		12

Course	Code	Credits
Credit Control	CRE1110	24
Communication in English	CBA1110	24
Total Credits		120
Small Business Management II	SMM2110	24
Marketing II	MARK2210	24
Administrative Management I	ADM1110	24
Production Management I	PMA1110	24
Labour Relations and Law II	LRL2110	24
Total Credits		120
Small Business Management III	SMM3113	30
Marketing III	MAR3213	30
Small Business Management Experiential Training	SBMEXPR	60
Total Credits		120

4.6.7.9 Work Integrated Learning

Work Integrated Learning (WIL) is compulsory for this programme and it carries 60 credits. This is done under the supervision of a lecturer, who visits students in their respective areas. Students are given six months to do their training, and it is only done at the 3rd level of their studies so that it may not affect the academic progress of the students.

4.6.7.10 Pre-Requisite Courses

Small Business Management 2	Small Business Management 1
Small Business Management 3	Small Business Management 2
Marketing 2	Marketing 1
Marketing 3	Marketing 2

4.6.7.11 Available Electives

There are no electives available for this programme

4.6.7.12 Award of Qualification

See section on Completion Rules above.

4.6.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

4.6.7.14 Articulation

Vertical
Vertical Articulation is possible with: B.Tech Business Administration, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Public Management, Diploma Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as a members of SAAPAM

4.6.8 CORE SYLLABI OF COURSES OFFERED

SMALL BUSINESS MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
SMM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The economic structure of the capitalistic production system, The role of the undertaking in the capitalistic system, Administrative functions, The management function (with emphasis on organisation).			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MARKETING I				
Course Code	Course Name	NQF Level	Credits	Duration
MAR1210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Introduction to marketing, product, pricing, distribution, wholesaling, basic principles of retailing, marketing communication.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

PERSONAL SELLING I				
Course Code	Course Name	NQF Level	Credits	Duration
PEL1B114	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	120
Content / Syllabus	The role of selling in marketing mix, The task of a salesperson, The buying process, Methods of acquiring professionalism in selling,			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONAL SELLING I				
Course Code	Course Name	NQF Level	Credits	Duration
PEL1A13	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	120
Content/ Syllabus	Special problems relating to selling retail and industrial products and service, Sales office administration , Selling yourself, Negotiation skills.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

CREDIT CONTROL				
Course Code	Course Name	NQF Level	Credits	Duration
CRE1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The concept of credit, credit definitions and terminology, business conduct and ethics, the basis of contract.			

	<p>Introduction to credit assessment in the corporate and consumer markets.</p> <p>Different forms of business ownership and typical risk categories.</p> <p>Introduction to financial institutions and their role in the provision of credit services.</p> <p>The role and functions of the credit controller.</p> <p>Leadership skills with emphasis on the role of the supervisor.</p>
<p>Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.</p>	

COMMUNICATION IN ENGLISH				
Course Code	Course Name	NQF Level	Credits	Duration
CBA1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Career Communication Theory, Professional Writing, Business Correspondence, and Oral communication, Visual Communication, Module and Conferences, Securing employment.			
<p>Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.</p>				

SMALL BUSINESS MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
SMM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Overview of the functions of the organisation, The production function, The financial function, External relations.			
<p>Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.</p>				

MARKETING II				
Course Code	Course Name	NQF Level	Credits	Duration
MARK2210	(see above)	5	24	Year

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content / Syllabus	Revision of, pricing and marketing communication and an overview of market audit, Marketing planning, Marketing strategies, marketing coordination, marketing control and guidance.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADMINISTRATIVE MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
ADM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The Role of Administrative Management with and in an organisation, Information Systems, The Management of Information, The Administrative Support Function, The Basics of Communication in an Organisation.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PRODUCTION MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
PMA1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Definition of Operations Management, the strategic role of O/M , Production Planning and Design, Fixed Capacity Planning, Demand management, Aggregate Planning and Master Scheduling JIT, Project Management & network techniques, Total Quality Management with important of concept in O/M, Inventory management, work study as a management tool and productivity is covered, Maintenance and replacement of machinery and equipment and operations management for the service industries, Key areas of O/M that cannot be ignored like Supply Chain Management, Amount of time workers spend on e-mails, etc.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				
LABOUR RELATIONS AND LAW II				
Course Code	Course Name	NQF Level	Credits	Duration
LRL2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Introduction to law of contract, The common law of contract of service, Labour Relations Act, Basic Conditions of Employment Act (as amended), The Occupation Health and Safety Act, Other labour laws-overview, Introduction to labour relations, The parties to the tripartite system. Trade unions and Employer organisations, Contents of procedural agreements, Industrial conflicts, Collective bargaining theory and structures, Collective bargaining-practical, Negotiation-the process.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

SMALL BUSINESS MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
SMM3110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Overview of the functions of the organisation, The purchasing function, The marketing functions, The personnel functions, The management function.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MARKETING III				
Course Code	Course Name	NQF Level	Credits	Duration
SMM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 min			30	240
Content/ Syllabus	Strategic marketing planning and service marketing.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

SMALL BUSINESS MANAGEMENT EXPERIENTIAL TRAINING				
Course Code	Course Name	NQF Level	Credits	Duration
SMM2110	(see above)	5	60	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
			15	600
Content / Syllabus				
Assessment: Final mark will be obtained from interview during visitation (20%), one assignment (20%) and completion of Logbook (60%).				

4.7 B.TECH: MANAGEMENT

4.7.1 Entrepreneurship & professional development of students

Management and Governance strive to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. The Department will use the Advisory Boards to assist in this regard. Students and staff are encouraged become members of the various professional and institutional bodies.

4.7.2 Career opportunities

Management involves understanding a broad spectrum of managerial and organisational functions and as such it is a qualification that can give students entry to a wide variety of business opportunities in administration, finance, marketing and production management

4.7.3 Purpose of the qualification

This qualification is intended for persons to function mainly at a strategic level in any enterprise. The qualifying learner will be competent in formulating, interpreting and implementing corporate strategy and policy.

4.7.4 Exit level outcomes of the programme

- Plan strategically to give direction to the enterprise in a dynamic environment.
- Implement goals and strategies successfully.
- Apply the concepts of strategic management on all management levels to cope with environmental challenges.
- Apply and interpret advanced financial principles.
- Apply administrative skills within the workplace.
- Apply the basic principles of research.
- Apply the principles of marketing within the enterprise.
- Manage human resources within the enterprise.

4.7.5 Critical cross-field outcomes of the programme

At the end of the programme, the learner should have demonstrated the ability to:

- Plan and conduct research in the field of management, including gathering, analysing, synthesising and interpreting information, on pertinent issues by utilising appropriate research principles and reflect on the research undertaken.
- Utilise appropriate technology effectively to solve problems in the management environment.
- Communicate effectively orally or in writing with the different role players by applying professional communication principles and reflecting on the application thereof.
- Integrate managerial and business sciences to develop a theoretical and practical understanding of international, national and regional business environment.
- Practice acceptable social and cultural sensitivity towards people of different social, cultural and economic background.
- Apply appropriate skills that will enable them to compete effectively for entry level graduate.

4.7.6 Programme characteristics

4.7.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document. South African Qualifications Authority Registered Qualification: B.Tech: Management - ID 80142

4.7.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.7.6.3 Site Visits & Practical Work

Not Applicable for this programme

4.7.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.7.7 Programme information

4.7.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	National Diploma Management and administrative Management shall serve as a requirement for this programme.		
Recognition of prior learning (RPL)			
<ul style="list-style-type: none"> • Prior learning shall be recognised, subject to the requirements of the programme and as per WSU's policy for Recognition of Prior Learning (RPL). • RPL may be used to demonstrate competence for admission into this programme. This qualification may be achieved in part through recognition of the prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. • Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through RPL processes to recognise achievement thereof. 			
International Students			

Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications". Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF.
--

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6
--

4.7.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's National Diploma Certificate.

4.7.7.3 Programme Rules

Check WSU General Rules

4.7.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.
- Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available. Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September

graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

4.7.7.5 Progression Rules

4.7.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.7.7.6 Exit Rules

4.7.7.6.1 Completion Rules

Over and above the requirements as set out below. An application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations. A B.Tech: Management will be awarded after having completed programme and having obtained a minimum of 120 credits.

4.7.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.7.7.7 Programmes offering

The Department of Management and Governance operates from the Potsdam site in the Buffalo City Campus

4.7.7.8 Curriculum Structure

Course	Code	Credits
Production Management I	PMA2110	30
Management IV	MGNT210	30
Administration Management IV or	ADM4110	30
Financial Management IV Module I	FIN4A13	15
Financial Management IV Module II	FIN4B14	15
Research Methodology	REMA110	30

4.7.7.9 Work Integrated Learning

Work Integrated learning is not a requirement for this programme.

4.7.7.10 Pre-Requisite Courses

Administrative Management 3 or Financial Management 3
Management 3

4.7.7.11 Available Electives

There are no electives available for this programme

4.7.7.12 Award of Qualification

On completion of all modules a student will be awarded a B.Tech Management.

4.7.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

4.7.7.14 Articulation

Vertical
Vertical Articulation is possible with: Honours in Management or Public Management, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 7 qualifications offered by WSU, e.g. B.Tech Public Management
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as a members of SAAPAM

4.7.8 Core Syllabi of Courses Offered

ADMINISTRATIVE MANAGEMENT IV				
Course Code	Course Name	NQF Level	Credits	Duration
ADM4110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	An overview of office management with regard to staff and other clerical issues, Define the concepts of a changing work environment as a result of electronic commerce, Intranet, Internet, Extranet, Human resources			

	management and training, Develop an understanding of inter office conflict management.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

Financial Management IV				
Course Code	Course Name	NQF Level	Credits	Duration
FIM4011	(see above)	5	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x45min			30	120
Content/ Syllabus	Portfolio management, Practical issues in capital budgeting, Capital budgeting-risk analysis, Leasing, Mergers and acquisitions, Internal financial management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL MANAGEMENT IV				
Course Code	Course Name	NQF Level	Credits	Duration
FIM4011	(see above)	5	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			15	120
Content/ Syllabus	Leasing, Mergers and acquisitions, Internal financial management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT IV				
Course Code	Course Name	NQF Level	Credits	Duration
MGNT410	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240

Content/ Syllabus	Development and overview of Management Science, both past and present, Define the terrain of a general manager, Applying the four management functions: Planning, Controlling, Organising, and Leading.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

PRODUCTION MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PMA2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Introduction, The task of operations management, Operations system, Application of operations management to service, Work study, Quality distribution.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

Research Methodology				
Course Code	Course Name	NQF Level	Credits	Duration
REMA1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content / Syllabus	Problem statement, Literature study, Variables and hypothesis, Types of research, Research designs, Sampling, Data collection, Reliability and validity , Interpretation and report writing.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

4.8 B.TECH: PUBLIC MANAGEMENT

4.8.1 Entrepreneurship & professional development of students

Management and Governance strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. The Department will use the Advisory Boards to assist in this regard. Students and staff are encouraged become members of the various professional and institutional bodies.

4.8.2 Career opportunities

Career opportunities exist in general management, financial management, human resources, the political milieu, auditing, financial and procurement management, human resources management, office management, project management and governmental relations.

4.8.3 Purpose of the qualification

The aim of the course is to equip students with a normative and philosophical base for research and a public sector vocation and to prepare them to assume management positions.

The approach adopted is systematic and strategic, with a research focus. Practical assimilation or application between theory and practice will be the objective.

4.8.4 Exit level outcomes of the programme

- Enable the student to manage the labour relations function on a strategic level.
- Enable the student to meet the demands of business, industry and the community regarding the vast need for labour relations managers.
- Fulfil the demands of the industry for the establishment of specialist post graduate training in labour relations management.

4.8.5 Critical cross-field outcomes

4.8.6 Programme characteristics

4.8.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document. South African Qualifications Authority Registered Qualification: B.Tech: Public Management - ID 80145

4.8.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

4.8.6.3 Site Visits & Practical Work

Not Applicable to this programme

4.8.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

4.8.7 Programme information

4.8.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	National Diploma Management and Local Government Management		
Recognition of prior learning (RPL)			
<p>Prior learning shall be recognised, subject to the requirements of the programme and as per WSU's policy for Recognition of Prior Learning (RPL).</p> <p>RPL may be used to demonstrate competence for admission into this programme. This qualification may be achieved in part through recognition of the prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through RPL processes to recognise achievement thereof.</p>			
International Students			
<p>Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF</p>			
Mature Age Endorsement			
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6			

4.8.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's National Diploma Certificate.

4.8.7.3 Programme Rules

Check WSU General Rules.

4.8.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50% of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.
- Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations]. Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

4.8.7.5 Progression Rules

4.8.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

4.8.7.6 Exit Rules

4.8.7.6.1 Completion Rules

A B.Tech: Public Management will be awarded after having completed programme and having obtained a minimum of 120 credits. Over and above the requirements as set out below, an application for the award of a qualification

will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

4.8.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

4.8.7.7 Programmes offering

The Department of Management and Governance operates from the Potsdam site in the Buffalo City Campus

4.8.7.8 Curriculum Structure

Course	Code	Credits
Public Policy Management IV	PUPY4/0	20
Strategic Public Management IV	PSTR4/0	20
Research & Information Management IV	REIM4/0	20
Government Relations IV	GVRT4/0	20
Public Accountability IV	PACC4/0	20
Public Human Resource Management IV	PHRM4/0	20
Research Project IV	REPR4/0	20

4.8.7.9 Work Integrated Learning

Work Integrated learning is not a requirement for this programme.

4.8.7.10 Pre-Requisite Courses

Diploma in Public Management shall serve as a requirement for this programme.

4.8.7.11 Available Electives

There are no electives available for this programme

4.8.7.12 Award of Qualification

On completion of all modules a student will be awarded a B.Tech: Public Management.

4.8.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

4.8.7.14 Articulation

Vertical
Vertical Articulation is possible with honours in Management or Public Management, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 7 qualifications offered by WSU, e.g. B.Tech Management
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as a members of SAAPAM

4.8.8 Core Syllabi of Courses Offered

Public Policy Management IV				
Course Code	Course Name	NQF Level	Credits	Duration
PUPY4/0	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	15	200
Content / Syllabus	Nature, role and history of public policy, theories and models for analyzing public policy, public policy in more and lesser developed states, dimensions of governance and development.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

Strategic Public Management IV				
Course Code	Course Name	NQF Level	Credits	Duration
PSTR4/0	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	30	200

Content/ Syllabus	Initiative and transform institutional strategies into operational plans to ensure service excellence. Analyse the macro and intermediate environment to assess the impact on institutional operations, Strategically manage the structures, functions and resources of the institution to ensure quality service delivery. Formulate mission and vision. Identify key performance areas. Formulate strategic goals and objectives, Develop tactical and operational plans. Environmental scanning of relevant environment. Analysing of information. Develop analytical problem-solving techniques. Project management. Resource management.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.	

Research & Information Management IV				
Course Code	Course Name	NQF Level	Credits	Duration
REIM4/0	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	15	200
Content/ Syllabus	Conduct institutional research to evaluate policy alternatives. Communicate management information to managerial and legislative levels to ensure accountability. Environmental scanning. Scenario building. Impact studies. Needs analysis. Audits. Research principles and techniques. Research methodology, Problem statements. Research design, Project management, Produce progress reports on goals. Produce management information, Produce review reports, Presentations.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

Government Relations IV				
Course Code	Course Name	NQF Level	Credits	Duration
GVRT4/0	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	15	200
Content/ Syllabus	Concepts and government structures in IGR, Model of intergovernmental relations, intergovernmental relations in South Africa, Intergovernmental relations and service in South Africa, Governmental relations with extra-governmental and international organisations.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

Public Accountability IV				
Course Code	Course Name	NQF Level	Credits	Duration
PACC4/0	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	15	200
Content/ Syllabus	Design, implementation and evaluation of internal control systems in the public sector, Risk management in the public sector, Cost management in the public sector, Financial planning based on the MTEF, Budget integration and analysis in the public sector, Performance management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

Public Human Resource Management IV				
Course Code	Course Name	NQF Level	Credits	Duration
PHRM4/0	(see above)	5	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1 x 45 min	15	200
Content/ Syllabus	Management of conflict by following appropriate mechanisms and procedures. Participate in and facilitate labour negotiations in bargaining chambers to ensure a content workforce. Create an enabling environment based on appropriate management recognition to maintain sound labour relations. Adhere to and implement the provisions of the legislation to ensure fair labour practice. Appropriate legislation Conflict management. Change management. Risk management. Public relations Flexi Management techniques. Managing diversity Information management. Project and strategic management. Transformation. Salary negotiations. Collective Bargaining. Employer/employee relations.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

Research Project IV

Course Code	Course Name	NQF Level	Credits	Duration
REPR4/0	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min		1	30	300
Content/ Syllabus	The purpose of this module is to equip students with the competencies required to plan a research project and write up acceptable research proposal.			
Assessment: Final mark will be obtained from completed Research Project at the end of the course.				

5.1 DEPARTMENT OF PEOPLE DEVELOPMENT & TECHNOLOGY

5.1.1. Information about the Department

Department	Programmes offered	Duration	Delivery Sites
PEOPLE DEVELOPMENT	ND: Human Resources Management	3yrs	Potsdam
	ND: Management of Training	3yrs	Potsdam
	ND: Administrative Management	3yrs	Potsdam
	ND; Office Management and technology	3 yrs	Potsdam
	B.Tech: Human Resources Management	1/2 yr(s) fulltime	Potsdam College Street
	B.Tech: Business Administration	2yrs	College Street

5.1.2 Accreditation Status of programme

All our programmes are accredited by the South African Qualifications Authority (SAQA) and approved by Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC).

5.1.3 Mission of the Department

The mission of the Department is to provide market related, nationally and internationally recognised qualifications through innovative, learner-centred and outcomes-based teaching and learning. The Department strives to produce graduates who are competent, have a comprehensive understanding of the link between theory and practice, and are capable of becoming entrepreneurs who will uplift the standard of their societies and of South Africa in general.

