



FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES (EMS)

PROGRAMME RULES AND INFORMATION

2018



SCHOOL OF ECONOMIC AND MANAGEMENT SCIENCES (EMS)

PROGRAMME RULES AND INFORMATION

2018





TABLE OF CONTENTS

| | |
|---|----|
| CONTACT DETAILS OF STAFF | 1 |
| 1. INTRODUCTION..... | 5 |
| 2. GENERAL UNIVERSITY RULES | 5 |
| 2.1 General rules | 5 |
| 2.2 Assessment rules | 5 |
| 3. PROGRAMME STRUCTURE: Diploma in Retail Business Management | 6 |
| 3.1 Purpose | 6 |
| 3.2 Admission Requirements | 6 |
| 3.3 Progression Criteria | 7 |
| 3.4 Assessment Rules | 7 |
| 3.5 Subject Content | 8 |
| 4. PROGRAMME STRUCTURE: BACHELOR OF COMMERCE DEGREE (BCom) Generic | 14 |
| 4.1 Purpose | 14 |
| 4.2 Admission Requirements | 14 |
| 4.3 Recommended Streams for 2018 Majors | 17 |
| 4.4 Assessment Rules | 18 |
| 4.5 Progression Criteria | 18 |
| 4.6 Module Combination: BCom (Generic) | 19 |
| 4.7 Description of Module Content : BCom (Generic) | 21 |
| 5 OTHER PROGRAMME RULES | 47 |
| 6. ACADEMIC CALENDAR 2018 | 51 |



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1. INTRODUCTION

Welcome to the School of Economic and Management Sciences!

The information that follows, explains the regulations and policies of this School. Please read through the information carefully and make sure that you understand it. It is your own responsibility to be aware of all the regulations and policies of the School and relevant Department, as well as of the general regulations of the University.

The purpose of this document is to provide you with general information and guidelines that are relevant to all the subjects in the School of Economic and Management Sciences.

2. GENERAL UNIVERSITY RULES

2.1 GENERAL RULES

The General Regulations of the Sol Plaatje University are explained in the

University's General Rules and Information Book 2018, which deals with the following issues:

- the University's admission requirements;
- registration as a student, changing courses, course composition, duration of studies, prerequisites for certain courses, credits for courses/ modules passed at other tertiary institutions, etc.; and
- requirements for a pass or for distinction, re-admission and exclusion of students and rules relating to examination requirement, supplementary rules, special examinations, rules relating to examination halls, a misreading of examination timetables, results and mark lists, etc.

2.2 ASSESSMENT RULES

Refer to the Examination Rules in the General Rules and Information Book 2018.



3. PROGRAMME STRUCTURE: DIPLOMA IN RETAIL BUSINESS MANAGEMENT

3.1 PURPOSE

Retail and wholesale businesses strive to satisfy the needs of consumers by providing the necessary products and services through a variety of retail stores and outlets. The variety of retail and wholesale businesses is virtually unlimited and includes departmental stores, hypermarkets, shopping centres, speciality stores, general dealers, chain stores, supermarkets, factory stores, boutiques and restaurants.

The purpose of the programme is to provide students with the knowledge, insight and skills needed to follow a successful management career in retail, wholesale and related sectors such as retail buyers and planners, store managers, retail marketing managers, merchandisers etc. Graduates follow high-level management careers in the retail and wholesale sectors, such as category management, regional or national management or international business management. The retail industry offers national and international career opportunities for the graduate

3.2 ADMISSION REQUIREMENTS

The language of learning and teaching at Sol Plaatje University (SPU) is English. All our academic programmes require that students will have passed NSC English either as the language of learning and teaching (LOLT) or home language (HL); or as the first additional language. Note that in calculating the APS, the additional points apply to any of the official languages taken as the HL or LOLT.

- NSC pass with Diploma requirement
- English LOLT **OR** HL- NSC level 4; **OR** English FAL – NSC level 5;
- Mathematics - NSC level 3 **OR** Mathematical Literacy - NSC level 5;
- At least one of the following at NSC level 4: Accounting, Business Studies or Economics
- APS: 25 points



3.3 PROGRESSION CRITERIA

| | PROGRESSION | EXCLUSION / RE -ADMISSION |
|---------------------------|---|---|
| FIRST YEAR | <p>A student must pass more than 50% of all first year modules, including at least, one major module.</p> <p>A student may not register for next level of a major module if they have not passed the existing level as this may be pre-requisite.</p> | <p>Should a student NOT pass more than 50% of all registered modules (without any serious mitigating circumstances), the student will be academically excluded (not allowed to reregister).</p> |
| SECOND/ THIRD YEAR | <p>A student must have passed more than 50% of all registered modules including at least one major module.</p> | |
| APPEALS | <p>Only verified medical conditions of the student, supported by the necessary documentation, will be considered. Any other matters will be considered at the discretion of the Head of School/ University Registrar.</p> | |

A student needs a total of 360 SAQA credits in order to obtain the Diploma.

3.4 ASSESSMENT RULES

A system of continuous assessment with a final examination is followed. Module guides, specifying the scheduled assessments that need to be done in the course of the year, will be provided. The continuous assessment will lead to a CAS mark (contributing 60%) and a final exam mark (contributing 40%) respectively, to yield a final pass mark.



3.5 SUBJECT CONTENT

The Retail Business Management Department is offering the following subjects:

| Subjects | Subject Code | NQF level | Prerequisite (CODE) |
|--------------------------------|---------------------|------------------|----------------------------|
| First Year | | | |
| Retailing 1 | MRET 51030 | 5 | |
| Retail Operations Management 1 | MROM51030 | 5 | |
| Communication 1 | MCOM51018 | 5 | |
| Retail Computer Applications 1 | MRCA51018 | 5 | |
| Retail Financial Management 1 | MRFM51024 | 5 | |
| Second Year | | | |
| Retailing 2 | MRET62030 | 6 | MRET 51030 |
| Retail Operations Management 2 | MROM62030 | 6 | MROM51030 |
| Retail Logistics 1 | MRLO62018 | 6 | |
| Business Law 1 | MBLA62024 | 6 | |
| Retail Financial Management 2 | MRFM62018 | 6 | |
| Third Year | | | |
| Retailing 3 | MRET 63030 | 6 | MRET62030 |
| Retail Operations Management 3 | MROM63030 | 6 | MROM62030 |
| Retail Projects 3 | MRPR63024 | 6 | |
| Labour Law 1 | MLLA53018 | 5 | |
| Retail Research 1 | MRRE63018 | 6 | |