5.1.4. Goals of the Department

The goal of the Department is to empower aspiring graduates and professionals with knowledge that will assist them in dealing with the dynamics and challenges in the areas of business administration. The primary purpose is to prepare graduates for the world of work by providing them with broad exposure to the processes and functions of business and/or public sector.

5.1.5 Student Societies in Department

The Student Societies, People Development and Technology Society and the OMTECH Society are student initiatives and are managed by the students for the educational well-being of the students.

5.1.6 Aims and objectives of the student Societies in Department

The People Development and Technology Society aims to:

- Integrate all student activities.
- Develop close relations with appropriate professional organizations.
- Recognise the achievements of members through team projects.

- Encourage career development and support from industry.
- Be a voice for all Management and Governance students.
- Be non-political and non-discriminatory in the conduct of Society affairs.

5.2 PROGRAMMES IN THE DEPARTMENT

5.2.1 NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT

5.2.1.1 Entrepreneurial and Professional Development

The Department strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged become members of the various professional and institutional bodies.

5.2.1.2 Career Opportunities

5.2.1.2.1 What can a diplomate do in this career?

Graduates can be employed as:

- Personnel Officer
- Marketing Consultant
- Supervisors
- First-Line Managers
- Senior/Middle Manager
- Branch Manager
- Business Advisors

5.2.1.2.2 Who will employ a diplomate?

The graduates will/can be employed by Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions, and non-governmental organisations.

5.2.1.3 Purpose of the Qualification

This qualification is intended for persons who can function as operational and tactical (functional) managers in any enterprise. The qualifying learner will be competent in applying selected business principles and techniques in supporting and implementing strategies, policies and procedures.

The Students who complete this diploma will be in a position to grow with the Department and become administrative consultants or managers.

5.2.1.4 Exit Level Outcomes of the Programme

After completion of the programme, a learner will be able to perform a wide range of skills in the administrative management, business management, and finance fields. Further, prospective educators can teach in disciplines such as Administrative Management, Business Studies, Personnel Management, and Entrepreneurship.

5.2.1.5 Critical Cross-Field Outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, organise and critically evaluate information.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

5.2.1.6 Programme Characteristics

5.2.1.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.

South African Qualifications Authority Registered Qualification: National Diploma Administrative Management.

5.2.1.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

5.2.1.6.3 Site Visits & Practical Work

Not applicable.

5.2.1.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

5.2.1.7 Programme Information

5.2.1.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)
The possession of a National Senior Certificate (NSC) or its equivalent shall serve as the general admission requirement in all programmes offered by the Department of People Development.
Grade 12/Matric: A National Senior Certificate (NSC) achievement rating of at least 3 (40-49%) in the following subjects: Economics, Business Studies, Accounting, English.
Senior Certificate Requirement:
FET Colleges
National Certificate Requirement: National Certificate (Vocational) Level 4: Applicants with a National Certificate (Vocational Level-4) must meet the requirements set out on Page 13 of this prospectus as well obtain: 50% or more for Mathematics or 70% for Mathematics Literacy.
Recognition of prior learning (RPL)
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.
International Students
Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" institutional equivalence reference document (where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
Mature Age Endorsement
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

5.2.1.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

5.2.1.7.3 Programme Rules

As for School rules (see section 8)

5.2.1.7.4 Admission Rules & Applications for Recognition of Credits

Not more than 50% of subjects in the Diploma will be exempted, in this way all exit level subjects should be done in the Department. One exit level subject may be recognised provided prior permission to register for that subject at another institution is sought by the student from Senate. Also See General Prospectus Rule G15 & G16.

5.2.1.7.5 Progression Rules

5.2.1.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

5.2.1.7.6 Exit Rules

5.2.1.7.6.1 Completion Rules

A diploma in Administrative Management will be awarded after having completed the programme and having obtained a minimum of 360 credits.

A total of 14 instructional offerings consisting of 5 first level, 5 second level and 4 third level offerings is required to complete the diploma.

5.2.1.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

5.2.1.7.7 Programmes offering

The Department of People Development operates from Potsdam and College Street sites in East London, Buffalo City Campus.

5.2.1.7.8 Curriculum Structure

Course	Code (Potsdam)	Credits
Study Level 1		
Administrative Management I	ADM1110	24
Business Management I	BUM1110	24
Organisational Effectiveness I	ORE1110	24
Personnel Management I	PEM1110	24
Communication in English	ENA1110	24
Total credits		120
Study Level 2		
Course	Code (Potsdam)	Credit

Administrative Management II	ADM2110	24
Business Management II	BUM2110	24
Personnel Management II	PEM2110	24
Organisational Effectiveness II	ORE2110	24
End-User Computing	EUC1110	24
Total credits		120
Study Level 3		
Course	Code (Potsdam)	Credit
Administrative Management III	ADM3110	30
Business Management III or Personnel Management III	BUM3110 PEM3120	30
Administrative Practice III	ADP3110	30
Economics I	ECN1120	30
Total credits		120

5.2.1.7.9 Work Integrated Learning

Work integrated learning is a prerequisite for this programme. The Department facilitates this exercise by working hand-in-hand with the Department of Co-operative Education.

5.2. 1.7.10 Pre-Requisite Courses

Course	Pre-requisite
Administrative Management 2	Administrative Management 1
Administrative Management 3	Administrative Management 2
Personnel Management 2	Personnel Management 1
Personnel Management 3	Personnel Management 2
Business Management 2	Business Management 1
Business Management 3	Business Management 2

5.2.1.7.11 Available Electives

There are no electives available for this programme

5.2.1.7.12 Award of Qualification

See section on Completion Rules above.

5.2.1.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

5.2.1.7.14 Articulation

Vertical
On graduation a learner may proceed to B-Tech in Business Administration.
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Public Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as members of SAAPAM.

5.2.1.8 Core Syllabi of Courses Offered

ADMINISTRATIVE MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
ADM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The role of administrative management in organisation, Organisation and organisational structure in the enterprise, Management of an Administrative office, Communication in the administrative office, Office systems, procedures and methods, Management of the office environment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
BUM1110	(see above)	5	24	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours

4 x 45			30	240
Content/ Syllabus	The economic structure of the capitalistic production system, The role of the undertaking in the capitalistic system, Administrative functions, The management function (with emphasis on organisation).			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ORGANISATIONAL EFFECTIVENESS 1				
Course Code	Course Name	NQF Level	Credits	Duration
ORE1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Factors of production, Management levels, Work study, Method study, Work measurement, PERT network, Data handling, Classification of information, Work environment, Report writing.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONNEL MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
PEM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Introduction to – and applied fields in – psychology and I-O psychology. Framework for thinking and practice in I-O psychology. Human and career development across the lifespan. Sensory and perceptual processes in work behavior. Workplace motivation and emotion. Social processes in the workplace. Work- related attitudes and values. Psychological assessment and research in the work context. Integration of HIV and AIDS into Higher Education curriculum.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

COMMUNICATION IN ENGLISH 1				
Course Code	Course Name	NQF Level	Credits	Duration
ENAH110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 4 5 min			30	240
Content/ Syllabus	Career Communication Theory, Professional Writing, Business Correspondence, Oral communication, Visual Communication, Module and Conferences, Securing employment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADMINISTRATIVE MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
ADM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The management of information, Written business communication, Word processing, Administrative support, Document management, Micrographics, Reprographics, Telecommunication and electronic mailing system, Meeting procedures.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
BUSM210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	The operating management function, Forecasting, Operations management: activities, techniques & methods, Quality management, Purchasing and supply chain management, Inventory management, The financial function and financial management, Asset management: The investment decision, Financing decisions.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

PERSONNEL MANAGEMENT II

Course Code	Course Name	NQF Level	Credits	Duration
PEM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Job analysis and organisational design, Workforce planning and recruitment, Selection, Induction and staffing decision, Performance management, Compensation management, Health and safety management, Human resource information systems, International human resources management, Future of human resource management.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

ORGANISATIONAL EFFECTIVENESS 2

Course Code	Course Name	NQF Level	Credits	Duration
ORE2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min 4 weeks			30	240
Content/ Syllabus	Introduction to productivity, Work breakdown analysis, Activity sampling and structured estimating, Predetermined motion time system, Synthesis, Measurement of restricted and unrestricted work, Incentives and wage payment plans.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

END USER COMPUTING I

Course Code	Course Name	NQF Level	Credits	Duration
EUC1110	(see above)	5	24	Year

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Basic Concepts of Information Technology, Using computer management files using windows XP, Module Processing Using Microsoft Work 2007, Spreadsheets using Microsoft Excel 2007, Presentations using Microsoft Power Point 2007,			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADMINISTRATIVE MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
ADM3110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	300
Content / Syllabus	Training administrative staff, Supervising, Cultural differences, Co-ordination, Problem-solving, Time management, Quality and cost control.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
BUSM310	(seeabove)	5	300	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus	Overview of the functions of the organisation, The purchasing function, The marketing functions, The personnel functions, The management functions.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONNEL MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration

PEM3120	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min weeks			30	300
Content/ Syllabus	Labour turnover and absenteeism, Personnel movements, Introduction to organisational behavior, Motivation, Job satisfaction, Organisational behavior modification, Leadership, Communication, Decision making, Organisational change and development.			
Assessment:	Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.			

ADMINISTRATIVE PRACTICE 3

Course Code	Course Name	NQF Level	Credits	Duration
ADP3110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus	Practical exposure to the workplace.			
Assessment:	Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.			

ECONOMICS I

Course Code	Course Name	NQF Level	Credits	Duration
ECN1120	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus	What is Economics is all about, Economic System, Interdependence between sectors (Economic Cycle), Demand and Supply, Elasticity, The theory of consumer choice, The theory of production and cost, Perfectly competitive markets, Imperfect Competitive Markets, Macro Economics, Measuring the performance of the economy, Labour Market and unemployment, The Monetary Sector, The Public Sector, The foreign Sector.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

5.3 ND: MANAGEMENT OF TRAINING

5.3.1 Entrepreneurship & Professional Development of Students

The Department strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged become members of the various professional and institutional bodies.

5.3.2 Career Opportunities

5.3.2.1 What can a diplomate do in this career?

Graduates can be employed as:

- Human Resources Development Practitioner.
- Training Officer.
- Programme Design Consultants.
- Training and Development Managers.

5.3.2.2 Who will employ a diplomate?

The graduates will/can be employed by Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions, and non-governmental organisations.

5.3.3 Purpose of the Qualification

This qualification will prepare a person for the demands of a Human Resources Development practitioner position in any organisation. The qualifying learner will be competent in functioning in any section in the HR Department.

The Students who complete this diploma will be in a position to grow with the department and become HR consultants or managers.

5.3.4 Exit Level Outcomes of the Programme

After completion of the programme, a learner will be able to perform a wide range of skills in the human resources management, and training and development fields. Further, prospective educators can teach in disciplines such as Business Studies, Management of training, Economics and Entrepreneurship.

5.3.5 Critical Cross-Field Outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, organise and critically evaluate information.

- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

5.3.6 Programme Characteristics

5.3.6.1 Basis of Programme Academic Structure

The programme is offered in terms of:

- The Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: National Diploma Management of Training

5.3.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

5.3.6.3 Site Visits & Practical Work

Not applicable.

5.3.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

5.3.7 Programme Information

5.3.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)
The possession of a National Senior Certificate (NSC) or its equivalent shall serve as the general admission requirement in all programmes offered by the Department of People Development.
Grade 12/Matric: A National Senior Certificate (NSC) achievement rating of at least 3 (40-49%) in the following subjects: Business Studies, Accounting, Economics, English.
Senior Certificate Requirement:
FET Colleges

National Certificate Requirement:

National Certificate (Vocational) Level 4:

Applicants with a National Certificate (Vocational Level-4) must meet the requirements set out on Page 13 of this prospectus as well obtain 50% or more for Mathematics or 70% for Mathematics Literacy.

Recognition of prior learning (RPL)

Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.

International Students

Applications from international students are considered in terms of:
HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications"
Institutional equivalence reference document
(Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

5.3.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

5.3.7.3 Programme Rules

As for School rules (see section 8)

5.3.7.4 Admission Rules and Applications for Recognition of Credits

Not more than 50% of subjects in the Diploma will be exempted. All exit level subjects should be done in the Department. One exit level subject may be recognised provided prior permission to register for that subject at another institution is sought by the student from Senate. Also See General Prospectus Rule G15 & G16.

5.3.7.5 Progression Rules

5.3.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

5.3.7.6 Exit Rules

5.3.7.6.1 Completion Rules

A diploma in Management of Training will be awarded after having completed the programme and having obtained a minimum of 360 credits.

A total of 14 instructional offerings consisting of 5 first level, 5 second level and 4 third level offerings is required to complete the diploma.

5.3.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

5.3.7.7 Programmes offering

The Department of People Development operates from Potsdam and College Street sites in East London, Buffalo City Campus, but this programme is offered at the Potsdam site only.

5.3.7.8 Curriculum Structure

ND: MANAGEMENT OF TRAINING		
DELIVERY SITE: Potsdam, BCC		
STUDY LEVEL: 1		
Course	Code	Credit
Management of Training I	MOT1110	24
Labour Law I	LLW1110	24
Principles of Information Systems I	PIN1110	24
Management Principles & Practice I	MPP1110	24
Personnel Management I	PEM1110	24
Total credits		120
STUDY LEVEL 2		
Course	Code	Credit
Management of Training II	MOT2110	24
Financial Aspects of Training I	FAT1110	24
Economics I	ECN1120	24
Marketing I	MKT1110	24
Management Principles & Practice II	MPP2110	24

Total credits		120
STUDY LEVEL 3		
Course	Code	Credit
Management of Training III	MOT3110	30
Personnel Management II	PEM2110	30
Management Practice & Principles III	MPP3110	30
Electives		
Communication in English I	ENA1110	30
Quantitative Techniques I Module I	QAT1A13	15
Quantitative Techniques I Module II	QAT1B14	15
Total credits		120

5.3.7.9 Work Integrated Learning

Work integrated learning is not a prerequisite. However students are encouraged to make individual efforts towards exposure to industry. The Department will facilitate this exercise.

5.3.7.10 Pre-Requisite Courses

Course	Pre-requisite
Management of Training II	Management of Training I
Management of Training III	Management of Training II
Management Practice & Principles II	Management Practice & Principles I
Management Practice & Principles III	Management Practice & Principles II

5.3.7.11 Available Electives

There are electives available for this programme, See 6.1.4.6.2.7.8 Curriculum Structure above.

5.3.7.12 Award of Qualification

See section on Completion Rules above.

5.3.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

5.3.7.14 Articulation

Vertical
On graduation a learner may proceed to B-Tech in Administrative Management.
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Human Resources Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as members of SABBP.

5.3.8 Core Syllabi of Courses Offered

LABOUR LAW I				
Course Code	Course Name	NQF Level	Credits	Duration
LLW1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45			30	240
Content/ Syllabus	Unit 1: Introduction to labour law. Unit 2: General Principle of contract of employment Unit 3: Collective arrangement, strikes, lockouts, dismissals, unfair labour practice and dispute resolution Unit 4: Social legislations			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT OF TRAINING 1				
Course Code	Course Name	NQF Level	Credits	Duration
MOT1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	The historical development and philosophy of training. The learning process. Audit learning. Organising the training functions. Introduction to the training functions. Entrepreneurship and technical training. Training legislation.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

MANAGEMENT PRINCIPLES AND PRACTICE I

Course Code	Course Name	NQF Level	Credits	Duration
MPP1110	(see above)	5	24	year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The course has been organised according to the following modules: Introduction to management, The evolution of management theory, Managing in a changing environment, Planning, Information management, Organising and delegating, Leadership, controlling and HIV/AIDS.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

PERSONNEL MANAGEMENT 1

Course Code	Course Name	NQF Level	Credits	Duration
PEM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min x 24 weeks			30	240
Content/ Syllabus	Introduction to – and applied fields in – psychology and I-O psychology. Framework for thinking and practice in I-O psychology. Human and career development across the lifespan. Sensory and perceptual processes in work behaviour. Workplace motivation and emotion. Social processes in the workplace. Work- related attitudes and values. Psychological assessment and research in the work context. Integration of HIV and AIDS into Higher Education curriculum.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

PRINCIPLES OF INFORMATION SYSTEMS 1				
Course Code	Course Name	NQF Level	Credits	Duration
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Basic Concepts of Information Technology, Using computer management files using windows XP, Module Processing Using Microsoft Work 2007, Spreadsheets using Microsoft Excel 2007, Presentations using Microsoft Power Point 2007.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ECONOMICS I				
Course Code	Course Name	NQF Level	Credits	Duration
ECN1120	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	What is Economics is all about, Economic System, Interdependence between sectors (Economic Cycle), Demand and Supply, Elasticity, The theory of consumer choice, The theory of production and cost, Perfectly competitive markets, Imperfect Competitive Markets, Macro Economics, Measuring the performance of the economy, Labour Market and unemployment, The Monetary Sector, The Public Sector, The foreign Sector.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL ASPECTS OF TRAINING I				
Course Code	Course Name	NQF Level	Credits	Duration
FAT1000	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Introduction to Accounting, Accounting Equation, Basic Accounting, Company Financial Statements, Bank Reconciliation, Value Added Tax, Cost Classification and Terminology, Material, Labour and Overheads, Job Costing, Budgetary Control and Cost Value Profit Analysis.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MARKETING I				
Course Code	Course Name	NQF Level	Credits	Duration
MAR1210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	The role of marketing in the enterprise, The marketing environment, Marketing environment, Marketing mix, Drafting of a marketing plan, Case studies.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT OF TRAINING 11				
Course Code	Course Name	NQF Level	Credits	Duration

MOT2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content / Syllabus	The importance of the behavior sciences for training. Programme and lesson design. Identifying and analysing training needs. National Qualifications framework. Selecting instructional Strategies. Implementing of training. Evaluation of training.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT PRINCIPLES AND PRACTICE 11				
Course Code	Course Name	NQF Level	Credits	Duration
MPP2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content / Syllabus	The course has been organised according to the following ten units: Planning, Problem-solving and decision-making, Managing change, Factors that determine individual behaviour, Culture and values, Motivational theories, Basic approaches to leadership, Business ethics, Groups in organisations, Communication.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

COMMUNICATION IN ENGLISH 1				
Course Code	Course Name	NQF Level	Credits	Duration
ENAH110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Career Communication Theory, Professional Writing, Business Correspondence, Oral communication, Visual Communication, Module and Conferences,			

	Securing employment.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

MANAGEMENT OF TRAINING III				
Course Code	Course Name	NQF Level	Credits	Duration
MOT3110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus	The learning programme has been organised around the following seven units: Facilitation of learning, Mentoring process, Identifying training and development needs, Design and develop a learning programme, Coaching process, Design and develop assessment activity and evaluation of HRD interventions.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT PRINCIPLES AND PRACTICE 111				
Course Code	Course Name	NQF Level	Credits	Duration
MPP3110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min	No practical		30	240
Content/ Syllabus	Organisational culture, Ethics & Social Responsibility, Teams in Organisations, Change & innovation, Power & Political behaviour, Conflict Management, The strategic management process, Strategic direction & corporate Government, Environmental analysis, Strategy formulation, Strategy implementation, Strategic control.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONNEL MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PEM2310	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Job analysis and organisational design, Workforce planning and recruitment, Selection, Induction and staffing decision, Performance management, Compensator management, Health and safety management, Human resource information systems, International human resources management, Future of human resource management			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

QUANTITATIVE TECHNIQUES 1				
Course Code	Course Name	NQF Level	Credits	Duration
QUT1A13 (Module 1) QUT1B14 (Module 2)	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min	No practical		30	240
Content/ Syllabus	Introduction to Business Statistics Descriptive Statistics Graphical representations Measures of Centrality Measures of dispersion Basic probability concepts Discrete probability distribution The normal probability distribution Sampling and sampling distribution Confidence intervals Computer lab work using a spreadsheet II			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

5.4 NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT

5.4.1 Entrepreneurial and Professional Development

The Department strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged become members of the various professional and institutional bodies.

5.4.2 Career Opportunities

5.4.3.2.1 What can a diplomate do in this career?

Graduates can be employed as:

- Personnel Officer
- Marketing Consultant
- Supervisors
- First-Line Managers
- Senior/Middle Manager
- Branch Manager
- Business Advisors.

5.4.2.2 Who will employ a diplomate?

The graduates will/can be employed by Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions, and non-governmental organisations.

5.4.3 Purpose of the Qualification

This qualification is intended for persons who can function as operational and tactical (functional) managers in any enterprise. The qualifying learner will be competent in applying selected business principles and techniques in supporting and implementing strategies, policies and procedures.

The Students who completes this diploma will be in a position to grow with the department and become administrative consultants or managers.

5.4.4 Exit Level Outcomes of the Programme

After completion of the programme, a learner will be able to perform a wide range of skills in the administrative management, business management, and finance fields. Furthermore, prospective educators can teach in disciplines such as Administrative Management, Business Studies, Personnel Management, and Entrepreneurship.

5.4.5 Critical Cross-Field Outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.

- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, organise and critically evaluate information.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

5.4.6 Programme Characteristics

5.4.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.

South African Qualifications Authority Registered Qualification: National Diploma Administrative Management

5.4.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

5.4.6.3 Site Visits and Practical Work

Not applicable.

5.4.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

5.4.7 Programme Information

5.4.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)
The possession of a National Senior Certificate (NSC) or its equivalent shall serve as the general admission requirement in all programmes offered by the Department of People Development.
Grade 12/Matric: A National Senior Certificate (NSC) achievement rating of at least 3 (40-49%) in the following subjects:
Economics, Business Studies, Accounting, English.
Senior Certificate Requirement:

FET Colleges
<p>National Certificate Requirement:</p> <p>National Certificate (Vocational) Level 4: Applicants with a National Certificate (Vocational Level-4) must meet the requirements set out on Page 13 of this prospectus as well obtain:</p> <p>50% or more for Mathematics or 70% for Mathematics Literacy.</p>
<p>Recognition of prior learning (RPL)</p> <p>Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.</p>
<p>International Students</p> <p>Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF</p>
<p>Mature Age Endorsement</p> <p>Refer to requirements as per WSU's General Rules & Regulations – Section 1.6</p>

5.4.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

5.4.7.3 Programme Rules

As for School rules (see section 8)

5.4.7.4 Admission Rules & Applications for Recognition of Credits

Not more than 50% of subjects in the Diploma will be exempted. All exit level subjects should be done in the Department. One exit level subject may be recognised provided prior permission to register for that subject at another institution is sought by the student from Senate. Also See General Prospectus Rule G15 & G16.

5.4.7.5 Progression Rules

5.4.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

5.4.7.6 Exit Rules

5.4.7.6.1 Completion Rules

A diploma in Administrative Management will be awarded after having completed the programme and having obtained a minimum of 360 credits.

A total of 14 instructional offerings consisting of 5 first level, 5 second level and 4 third level offerings is required to complete the diploma.

5.4.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

5.4.7.7 Programmes offering

The Department of People Development operates from Potsdam and College Street sites in East London, Buffalo City Campus.

5.4.7.8 Curriculum Structure

Course	Code	Credits
Study Level 1		
Administrative Management I	ADM1110	24
Business Management I	BUM1110	24
Organisational Effectiveness I	ORE1110	24
Personnel Management I	PEM1110	24
Communication in English	ENA1110	24
Total credits		120
Study Level 2		
Administrative Management II	ADM2110	24
Business Management II	BUM2110	24
Personnel Management II	PEM2110	24
Organisational Effectiveness II	ORE2110	24
End-User Computing	EUC1110	24
Total credits		120
Study Level 3		

Administrative Management III	ADM3110	30
Business Management III or Personnel Management III	BUM3110 PEM3120	30
Administrative Practice III	ADP3110	30
Economics I	ECN1120	30
Total credits		120

5.4.7.9 Work Integrated Learning

Work integrated learning is a prerequisite for this programme. The Department facilitates this exercise by working hand-in-hand with the Department of Co-operative Education.

5.4.7.10 Pre-Requisite Courses

Course	Pre-requisite
Administrative Management 2	Administrative Management 1
Administrative Management 3	Administrative Management 2
Personnel Management 2	Personnel Management 1
Personnel Management 3	Personnel Management 2
Business Management 2	Business Management 1
Business Management 3	Business Management 2

5.4.7.11 Available Electives

There are no electives available for this programme.

5.4.7.12 Award of Qualification

See section on Completion Rules above.

5.4.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

5.4.7.14 Articulation

Vertical
On graduation a learner may proceed to B-Tech in Business Administration.
Horizontal

Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Public Management, NQF Level 6, subject to the admission requirements of that qualification.

Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.

Professional Articulation: Graduates can register as members of SAAPAM.

5.4.8 Core Syllabi of Courses Offered

ADMINISTRATIVE MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
ADM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The role of administrative management in organisations, Organisation and organisational structure in the enterprise, Management of an Administrative office, Communication in the administrative office, Office systems, procedures and methods, Management of the office environment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
BUM1110	(see above)	5	24	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45			30	240
Content / Syllabus	The economic structure of the capitalistic production system, The role of the undertaking in the capitalistic system, Administrative functions, The management function (with emphasis on organisation).			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ORGANISATIONAL EFFECTIVENESS 1				
Course Code	Course Name	NQF Level	Credits	Duration

ORE1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Factors of production, Management levels, Work study, Method study, Work measurement, PERT network, Data handling, Classification of information, Work environment, Report writing.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONNEL MANAGEMENT I				
Course Code	Course Name	NQF Level	Credits	Duration
PEM1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	Introduction to – and applied fields in – psychology and I-O psychology. Framework for thinking and practice in I-O psychology. Human and career development across the lifespan. Sensory and perceptual processes in work behaviour. Workplace motivation and emotion. Social processes in the workplace. Work- related attitudes and values. Psychological assessment and research in the work context. Integration of HIV and AIDS into Higher Education curriculum.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

COMMUNICATION IN ENGLISH 1				
Course Code	Course Name	NQF Level	Credits	Duration
ENAH110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 4 5 min			30	240
Content/ Syllabus	Career Communication Theory, Professional Writing, Business Correspondence, Oral communication, Visual Communication, Module and Conferences, Securing employment.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

ADMINISTRATIVE MANAGEMENT II

Course Code	Course Name	NQF Level	Credits	Duration
ADM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	240
Content/ Syllabus	The management of information, Written business communication, Word processing, Administrative support, Document management, Micrographics, Reprographics, Telecommunication and electronic mailing system, Meeting procedures.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS MANAGEMENT 2

Course Code	Course Name	NQF Level	Credits	Duration
BUSM210	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	The operating management function, Forecasting, Operations management: activities, techniques & methods, Quality management, Purchasing and supply chain management, Inventory management, The financial function and financial management, Asset management: The investment decision, Financing decisions.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONNEL MANAGEMENT II

Course Code	Course Name	NQF Level	Credits	Duration
PEM2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45min			30	240
Content/ Syllabus	Job analysis and organisational design, Workforce planning and recruitment, Selection, Induction and staffing decision, Performance management, Compensation management, Health and safety management, Human resource information systems, International human resources management, Future of human resource management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ORGANISATIONAL EFFECTIVENESS 2				
Course Code	Course Name	NQF Level	Credits	Duration
ORE2110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min 4 weeks			30	240
Content/ Syllabus	Introduction to productivity, Work breakdown analysis, Activity sampling and structured estimating, Predetermined motion time system, Synthesis, Measurement of restricted and unrestricted work, Incentives and wage payment plans.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

END USER COMPUTING I				
Course Code	Course Name	NQF Level	Credits	Duration
EUC1110	(see above)	5	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	240
Content/ Syllabus	Basic Concepts of Information Technology, Using computer management files using windows XP, Module Processing Using Microsoft Work 2007, Spreadsheets using Microsoft Excel 2007, Presentations using Microsoft Power Point 2007,			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADMINISTRATIVE MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
ADM3110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	300
Content/ Syllabus	Training administrative staff, Supervising, Cultural differences, Co-ordination, Problem-solving, Time management, Quality and cost control.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
BUSM310	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus	Overview of the functions of the organisation, The purchasing function, The marketing functions, The personnel functions, The management functions.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

PERSONNEL MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
PEM3120	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min weeks			30	300
Content / Syllabus	Labour turnover and absenteeism, Personnel movements, Introduction to organisational behaviour, Motivation, Job satisfaction, Organisational behaviour modification, Leadership, Communication, Decision-making, Organisational change and development.			

Assessment:	Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.
--------------------	--

ADMINISTRATIVE PRACTICE 3				
Course Code	Course Name	NQF Level	Credits	Duration
ADP3110	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus				
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ECONOMICS I				
Course Code	Course Name	NQF Level	Credits	Duration
ECN1120	(see above)	5	30	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	300
Content/ Syllabus	What is Economics is all about, Economic System, Interdependence between sectors (Economic Cycle), Demand and Supply, Elasticity, The theory of consumer choice, The theory of production and cost, Perfectly competitive markets, Imperfect Competitive Markets, Macro Economics, Measuring the performance of the economy, Labour Market and unemployment, The Monetary Sector, The Public Sector, The foreign Sector.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

5.5 ND: OFFICE MANAGEMENT AND TECHNOLOGY

5.5.1 Entrepreneurship and Professional Development of Students

OMTECH strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged to become members of the various professional and institutional bodies.

5.5.2 Career opportunities

Graduates can be employed as office managers, data capturers, administrators, personal assistants, etc.

5.5.2.1 Who will employ a Diplomat?

Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions.

5.5.3 Purpose of the qualification

This qualification is intended to provide a comprehensive range of administrative, technological and managerial skills to fulfil the needs of the ever-changing business environment at operational and supervisory levels. The student, after obtaining the diploma, will be able to advance rapidly over a wider spectrum within an organisation, including managerial positions.

5.5.4 Exit level outcomes of the programme

The student will be able to perform advanced information processing taking into account most recent changes and developments in office systems.

Manage information in an enterprise.

- Manage resources for effective and efficient achievement of enterprise goals.
- Manage and develop people to contribute constructively to the achievement of goals of the enterprise.
- Apply the principles of office management and technology within the enterprise..
- Apply basic principles of business communication within the workplace
- Know the basic principles of management.

5.5.5 Critical cross-field outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, organise and critically evaluate information.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.

- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

5.5.6 Programme characteristics

5.5.6.1 Basis of Programme Academic Structure

The programme is offered in terms of:

- the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: National Diploma Office Management and Technology.

5.5.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

5.5.6.3 Site Visits & Practical Work

Not applicable for this programme.

5.5.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

5.5.7 Programme information

5.5.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	NSC achievement rating of at least 3 (40-49%) for English as a Home Language or 4 (50-59%) First Additional Language level		Minimum statutory NSC requirements for diploma entry must be met.
	NSC achievement rating of at least 4 (50-59%) for Computer Applications Technology, Business Studies, Economics and Accounting will be an added advantage.		
Grade 12/Matric			

<p>Senior Certificate Requirement: An E-symbol for English (Home Language) on the Higher Grade or D symbol (Second language (SG). Preference will be given to learners with at least a 50% Grade 12 aggregate and to learners with commercial subjects.</p>
<p>FET Colleges</p>
<p>National Certificate (Vocational) Level 4: National Certificate (Vocational) Level 4: Requirements as defined in Government Gazette 32743 dated 26th November 2009 with specific requirements as set out below: Must meet NC(V) level 4 statutory requirements Must obtain 50% in the three fundamental subjects which in the case of this programme are required to be: English (50%), as it is the university's language of learning and teaching (LOTL); Mathematics (50%) or Mathematics Literacy (70%) 60% in three compulsory vocational subjects e.g. Business Practice, Office Practice, Office data processing, etc</p>
<p>Recognition of prior learning (RPL)</p>
<p>Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.</p>
<p>International Students</p>
<p>Applications from international students are considered in terms of: HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF</p>
<p>Mature Age Endorsement</p>
<p>Refer to requirements as per WSU's General Rules & Regulations – Section 1.6</p>

5.5.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results.

5.5.7.3 Programme Rules

As for School rules (see section 8)

5.5.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD to Dean of Faculty) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU. Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.
- Any provisional approval by department/faculty is subject to final approval by Senate [also see WSU's General Rules and Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Application for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April (for September graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

5.5.7.5 Progression Rules

5.5.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

5.5.7.6 Exit Rules

5.5.7.6.1 Completion Rules

A National Diploma Office Management and Technology will be awarded after having completed programme and having obtained a minimum of 360 credits. Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules and Regulations.

5.5.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules and Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

5.5.7.7 Programme offering

The Department of Office Management and Technology operates from the Potsdam delivery site, Buffalo City Campus.

5.5.7.8 Curriculum Structure

Course	Codes	Credits
Core Compulsory		
Information Administration I	IAD1110	36
Business Administration I	BAD1110	36
Communication I	COMM110	16
Electives (Choose any two from the following)		
Financial Acc I Module I	FAC1011	8
Financial Acc I Module 2	FAC1022	8
Legal Practice I	LEP1110	16
Mercantile Law I	MLW1110	16
Personnel Management I	PEM1110	16
Total credits Level 1		120
Core Compulsory		
Information Administration II	IAD2110	36
Business Administration II	BAD2110	36
Communication II	COMM210	16
Electives (Choose any two from the following not previously taken)		
Legal Practice I or II	LEP1110/2110	16
Personnel Management I or II	PEM1110/2110	16
Mercantile Law I or II	MLW1110/2110	16
Financial Accounting II Module I	FAC2011	8
Financial Accounting II Module 2	FAC2022	8
Total credits Level 2		120
Core Compulsory		
Information Administration III	IAD3110	40
Business Administration III	BAD3110	40
Office Management and Technology Practice	OMT1110	40
Total credits Level 3		120

5.5.7.9 Work Integrated Learning

Work Integrated Learning consists of a nine week practical and a theory assignment.

5.5.7.10 Pre-Requisite Courses

COURSE	PRE-REQUISITE
Business Administration II	Business Administration I
Business Administration III	Business Administration II
Information Administration II	Information Administration I
Information Administration III	Information Administration II
Office Management Practice	Business Administration II and Information Administration II

5.5.7.11 Available Electives

There are electives available for this programme.

5.5.7.12 Award of Qualification

See section on Completion Rules above.

5.5.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fees for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

5.5.7.14 Articulation

Vertical
Vertical Articulation is possible with: B Tech Administrative Management or Office Management and Technology, NQF Level 7
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, National Diploma in Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register with professional bodies.

5.5.8 CORE SYLLABI OF COURSES OFFERED

BUSINESS ADMINISTRATION I				
Course Code	Course Name	NQF Level	Credits	Duration
BAD1110	(see above)	5	36	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	360
Content/ Syllabus	On completion the student should be capable of effectively applying elementary knowledge of the way in which a modern office operates and of the various support serviced utilised in this environment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS ADMINISTRATION II				
Course Code	Course Name	NQF Level	Credits	Duration
BAD2110	(see above)	5	36	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	360
Content/ Syllabus	On completion the student should be able to demonstrate, co-ordinate and manage office activities at the intermediate level, including the role of administrative management, administrative support, office design, layout and environment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

BUSINESS ADMINISTRATION III				
Course Code	Course Name	NQF Level	Credits	Duration
BAD3110	(see above)	5	40	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	400
Content/ Syllabus	On completion the student should be able to apply human resources, planning, recruitment, selection, placement, induction, training and career management processes in an office environment; demonstrate advanced supervision skills; display and apply knowledge of			

	performance evaluation, motivation and morale; and manage administrative procedures in the office.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

INFORMATION ADMINISTRATION 1				
Course Code	Course Name	NQF Level	Credits	Duration
IAD1110	(see above)	5	36	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
10 x 45 min			30	360
Content/ Syllabus	Basic Concepts of Information Technology: computer management files using Windows 7, Microsoft Word 2010, Microsoft Excel 2010, This qualification is intended for administrative assistants. It focuses on elementary skills in office and information administration, communication, legal, personnel and financial environments.			
Assessment: This is continuous evaluation. The year mark is divided into Speed, Theory, Word and Excel. The student must obtain 50% or more for each module in order to pass.				