A broad description of the Subject Content:

| Year | Subject | Content |
|-------------|--------------------------------|---|
| 1st | Retailing 1 | <ul style="list-style-type: none">• Nature of retail• Nature of the retail industry• Types of retail businesses• Supply chain and stock flow• Money flow• Segmenting customers• Customer shopping behaviour• Customer research• Retail marketing process• Retail selling• Sales management• Customer and point of sale service |
| 1st | Retail Operations Management 1 | <ul style="list-style-type: none">• Nature of retail business management• Principles of management in retail• Health, safety and housekeeping management• Managing stakeholder relations• Basic business plan• Principles of shrinkage and loss control• Principles of asset management and maintenance• Principles of risk management• Principles of operations management in a retail chain store• Leadership• Concepts and principles of selfmanagement• Legal and statutory requirements |
| 1st | Retail Financial Management 1 | <ul style="list-style-type: none">• Financial accounting principles• Financial statements of retailers• Financial calculations• Financial management principles• Costing principles• Concepts and principles of cash handling management in a retail business• Operational management of Debtors |



| Year | Subject | Content |
|-------------|--------------------------------|---|
| 1st | Retail Computer Applications 1 | <ul style="list-style-type: none"> • Understand and be able to use the different components of Communication and Information Technology • Understand and be able to use the Desktop environment within the current operating system • Be able to use communication and research technologies in World Wide Web environment on desktop and mobile technology • Able to use the Microsoft Office Applications individually and integrate applications |
| 1st | Communication 1 | <ul style="list-style-type: none"> • Demonstrate an understanding of the principles of effective interpersonal communication • Use different written forms of interpersonal and workplace communication effectively • Use oral communication clearly and concisely in a variety of personal and professional situations • Collect, select and use a range of field related text • Apply the principles of acceptable conduct socially and professionally • Develop literacy necessary for academic and professional success |
| 2nd | Retailing 2 | <ul style="list-style-type: none"> • Retail marketing management • Market analysis and market research relevant to events/stores • Product strategies • Retail promotions • Pricing in a retail business • Retail marketing communication • Visual merchandising • Service marketing • Social media marketing • Integrated marketing strategy and budget for an event and E–mobile marketing |



| Year | Subject | Content |
|-------------|--------------------------------|---|
| 2nd | Retail Operations Management 2 | <ul style="list-style-type: none">• Production process (in store)• Value creation and productivity• Process types – Manufacturing and Service• Product/process matrix• Service/process matrix• Value drivers• Process management• Capacity management• Types of forecasting – Quantitative and Qualitative Service management• Quality Management and Standards (ISO, HACCP, SABS)• HR administration and HR management activities relevant to a manager of a retail business |
| 2nd | Retail Logistics | <ul style="list-style-type: none">• Manage stock levels• Manage stock counts• Ordering of stock• Manage receiving of stock• Manage stock movement and handling• Manage stock in stockroom/warehouse• Principles of logistics and supply chain management• Logistics and supply chain acts – Packaging Act, stacking and transport of products• The nature and principles of stock management |



| Year | Subject | Content |
|-------------|--------------------------------|---|
| 2nd | Business Law 1 | <ul style="list-style-type: none">• The requirements for a valid contract, intention, consensus, contractual capacity, lawfulness, formalities and possibility of performance.• The general content and interpretation of a contract• Breach of contract, remedies and termination• Specific commercial contracts include but are not limited to, contracts for sale and lease, credit agreements, agency, surety and other forms of security, insurance and partnership agreements• The effect of relevant provisions of, for example, the Consumer Protection Act on the rights and obligations of the parties to the contract. |
| 2nd | Retail Financial Management 2 | <ul style="list-style-type: none">• Financial management framework and• Retailer financial statements• Financial analysis, planning and control• The financing decision fundamentals• The Investment decision• Working capital management in a retail environment• Fundamental management accounting concepts• Sales variance analysis |
| 3rd | Retail Operations Management 3 | <ul style="list-style-type: none">• Environment factors impacting on a retail business – Focus on Basic economics relevant to a retail business and Legal environment (BBBEE, EE, Legal system)• Types of management – Focus on Basic strategic management, Tactical management and Leadership – Situational/ Difference between leadership and management• Basic Strategic Management - Focus on Marketing Management and HR Marketing• Tactical Management - Focus on Marketing management, HR management and Operational HR• Business plan |



| Year | Subject | Content |
|-------------|---------------------------------------|---|
| 3rd | Retailing 3 | <ul style="list-style-type: none">• Buying process and activities to ensure the right products for a retail business• Manage the strategic buying, stock and logistics of a retail business on a basic level• Manage the annual tactical stock and logistics functions of a retail business• Planning function by corporate retail buyers for a range of products to be distributed to branches and to be supported by a marketing programme |
| 3rd | Retail Projects | <ul style="list-style-type: none">• Management of projects in retail businesses• Buying and renting of retail properties• Projects with Shopping Centre Management |
| 3rd | Industrial Relations and Labour Law 1 | <ul style="list-style-type: none">• Introduction to organisational dynamics and the role players in the employment relationship recruitment and the facilitation of the employment relationship• All legislation relevant to the employment relationship, including but not limited to, the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act and relevant sectoral determinations |
| 3rd | Retail Research Techniques | <ul style="list-style-type: none">• The purpose and types of basic research that are applied by managers in a retail business – focusing mainly on:<ul style="list-style-type: none">• focus groups• observation• basic surveys• individual interviews• Identifying and formulating of researchable problems by managers in a retail business• Planning of the basic research• Conducting of the basic research• Presentation of research outcomes to stakeholders |



4. PROGRAMME STRUCTURE: BACHELOR OF COMMERCE DEGREE (BCOM) GENERIC

4.1 PURPOSE

The B Com intends to develop skilled graduates who are able to engage critically with the world and apply disciplinary content to the resolution of problems. The intention is that students will be able to advance disciplinary knowledge in chosen fields of specialisation through postgraduate study and advance their careers, if they wish, in various professional options. There is a strong focus on core functional areas of business management with majors offered in Business Management and other disciplines.

4.2 ADMISSION REQUIREMENTS

- a) As the language of instruction is English, applicants are expected to have an English proficiency of at least the equivalent of level 4.
- b) The minimum APS level of 30 required for admission to the BCom degree.
- c) Applicants who wish to take Economics and/or Statistics in Year 1 must have passed Mathematics with a minimum of 50%
- d) A National Certificate Vocational with relevant subjects will be considered for entry into this programme.
- e) RPL access: Up to 10% of the intake in any year may be approved through the recognition of prior learning, whether as the result of formal or non-formal learning (incorporating experiential learning) at Level 4, or a demonstrated functional equivalent. Mature age matriculants and applicants with level 4 qualifications may be approved for entry by the Registrar.