INFORMATION ADMINISTRATION II				
Course Code	Course Name	NQF Level	Credits	Duration
IAD2110	(see above)	5	36	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
	8 x 45 min		30	360
Content/ Syllabus	Intermediate Concepts of Information Technology: computer management files, Windows 7, Word 2010, Excel 2010, PowerPoint 2010, Publisher 2010 Perform intermediate information processing taking into account most recent changes and developments in office systems.			
Assessment: This is continuous evaluation. The year mark is divided into Speed, Theory, Word, PowerPoint and Excel. The student must obtain 50% or more for each module in order to pass.				

INFORMATION ADMINISTRATION III

Course Code	Course Name	NQF Level	Credits	Duration
IAD3110	(see above)	5	40	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
8 x 45 min			30	400
Content/ Syllabus	<p>Perform advanced information processing taking into account most recent changes and developments in office systems.</p> <p>Provide the business world with highly trained personnel, equipped with a comprehensive range of administrative, technological and managerial skills to fulfil the needs of the ever-changing business environment at operational and supervisory levels.</p> <p>Enable the student, after obtaining the diploma, to advance rapidly over a wider spectrum within an organisation, including into managerial positions.</p>			
Assessment: This is continuous evaluation. The year mark is divided into Speed, Theory, Word, PowerPoint, Access and Excel. The student must obtain 50% or more for each module in order to pass.				

COMMUNICATION I				
Course Code	Course Name	NQF Level	Credits	Duration
COMM110	(see above)	5	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	160
Content/ Syllabus	<p>Career Communication Theory, Professional Writing, Business Correspondence, and Oral communication, Visual Communication, Module and Conferences, Securing employment.</p>			
Assessment: This is continuous evaluation. All tests and assignment constitute the final mark.				

COMMUNICATION II				
Course Code	Course Name	NQF Level	Credits	Duration
COMM210	(see above)	5	16	Year
Lectures per week	Pracs per	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	160
Content / Syllabus				

Assessment: This is continuous evaluation. All tests and assignments constitute the final mark.

FINANCIAL ACCOUNTING I MODULE I

Course Code	Course Name	NQF Level	Credits	Duration
FAC1011	(see above)	5	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	160
Content/ Syllabus				

Assessment: This is semester subject. DP constitutes 40% and exam 60% of the final mark.

FINANCIAL ACCOUNTING I MODULE II

Course Code	Course Name	NQF Level	Credits	Duration
FAC1012	(see above)	5	8	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	80
Content/ Syllabus	Accounting framework, Preparation and presentation of financial statements, Accounting equation, Books of prime entry, Ledger and trial balance, Property, plant and equipment, Depreciation, Year- end adjustments and post adjustment trial balance. Accounting.			

Assessment: Semester mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the semester Mark (DP) x 40% + Exam x 60%.

PERSONNEL MANAGEMENT I

Course Code	Course Name	NQF Level	Credits	Duration
PEM1110	(see above)	5	16	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	160
Content/ Syllabus	Human and career development across the lifespan. Sensory and perceptual processes in work behaviour. Workplace motivation and emotion. Social processes in the workplace.			

	Work-related attitudes and values. Psychological assessment and research in the work content. Integration of HIV and AIDS into Higher Education curriculum.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

PERSONNEL MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PEM2110	(see above)	5	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min	N/A	N/A	30	160
Content/ Syllabus	Job analysis and Organisation Design, workforce planning and recruitment, selection, induction and staffing decisions, performance management, compensation management, health and safety management, human resources information systems and international human resources management			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

LEGAL PRACTICE I				
Course Code	Course Name	NQF Level	Credits	Duration
LEP1110	(see above)	5	16	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45 min weeks			30	160
Content/ Syllabus	Introduction and classification of South African Law. South African Courts. Professional conduct. Civil procedure. Action proceedings. Applicant proceedings. Debt collection and procedure. Criminal court procedure. Deceased estates. Conveyancing and notarial practice. Bill of rights. Consumer protection.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

LEGAL PRACTICE II

Course Code	Course Name	NQF Level	Credits	Duration
LEP2110	(see above)	5	16	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	160h

Content/ Syllabus
 Further consideration of:
 Civil procedures.
 Action proceedings.
 Applicant proceedings.
 Debt collection and procedure.
 Criminal court procedure.
 Deceased estates.
 Conveyancing and notarial practice.
 Bill of rights.
 Consumer protection.

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

MERCANTILE LAW I

Course Code	Course Name	NQF Level	Credits	Duration
MLW1110	(see above)	5	16	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	160

Content/ Syllabus
 Introduction to the law of contract and basic concepts, Requirements of a valid contract. (Serious intension, consensus and factors affecting consensus.. Contractual Capacity, Lawfulness, Formalities, Possibility of Performance, Consequences of valid, void and voidable contracts, Parties to a contract, Breach of contract and Remedies, Termination of contracts, Contract of Sale, Credit Agreements, Lease, Agency, Surety, Partnership and Negotiable Instruments.

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

OFFICE MANAGEMENT TRAINING				
Course Code	Course Name	NQF Level	Credits	Duration
OMT1110	(see above)	5	40	Year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
2 x 45 min	9 weeks work integrated training		30	400
Content/ Syllabus	<p>The following areas need to be concentrated on:</p> <p>RECEPTION: Answering the telephone, taking messages and directing calls to relevant people, answering clients' telephonic queries and directing those that they cannot handle to relevant staff members.</p> <p>FILING: Opening of files, indexing (important), closing of files and general filing, control file movement, creating and maintaining electronic files.</p> <p>TYPING: Typing and saving of documents with layout and formatting.</p> <p>FAXING: Receiving and sending fax messages. Distributing received fax messages to the relevant staff member.</p> <p>MAIL: Receiving of incoming and dispatching outgoing mail.</p> <p>COMPUTER SKILLS: Students are being trained in the following packages i.e. Microsoft Word 2010, Excel 2010, PowerPoint 2010 and Access 2010.</p> <p>PHOTOCOPYING: Photocopying and collating of documents. Binding of photocopied documents.</p> <p>MINUTE TAKING: Students to observe in minute taking and meeting procedures.</p> <p>ORGANISATION: Student to be involved in any conference, seminars, workshops etc that need to be organised.</p>			
<p>Assessment: Year mark (DP) will be obtained from practical assessment from the work place and a theory assignment. Final mark will be obtained from the theory assignment x 40% + practical mark x 60%.</p>				

5.6 BTECH: HUMAN RESOURCES MANAGEMENT

5.6.1 Entrepreneurship & Professional Development of Students

The Department strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged become members of the various professional and institutional bodies.

5.6.2 Career Opportunities

5.6.2.1 What can a diplomate do in this career?

Graduates can be employed as:

- Human Resources Practitioner
- Personnel Officer
- Industrial Relations Manager
- Human Resources Development Practitioner
- HR Manager

5.6.2.2 Who will employ a diplomate?

The graduates will/can be employed by Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organizations; tertiary education institutions, and non-governmental organisations.

5.6.3 Purpose of the Qualification

This qualification will prepare a person for the demands of a Human Resources Manager position in any organisation. The qualifying learner will be competent in functioning in any section in the HRD or HR Department.

The Students who complete this diploma will be in a position to grow with the department and become HRD or HR consultants or managers.

5.6.4 Exit Level Outcomes of the Programme

After completion of the programme, a learner will be able to perform a wide range of skills in the human resources management, labour law, industrial relations, business management, training and development, and finance fields. Further, prospective educators can teach in disciplines such as Business Studies, Personnel Management, Industrial Relations, Management of Training, and Entrepreneurship.

5.6.5 Critical Cross-Field Outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.
- Collect, organise and critically evaluate information.

- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

5.6.6 Programme Characteristics

5.6.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.

South African Qualifications Authority Registered Qualification: B.Tech: Human Resources Management

5.6.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

5.6.6.3 Site Visits and Practical Work

Not applicable.

5.6.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

5.6.7 Programme Information

5.6.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)
The possession of a National Diploma or its equivalent shall serve as the general admission requirement for this programme.
National Diploma: A National diploma achievement rating of at least 60% of the relevant major subjects
Recognition of prior learning (RPL)
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.
International Students
Applications from international students are considered in terms of:

HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
--

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6
--

5.6.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's achievement at National Diploma level.

5.6.7.3 Programme Rules

As for School rules (see section 8)

5.6.7.4 Admission Rules and Applications for Recognition of Credits

Not more than 50% of subjects in the Diploma will be exempted, in this way all exit level subjects should be done in the Department. One exit level subject may be recognised provided prior permission to register for that subject at another institution is sought by the student from Senate. Also See General Prospectus Rule G15 & G16.

5.6.7.5 Progression Rules

5.6.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

5.6.7.6 Exit Rules

5.6.7.6.1 Completion Rules

B.Tech in Human Resources Management will be awarded after having completed the programme and having obtained a minimum of 120 credits.

A total of 6 instructional offerings consisting of 3 for first year, and 3 for second year offerings are required to complete this qualification.

5.6.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

5.6.7.7 Programmes offering

The Department of People Development & Technology operates from the College Street site of the Buffalo City Campus.

5.6.7.8 Curriculum Structure

B.TECH: HUMAN RESOURCES MANAGEMENT		
STUDY LEVEL: 1		
Course	Code	Credit
Advanced Personnel Management IV	APM4110	20
Advanced Management of Training IV	AMT4110	20
Research Methodology I	REM1110	20
Total credits for this period		60
STUDY LEVEL 2		
Course	Code	Credit
Advanced Industrial Relations IV	AIR4110	20
Advanced Strategic Management IV	ASM4110	20
Organisational Behaviour IV	ORB4110	20
Total credits for this period		60

5.6.7.19 Work Integrated Learning

Work integrated learning is not a prerequisite; however, students are encouraged to make individual efforts towards exposure to industry. The Department will facilitate this exercise.

5.6.7.10 Pre-Requisite Courses

Course	Pre-requisite
Advanced Personnel Management 4	Personnel Management 3
Advanced Industrial Relations 4	Industrial Relations 2
Advanced Management of Training 4	Management of Training 2

5.6.7.11 Available Electives

There are no electives available for this programme

5.6.7.12 Award of Qualification

See section on Completion Rules above.

5.6.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

5.6.7.14 Articulation

Vertical
On graduation a learner may proceed to Masters in Human Resources Management.
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 7 qualifications offered by WSU, e.g. B.Tech: Public Management, NQF Level 7, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 7 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as members of SABBP.

5.6.8 Core Syllabi of Courses Offered

ADVANCED MANAGEMENT OF TRAINING 1V				
Course Code	Course Name	NQF Level	Credits	Duration
AMT4110	(see above)		20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	200
Content/ Syllabus	The syllabus has been organised around the following units: Facilitation, management of learning, strategic HRD practices, the learning organisation, performance consulting, management development, coaching, performance management, mentoring and organisations, evaluation and HRD measurement of Learning, continuing professional development and career management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ORGANISATIONAL BEHAVIOUR 1V				
Course Code	Course Name	NQF Level	Credits	Duration
ORB4110	(see above)		20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	200
Content/ Syllabus	Values in the workplace, attitudes and job satisfaction, organisational culture, business ethics, leadership, organisational power and leadership, emotional intelligence, work teams in organisations, organisational communication, managing interpersonal and group conflict and organisational change and development.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

RESEARCH METHODOLOGY				
Course Code	Course Name	NQF Level	Credits	Duration
REM1110	(see above)	5	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45min			30	100
Content/ Syllabus	Problem statement, Literature study, Variables and hypothesis, Types of research, Research designs, Sampling, Data collection, Reliability and validity , Interpretation and report writing, Proposal.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADVANCED STRATEGIC MANAGEMENT 1V				
Course Code	Course Name	NQF Level	Credits	Duration
ASM4110	(see above)		20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x45min x 24 weeks			30	200
Content/ Syllabus	Introduction to strategic management, the strategic planning process, strategy implementation, specialised strategic management approaches,			

	international strategies, business ethics and co-operatives social responsibility.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

ADVANCED PERSONNEL MANAGEMENT 1V				
Course Code	Course Name	NQF Level	Credits	Duration
APM4110	(see above)		20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	200
Content/ Syllabus	Human resource planning, selection, compensation, human resource information systems, personnel management in special sectors, ergonomics, evaluation of the personnel function, performance management and productivity measuring.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

ADVANCED INDUSTRIAL RELATIONS 1V				
Course Code	Course Name	NQF Level	Credits	Duration
AIR4110	(see above)		20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			30	200
Content/ Syllabus	General introduction, theory of industrial Relations, advanced Labour Law (LRA), New Labour Legislation – Employee Equity Act, employment standards, conflict – community Conflict Resolution, mediation, Collective Bargaining and Negotiations, worker participation, Comparative Industrial Relations – German, Australian models, New trends in Industrial Relations.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

5.7 B TECH: BUSINESS ADMINISTRATION

5.7.1 Entrepreneurship & Professional Development of Students

The Department strives to instil entrepreneurial skills in our graduates to support their academic talents. Therefore ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students and staff are encouraged become members of the various professional and institutional bodies.

5.7.2 Career Opportunities

5.7.2.1 What can a diplomate do in this career?

Graduates can be employed as:

- Divisional Manager
- Information Systems official
- Purchaser
- Asset Control Official
- Debtors/Creditors

5.7.2.2 Who will employ a diplomate?

The graduates will/can be employed by Government (national departments, provincial departments and local authorities); private and parastatal organisations; research organisations; tertiary education institutions, and non-governmental organisations.

5.7.3 Purpose of the Qualification

This qualification aims to provide learners with broad-based theoretical and practical knowledge in Business Administration. It aims to develop the capacity for lifelong learning and an awareness of the social context in which the graduate will work once entering the business world and is intended for persons who can function as operational and tactical (functional) managers in any enterprise. The qualifying learner will be competent in applying selected business principles and techniques in supporting and implementing strategies, policies and procedures.

The Students who complete this diploma will be in a position to grow with the department and become administrative consultants or managers.

5.7.4 Exit Level Outcomes of the Programme

After completion of the programme, a learner will be able to perform a wide range of skills in the administrative management, business management, and finance fields. Further, prospective educators can teach in disciplines such as Administrative Management, Business Studies, Personnel Management, and Entrepreneurship.

5.7.5 Critical Cross-Field Outcomes

The achievement of this qualification means that the learner will be able to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community.
- Organise and manage oneself and one's activities responsibly and effectively.

- Collect, organise and critically evaluate information.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations.
- Demonstrate an understanding of the world as a set of related systems.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.

5.7.6 Programme Characteristics

5.7.6.1 Basis of Programme Academic Structure

The programme is offered in terms of:

- The Formal Technikon Instructional Programmes in the RSA - NATED Report 151 (99/01) of Education NATED 150/151 document.
- South African Qualifications Authority Registered Qualification: B.Tech: Business Administration.

5.7.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

5.7.6.3 Site Visits and Practical Work

Not applicable.

5.7.6.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

5.7.7 Programme Information

5.7.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)
The possession of a National Diploma Management or Administrative Management or its equivalent shall serve as the general admission requirement for this programme.
Recognition of prior learning (RPL)
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's Recognition of Prior Learning Policy.
International Students
Applications from international students are considered in terms of:

HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
--

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6
--

5.7.7.2 Selection criteria for new students

The initial selection of new students is based on the applicant's National Diploma results.

5.7.7.3 Programme Rules

As for School rules (see section 8)

5.7.7.4 Admission Rules and Applications for Recognition of Credits

Not more than 50% of subjects in the B.Tech: Business Administration will be exempted. All exit level subjects should be done in the Department. One exit level subject may be recognised provided prior permission to register for that subject at another institution is sought by the student from Senate. Also See General Prospectus Rule G15 & G16.

5.7.7.5 Progression Rules

5.7.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

5.7.7.6 Exit Rules

5.7.7.6.1 Completion Rules

B.Tech: Business Administration will be awarded after having completed the programme and having obtained a minimum of 120 credits.

A total of 10 instructional offerings consisting of 6 first level offerings, and 4 second level offerings are required to complete the programme.

5.7.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to postgraduate programmes.

Registration requirements that must be met

5.7.7.7 Programmes offering

This programme is offered at the College Street site of the Buffalo City Campus.

5.7.7.8 Curriculum Structure

Course	Code	Credits
Financial Accounting Aspects IV	FAA4113	15
Labour Relations & Law II	LRL2113	10
Marketing Management	MMA3113	10
Financial Management IV	FIM4114	15
Production & Purchasing Management II	PRPM214	10
Management Practice IV	MAP4114	15
Management Economics II	MAE3113	10
Management Information Systems	MIS2113	10
Research Methodology	REMT413	10
Management Accounting Aspects IV	MAA4114	15
Human Resources Management II	HRM2114	10
Total credits		120

5.7.7.9 Work Integrated Learning

Work integrated learning is a not prerequisite for this programme.

5.7.7.10 Pre-Requisite Courses

Course	Pre-requisite
Administrative Management 2	Administrative Management 1
Administrative Management 3	Administrative Management 2
Personnel Management 2	Personnel Management 1
Personnel Management 3	Personnel Management 2
Business Management 2	Business Management 1
Business Management 3	Business Management 2

5.7.7.11 Available Electives

There are no electives for this programme

5.7.7.12 Award of Qualification

See section on Completion Rules above.

5.7.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

5.7.7.14 Articulation

Vertical
On graduation a learner may proceed to Masters in Business Administration.
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 7 qualifications offered by WSU, e.g. B.Tech: Management, NQF Level 7, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 7 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation: Graduates can register as members of SAAPAM.

5.7.8 Core Syllabi of Courses Offered

FINANCIAL ACCOUNTING ASPECTS IV				
Course Code	Course Name	NQF Level	Credits	Duration
FAA4113	(see above)	7	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	150
Content / Syllabus	Introduction to financial performance in management perspectives, The accountable cycle, The books of prime entry, The general ledger and trial balance, Income statement and Balance sheet, Accounting conventions, The Regulatory framework, and Financial indicators.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

LABOUR RELATIONS & LAW II				
Course Code	Course Name	NQF Level	Credits	Duration
LRL2113	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	100
Content/ Syllabus	Introduction to law of contract, Labour Relations act, Basic Conditions of employment act, the Occupational Health and safety act, other labour laws, Introduction to labour relations, the parties to the tripartite system, Trade unions and Employer organisation, Contents of procedural agreements, Industrial conflicts, Collective bargaining theory and structures, Collective bargaining-practical, Negotiation-process.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MARKETING MANAGEMENT III				
Course Code	Course Name	NQF Level	Credits	Duration
MMA3113	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	100
Content/ Syllabus	Retailing and merchandising, International marketing, Small business marketing, Industrial marketing, Services marketing, Brand management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

FINANCIAL MANAGEMENT IV				
Course Code	Course Name	NQF Level	Credits	Duration
FIM4114	(see above)	7	15	Semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	150

Content/ Syllabus	Portfolio management, Practical issues in capital budgeting, Capital budgeting-risk analysis, Leasing, Mergers and acquisitions, International financial management.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.	

PRODUCTION & PURCHASING MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
PRPM214	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	100
Content/ Syllabus	Production management, The tasks of operations management, The strategic importance of operations function, Operations strategy, Design in operations management, Planning and control in operations management, Operations improvement, Purchasing management, The role of purchasing in the supply chain, Strategic purchasing management, Supplier purchasing management, Decision on quantity and timing of purchase, Electronic trading.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT PRACTICE IV				
Course Code	Course Name	NQF Level	Credits	Duration
MAP4114	(see above)	7	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	150
Content/ Syllabus	Management approaches, the business environment, the functions of management, Decision-making and problem-solving, Strategic management, Management by objectives, Corporative communication, Small business management, International management, Politics, ethics, and social responsibility.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

MANAGEMENT ECONOMICS II				
Course Code	Course Name	NQF Level	Credits	Duration
MAE3113	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	100
Content/ Syllabus	Introduction to micro-economics, The market, Elasticity, Market forms, A practical macro-economic framework, Economic policy.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				
MANAGEMENT INFORMATION SYSTEMS II				
Course Code	Course Name	NQF Level	Credits	Duration
MIS2113	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	100
Content/ Syllabus	Information system as a socio-technical environment, Traditional uses of IS, Using IS towards a strategic edge, Computer networks, Automation vs Collaboration, IS and decision-making, Towards a global information society, Management in an information driven society, Social and ethical challenges in IS.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

RESEARCH METHODOLOGY				
Course Code	Course Name	NQF Level	Credits	Duration
REMT413	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min 24			15	100
Content/ Syllabus	Problem statement, Literature study, Variables and hypothesis, Types of research, Research design, Sampling, Data collection, Reliability and validity, Interpretation and report writing.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.

MANAGEMENT ACCOUNTING ASPECTS IV				
Course Code	Course Name	NQF Level	Credits	Duration
MAA4114	(see above)	7	15	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4x45 min x 24 weeks			15	150
Content/ Syllabus	Optimisation models, Inventory control, Just-in-time cost accounting, Standard costs and pricing policy for products and services, Monitoring budgets and control reporting, Activity based costing systems.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

HUMAN RESOURCES MANAGEMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
HRM2114	(see above)	7	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 min			15	100
Content/ Syllabus	Job analysis and organisational design, Workforce planning and recruitment, Selection, Induction and staffing decision, Performance management, Compensation management, Health and safety management, Human resource information systems, International human resources management, Future of human resource management.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam x 60%.				

6.1 DEPARTMENT OF TOURISM, HOSPITALITY AND SPORTS MANAGEMENT

STAFF INFORMATION

HoD	: Dr D Vallabh PhD (NMU)
Senior Lecturers	: Mr S Mxunyelwa M-Tech (CPUT) : Dr S Jugmohan D-Tech (DUT) : Mrs D Sandford MA,(UPE) : Mrs V Nomnga M-Tech (UNISA)
Lecturers	: Mrs J Milne DTE Postgraduate (UNISA) : Mr L Ndolose B-Tech (WSU) : Mr S Mashexa B-Tech (WSU) : Ms P Kula B-Tech (UJ) : Ms T Xipu M-Tech (NMU) : Mrs N Matyile B-Tech (WSU) : Mr L.A Teffo M-Tech (RBS) : Mr L Apleni M-Tech (USTB) : Ms S Macozoma B-Tech (CPUT) : Mrs S Kock B-Tech (CPUT) : Ms K Goliath M-Tech (NMU)
Administration Officer	: Ms N Mtimba, B-Tech (WSU)
Lab Technician	: Mr Z Mtshokotshe ,B-Tech(CPUT)

1. DEPARTMENTS AND PROGRAMMES

6.2.1 B-TECH: TOURISM MANAGEMENT

Offered at college street site only

Qualification: Bachelor of technology- Tourism Management (332000)

Offering type: Full-Time

(Note: The B>Tech programme is offered in Block sessions of 4 working days per month.)

Rules and Regulation

Students who are graduates of the ND (Travel and Tourism, or equivalent 360 credits) are required to direct their enquiries to the programme coordinator for further information about the conversation (Tourism Management).

Purpose Statement

To equip students who have qualified for ND: Tourism Management with a post –graduate Diploma in Tourism Management .There is need in the tourism industry for graduates who will be able, not only to conduct research, but also to formulate ground breaking policies for the industry.

Entry Requirement

B Tech Degree applicants must have complete successfully a recognised NQF 6 (360 credits) tourism qualifications. To be admitted applicants require an average of 60% pass mark on major subject, on NQF 6, or, in addition to the completed National Diploma, have two years relevant industry experience.

Each applicant for acceptance onto the course will be assessed individually.

Duration

One year full-time time and over two year’s part- Time.

NB: Part-Time students are students are required to register for degree programme over two years.

Exit Level Outcomes

The qualifying learners should be able to:

- Undertake Tourism destination management.
- Function as a Tourism destination planner.
- Effective market both local and international tourism.
- Conduct research aimed at improvement in the tourism industry.
- Undertake statistical analysis of tourists at a destination.
- Effectively present tourism conference presentations.
- Responsibly manage tourism planning and sustainable tourism development.

Career Opportunities

After completion, successful graduates put themselves in better stead to become entrepreneurs and secure employment as Destination Planner, Tourism Researcher, Marketing and Tourism Development Managers in all tiers of government and private sector respectively. With additional experience graduates can manage any tourism sector. Graduates can also become facilitators and high school teachers.

Subject categorisation

(S/Y= Semester/Year; F/C/Fundamental / Core Credits)

	SUBJECT / MODULES	CODES	CREDITS	S/Y	F/C

	Research Methodology I (Semester 1)	RMT11P1	20	S	C
	Tourism Development IV (Semester 1)	TOD41P1	25	S	C
	Marketing for Tourism III (Semester 2)	MFT31P2	25	S	C
	Advanced Strategic Management	ASM11P2	25	S	C
	Tourism Research Project (Semester 1 and 2)	TRP11P0	25	S	C

Please note: Subjects and / or Optional modules are subjects to a minimum and maximum student enrolment.

NATIONAL DIPLOMA: TOURISM MANAGEMENT

6.2.1.1 Entrepreneurial and Professional development

6.2.1.2 Career Opportunities

6.2.1.3 What can a diplomate do in this career?

6.2.1.4 Who will employ a diplomate?

The Tourism Industry, which is one of the world's largest industries, consists of several sectors such as airlines, travel agencies, tour operators, tourism organizations, event management organisations and many others.

6.2.1.5 Purpose of the Qualification

The purpose of this programme is to equip students with thorough knowledge in the Tourism discipline. The qualifying learner will have the competence to independently manage and integrate specialist activities within the Tourism value chain.

6.2.1.6 Exit Level Outcomes of the Programme

The programme's exit level outcomes are aimed at providing graduates with the following attributes, skills, and competencies:

- Ability to apply Tourism principles to systematically diagnose and solve well-defined Tourism problems.
- Demonstrate the application of knowledge and the requisite skills in a Tourism environment.
- Perform procedural sustainable Tourism elements/components to meet desired needs within applicable standards, codes of practice and legislation.
- Acquire knowledge of self-management principles and concepts for managing Tourism projects and/or operations within the Tourism Development environment, within the range of Triple Bottom Line, i.e., environmental, socio-cultural and economic realms.

The graduate achieving this qualification should therefore be able to:

- Apply the knowledge gained to new, well-defined, situations, both concrete and abstract, in the workplace/community.
- Make use of primary sources and journals using appropriate retrieval skills, and organise, synthesise and present the information professionally in a mode appropriate to the tourism discipline.
- Use basic methods of enquiry in a Tourism environment to contribute to a project.
- Demonstrate the capacity to explore and exploit educational, entrepreneurial, and career opportunities, and to develop him/her professionally, including the ability to proceed to the B.Tech level.
- Make independent decisions taking into account the relevant technical, economic, social, safety and environmental factors.
- Work independently, as a member of a team and as a supervisor.

6.2.1.7 Critical Cross-Field Outcomes

This qualification promotes, in particular, the following Critical Cross-Field Outcomes:

- In the problem solving process, the learner is expected to be both creative and critical.
- Working effectively with others as a member of a group, organisation and community, e.g. demonstrate effectiveness in individual work and the ability to function in a team situation.
- Self management by organising and managing oneself and one's activities responsibly and effectively;
- Collecting, analysing, organising and critically evaluating information.
- Using Responsible Tourism Planning to effectively and critically, showing responsibility towards the environment and Community.

6.2.1.8 Programme Characteristics

6.2.1.8.1 Basis of Programme Academic Structure

The programme is offered in terms of the Quality Assuring Body, Council on Higher Education (CHE). South African Qualifications Authority Registered Qualification: National Diploma: Tourism Management and Registration Status with SAQA is 0480/09-ID 80182

6.2.1.8.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with related projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

6.2.1.8.3 Work Integrated Learning

One of the objectives of the programme is to afford students with an opportunity to do practicals in the Tourism related Industry, thus making the theory covered in class more meaningful and therefore improve the skills of students. To achieve this objective, site/Industry visits are arranged and WIL lecturers pay visits to those students that are on site/in the Industry.

6.2.1.8.4 Teaching and Learning Methodology

Learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

6.2.1.9 Programme Information

6.2.1.9.1. Minimum Admission Requirements

Grade 12/Matric
<p>Senior Certificate Requirement: English (Home or Additional Language) 3 (40-49), Achievement rating of 3 (40-49) in any 3 of the following school subjects: History, Geography, Mathematics or Mathematical Literacy, Tourism, Agriculture, Life Orientation, Physical Science, Life Science, Accounting, Business Studies and Economics.</p>
FET Colleges
<p>National Certificate (OLD) Requirement: Pass with HG-E or SG-D in English, and E in any three (3) of the following: History, Geography, Tourism, Agriculture, Life Orientation, Physical Sciences, Accounting, Economics, Business Economics, Mathematics</p> <p>National Certificate (Vocational) Level 4: Pass all 3 Fundamental subjects with 50% and above (English, Life Orientation and Mathematics or Mathematical Literacy). Pass with 60% and above in 3 of the Vocational subjects: Client Service and Human Relations L4, Science of Tourism L4, Sustainable Tourism in SA & International Travel L4 and Tourism Operations L4.</p>
<p>Recognition of prior learning (RPL) RPL will apply to this programme. As per WSU admissions policy, credits achieved by RPL must NOT exceed 50% of the total credits and must NOT include credits at the exit level. In particular applicants with several years of experience in the Tourism industry will be assessed and recognised through recognised methods.</p>
<p>International Students Applications from international students are considered in terms of:</p>

HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" Institutional equivalence reference document (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQF
--

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6
--

6.2.1.9.2 Selection criteria for new students

As above

6.2.1.9.3 Programme Rules

As for School rules (see section 8).

6.2.1.9.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

- Not more than 50 % of the courses in the qualification will be exempted in this way.
- All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

Applications from students wishing to enrol for individual courses, which will not lead to the award of a qualification (i.e. enrol for non degree/diploma purposes) will only be considered after students wishing to study towards full degree/diploma qualifications have been accommodated, as enrolment is subject to space being available.

Students coming from other higher education institutions are to be advised *at admission*, by the Head of Department that admission to the programme remains provisional and that *at registration* they are required to immediately apply for recognition of any credits which they wish to be considered. Approval of such applications is subject to the Application for Recognition of Credits form being approved by Senate. Where a student wishes to apply to graduate the fully completed Applications for Recognition of Credits, should form part of the graduation application and must be received by the HoD before 15th January (for May graduation event) and before 30 April

(for September graduation event). Failure to comply with these requirements will result in non- processing of applications and/or automatic de-registration of students.

6.2.1.9.5 Progression Rules

For a student to progress to a next level, it is mandatory that he/she will have passed 72 credits of courses including TWO major subjects. A FIRST year student who FAILS ALL major subjects will NOT be admitted for the following year because of poor academic performance (Rule G 7.1)

6.2.1.9.5.1 Re-Admission of Existing Students

Students should take NOTE that of the institutional re-admission rules (G7-G11) on re-admission to undergraduate programmes.

6.2.1.9.6 Exit Rules

6.2.1.9.6.1 Completion Rules

Over and above the requirements as set out below, an application for the award of a qualification will be scrutinised for compliance to the statutory requirements as is set out in NATED documents together with the requirements as is described in WSU's General Rules & Regulations.

6.2.1.9.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level (i.e. at S1/ Level 1).

If a student fails courses spanning multiple levels then the student must firstly enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are NO timetable clashes.

A student will not be allowed to jump levels or enrol for courses at more than two levels (e.g. a student with Level 1 S1 courses outstanding cannot enrol for Level 3 S3 courses but will be required to complete the Level 1 S1 first).

The Head of Department may limit the number of courses that a student may enrol for when poor academic progress is evident.

6.2.1.9.7 Programmes offering

The Department of Tourism Management currently operates from the College Street delivery site in East London, Buffalo City.

6.2.1.9.8 Curriculum Structure

Galileo SA (Optional)	GAL11P0	0
Total credits for Level 2		120
Level 3		
Tourism Development 3	TOD31P0	20
Travel and Tourism Management 3	TTM31P0	20
Elective Modules: Event Management I	TTE33P0	8
Tourist Guiding I	TTG33P0	12
Hospitality Operations I	TTH33P0	8
Co-operative Education Module B/ C	COP33P1	60
Total credits for level 3		120

6.2.1.9.9 Work Integrated Learning

One of the objectives of the programme is to afford students an opportunity to do practicals in the Tourism related Industry, thus making the theory covered in class more meaningful and therefore improve the skills of students. To achieve this objective, site/ Industry visits are arranged and WIL lecturers pay visits to those students that are on site/ Industry.

6.2.1.9.10 Award of Qualification

See section on Completion Rules above.

6.2.1.9.11 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

6.2.1.9.12 Articulation

Vertical
Vertical articulation is possible. A student can proceed to register B.Tech - Tourism Management (3322000), NQF Level 7.
Horizontal
Within WSU: Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Management, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.

6.2.1.10 Core Syllabi of Courses Offered

INTRODUCTION TO TOURISM DEVELOPMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
TOD11P1	(see above)	5	12	Semester
TOD11P1		5	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
5 x 45in			15	100
Content/ Syllabus	Theory: the course is designed to assist in understanding the fundamentals of tourism; to understand tourism demand and supply; to comprehend the impacts of tourism on the destination; and to understand the tourism industry and its role players			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

DESTINATIONS 1				
Course Code	Course Name	NQF Level	Credits	Duration
TTP11P0	(see above)	6	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 x 45 min		1 X 45min	30	80
Content/ Syllabus	Theory: the course is focused on the concepts, skills, know-how, information and attitudes that are relevant for operators within the tourism industry. In particular, equipping the students with knowledge of Africa and the Middle East; West, Central and East African Development Communities; Southern African Development Community and South Africa and its 9 provinces			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

INTRODUCTION TO MANAGEMENT MODULE 1				
Course Code	Course Name	NQF Level	Credits	Duration
TTM11P1	(see above)	5A	12	Semester
TTM11P2		5A	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min		2 X 45 min	15	120
Content/ Syllabus	Theory: Travel Practice <ul style="list-style-type: none"> • Structure and organisation of the industry • Travel arrangements and documentations- domestic, regional Travel management <ul style="list-style-type: none"> • Introduction to management • Administration 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

MARKETING FOR TOURISM 1				
Course Code	Course Name	NQF Level	Credits	Duration
MFT11P0	(see above)	5A	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min		2 X 45 min	30	160
Content/ Syllabus	Theory <ul style="list-style-type: none"> • Introduction to marketing for tourism • Marketing information in SA • Market measurement and forecasting • The marketing mix 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

COMMUNICATION 1				
Course code	Course Name	NQF Level	Credits	Duration
COMT1P0	(see above)	5A	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min		2 X 45 min	30	160
Content/ Syllabus	Section A: Interpersonal communication <ol style="list-style-type: none"> 1. Communication process 2. Models 3. Barriers 4. Perception 5. Cross cultural communication 6. Non-verbal communication 7. Self- awareness 8. Listening skills 9. Conflict resolution in interpersonal relationships Section B: General business writing skills <ol style="list-style-type: none"> 1. Article 2. Summarising 3. Correspondence 4. Shorts forms of communication 5. Reports 6. Notices, Agendas and minutes Section C: Oral communication <ol style="list-style-type: none"> 1. Group discussion 2. Individual oral presentation 3. Formal meetings 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

END USER COMPUTING 1				
Course Code	Course Name	NQF Level	Credits	Duration
EUCM1P0	(see above)	5A	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	160
Content/ Syllabus	1. Computer background Theory <ul style="list-style-type: none"> • Historical background • Concept definitions • Operating system concepts • Information organisation • Telecommunications • Application programmes: Background knowledge on various application packages • PC hardware and software acquisition • Security 2. Practical Experiences of package in each of the following fields: <ul style="list-style-type: none"> • MS DOS commands and file management • Word processing • Spreadsheets and graphics • Record, file and databases management programs • Use of specific application package in the study field of the student 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

AIR TRAVEL I				
Course Code	Course Name	NQF Level	Credits	Duration
TTP11P0	(see above)	5A	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			15	80
Content/Syllabus	Theory: <ul style="list-style-type: none"> • Travel agency operations • Air Travel 1 • Destinations 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

TRAVEL AGENCY OPERATION I				
Course Code	Course Name	NQF Level	Credits	Duration
TTP11P2	(see above)	5A	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			15	80
Content/Syllabus	Theory <ul style="list-style-type: none"> • Tour Operations and procedures 2 			

	<ul style="list-style-type: none"> • Air Travel 2 • Hospitality management • Destinations
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).	