Note: Although the BCom programme allows for elective modules to be chosen from both first and second year levels, the module combination continues to have some restrictions in 2018. The following modules will not be offered in 2018: MHRM62116; MHRM62216; NSTA62116; NSTA62216 and MINF51116. This will change as SPU develops the capacity to offer all the options leading to different streams of majors.



The table below presents a structure which will be followed for 2018:

First year – Semester 1

| Module codes | Module Name | Credits |
|------------------------------|--------------------------|-------------|
| COMPULSORY MODULES: | | |
| SCOR61016 | Core curriculum module * | Year module |
| MBMT51116 | Business Management 1A | 16 |
| MCOM51116 | Communication 1A | 16 |
| | Computer Skills | 0 |
| ELECTIVES: Select two | | |
| MACC51116 | Accounting 1A | 16 |
| MECO51116 | Economics 1A | 16 |
| MIPS51116 | Industrial Psychology 1A | 16 |
| NSTA51116 | Statistics 1A | 16 |

First year – Semester 2

| Module codes | Module Name | Credits |
|------------------------------|--------------------------|-------------|
| COMPULSORY MODULES: | | |
| SCOR61016 | Core curriculum module * | Year module |
| MBMT61216 | Business Management 1B | 16 |
| MCOM61216 | Communication 1B | 16 |
| ELECTIVES: Select two | | |
| MACC61216 | Accounting 1B | 16 |
| MECO61216 | Economics 1B | 16 |
| MIPS61216 | Industrial Psychology 1B | 16 |
| NSTA61216 | Statistics 1B | 16 |



Second year – Semester 1

| Module codes | Module Name | Credits |
|------------------------------|----------------------------|---------|
| COMPULSORY MODULES: | | |
| MBMT62116 | Business Management 2A | 16 |
| MBLA62116 | Business Law 1A | 16 |
| ELECTIVES: Select two | | |
| MACC62116 | Accounting 2A | 16 |
| MECO62116 | Economics 2A | 16 |
| MMAR62116 | Marketing Management 2A | 16 |
| METR62116 | Entrepreneurship 2A | 16 |
| MRFM62116 | Financial Management 2A | 16 |

Second year – Semester 2

| Module codes | Module Name | Credits |
|------------------------------|----------------------------|---------|
| COMPULSORY MODULES: | | |
| MBMT62216 | Business Management 2B | 16 |
| MBLA62216 | Business Law 1B | 16 |
| ELECTIVES: Select two | | |
| MACC62216 | Accounting 2B | 16 |
| MECO62216 | Economics 2B | 16 |
| MMAR62216 | Marketing Management 2B | 16 |
| METR62216 | Entrepreneurship 2B | 16 |
| MRFM62216 | Financial Management 2B | 16 |



4.3 RECOMMENDED STREAMS FOR 2018 MAJORS

Second year BCOM students will be guided by the following table, which summarises the majors into two streams. This also helps with time table arrangement for 2018. Although students are allowed to make module combinations outside of what is proposed on the table below, this will be subject to: time table allowance, student numbers and staff capacity.

Streams chosen in second year cannot be changed in the third year.

Second year – Module combinations and possible streams

Accounting /Finance Stream

Business Management /
Entrepreneurship stream

COMPULSORY MODULES:

Business Management

Business Management

MBMT62116

MBMT62116

Business Law

Business Law

MBLA62116

MBLA62116

Electives – choose two

Accounting

Entrepreneurship

MACC62116

METR62116

Financial Management

Economics

MRFM62116

MECO62116

Marketing Management

Marketing Management

MMAR62116

MMAR62116



4.4 ASSESSMENT RULES

Assessment will be continuous and can be both formative and summative.

Continuous assessment will include a variety of tasks which test both theory and application. These results will count not more than 50% of the overall mark. The final examination will count for 50% of the mark unless otherwise specified.

4.5 PROGRESSION CRITERIA

- a) Unless specifically expressed, first Semester modules would not be prerequisite for second Semester modules in same the same year of study
- b) First year Semester one and two modules are prerequisite for second year semester one and two modules respectively.
- c) Second year semester one and two modules are prerequisite for third year semester one and two modules respectively.
- d) Students must pass all first year modules before they can register for any third year modules.
- e) Students who have completed the Diploma: Retail Business Management, may be eligible for admission to the BCom Generic programme. This will follow an RPL process, allowing successful students to start at second year level on the following conditions:
 - Students must obtain at least 65% average pass at the third year.
 - Preference will be given to students who have completed their Diploma in the minimum prescribed time (i.e. 3 years).

NOTE: A student needs to obtain a total of 416 SAQA credits in order to obtain the BCom.



4.6 MODULE COMBINATION: BCOM (GENERIC)

| Year 1 | | | Year 2 | | | Year 3 | | |
|-----------------------------------|-------|---------|---------------------------------------|-------|---------|---------------------------------------|-------|---------|
| | Level | Credits | | Level | Credits | | Level | Credits |
| Semester 1 | | | Semester 1 | | | Semester 1 | | |
| Compulsory | | 40 | Compulsory | 32 | | Compulsory | | 24 |
| Business Management (MBMT51116) | 5 | 16 | Business Management (MBMT62116) | 6 | 16 | Business Management (MBMT73124) | 7 | 24 |
| SCOR (SCOR61108) | 6 | 8 | Business Law (MBL A62116) | 6 | 16 | | | |
| Communication (MCOM 51116) | 5 | 16 | | | | | | |
| Computer skills | 5 | 0 | | | | | | |
| Semester 1 | | | Semester 1 | | | Semester 1 | | |
| Electives* | | 32 | Electives** | 32 | | Electives*** | | 48 |
| Accounting (MACC51116) | 5 | 16 | Accounting (MACC62116) | 6 | 16 | Accounting (MACC73124) | 7 | 24 |
| | | | Marketing Management (MMAR62116) | 6 | 16 | Marketing (MMAR73124) | 7 | 24 |
| | | | Human Resource Management (MHRM62116) | 6 | 16 | Human Resource Management (MHRM73124) | 7 | 24 |
| Statistics (NSTA51116) | 5 | 16 | Statistics (NSTA62116) | 6 | 16 | Statistics (NSTA73124) | 7 | 24 |
| Economics (MECO51116) | 5 | 16 | Economics (MECO62116) | 6 | 16 | Economics (MECO73124) | 7 | 24 |
| Industrial Psychology (MIPS51116) | 5 | 16 | Entrepreneurship (METR62116) | 6 | 16 | Entrepreneurship (METR73124) | 7 | 24 |
| Information Systems (MINF51116) | 5 | 16 | Financial Management (MRFM62116) | 6 | 16 | Financial Management (MRFM73124) | 7 | 24 |