CONVERSATIONAL FRENCH / CONVERSATIONAL GERMAN				
Course Code	Course Name	NQF Level	Credits	Duration
COF11P0	(see above)	5A	0	Year
COG11P0		5A	0	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	
Content/ Syllabus	Practical application of conversational French/German			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

LIFE SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
LIF11P0	(see above)	5A	0	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
2 X 45 min			30	
Content/ Syllabus	Theory:			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

TOURISM DEVELOPMENT II				
Course Code	Course Name	NQF Level	Credits	Duration
TOD21P0	(see above)	5A	24	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min		2 X 45 min	30	230
Content/ Syllabus	Theory <ul style="list-style-type: none"> • The nature and scope of tourism planning • Tourism development in context • Tourism resource assessment • Sustainable tourism planning issues and strategies 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

DESTINATIONS 2				
Course Code	Course Name	NQF Level	Credits	Duration
TTD22P0	(see above)	5A	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min		1 X 45 min	30	80
Content/ Syllabus	Theory: the course is focused on the concepts, skills, know-how, information and attitudes that are relevant for operators within the tourism industry. In particular, equipping the students with knowledge of Europe, North, Central, and South America.			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

PERSONNEL MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
TTM21P0	(see above)	5B	12	Year
Lectures per week	Pracs per	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	120
Content/ Syllabus	<p>Theory: To Introduce students to the psychological aspects of individual behaviour and social processes and responsibilities of personal management and the realities of the career in personal management</p> <p>Section A: Individual behaviour</p> <ol style="list-style-type: none"> 1. Individual differences 2. Nature of human abilities 3. Perception 4. Learning 5. Memory 6. Personality 7. Frustration and conflict 8. Stress, Alcoholism, drug dependence <p>Section B: Social processes</p> <ol style="list-style-type: none"> 1. Attitudes 2. Role theory 3. Conformity 4. Groups 5. Group dynamics 6. Cohesiveness 7. Social perception <p>Section C: Introduction to Human resource management</p> <ol style="list-style-type: none"> 1. Historical development 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

FINANCIAL MANAGEMENT				
Course Code	Course Name	NQF Level	Credits	Duration
TTF22P0	(see above)	5B	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	140
Content/ Syllabus	Theory: General goals of the institutional offering 1. To provide student with basic introduction to the study of accounting 2. To familiarise students with the application of generally accepted accounting procedures the business world 3. To provide the students with the basic skills to interpret financial information meaningfully and apply it practically Core content 1. Introduction to accounting 2. Books of prime entry 3. The ledger 4. Fixed assets 5. Stock 6. Debtors 7. Creditors 8. Control accounts 9. Results of the operations and financial position 10. Elementary analysis and interpretation of financial statements 11. Introduction to partnerships			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

MARKETING FOR TOURISM 2				
Course Code	Course Name	NQF Level	Credits	Duration
MFT21P0	(see above)	5B	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	230
Content/ Syllabus	Theory <ul style="list-style-type: none"> • Strategic marketing • Environmental scanning • Competition analysis and strategies • Consumer and organisational buying behaviour • The S.W.O.T. Analysis 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

MEDIA AND PUBLIC RELATIONS FOR TOURISM				
Course Code	Course Name	NQF Level	Credits	Duration
MPR11P0	(see above)	5B	16	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	140
Content/ Syllabus	Module 1: Public relations Module 2: Media studies Module 3: Advertising			

Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).

HOSPITALITY OPERATIONS 1				
Course Code	Course Name	NQF Level	Credits	Duration
TTH22P0	(see above)	5B	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	120
Content/ Syllabus				
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

TOURIST GUIDING 1				
Course Code	Course Name	NQF Level	Credits	Duration
TTG22P0	(see above)	5B	16	Year
Lectures per week	Pracs per week	Tutorials	Number of weeks	Notional Hours
4 X 45 min			30	120
Content/ Syllabus				
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

EVENTS MANAGEMENT 2				
Course Code	Course Name	NQF Level	Credits	Duration
TTP22P0	(see above)	5B	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	120
Content/ Syllabus				
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

GALILEO				
Course Code	Course Name	NQF Level	Credits	Duration
GAL11P1	(see above)	5B	0	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min	None	None	30	80
Content/ Syllabus				
Computer Reservations Programme – bookings				

Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).

LAW FOR TOURISM 1				
Course Code	Course Name	NQF Level	Credits	Duration
LWT11P0	(see above)	5B	16	Year
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			30	140
Content/ Syllabus	<ol style="list-style-type: none"> 1. South African legal system 2. The constitutional order in SA 3. General principles of contract 4. Special types of contracts 5. Mercantile law 6. Specific legal aspects pertaining to the tourism industry 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

LEVEL 3

TOURISM DEVELOPMENT 3				
Course Code	Course Name	NQF Level	Credits	Duration
TOD31P0	(see above)	6	20	Semester
Lectures per week	Pracs per weeks	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min			15	200
Content/ Syllabus	<ul style="list-style-type: none"> • Tourism policy • Tourism attraction development and management • Tourism facility and service development • Resource management and tourism • Business ethics and tourism businesses 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

TRAVEL AND TOURISM MANAGEMENT 3				
Course Code	Course Name	NQF Level	Credits	Duration
TTM31P0	(see above)	6	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min			15	200
Content/ Syllabus	<ul style="list-style-type: none"> • Introduction, motivation and economic environment • Entrepreneurial characteristics and self- evaluation • Project identification • Business plan preparation • Viability test 			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

DESTINATIONS 3				
Course Code	Course Name	NQF Level	Credits	Duration
TTD33P0	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
4 X 45 min			15	80
Content/ Syllabus	The course is focused on the concepts, skills, know-how, information and attitudes that are relevant for operators within the tourism industry. In particular, equipping the students with knowledge of Asia, Australasia and Oceania.			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

CO-OPERATIVE EDUCATION MODULE A				
Course Code	Course Name	NQF Level	Credits	Duration
COP33P1	(see above)	6	60	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
			15	600
Content/ Syllabus	Work Integrated Learning – Experiential Training			
Assessment: Completion of official Logbook and accompanying assignment.				

EVENT MANAGEMENT 2				
Course Code	Course Name	NQF Level	Credits	Duration
TTE33P0	(see above)	6	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min			15	200
Content/ Syllabus	•			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

TOURIST GUIDING 2				
Course Code	Course Name	NQF Level	Credits	Duration
TTG33P0	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min			15	200
Content/ Syllabus	•			
Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).				

HOSPITALITY OPERATIONS 2				
Course Code	Course Name	NQF Level	Credits	Duration
TTH33P0	(see above)	6	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional Hours
6 X 45 min			15	200
Content/ Syllabus	<ul style="list-style-type: none"> • 			
<p>Assessment: Year mark (DP) will be obtained from assessments based on assignments, projects, tests and presentations. The final mark will be calculated from the DP (40%) + the Final Exam Mark (60%).</p>				

6.3 NATIONAL DIPLOMA: HOSPITALITY

6.3.1 Entrepreneurship & Professional Development of Students

The South African Tourism industry shows continued growth with a clear demand for well-qualified staff within both the corporate and entrepreneurial sector. In designing this qualification, priority was given to the needs of the South African hospitality industry, access as well as co-effectiveness of the education and training. The qualifying person will be able own a food and beverage outlet as well as an accommodation outlet.

6.3.2 Career Opportunities

The core of the learning programme revolves around the development of potential managers with a sound operational background. Operational electives are offered in the second and third year of study to provide for specialised areas within the field of hospitality. The area of specialisation is indicated as follows.

National Diploma Hospitality Management (Accommodation)

National Diploma Hospitality Management (Food and Beverage)

National Diploma Hospitality Management (Culinary Studies)

6.3.2.1 What can a diplomate do in this career

A qualification in Hospitality Management will open doors to career opportunities in any Hospitality institution, including hotels, restaurants, game lodges, food service units, private and executive catering enterprises, and training facilities. The students are encouraged to consider the entrepreneurial opportunities open to them on completion of their studies.

6.3.2.2 Who will employ a diplomate

Tourism industry is very broad industry, the qualifying person will be employed by Hotels, Restaurants, international cruise ships and national parks, Airport and other food service companies.

6.3.3 Purpose of the Qualification

This qualification relates to the competence demonstrated by assistant managers within the Hospitality Industry. Persons achieving this qualification will demonstrate competence in using basic managerial skills. The successful learner will demonstrate a sound foundation for the progressing into managerial positions.

6.3.4 Exit Level Outcomes of the Programme

1. The qualifying person will be able to use various modes of accessing and communicating information, including information technology, effectively in order to promote the Hospitality Industry in a changing business environment. (Communication/IT)
2. The qualifying person will be able to use a range of business management skills to contribute to effective management of the hospitality enterprise. (Management)
3. The qualifying person will be able to use a range of financial management principles to contribute to effective decision-making and sustainability of the hospitality enterprise. (Financial Management).
4. The qualifying learner will be able to manage the provisions of accommodation in such a manner that the expectations of the target market is exceeded. (Operations: Lodging).

5. The qualifying learner will be able to manage and maintain the principles related to the presentation of events in such a manner that the expectations of the target market is exceeded (Operations: Event Management).

6. The qualifying person will be familiar with the operational procedures of a variety of food service outlets (Operations: Food Service).

7. The qualifying person will be able to perform advanced food preparation in preparing a range of menus for fine dining to meet the expectations of the target market (Operations: Food Preparation).

8. The qualifying person will be familiar with community nutrition (Nutrition).

9. The qualifying person will be familiar with retail and entrepreneurial principles (Retail).

6.3.5 Critical Cross-Field Outcomes

- Identify problems and solve them in such a manner that decision-making reflects originality and a critical evaluative approach.
- Work effectively with others as a member of a team, group, organisation and community.
- Organise and manage time and activities responsibly and effectively.
- Collect, organise, analyse and critically evaluate information.
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral and written persuasion.
- Use technology effectively and critically.
- It is the intention of the Hospitality Programme in general to make the individual aware of the importance of:
 - Reflection on and exploring a variety of strategies to learn more effectively.
 - Participate as responsible, thoughtful, reflective participants in the life of local, regional, national and global communities.
 - Recognise the relationships between tourism, hospitality and social, economic, environmental and political contexts.
 - Explore (and take advantage of) education and career opportunities.
 - Develop entrepreneurial skills and opportunities within the Tourism and Hospitality Industry.

6.3.6 Programme Characteristics

6.3.6.1 Basis of Programme Academic Structure

This programme is offered in terms of Sub-Framework of Higher Education Qualifications Sub-Framework as a National Diploma (ND) in Field 11 (Services), Subfield of Hospitality, Tourism, Travel, Gaming and Leisure.

South African Qualifications Authority Registered Qualification: National Diploma: Hospitality - SAQA 0480/09 - ID 80165

6.3.6.2 Career Orientated Academic Study

The subject matter focuses on the concepts, skills, expertise, information, and attitudes that are relevant for operators within the Hospitality Industry. Because it is combined with community projects, university services and

Work Integrated Learning (WIL) the courses are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

6.3.6.3 Site Visits & Practical Work

One of the objectives of the programme is to make the theory covered under the coursework more meaningful to the students using both practical 'hands on' laboratory work and WIL. These have proved both popular with, and beneficial to, students as it enables the students to broaden their understanding of the various hospitality fields. It also provides students with a real 'feel' for the hospitality industry. WIL is a compulsory academic subject that is assessed by the academic staff of the department and the supervisory staff of the work station.

During the periods that WSU students are stationed in industry, they will be required to maintain a logbook of their experience and performance, to submit pre-set assignments and to meet the requirements of the work station in terms of performance, conduct and output.

6.3.6.4 Teaching & Learning Methodology

The main mode of delivery will be a combination of formal lectures (both theoretical and practical), student presentations, and participation by means of classroom discussion with an emphasis on group work (both formal and informal), and practical application. In addition, class notes, case studies, additional recommended texts, newspaper; magazine and journal articles, Internet-sourced material and videos will be presented to assist the learner in their studies. All prescribed references can be tested in tests and examinations.

Some items may be placed on SHORT LOAN at the College Street Resource Centre of the Buffalo City Campus.

One of the underlying philosophies behind the structure of the lecture contact time is to make the course as interactive as possible. Active class discussion is encouraged and supported. Relevant questions are welcomed.

Students are expected to be prepared to work independently using their own initiative in order to develop the ability to reason methodically and to think creatively.

Individual research is encouraged and rewarded.

6.3.7 Programme Information

6.3.7.1 Minimum Admission Requirements

The possession of National Senior Certificate (NSC) with suitable endorsement shall serve as the basis for admission requirement to all programmes offered by the Department

Entrance Requirements:

- Senior Certificate (Grade 12) with an English pass (E-HG/D-SG)
- NSC with rating of three (3) or more in four (4) recognised subjects

Recognition of prior learning (RPL):

Prior learning shall be recognised, subject to the requirements of each programme and as per WSU's recognition of prior learning policy (RPL).

6.3.6.7.2 Selection criteria for new students

6.3.6.7.3 Programme Rules

As for School rules (see section 8)

6.3.6.7.4 Admission Rules & Applications for Recognition of Credits

For admission rules, see the entries on Admission above.

Further, the Department will consider credits gained through other accredited institutions subject to the WSU Rules and Regulations.

6.3.6.7.5 Progression Rules

The qualification will be awarded to a learner who has provided evidence to the satisfaction of the assessors that stated competence of the qualification. , as detailed in the specific outcomes, has been achieved, either through education and training the single providers learning programmes, or through experience that complies with the stated specified outcomes.

6.3.6.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 concerning the re-admission of students to undergraduate programmes.

6.3.6.7.6 Exit Rules

The programme will equip students with the following capabilities;
Effectively perform the operational practices and structures of lodging required to exceed the expectations of the target market of the hospitality industry.
The qualifying person will be able to use a range of business skills applicable to the hospitality industry contributing to effective decision making and execution of operations. To make decisions that will affect the internal control and profitability of the hospitality enterprise.

6.3.6.7.6.1 Completion Rules

The ND: Hospitality qualification will be awarded after completing all 360 Academic Credits, that is, after completion of all courses in the curriculum and compliance with all Departmental, Faculty and Institutional rules and regulations (see also WSU's General Rules & Regulations).

6.3.6.7.6.2 Exclusion Rules

Students should take note of the institutional rules G7-G11 concerning the re-admission of students to undergraduate programmes. As provided for under Institutional Rules and Regulations, the Hospitality Programme has set the criteria for readmission and promotion as per the table below

As provided for under Institutional Rules and Regulations, the Hospitality Programme has set the criteria for readmission and promotion as per the table below

Theory subjects (Levels 1, 2 & 3):

At the end of academic period (semester)	S1	S2	S3	S4	S5	S6
Minimum credits in academic subjects that student must have obtained*	16	75	50	50	45	45

WIL subjects (P1 & P2)

For each academic period (year) that student is enrolled	2	3
Minimum credits in WIL subjects that student must have obtained*	60	60

Notes:

Credits refer to SAQA (Academic) credits

Academic period refers to each year that the student was enrolled

Registration requirements that must be met

Students registering for the first time must register for all Year and First Semester offerings

6.3.6.7.7 Programmes offering

The qualification is offered at the College Street site of the Buffalo City campus.