| Year 1 | | | Year 2 | | | Year 3 | | |
|-----------------------------------|-------|------------|---------------------------------------|-------|------------|----------------------------------|-------|------------|
| | Level | Credits | | Level | Credits | | Level | Credits |
| Semester 2 | | | Semester 2 | | | Semester 2 | | |
| Compulsory | | | Compulsory | | | Compulsory | | |
| | | 40 | | | 32 | | | 24 |
| Business Management (MBMT61216) | 6 | 16 | Business Management (MBMT62216) | 6 | 16 | Business Management (MBMT73224) | 7 | 24 |
| SCOR (SCOR61208) | 6 | 8 | Business Law (MBL A62216) | 6 | 16 | | | |
| Communication (MCOM 61216) | 6 | 16 | | | | | | |
| Semester 2 | | | Semester 2 | | | Semester 2 | | |
| Electives* | | | Electives** | | | Electives *** | | |
| | | 32 | | | 32 | | | 48 |
| Accounting (MACC61216) | 6 | 16 | Accounting (MACC62216) | 6 | 16 | Accounting (MACC73224) | 7 | 24 |
| | | | Marketing Management (MMAR62216) | 6 | 16 | Marketing Management (MMAR73224) | 7 | 24 |
| Statistics (NSTA61216) | 6 | 16 | Statistics (NSTA62216) | 6 | 16 | Statistics (NSTA73224) | 7 | 24 |
| Economics (MECO61216) | 6 | 16 | Economics (MECO62216) | 6 | 16 | Economics (MECO73224) | | |
| | | | Human Resource Management (MHRM62216) | | 16 | HRM (MHRM73224) | 7 | 24 |
| Industrial Psychology (MIPS61216) | 6 | 16 | Entrepreneurship (METR62216) | 6 | 16 | Entrepreneurship (METR73224) | 7 | 24 |
| Information Systems (MINF61216) | 6 | 16 | Financial Management (MRFM62216) | 6 | 16 | Financial Management (MRFM73224) | 7 | 24 |
| Total Credits per year | | 144 | | | 128 | | | 144 |
| Overall total credits | | | | | | | | 416 |



4.7 DESCRIPTION OF MODULE CONTENT: BCOM (GENERIC)

The module descriptions that follow, does not include modules offered in other Schools (e.g. Statistics, NSTA51116).

4.7.1 FIRST YEAR MODULES

ACCOUNTING

Module Code: MACC51116

Name of Module: Accounting

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module students should be able to understand and apply the fundamental concepts and principles of accounting.

The nature and function of accounting; the double entry system; the accounting process

Content: The nature and function of accounting; the double entry system; the accounting process

Module Code: MACC61216

Name of Module: Accounting

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module students should be able to classify and interpret financial data for a business.

Accounting for inventory; trade payables and receivables; accounting for property, plant and equipment; companies; statement of cash flows.

Content: Accounting for inventory; trade payables and receivables; accounting for property, plant and equipment; companies; statement of cash flows.



BUSINESS MANAGEMENT

Module Code: MBMT51116

Name of Module: Business Management

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module students should have gained an understanding of the fundamental principles and theories of business management.

Content: Introduction of business management; evolution of management theory; management environment; the management process.

Module Code: MBMT61216

Name of Module: Business Management

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module students should be able to apply the fundamental principles, theories, types and functions of business management in several scenarios of a business organisation and organisational structures.

Content: What is Management?; Management Activities organisation; Management Structures; Marketing Management; Financial Management; Human Resource Management; Operations Management; Information Management.

ECONOMICS

Module Code: MECO51116

Name of Module: Economics

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module students should be able to understand and apply the fundamental principles and theories of microeconomics.



Content: Introduction to microeconomics; demand, supply, elasticity and market equilibrium; perfect competition; imperfect competition and monopoly

Module Code: MECO61216

Name of Module: Economics

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module students should be able to understand and apply the fundamental principles and theories of macroeconomics.

Content: Introduction to macroeconomics; macroeconomics variables; monetary sector; inflation; unemployment.

COMMUNICATION

Module Code: MCOM51116

Name of Module: Communication

Assessment: Continuous Assessment – 50%;
Examination – 50%

Module outcome: Gaining an understanding of the fundamentals of business communication in the South African work environment with its employees from different cultural backgrounds.

Content: The nature and process of communication; developing business messages; listening and non-verbal communication; communication across cultures; written messages.

Module Code: MCOM61216

Name of Module: Communication

Assessment: Continuous Assessment – 50%;
Examination – 50%



- Module outcome:** On completion of this module students should be able to apply the different written and oral methods of communication used in the business world, together with the visual and graphical aids that can accompany and enhance verbal communication.
- Content:** Spoken business messages; visual and graphical information, internal communication channels, social media in business communication, persuasive messages, ethical business communication.
- Module Code:** SCOR61016
- Name of Module:** Core Curriculum Module
- Assessment:** Continuous Assessment: The module is assessed through assessment tasks that include short multiple choice tests, two essays and two portfolios in the form of reflection journals. All of these assessments are submitted through Moodle.
- Module outcome:** After completion of this module students should be able to:
- Explain the value of different disciplinary perspectives;
 - Apply different disciplinary perspectives as part of critical thinking;
 - Demonstrate basic reflective academic skills – reading, writing and argumentation skills; and
 - Reflect on how higher education empowers citizens to engage with the challenges facing the 21st century world (locally and globally).



- Content:** This module exposes students to challenging questions aimed at disrupting existing knowledge and ways of thinking, by engaging them in current issues across different disciplines, namely:
- Unit 1: How do we become democratic and cultivated citizens? (Anthropology, Social Psychology)
 - Unit 2: Your rights vs my rights (Law)
 - Unit 3: Why is the financial crisis described as global'? (Economics)
 - Unit 4: How green is green? (Physics, Chemistry, Nanoscience)
 - Unit 5: How should we deal with our violent past? (History, Pedagogy, Political Studies)
 - Unit 6: Are we alone here? (Astronomy, Biophysics)
 - Unit 7: How do people change? (Social Psychology)

4.7.2 SECOND YEAR MODULES

ACCOUNTING 2 A

- Module Code:** MACC62116
- Name of Module:** Accounting 2 A
- Assessment:** Continuous assessment – 50%;
Examination – 50%
- Module outcome:** After completing this module, students should be able to understand IFRS for SMEs including companies Act, develop of accounting policies for transactions using only CFSME and analyse transaction flow.
- Content:** The scope of IFRS for SMEs including companies Act; Development of accounting policies for transactions using only CFSME; Analysis of transaction flow; Cost allocation methods



ACCOUNTING 2 B

Module Code: MACC62216

Name of Module: Accounting 2B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: At the end of this unit, you will be able to explain why there is a need for both financial and managerial accounting. This unit will also introduce you to the manufacturing process and related financial accounting transactions.

Content: Financial vs Managerial Accounting, Cost Classification and terminology, Overheads and job costing, Cost Volume Profit, Budgetary control, Time value of money, Just-in-time inventory management, Balanced scorecard.

ECONOMICS 2 A

Module Code: MEC2116

Name of Module: ECONOMICS 2 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: The student must be able to understand and be in a position to analysis fundamentals of microeconomics decision making including the theory of consumer behaviour, theory of the firm and how markets function. This module develops analytical tools to investigate and solve the problems that consumers and firms face.

Content: Trade and externalities, producer theory and consumer theory and equilibrium levels.



ECONOMICS 2 B

Module Code: MECO62216
Name of Module: ECONOMICS 2 B
Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: The student must be able to understand the fundamental principles of macroeconomics and theories. Understanding the concept of output, inflation, unemployment, consumption. The student must be able to do the analyses of the monetary and fiscal policy by determining the impact of these policies in the economy.

Content: Output, inflation, unemployment, fiscal policy, monetary policy and foreign exchange rate.

BUSINESS LAW 1 A

Module Code: MBLA62116
Name of Module: BUSINESS LAW 1 A
Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On successful completion of this module, students should be able to demonstrate an understanding of the general overview of law, apply fundamental principles of the law of contract and other aspects of commercial law to give advice and solve basic legal problems relating to the law of contract in order to make decisions and act appropriately within a legal framework to real life situations.

Content: Introduction of law; the South African judiciary; the requirements for a valid contract; the general content and interpretation of contract; breach of contract, remedies and termination.



BUSINESS LAW 1 B

Module Code: MBLA62216
Name of Module: BUSINESS LAW 1 B
Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should be able to demonstrate an understanding of the law of agency, forms and constitution of organisations, types of capital and financing of companies. Students should be able to appreciate how companies, close corporations and business trusts are managed, administered and regulated. In addition, students should be able to recognize the legal implications relating to insolvency, business rescue proceedings and an understanding of how the financial markets operate.

Content: Includes agency relationships; Partnerships; Forms and constitution of organisations; Sources of finance of organisations; Management, regulation and administration of companies.

BUSINESS MANAGEMENT 2 A

Module Code: MBMT62116
Name of Module: BUSINESS MANAGEMENT 2 A
Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Students would be able to gain familiarity with project management principles, processes, project scheduling and risks and how they apply in an organisational context. Also, at the end students would have developed critical thinking abilities to be able to reflect on the core primary and secondary functions of management.



Content: Major topics include: Nature and content of project management, Project management processes particularly: project initiation, planning, execution and closure as well as Project integration principles like project risk management, stakeholder management and project communication.

BUSINESS MANAGEMENT 2 B

Module Code: MBMT62216

Name of Module: Continuous assessment – 50%;
Examination – 50%

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Students would be able to gain knowledge of the role of supply chain management in relation to overall business improvement process, the basic determinants of logistics management in enterprises, interpret current processes in the logistics business. Analyse and discuss contemporary developments, challenges and issues in supply chain management. Acquisition of such knowledge would lead to an efficient management of logistics processes and activities and improvement

Content: Major themes include: An introduction to supply chain management, Supply chain elements: sourcing; contract management; warehousing; inventory; customer service, Supply chain integration: logistics channels and network design; management strategies and other strategic considerations including global logistics, integrated supply chain risk management.



ENTREPRENEURSHIP 2 A

Module Code: METRE62116

Name of Module: ENTREPRENEURSHIP 2 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon successful completion of this learning unit, you will be able to:

- identify the characteristics of successful entrepreneurs;
- differentiate between entrepreneurs, nonentrepreneurs and intrapreneurs
- explain the landscape of entrepreneurial development in South Africa and the rest of Africa.
- understand and explain perspectives on SMMEs
- identify the drivers and non-drivers for Entrepreneurship
- demonstrate understanding of the characteristics of entrepreneurs
- differentiate between Entrepreneurship and corporate intrapreneurship

Content: Major themes include: introduction to Entrepreneurship; perspectives on SMMEs; Drivers of Entrepreneurship; understanding the Entrepreneurial personality; Intrapreneurship.



ENTREPRENEURSHIP 2 B

Module Code: METRE62216

Name of Module: ENTREPRENEURSHIP 2 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon completing this learning unit students should be able to do the following:

- Analyse the entrepreneurial process through which business ideas are evaluated
- Critically assess business opportunities and distinguish them from business ideas
- Generate feasible business ideas
- Apply critical thinking, creativity and innovation to business ideas
- Explain the importance of having core team during new venture creation
- Understand and explain group dynamics, leadership styles and conflict resolution
- Write a business plan and present it to the relevant stakeholders
- Explain the importance of a business plan
- Distinguish between the different venture forms
- Understand and interpret the policy frameworks governing new ventures

Content: Major topics include: the Entrepreneurial process: developing entrepreneurial business ideas; building the core team; the business plan; selecting the venture form; South Africa policy issues for Entrepreneur.



FINANCIAL MANAGEMENT 2 A

Module Code: MRFM62116

Name of Module: FINANCIAL MANAGEMENT 2 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On successful completion of this module, students should be able to demonstrate an understanding of the role of financial management in an organisation in increasing the wealth of shareholders. They will gain an in-depth knowledge of the fundamentals of the time value of money, develop the skills and aptitude in analysing financial statements and calculations necessary to aid decision making in the business environment.

Content: Major topics include: the role of financial management; the fundamentals of time value of money; analysis of financial statements.

FINANCIAL MANAGEMENT 2 B

Module Code: MRFM62216

Name of Module: FINANCIAL MANAGEMENT 2 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On successful completion of this module, students should be able to develop skills attitudes and competencies to analyse and make informed decisions around complex financial issues that exist in the business environment in South African context. They will gain a sound knowledge of the quantitative techniques for making short-term financial decisions, longterm financing decisions and long-term investment decisions that arise in the business environment.



Content: Major topics includes: Short-term financial decision; long-term financial decisions; long-term investment decisions.

INDUSTRIAL PSYCHOLOGY 1 A

Module Code: MIPS51116

Name of Module: INDUSTRIAL PSYCHOLOGY 1 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon completing this learning unit students should be able to know, understand and do the following:

- Introduction to basic history of Psychology
- Introduction to basic methods of Psychology
- An understanding of the basic concepts of Industrial Psychology
- Understand in broad terms Psychological processes in work place context
- Introduction to personality in work place context
- Understand basic methods in industrial and organisational research

Content: Major topics include: History and methods of Psychology; Psychology in the context of work; approaches to personality study in the work place context; introduction to personnel Psychology; basic research methods in Industrial Psychology.