6.3.6.7.8 Curriculum Structure

Course	Code	Credits
First year		
Culinary Studies : Practical 1	CUP11P0	12
Culinary Studies : Theory 1	CUT11P0	8
Food & Beverage Studies Practical 1	FBP11P0	12
Food & Beverage Studies Theory 1	FBT11P0	8
Financial Management 1	FIM11P0	16
Accommodation Management 1	HAC11P0	20

BUFFALO CITY CAMPUS
FACULTY OF BUSINESS SCIENCES
PROSPECTUS 2018

Hospitality Communication 1	HOC11P0	4
Hospitality Health and Safety	HHS11P1/HHS11P2	8
Hospitality Information Systems 1	HINS11P0	6
Hospitality Management 1	HOM11P0	18
Hospitality Service Excellence 1	HSE11P1	8
Hospitality Service Excellence 1	HSE11P2	8
Life Skills	LIF11P0	0
Preliminary Wine Certificate	PWC11P1	0
Total credits		

STUDY PERIOD 2		Credits
Subject Name	Sub/Code	
Culinary Studies Practical 2	CUP21P1	8
Culinary Studies Practical 2	CUP21P2	8
Culinary Studies Theory 2	CUT21P1	2
Culinary Studies Theory 2	CUT21P2	2
Food & Beverage Studies Practical 2	FBP21P1	8
Food & Beverage Studies Practical 2	FBP21P2	8
Food & Beverage Studies Practical 2	FBS21P2	8
Food & Beverage Studies Theory 2	FBT21P1	2
Food & Beverage Studies Theory 2	FBT21P2	2
Accommodation Management 2	HAC21P1	10
Accommodation Management 2	HAC21P2	10
Hospitality Communication 2	HOC21P1	4
Hospitality Communication 2	HOC21P2	4
Financial Management 2	FIM21P1	8
Financial Management 2	FIM21P2	8
Hospitality Information Systems 2	HIN21P1	6
Hospitality Information Systems 2	HIN21P2	6
Hospitality Management 2	HOM21P1	8
Hospitality Management 2	HOM21P2	8
Hospitality Industry Law 1	HIL11P1	4

Hospitality Industry Law 1	HIL11P2	4
Co-Operative Education Module B	COED1P1	60
Preliminary Wine Certificate	PWC11P2	0
Total credits		

STUDY PERIOD 3	Subject Code	Credit
Subjects		
Culinary Studies and Nutrition Theory 3	CUT31P2	10
Food & Beverage Studies Theory 3	FBT31P1	10
Food & Beverage Studies Theory 3	FBT31P2	10
Financial Management 3	FIM31P1	12
Financial Management 3	FIM31P2	12
Accommodation Management 3	HAC31P1	10
Accommodation Management 3	HAC31P2	10
Hospitality Industry Law 2	HIL21P1	6
Hospitality Industry Law 2	HIL21P2	6
Hospitality Information Systems 3	HIN31P1	12
Hospitality Information System 3	HIN31P2	12
Hospitality Management 3	HOM31P1	10
Hospitality Management 3	HOM31P2	10
Co-Operative Education Module C	CEDC2P1	60
Co-Operative Education Module C	CEDC2P2	60
Total credits for this period		120

Note: The offerings as described above are subject to change and are dependent on viable student enrolment numbers being met (as determined by HOD) and to the physical and human resources being available.

6.3.6.7.9 Work Integrated Learning

Work Integrated Learning (variously known as Co-operative Education, In-Service Training or Industrial Experience) is a vital part of the programme in that it offers the student an experience of real-life Hospitality as is found in the Industry.

To qualify for WIL, a student must pass BOTH practical subjects at the required level. Additionally, the student may not fail more than one major subject.

6.3.6.7.10 Pre-Requisite Courses

At 1st Year level, it is presumed that learners should have demonstrated the following.

- The ability to express themselves clearly and correctly both verbally and in written English and another official language (NQF4).
- Fundamental numerical skills, including basic arithmetic (add, subtract, and divide, multiply) (at least NQF2).
- Competency in investigating a topic, and compiling and reporting the findings (equivalent to FET certificate at NQF4).
- Evidence of some exposure to the hospitality Industry would be an advantage. This could be in the form of the school subject "Hotel-keeping and Catering/Hospitality Studies" or either part- or full-time work experience in the industry proved in testimony from industry practitioners.
- The learner should possess qualities such as versatility, willpower, determination, social skills and the ability to work independently. Learners must display a high level of motivation to follow a career in Hospitality Management.

Qualification Entry Level:

Senior Certificate awarded by the South African Certification Council (Further Education and Training Certificate at NQF level 4 or equivalent).

At 2nd Year levels, it is assumed that learners should have demonstrated the following competencies through the successful completion of 120 credits in Hospitality Management or equivalent, and be: capable of:

- Using various modes of accessing and communicating information, including industry specific information technology, effectively in order to promote the Hospitality Industry in a changing business environment.
- Applying the principles of occupational health, safety and security in Hospitality enterprises to maintain a healthy and safe environment for both clients and staff.
- Using a range of business skills to contribute to effective decision-making and the execution of operations.
- Applying basic accounting principles to contribute to effective decision-making and sustainability of the hospitality enterprise.
- Understanding the nature and the service ethics required to exceed the expectations of the target market of the hospitality industry.
- Effectively perform the operational practices and structures of lodging required to exceed the expectations of the target market of the hospitality industry.
- Effectively perform basic food preparation and will understand the operations of a food production unit.
- Effectively perform operational practices and structures of food and beverage service required to exceed the expectations of the target market.

Alternatively, evidence of substantial experience and professional development in hospitality is required.

At 3rd year Level, it is presumed that learners should have demonstrated the following competencies through the successful completion of 240 credits in Hospitality Management or equivalent, which are:

- Able to use various modes of accessing and communicating information, including information technology, effectively in order to promote the Hospitality Industry in a changing business environment.
- Able to use a range of hospitality business skills to contribute to both effective decision-making and the execution of operations to ensure sustained growth of the enterprise, industry and local community.
- Able to use a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise.
- Able to apply and supervise principles relevant to Front Office and Housekeeping systems.
- Be familiar with the operational practices and structures of Food and Beverage required to meet and exceed the expectations of the target market.

Alternatively, evidence of substantial experience and professional development in tourism/hospitality is required.

6.3.7.11 Available Electives

The ND: Hospitality (BC) has no elective subjects. All subjects are designed to form part of a unified whole and therefore all subjects are compulsory and necessary for successful completion of the programme

6.3.7.7.12 Award of Qualification

See section on Completion Rules above.

6.3.6.7.13 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

6.3.6.7.14 Articulation

Vertical
The learners will acquire credits that enable them to exit at a NQF level 6 (currently known as the Technikon National Diploma) and continue to NQF level 7 (the professional degree/B Tech/ honours level).
Within WSU
The learners will be able to transfer the academic credits acquired at one Campus and transfer them to another. However, given that the various campuses offer specialisations, it may be necessary for the student to take additional subjects in the areas of specialisation.
Other Universities:
The learners will acquire credits that enable them to exit at a NQF level 6 (currently known as the Technikon National Diploma) and continue to NQF level 7 (the professional degree/B Tech/ honours level) The credits accumulated at WSU are applicable throughout South Africa.
Professional Articulation
N/A

6.3.7.8 Core Syllabi of Courses Offered

CULINARY STUDIES PRACTICAL I				
Course Code	Course Name	NQF Level	Credits	Duration
CUP11P0	(see above)	5a	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
	16 X 45 min		30	120
Content/ Syllabus	<p>To be capable in performing the basic preparation of a range of dishes/foods for conventional and convenience outlets and to demonstrate an understanding of the operations of a food production unit.</p> <p>To operate and clean food preparation areas and equipment safely and hygienically according to standard professional practice.</p> <p>Demonstrate an application of the preparation of conventional and convenience foods using various recipes, preparation methods and skills.</p>			
Assessment: Year mark will be obtained from assessments based on practicals and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%).				
CULINARY STUDIES THEORY 1				
Course Code	Course Name	NQF Level	Credits	Duration
CUT11P0	(see above)	5a	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 X 45 mins			30	80
Content/ Syllabus	<p>Theory: To understand the theory behind the basic preparation of a range of foods for conventional and convenience outlets and demonstrate an understanding of the operations of a food production unit.</p> <p>To explain the layout and workflow of kitchens and kitchen brigade. To read, understand and reformat (if necessary) basic recipes. To identify the sources of nutrients for the human body and state their functions.</p>			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

FOOD AND BEVERAGE STUDIES PRACTICAL 1				
Course Code	Course Name	NQF Level	Credits	Duration
FBP11P0	(see above)	5a	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
16 x 45 mins	12 hours		30	120
Content/ Syllabus	Practicals: To be capable of performing operational food and beverage service in the hospitality industry. To prepare and describe the layouts of food service areas; to describe and perform basic service skills.			
Assessment: Year mark will be obtained from assessments based on practicals and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%).				

FOOD AND BEVERAGE STUDIES THEORY 1				
Course Code	Course Name	NQF Level	Credits	Duration
FBT11P0	(see above)	5a	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins			30	80
Content/ Syllabus	Theory: To demonstrate an understanding of operational food and beverage service procedures and controls in the hospitality industry. To demonstrate basic theoretical knowledge of the origin and practices of food service methods as well as service and control theory and skills related to alcoholic and non-alcoholic beverages.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY FINANCIAL MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
HOM11P0	(see above)	5a	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins		2 X 45 min	30	120

Content/ Syllabus	Theory: The qualifying person will be familiar with basic hospitality accounting principles to contribute to effective decision-making and sustainability of the hospitality enterprise. Demonstrate an understanding of the basic hospitality accounting principles in order to provide financial information that will be useful in making economic decisions related to food & beverage management and profit, clubs and casinos, banqueting and events. Demonstrate an understanding of the basic principles of cost accounting within the Hospitality Industry applicable to food & beverage management and profit, clubs and casinos, banqueting and events.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%	

ACCOMMODATION MANAGEMENT 1				
Course Code	Course Name	NQF Level	Credits	Duration
HAC11P0	(see above)	5a	20	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45 mins			30	200
Content/ Syllabus	Theory: The qualifying person will be familiar with the operational practices and structures of lodging required to exceed the expectations of the target market of the hospitality industry. They will be able to assist with the execution and maintenance of housekeeping activities in a variety of lodging establishments in the Hospitality industry. They will be able to understand and demonstrate basic reception infrastructure and procedures in order to carry out basic reservation and guest check-in/out procedures to operate in the variety of lodging establishments found in the Hospitality industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY HEALTH AND SAFETY				
Course Code	Course Name	NQF Level	Credits	Duration
HHS11P1/2	(see above)	5a	12	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45 mins			30	120
Content/ Syllabus	Theory: The qualifying person will be able to apply the principles of occupational health, safety and security in Hospitality enterprises to maintain a healthy and safe environment for both clients and staff.			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%

HOSPITALITY INFORMATION SYAYTEMS 1

Course Code	Course Name	NQF Level	Credits	Duration
HINS1P0	(see above)	5a	6	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	60
Content/ Syllabus	Theory & Practicals: Identify the need for and type of information, access information and organise information. Understand the role of computer hardware and software in the Hospitality Industry. The qualifying person will be able to use various modes of accessing and communicating information, including industry specific information technology, effectively in order to promote the Hospitality Industry in a changing business environment.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY COMMUNCATIONS 1

Course Code	Course Name	NQF Level	Credits	Duration
HOC11P0	(see above)	5a	4	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins			30	40
Content/ Syllabus	Theory & Practicals: Identify various communications skills and techniques (verbal, written, visual) to advance communication within the Hospitality Industry. Illustrate the capacity to select and apply fundamental communication techniques applicable to various scenarios within the Hospitality Industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY MANAGEMENT 1

Course Code	Course Name	NQF Level	Credits	Duration
HOM11P0	(see above)	5a	8	Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours

4 x 45 mins			30	80
Content/ Syllabus	Theory: The qualifying person will be able to use a range of business skills applicable to the hospitality industry contributing to effective decision-making and the execution of operations. Demonstrate a basic understanding of broad supervisory and management principles and concepts as well as the ethics applicable to the hospitality industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY SERVICE EXCELLENCE				
Course Code	Course Name	NQF Level	Credits	Duration
HSE12P1/2	(see above)	5a	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	80
Content/ Syllabus	The qualifying person will be familiar with the nature of, and the service ethics required, exceeding the expectations of the target market within the Hospitality Industry. They will be able to demonstrate the interpersonal skill and service ethic that permeates all aspects of care within the hospitality industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

LIFE SKILLS				
Course Code	Course Name	NQF Level	Credits	Duration
LIF11P0	(see above)	5a		Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins			30	60
Content/ Syllabus	Theory: The successful student will be able to understand the requirement for, the practice of, and the theory behind a range of academic, social, health promotion and lifestyle management skills.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

PRELIMINARY WINE CERTIFICATE

Course Code	Course Name	NQF Level	Credits	Duration
PWC11P1	(see above)	5a		Year
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins	6 hours		30	
Content/ Syllabus	Theory & Practicals: The successful candidate will demonstrate a range of practical skills and theoretical knowledge related to the production, service, and quality of wine and related beverages.			
Assessment: Year mark will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (40%) + Exam Mark (60%)				

CULINARY STUDIES PRACTICAL 2				
Course Code	Course Name	NQF Level	Credits	Duration
CUP21P1/2	(see above)	5a	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
	9 hours		15	120
Content/ Syllabus	Practicals: To be able to demonstrate a range of advanced culinary control, preparation and production skills. To demonstrate effective production planning and performance control.			
Assessment: Year mark will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (40%) + Exam Mark (60%)				
CULINARY STUDIES THEORY 2				
Course Code	Course Name	NQF Level	Credits	Duration
CUT21P1/2	(see above)	5a	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins			15	80
Content/ Syllabus	Theory: To be able to demonstrate knowledge of a range of advanced culinary control preparation and production skills. To apply broad principles of menu planning across a variety of food service establishments. To demonstrate and understanding of the various dietary, nutritional and cultural demands of various customer groups. To demonstrate effective production planning and performance controls.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

FOOD AND BEVERAGE STUDIES PRACTICAL 2				
Course Code	Course Name	NQF Level	Credits	Duration
FBP21P1/2	(see above)	5a	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
	9 hours		30	120
Content/ Syllabus	Practicals: To be able to demonstrate a range of advanced culinary control, preparation and production skills. To demonstrate effective production planning and performance control.			
Assessment: Year mark will be obtained from assessments based on practicals and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%).				

FOOD AND BEVERAGE STUDIES THEORY 2				
Course Code	Course Name	NQF Level	Credits	Duration
FBT21P1/2	(see above)	5b	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
2 x 45 mins			15	80
Content/ Syllabus	Theory: To display an advanced knowledge of food and beverage service as offered in a variety of restaurants and food service outlets in terms of legislative requirements, operations, costing and control, measures and the necessary skills and training required.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

FINANCIAL MANAGEMENT 2				
Course Code	Course Name	NQF Level	Credits	Duration
FIM21P1/2	(see above)	5b	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	120
Content/ Syllabus	Theory: To be capable of applying a range of financial management understanding, skills and tools to contribute to effective decision making in the hospitality industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

ACCOMODATION MANAGEMENT 2				
Course Code	Course Name	NQF Level	Credits	Duration
HAC21P1/2	(see above)	5b	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			30	100
Content/ Syllabus	Theory: The candidate will be expected to explicate and understand a broad range of supervisor skills within the rooms division of a hospitality unit.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY MANAGEMENT 2				
Course Code	Course Name	NQF Level	Credits	Duration
HOM21P1/2	(see above)	5b	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	80
Content/ Syllabus	Theory: To successfully demonstrate and explicate broad supervisor and management concepts and ethics as applied within the hospitality industry. The candidates will be required to demonstrate an in-depth understanding of the fundamentals of labour relations, sales and marketing and of human resource management.			
Assessment: Year mark will be obtained from assessments based on practicals and assignments. Final mark will be obtained from the Year Mark (40%) + Exam Mark (60%)				

HOSPITALITY INFORMATION SYSYSTEMS 2				
Course Code	Course Name	NQF Level	Credits	Duration
HIN21P1/2	(see above)	5b	6	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	60
Content/ Syllabus	To demonstrate the capability of identifying the need for and type of information, to access said information and to organise that information for dissemination.			
To illustrate and understanding of the role of computer hardware and software in the hospitality industry.				

Assessment: Year mark (DP) will be obtained from continuous assessments based on assignments. Final mark will be obtained from the average of assignments and in meeting outcomes. Pass mark is 50%

HOSPITALITY COMMUNICATIONS 2

Course Code	Course Name	NQF Level	Credits	Duration
HOC21P1/2	(see above)	5b	4	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	40
Content/ Syllabus	Practicals & Theory: To demonstrate a command of the various communication techniques as applied to various scenarios within the Hospitality Industry. It is expected that the candidate will demonstrate a grasp of written business communication and be able to successfully undertake an oral presentation.			
Assessment: Year Mark (DP) will be obtained from continuous assessments based on assignments. Final mark will be obtained from the average of assignments and in meeting outcomes. Pass mark is 50%.				

HOSPITALITY INDUSTRY LAW 1

Course Code	Course Name	NQF Level	Credits	Duration
HIL11P1/2	(see above)	5b	4	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	40
Content/ Syllabus	Theory: To understand to be able to demonstrate the basic requirements of the legal structures as they must be applied to the hospitality industry, the liquor industry and the labour structures of the labour structures of the hospitality industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

CO-OPERATIVE EDUCATION, MODULE B

Course Code	Course Name	NQF Level	Credits	Duration
COED1P1	(see above)	5b	60	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
			30	600
Content/ Syllabus	Practicals: To demonstrate in the workplace the application of theory learned in the classroom to the satisfaction of the work-station supervisor. To demonstrate the skills and			

	attributes of a trained employee. It is expected that the candidates will be required to perform a range of duties in the Food Production and Service and the Beverage Service areas.
Assessment: Year mark will be obtained from assessments based on tutorials, assignments, projects, tests and WIL assessments in the workplace. Final mark will be obtained from all sources as above. Pass mark is 50%	

The Semester for COP_ED modules is regarded as 24 weeks as the Hospitality Industry does not offer university vacations. Therefore each module is regarded as 6 months in length.