INDUSTRIAL PSYCHOLOGY 1 B

Module Code: MIPS61216

Name of Module: INDUSTRIAL PSYCHOLOGY 1 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon completion of the learning unit student would be able to achieve the following:

- Understand and explain the recruitment process;
- Predict employee behaviours at the work place;
- Demonstrate an understanding of organisational socialisation, cultures and employee retention;
- Understand and apply team building activities;
- Critically assess work place team dynamics, and team decision making;
- Identify and explain different perspectives relating to organisational; behaviour;
- Assess organisational cultures and the complexity of personnel diversity;
- Understand different levels of organisational development;
- Explain organisational design: culture, climate, and change management;
- Assess employee health and well-being;
- Distinguish between working-life balance and workfamily conflict.

Content: Major topics include: Personnel recruitment, socialisation and retention; Team dynamics; organisational behaviour; organisational design.



MARKETING MANAGEMENT 2 A

Module Code: MRFM62116

Name of Module: MARKETING MANAGEMENT 2 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon completion of the module student would be able to achieve the following:

- Have an understanding of the basic concepts of marketing and marketing planning.
- Realise the importance of understanding external environments.
- Understand the consumer and the consumer decision-making process
- Contextualise the role and use of marketing research

MARKETING MANAGEMENT 2 B

Module Code: MMAR62216

Name of Module: MARKETING MANAGEMENT 2 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon completion of the module student would be able to achieve the following:

- Demonstrate understanding of the concept of Product
- Identify and explain various decisions around: product, distribution, pricing and communication
- Explain the importance of product development and branding
- Formulate pricing objectives

Content: Major topics include: Product decisions; distribution decisions; developing a marketing mix service products



HUMAN RESOURCE MANAGEMENT 2 A

Module Code: MHRM62116

Name of Module: HUMAN RESOURCES MANAGEMENT 2 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should be able to define the sphere of responsibility of Human Resource Management; describe the components of a Human Resource Management system; evaluate the evolution of Human Resource Management; explain the relationship between Human Resource strategy and business strategy and identify the challenges facing Human Resource Management.

Content: includes what is Human Resource Management? Its responsibilities, functions and competencies.

The evolution of Human Resource Management: Scientific Management approach, human relations approach, human resource approach and changes in HRM paradigms.

HUMAN RESOURCE MANAGEMENT 2 B

Module Code: MHRM62216

Name of Module: HUMAN RESOURCES MANAGEMENT 2 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should be able to explain the relationship between Human Resource strategy and business strategy; identify the challenges facing Human Resource Management.



Content: Strategic Human Resource Management; Strategic Human Resource Management; Strategy formulation and implementation; Human resources' success as a strategic planner; Challenges facing Human Resource Management, i.e. employee productivity, quality improvement, downsizing, delayering workforce, the changing workforce, the global economy, the impact of Government, quality of working life and technology.

THIRD YEAR MODULES

ACCOUNTING 3 A

Module Code: MACC73124

Name of Module: ACCOUNTING 3 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: After studying this unit the student should be able to present and disclose items of assets and liabilities as per IFRS. Students should also be able to correctly record assets and liabilities in terms of initial and subsequent measurement as per IFRS.

Content: Including, but not limited to: Property, plant and equipment, Investment Property, Intangible assets, Contingent liabilities, Events after balance sheet.



ACCOUNTING 3 B

- Module Code:** MACC73224
- Name of Module:** ACCOUNTING 3 B
- Assessment:** Continuous assessment – 50%;
Examination – 50%
- Module outcome:** After studying this unit the student should be able to present and disclose a cashflow statement in terms of IFRS. The students should also be able to account for and present consolidated financial statements. The students should also be able to analyse and interpret financial statements.
- Content:** Including, but not limited to: Analyses and interpretation of financial statements, Business combinations including Joint Arrangements and presentation and compilation of consolidated financial statements.

MARKETING MANAGEMENT 3 A

- Module Code:** MMAR73124
- Name of Module:** MARKETING MANAGEMENT 3 A
- Assessment:** Continuous assessment – 50%;
Examination – 50%
- Module outcome:** After completing this module students should be able to formulate, interpret and implement strategic marketing plans for the business units. In particular, it will enable students to understand the importance of creating and maintaining competitive advantage in an organisation.



Content: includes an overview of strategic marketing, Analysis of the external marketing or business environment, Customer analysis, Analysing the market, Analysing competitors, Analysing the internal environment, Marketing strategy and metrics, Sustainable competitive advantage, Customer experience management as a marketing strategy, Market strategies, Product life cycle and branding strategies, Competitive market strategies, Refocusing the business, Product life cycle and branding strategies, Competitive market strategies, refocusing the business, Leveraging the business, going global, Selecting the strategies for the way forward and Strategy implementation and control.

MARKETING MANAGEMENT 3 B

Module Code: MMAR73224

Name of Module: MARKETING MANAGEMENT 3 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Students who complete this module will be able to understand how an organisation's marketing strategies are adjusted to adapt to conditions in other countries. As a result, the module equips students with the knowledge and skills to enable them to make key management decisions and understand how organisations may navigate through the increasingly dynamic and challenging global trading environment. Furthermore, the module enables students to identify, evaluate, and integrate a wide range of management concepts to create and execute highly effective global marketing programmes, as well as the analysis and solution of management problems in global operations.



Content: includes changes and new challenges within the global marketing environment; The global marketing environment; globalisation; global cultures and buyer behaviors; global social and ethical Issues; opportunity analysis and selection of markets; importing, exporting, and sourcing; market entry strategies;

ECONOMICS 3 A

Module Code: MECO73124

Name of Module: ECONOMICS 3 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: This module deals with the theory of international trade, commercial policy, balance of payments, and international monetary issues. The student must be in a position to explain countries trade, the important of the trade policy and understand the principles of international economics with the fundamental of trade theories.

Content: Includes fiscal and monetary policies, International Trade, balance of payment, economics theories and terms of trade.

ECONOMICS 3 B

Module Code: MECO73224

Name of Module: ECONOMICS 3 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: The student must be in a position to analyse the behaviour of the labour market and be able to distinguish between the goods market and labour market. Be in a situation where they can advise the employer on how to keep the employees happy to maximize the productivity. The student must be able to explain the effect of labour specialisation in the production.



Content: Includes Outcomes of the labour market and relationship between wages and prices.

HUMAN RESOURCE MANAGEMENT 3 A

Module Code: MHRM73124

Name of Module: HUMAN RESOURCES MANAGEMENT 3 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should be able to define performance management, explain the objectives of performance management, list and discuss performance appraisal systems.

Content: includes Introduction to Performance Management: Performance appraisal, organizational model of performance management, purposes of performance management, link between performance management and the other human resource management functions. Performance Management Process: Legislation relevant to Performance Management process, performance standards, Performance Management Systems and strategic congruence, validity, reliability, acceptability and specificity. Approaches to measure Performance: The comparative, attribute, behavioural, results and quality approaches



HUMAN RESOURCE MANAGEMENT 3 B

Module Code: MHRM73224

Name of Module: HUMAN RESOURCES MANAGEMENT 3 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should be able to:

- Evaluate the Performance Appraisal Process,
- explain the importance of the feedback process,
- effectively diagnose the cause of poor performance,
- implement appropriate interventions for the management of ineffective performance,
- critically discuss the extent to which appraisal politics may impact on decisions regarding employee performance ratings and critically discuss the provision of performance feedback and strategies to improve performance within the context of the 360 degree appraisal.

Content: includes Who appraises performance, i.e. Manager/ Supervisor appraisal, selfappraisal, sub-ordinate appraisal, peer appraisal, team appraisal, customer appraisal, 360- degree appraisal, rate errors in performance management.

Performance feedback and improving performance, i.e. the appraisal interview, types of appraisal interviews, conducting the appraisal interview, diagnosing and improving performance, sources of ineffective performance, performance diagnosis, managing ineffective performance, performance feedback and improving, performance following 360- degree appraisal.



ENTREPRENEURSHIP 3 A

Module Code: METR73124

Name of Module: ENTREPRENEURSHIP 3 A

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: Upon completing this learning unit students should be able to understand and achieve the following:

- Understand the sources of finance for new ventures in South Africa;
- Explain what is meant by the term 'own money';
- Delineate the advantages and disadvantages of using 'own money' to fund a venture;
- Discuss human capital in the South African context by showing how necessity and opportunity entrepreneurship differ;
- List human capital variables and evaluate their use for entrepreneurs;
- Explain what is meant by entrepreneurial capital and
- Discuss the formula: entrepreneurial capital (PV) = entrepreneurial competencies x entrepreneurial commitment.

Content: Areas of focus will include financing new ventures, Entrepreneurial human and social capital, as well as Design thinking for Entrepreneurship.

ENTREPRENEURSHIP 3 B

Module Code: METR73224

Name of Module: ENTREPRENEURSHIP 3 B

Assessment: Continuous assessment – 50%;
Examination – 50%



- Module outcome:** Upon completing this learning unit students should be able to understand and achieve the following:
- Define and explain social capital
 - Explore and discuss the nature and function of networking relationships
 - Explain entrepreneurial heritage and culture
 - Explore and evaluate the extent to which cultural values are applicable to entrepreneurship
 - Discuss the role of ethics in modern business
 - Examine the factors that shape ethical practice
 - Link ethics and corporate social responsibility (CSR)
 - Explore the relevance of business management to Entrepreneurship
- Content:** Areas of focus will include business ethics, social responsibility, social entrepreneurship and management in entrepreneurship

FINANCIAL MANAGEMENT 3 A

- Module Code:** MRFM73124
- Name of Module:** FINANCIAL MANAGEMENT 3 A
- Assessment:** Continuous assessment – 50%;
Examination – 50%
- Module outcome:** The student must be in a position to solve corporate financial problems in a business management context. Students will be able to apply financial management principles and models to critically evaluate the various sources of financing, cost of capital, and recommend the optimum capital structure for a firm's value creation and preservation. In addition, students should be able to demonstrate an in-depth understanding of financing decisions and be able to argue around major developments in financial markets and instruments.
- Content:** Major topics include, but not limited to managing resources and value creation, Sources of finance, capital structure decisions, dividend policies, and financial performance measures.



FINANCIAL MANAGEMENT 3 B

Module Code: MRFM73224
Name of Module: FINANCIAL MANAGEMENT 3 B
Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: The student must be able to make constructive criticism about dividend policies of companies, the mechanisms involved in valuations, mergers, acquisitions and corporate restructuring in order to function effectively as a business manager in the global business environment.

Students should be able to demonstrate an in-depth understanding of risk management strategies used in business organisations and the ways of hedging risks, gain an understanding of the management of foreign exchange and related aspects of international financial management in order to function effectively as a business manager in a corporate environment.

Content: The major areas that this module among others will cover are dividend policy, valuations, mergers and acquisitions, risk management and derivatives, and international financial management.

BUSINESS MANAGEMENT 3 A

Module Code: MBMT73124
Name of Module: BUSINESS MANAGEMENT 3 A
Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should be able to formulate, evaluate and develop a strategic plan. Also, students should be able to apply different analysis techniques to successfully recognise opportunities and threats facing an organisation, whether they come from within the organisation or from competitors.



Content: Major topics include: The strategic management process; strategic direction; corporate governance and strategy; internal environmental analysis; external environmental analysis; strategy formulation: long-term goals and generic strategies; strategy formulation: grand and functional strategies; aligning strategy with industry life cycle; strategic analysis and choice.

BUSINESS MANAGEMENT 3 B

Module Code: MBMT73224

Name of Module: BUSINESS MANAGEMENT 3 B

Assessment: Continuous assessment – 50%;
Examination – 50%

Module outcome: On completion of this module, students should have an understanding of the implementation and control of strategic plans in an existing organisation, thereby ensuring that all steps of the strategy management process are appropriate, compatible and functioning properly.

Content: Major topics include: strategy implementation and change management; the drivers of strategy implementation; the structural drivers and instruments for strategy implementation; continuous improvement through strategic control and evaluation.



5. OTHER PROGRAMME RULES

Being a successful student is your responsibility. To this end, a few key areas been identified as crucial to your success as a Retail Business Management student. We would like you to take note of these points and strive at all adhere to these guidelines, so as to ensure a professional and cordial relationship with lecturers and peers alike.

In order to participate fully in the learning process and derive maximum benefit from classes, you will be expected to do reading, preparation and research for class discussions and to complete assignments on each section of the work covered. Class attendance is of the utmost importance.

Bear in mind that unannounced class tests and other activities that you miss as a result of non-attendance cannot be made up later, unless you produce a valid reason (valid source) for your absence in writing (e.g. medical certificate to indicate that you were sick).