FOOD AND BEVERAGE STUDIES THEORY 3				
Course Code	Course Name	NQF Level	Credits	Duration
FBT31P1/2	(see above)	6	8	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	80
Content/ Syllabus	Theory: The qualifying person will be able to use a range of financial management principles to contribute to effective decision-making and sustainability of the hospitality enterprise. Assess and analyse the financial performance and status of a hospitality enterprise as a whole as well as the departments related to food & beverage management and profit, clubs and casinos, banqueting and events. Analyse and interpret financial statements of hospitality enterprises.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

FINANCIAL MANAGEMENT 3				
Course Code	Course Name	NQF Level	Credits	Duration
FIM31P1/2	(see above)	6	12	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45 mins			15	120
Content/ Syllabus	Theory: The qualifying person will be able to use a range of financial management principles to contribute to effective decision-making and sustainability of the hospitality enterprise. Assess and analyse the financial performance and status of a hospitality enterprise as a whole as well as the departments related to food and beverage management and profit, clubs and casinos, banqueting and events Analyse and interpret financial statements of hospitality enterprises.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

ACCOMODATION MANAGEMENT 3				
Course Code	Course Name	NQF Level	Credits	Duration
HAC31P1/2	(see above)	6	20	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 x 45 mins			15	200
Content/ Syllabus	Theory: To render all Housekeeping activities and explain its relationship with other departments within a lodging unit. To supervise Front Office Operations within a lodging unit. To supervise the maintenance functions within a lodging facility. To plan, apply and control waste and energy control systems.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY MANAGEMENT 3				
Course Code	Course Name	NQF Level	Credits	Duration
HOM31P1/2	(see above)	6	10	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
	12 x 45 mins		15	100
Content/ Syllabus	Theory: To demonstrate the capability of applying a range of hospitality business skills that will contribute to effective decision making, as well as the execution and supervision of hospitality operations. To explain the basic components of marketing and develop an implementable sales promotion. Descriptive and work within the palling and organisation of human resources within the context of the hospitality industry.			
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%				

HOSPITALITY INDUSTRY LAW 2				
Course Code	Course Name	NQF Level	Credits	Duration
HIL21P1/2	(see above)	6	4	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
4 X 45 mins			15	40

Content/ Syllabus	Theory: To discuss the different business structures available to entrepreneurs and to identify the different legal requirements required of the hospitality operator. To demonstrate an understanding of the principles applied in the range of laws applicable when setting up and operating a hospitality enterprise and their correct application.
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year mark (DP) x 40% + Exam Mark x 60%	

CO-OPERATIVE EDUCATION, MODULE C				
Course Code	Course Name	NQF Level	Credits	Duration
CEDC2P1/2	(see above)	6	60	Semester
Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
			30	600
Content/ Syllabus	Practicals: To demonstrate in the workplace the application of theory learned in the classroom to the satisfaction of the work-station supervisor. To demonstrate a readiness to take up a supervisory position. It is expected that the candidate will be expected to demonstrate a range of skills in the Rooms Division, the Administrative Departments and as an assistant to a duty manager.			
Assessment: Final mark will be obtained from assessments based on tutorials, assignments, projects, and tests and WIL assessments in the workplace. Final mark will be obtained from all sources as above. Pass mark is 50%.				

NATIONAL DIPLOMA: SPORT MANAGEMENT

6.1.1 Entrepreneurship & Professional Development of Students

It is part of the department of Tourism, Hospitality and Sport's mission to instil entrepreneurial skills in our graduates to support their academic talents. Ongoing professional exposure will be facilitated via successful local business people from the sport industry and other applicable experts. Business principles will permeate throughout the programme on an informal basis. The department also encourages students and staff to become members of the various local and provincial sport bodies. Students are required to gain a minimum number of practical hours work experience during the first 2 and a half years of their diploma. During the final six months of the Diploma students are required to obtain training and experience through the in-service module of their course. During this time they will work in a full-time capacity under the auspices of a sporting body or organization. All the practical hours accumulated over the entire 3 year period of study helps to ensure that graduates, with the skills sought by the sport industry, are in fact being produced by our programme.

6.1.2 Career Opportunities

6.1.2.1 What can a diplomate do in this career?

The following are examples of careers that could be pursued after the completion of a ND: Sport Management :

Management and Administration
Marketing
Public Relations
Sales representatives

6.1.2.2 Who will employ a diplomate?

- Sport Unions and Stadiums
- Mining companies
- Schools / tertiary/educational institutions
- Government departments
- Sport clubs, country clubs and resorts
- Professional sportspeople/teams
- Sport product companies
- Marketing departments
- Public Relations departments

X.6.1.3 Purpose of the Qualification

The primary purpose of this qualification is to provide qualifying learners with applied competence in the analysis, interpretation and application of management principles in the fitness and health, coaching, teaching and retailing sectors of the Sport Industry. The learner should further be able to take strategic decisions in the context of a sport organization. The learner should also be able to reflect on his/her managerial decisions and applications to assess the effect thereof in the holistic context of Sport Management as practice.

X.6.1.4 Exit Level Outcomes of the Programme

1. Perform general sports related middle management responsibilities
2. Application of marketing principles in the sport and recreation environment
3. Application of public relations and media studies principles in the sport and recreation environment
4. Execution of responsibilities in other elected sport and physical recreation aspects

X.6.1.5 Critical Cross-Field Outcomes

Identifying and solving of problems in which responses display that responsible decisions, using critical and creative thinking, have been made
Work effectively with others as a member of a team, group, organisation, community
Organising and managing of oneself and one's activities responsibly and effectively
Collecting, analysing, organising and critically evaluating information
Use science and technology effectively and critically, showing responsibility towards the environment and health of others
Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation
Contribute to the full development of each learner and the social and economic development of the

society at large, by making it the underlying intention of any programme of learning to make an individual aware of the importance of:

- Reflecting on and exploring of a variety of strategies to learn more effectively
- Participating as a responsible citizen in the life of local, national and global communities
- Being culturally and aesthetically sensitive across a range of social contexts
- Exploring education and career opportunities
- Developing entrepreneurial opportunities

X.6.1.6 Programme Characteristics

X.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the:

South African Qualifications Authority Registered Qualification: National Diploma: Sport Management - SAQA SAQA 0695/12 - ID 20029

X.6.1.6.2 Career Orientated Academic Study

The programme is career orientated because academic study is combined with community projects and in-service training in industry. The courses in this programme are developed co-operatively using inputs from both academic and sport-industry sources on a continuous basis.

X.6.1.6.3 Site Visits & Practical Work

One of the objectives of the programme is to make the theory covered under the coursework more meaningful, thereby improving the skills of students through on-site "hands-on" work exposure. To achieve this, practical application sessions, demonstrations and stadium visits are arranged during the 3 year course. Additional sport-related certification is also acquired through the good working relations with many professional sporting bodies who offer these courses to our students. This has proved popular and beneficial to students as it enables the students who participate to broaden their understanding of the various aspects of the sport industry, gives exposure to various sporting codes and adds to the students' Curriculum Vitae's on exit from the Diploma. It allows students a glimpse into the workings of the sport industry.

X.6.1.6.4 Teaching & Learning Methodology

Learning activities are structured in a way that focuses the students learning experiences and creates opportunity for practical skills development. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

6.1.7 Programme Information

NATIONAL SENIOR CERTIFICATE (NSC)	
	<p>Students are to meet the following entrance requirements:</p> <ul style="list-style-type: none"> ○ NSC Achievement rating of at least 3(40-49%) for English as a home language or first additional language. ○ An NSC achievement rating of at least 3(40-49%) for Mathematics Literacy or 2(30-39%) for Mathematics, ○ An NSC achievement rating of at least 3 (40-49%) for 3 subjects from the following list : Accounting or Economics or EMS, Business Studies, Life Science or Physical Sciences, Geography or History.

- Certified documented proof from your school / sport club detailing your current sporting ability and achievements is essential.
- A proven national and/or provincial sport record would be advantageous and can be used to average other requirements.
- Minimum statutory requirements for Diploma entry must be met.
- An oral interview may be required.
- At the discretion of the Program Co-ordinator, admission requirements may be averaged.

NSC ADMISSION RATING SYSTEM (NEW)

RATING CODE	RATING	MARKS %
7	Outstanding Achievement	80 – 100
6	Meritorious Achievement	70 – 79
5	Substantial Achievement	60 – 69
4	Adequate Achievement	50 – 59
3	Moderate Achievement	40 – 49
2	Elementary Achievement	30 – 39
1	Not Achieved	0 – 29

GRADE 12/ MATRIC (PRIOR TO 2008)

Students who obtained Grade 12 before 2008:

Students must be in possession of an endorsed Senior Certificate.

↗ All subjects must be either HG or SG and at least an E symbol for HG and D symbol for SG required for two languages, one of which must be English

↗ Biology, Accounting, Physical Science and Business Economics/ Studies are recommended

↗ Minimum admission point score of 23 on the Swedish Point Scale

↗ Certified documented proof from your school / sport club detailing your sporting ability and achievements is essential

↗ A proven national and/or provincial sport record would be advantageous

↗ At the discretion of the Programme Co-ordinator, admission requirements will be averaged

Swedish Rating Scale (SRS). Each subject is scored according to the symbol obtained.

	A	B	C	D	E	F	G
HG	8	7	6	5	4	3	0
SG	6	5	4	3	2	1	0

	FET COLLEGE
	<p>➤ NCV at NQF Level 4 in either : Management OR Marketing</p> <p>For all the above applicants:</p> <ul style="list-style-type: none"> • Minimum statutory requirements for Diploma entry must be met • Oral interview may be required
	INTERNATIONAL STUDENTS
	The students will be accepted in the programme if they meet the entry requirement and have the relevant embedded knowledge of the sport industry.
	MATURE AGE ENDORSEMENT
	as per General Prospectus Rules (section 1.6)
	RECOGNITION OF CREDITS FROM OTHER INSTITUTIONS
	The qualification will also be awarded to a learner who has provided evidence that the stated competence of the qualification that complies with the stated specified outcomes has been achieved through work experience without formal qualification. Prior learning shall be recognized, subject to the requirements of each programme and as per WSU's recognition of prior learning policy (RPL).

X.6.1.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results, as well as the sport record. Where an applicant has symbols one level above the minimum admission requirement for Mathematics and 2 of the preferred subjects (Accounting, Physical Science, Life Science or Business Studies), and an above average sport record, such an applicant will be offered direct enrolment.

Students who meet the minimum admission requirements, without sport records are provisionally accepted. As soon as the sport records are received, such students will be accepted if quotas still allow.

Students who fall slightly short of the minimum admission requirements, but have an excellent sport record will be considered if quotas allow.

All enrolments are subject to quota limitations.

X.6.1.7.3 Programme Rules

As for Campus/Faculty rules (see section 8)

X.6.1.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

Not more than 50% of subjects in the Diploma will be exempted in this way. All exit level subjects should be done in the department. One exit level subject may be recognized provided prior permission to register for that subject at another institution is sought by the student from Senate. Also See General Prospectus Rule G15 & G16.

6.1.7.5 Progression Rules

The qualification will be awarded after completing 360 SAQA credits (3 NATED credits) with:

Study Level 1: CREDITS 120 (NQF level 5)
Study Level 2: CREDITS 120 (NQF level 5/6)
Study Level 3: CREDITS 120 (NQF level 6)

A total of 14 instructional offerings consisting of 5 first level, 4 second level and 5 third level offerings, is required to complete the diploma. The learner has to complete 6 months experiential training when all subjects are completed.

X.6.1.7.5.1 Re-Admission of Existing Students

X.6.1.7.6 Exit Rules

X.6.1.7.6.1 Completion Rules

All courses and modules must be completed. Completion of 6 months experiential training is compulsory.

X.6.1.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students **must** enrol for all the required courses at that level (i.e. at S1/ Level 1A).

If a student fails courses spanning multiple levels then the student must firstly enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

A student will not be allowed to jump levels or enrol for courses at more than two levels (e.g. a student with S1 courses outstanding cannot enrol for S3 courses but will be required to complete the S1 first).

The Head of Department may limit the number of courses that a student may enrol for when poor academic progress is evident.

X.6.1.7.7 Programmes offering

The ND: Sport Management is currently offered at the Buffalo City Stadium site in East London only.

Programme Component Delivery Sites

Buffalo City	ABSA Stadium	
Note: The offerings as described above are subject to change and are dependent on viable student enrolment numbers being met (as determined by HOD) and physical and human resources being available.		

X.6.1.7.9 Curriculum Structure

STUDY LEVEL 1:			
COURSE	DEPT CODE	CREDITS	S/Y
Sport & Physical Recreation Studies I	SPO11P0	25	Y
Sport Management I	SPA11P0	25	Y
Marketing I	MKT11P0	20	Y
Public Relations I	PUB11P0	20	Y
End-user Computing	EUC11P0	30	Y
Total Credits Level 1		120	
STUDY LEVEL 2: ONE YEAR FULL TIME			
Sport & Physical Recreation Studies II	SPO21P0	35	Y
Sport Management II	SPA21P0	35	Y
Marketing II	MKT21P0	30	Y
Public Relations II	PUB21P0	20	Y
Total Credits Level 2		120	
STUDY LEVEL 3: ONE YEAR FULL TIME			
Sport & Physical Recreation Studies III	SPO31P1	25	S

X.6.1.7.12 Available electives

There are no electives available for this programme.

X.6.1.7.13 Award of Qualification

See section on Completion Rules above.

X.6.1.7.14 Programme Tuition Fees

Students are referred to the Walter Sisulu University institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

X.6.1.7.15 Articulation

Vertical
Sport Management
Horizontal
Within WSU Horizontal Articulation is possible with NQF Level 6 qualifications offered by WSU, e.g. Diploma in Marketing, NQF Level 6, subject to the admission requirements of that qualification.
Other Universities: Horizontal Articulation is possible with NQF Level 6 qualifications offered by other universities, subject to the relevant institution's admission requirements.
Professional Articulation

X.6.1.8 Core Syllabi of Courses Offered

Sport and Physical Recreation Studies 1				
Course Code	Course Name	NQF Level	Credits	Duration
SPO11P0	(see above)	5	25	year

Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min		2 x 45 min	30	
Content / Syllabus	<ul style="list-style-type: none"> • Understanding sport as a culture • The role of sport in society • Structure and function of the human body • Didactics of sport coaching • Coaching and officiating skills at grassroots level • Biomechanical principles relevant to sport 			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

Sport Management 1				
Course Code	Course Name	NQF Level	Credits	Duration
SPA11P0	(see above)	5	25	year
Course Code	Course Name	NQF Level	Credits	Duration
MKT110	(see above)	5	20	year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min	(see above)	2 x 45 min	30	
Content / Syllabus	<ul style="list-style-type: none"> • Role of sport administrators • Governance in sport 			
Content / Syllabus	<ul style="list-style-type: none"> • Career opportunities • Sports development • Business knowledge • Entrepreneurship and small business management 			
<p>Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.</p>				

Public Relations 1				
Course Code	Course Name	NQF Level	Credits	Duration
PUB11P0	(see above)	5	20	year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min			30	
Content / Syllabus	<ul style="list-style-type: none"> • Purpose, techniques and tools of Public Relations in a sport environment • Public relations stakeholders • Positive public image 			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

EUC11P0				
Course Code	Course Name	NQF Level	Credits	Duration
EUC11P0	(see above)	5	30	year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min			30	

Sport Management 2				
Course Code	Course Name	NQF Level	Credits	Duration
SPA21P0	(see above)	5/6	40	year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min		2 x 45 min	30	
Content / Syllabus	<ul style="list-style-type: none"> • Utilise data communication and the internet environment • Microsoft word • Excel spreadsheets • Powerpoint presentations • Management functions • Sport law • Event management • Sport finance and economics 			

Assessment: Final course mark will be obtained from continuous assessments based on tutorials, assignments, projects, and tests.

Sport and Physical Recreation Studies 2				
Course Code	Course Name	NQF Level	Credits	Duration
SPO21P0	(see above)	5/6	30	year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
Content / Syllabus		<ul style="list-style-type: none"> • Didactical and coaching principles 		
Public Relations 2		<ul style="list-style-type: none"> • Sport psychology and sociology 		
Course Code	Course Name	NOF Level	Credits	Duration
PUB21P0	(see above) Coaching and officiating	5/6	20	year
Assessment: Year mark (DP) will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.		<ul style="list-style-type: none"> • Recreation • Nutrition and doping in sport 		
4 X 45 min			30	
Course Code	Course Name	NOF Level	Credits	Duration
MKT21P0	(see above) Public relations as a management function	5/6	30	year
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min	<ul style="list-style-type: none"> • Employee communication • Corporate social investment • Sponsorship 		30	
Content / Syllabus		<ul style="list-style-type: none"> • The competitive environment • Marketing research • Positioning 		
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.		<ul style="list-style-type: none"> • Distribution • Pricing • Strategic marketing planning • Marketing in specialised markets 		
Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.				

Sport Management 3				
Course Code	Course Name	NQF Level	Credits	Duration
SPA31P1	(see above)	6	25	semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min		2 x 45 min	15	
Content / Syllabus	<ul style="list-style-type: none"> • Turf and facility management • Safety management • Managing overseas tours • Sport marketing • Ethics in sport 			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

Course Code	Course Name	NQF Level	Credits	Duration
MKT31P1	Sport and Physical Recreation Studies 3 (see above)	6	25	semester
Course Code	Course Name	NQF Level	Credits	Duration
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
SPO31P1	(see above)	6	25	semester
4 X 45 min		2 x 45 min	15	
Content / Syllabus	<ul style="list-style-type: none"> • International marketing • Strategic marketing • Entrepreneurship 			
Content / Syllabus	<ul style="list-style-type: none"> • Understanding the political and sociological parameters that influence sport • Applying physiological skills (e.g. coaching situations) 			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

Personal Selling 1 Module 1				
Course Code	Course Name	NQF Level	Credits	Duration
PEL1A13	(see above)	4	10	semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours

4 X 45 min			15	
Content / Syllabus	<ul style="list-style-type: none"> • Basics of selling • Communication process • Selling process • Sales management 			

Assessment: Year mark (DP) will be obtained from assessments based on tutorials, assignments, projects, and tests. Final mark will be obtained from the Year Mark (DP) x 40% + Exam Mark x 60%.

Personal Selling 1 Module II				
Course Code	Course Name	NQF Level	Credits	Duration
PEL1B14	(see above)	4	10	semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
4 X 45 min			15	
Content / Syllabus	Practical module where set target must be reached.			

Assessment: Year mark will be obtained from the submission of a report and the sales target achieved.

Sport Experiential Training				
Course Code	Course Name	NQF Level	Credits	Duration
SPORPRA	(see above)	6	25	semester
Lectures per week	Pracs per semester	Tutorials per week	Number of weeks	Notional hours
			15	
Content / Syllabus	Practical hands-on work experience in a sport organisation amounting to 800 contact hours.			

Assessment: A formal assignment is submitted which must achieve a minimum of 50% and the contact hours must be a minimum of 800.