Your responsibilities include:

- **Punctuality**

You must be in class when the period starts. You are expected to be on time for all lectures. If you are late, with a plausible reason for your late arrival, make sure that you are no more than 5 minutes late after the start of the lecture. NO entrance to the lecture/venue is admitted thereafter.

- **Attendance**

Attendance is vital and a student must attend a minimum of 80% of all classes on the dates when the roll call is taken. A lecturer may give 0 (zero) class mark where applicable in cases where a student is absent for 20% or more of the duration of the course. Absence from a class where any mark is given e.g. presentation, class test, etc, will result in you obtaining 0% for that assessment.

- **Absence from class**

In the case of a justified and valid absence (illness or any other reason), you must see to it that you know the work you have missed out on (as set out in the scheme). Proof of a justified absence (e.g. a legal doctor's certificate), must be submitted to the lecturer at the next contact session with the relevant lecturer. The lecturer and the University reserves the right to question and follow-up on any proof of justified absence and



to reject such proof if the reasons for the absence are not substantive to warrant the absence. Attendance will form part of your continuous assessment mark.

- **Absence on test days**

If you are absent during a scheduled test, you will receive 0% for the test concerned and only an accepted doctor's certificate or authorised document from the Head of School will qualify you to have a supplementary evaluation. You must contact the lecturer concerned immediately (within 1 day) after the test so that the time and date for the supplementary evaluation can be decided on by the lecturer. You should be prepared to do the supplementary evaluation on any day. NB – Proof of absence must be presented upon returning to the University.

- **Submission of assignments**

Due dates will be strictly enforced. Students must sign a register when handing in an assignment. The same register then gets signed when the student sees their mark. The assessment itself will also be signed by the student. If there are any mark queries, they must be addressed with the lecturer in class while viewing the assessment results. Mark queries will only be allowed for two weeks after the assessment results have been handed back to the student. No queries will be dealt with after that.

No late assessment will be accepted. You will receive a ZERO (0%) mark.

No marks will be given for any task (or class test) if it is handed in without mentioning the name and student number of the student (make sure your names, student number, course name and code, lecturer's name are clearly indicated on your assignment cover page or answer sheet).

- **Behaviour**

You are expected to respect your lecturer, peers, SPU assets (furniture, PC's, etc.) and the work ethic in the class. Students' conduct in class and



during any subject-related activity should make a positive contribution towards the achievement of the above-mentioned objectives and must be in line with the Students' conduct policy of the SPU.

No action that might have a negative effect on the classroom environment, other students, the lecturer, the subject or the University, shall be accepted. This includes such actions as low class attendance, late coming, talking during lectures, eating in class, use of cell phones and improper use of laptops or improper conduct during classes and visits by/to organisations. Students guilty of the above will be reported to the Head of School so that the necessary steps may be taken.

- **Unscheduled class tests and/or pop quizzes**

Students are expected to be ready for any tests or pop quizzes given to them at any time. It is the duty of the students to be well aware of the subject field and be prepared at all times. At any time during the year, without any form of prior notice, the lecturer may hand out a class test or pop quiz on a specific topic, which may, together with the marks for assignments, count for the year mark.

- **Technological Rules of Engagement**

No student will be permitted to make use of a cellular device in such manner as deemed disrupting to peers, lecturers or the classroom goal of learning. No calls will be permitted during class. No lectures/lecturers may be recorded without express permission, both verbally and in writing, from the lecturer. No recordings of lectures/lecturer may be posted on the Internet in any way, shape or form. Any computing devices brought into the class fall under the same rules of engagement. Neither the lecturer nor SPU, is responsible for student property on campus and/or during lectures. Contravention of the above understanding might lead to expulsion from the lesson/ classroom, and further disciplinary actions might be taken.

- **Contact with your lecturer**

Remember to communicate with your lecturer (first in class or tutorial sessions). Never say "I could not find you!" Leave a message with the Administrator and make sure you follow up. Make use of the e-mail



for official matters only. Make sure that you have proof of any such communication. You are doing a course in Communication, so find ways of communicating effectively!

5.2 GRIEVANCE AND DISCIPLINARY PROCEDURES

Students should **STRICTLY** adhere to the following grievance procedure as formulated by the Department:

Departmental Procedure:

Should you not be content with the offering in class, outcome of results for work completed or any situation, you may complain or appeal in the following order:

- Step 1: Students to consult directly with the subject lecturer.
- Step 2: If the problem persists, communicate with the class representative and meet with the lecturer to discuss the problem (class representative to minute the meeting).
- Step 3: If the problem persists, put the problem in writing and forward it to the Head of School's attention.
- Step 4: If the outcome is not satisfactory, consult (with the class representative's assistance) with the next level of management at SPU.
- Step 5: If the outcome is not satisfactory, consult via and with the class representative with the next level of Senior Management: Academic.



6. ACADEMIC CALENDAR 2018

| | |
|-----------------------------------|--|
| Registration and Orientation Week | Monday 30 January – Friday 3 February |
| First Teaching Block | Monday 6 February – Friday 31 March |
| Mid-Term Vacation/Study/ Research | Saturday 1 April – Monday 17 April |
| Second Teaching Block | Tuesday 18 April – Thursday 25 May |
| Examinations | |
| Main Mid-Year | Friday 26 May – Thursday 15 June |
| Mid-Year Supplementary | Monday 26 June – Friday 30 June |
| Winter Vacation/Study/Research | Saturday 01 July – Sunday 16 July |
| Third Teaching Block | Monday 17 July – Friday 25 August |
| Mid-Term Vacation/Study/Research | Saturday 26 August – Sunday 3 September |
| Fourth Teaching Block | Monday 4 September – Friday 20 October |
| Examinations | |
| Main Year-End | Monday 23 October – Friday 10 November |
| Supplementary Year-End | Thursday 23 November – Friday 01 December |



SCHOOL TERMS: Northern Cape

| First Term | Second Term | Third Term | Fourth Term |
|--------------------------|-----------------------|---------------------------|---------------------------|
| 11 January – 31 March | 18 April – 30 June | 24 July – 29 September | 9 October – 6 December |

PUBLIC HOLIDAYS:

| First Term | Second Term | Third Term | Fourth Term |
|----------------------------------|---------------------------------|---|---|
| 1 January (Sun) – New Year | 27 April (Thu) – Freedom Day | 9 August (Wed) – Woman’s day | 16 December (Sat) – Reconciliation Day |
| 21 March (Tue) – Human Rights | 1 May (Mon) – Worker’s day | 24 September (Sun) – Heritage Day | 25 December (Mon) – Christmas Day |
| 14 April (Fri) – Good Friday | 16 June (Fri) – Youth Day | | 26 December (Tue) – Day of Goodwill |
| 17 April (Mon) – Family Day | | | |

















