



SCHOOL OF ECONOMIC AND MANAGEMENT SCIENCES

PROGRAMME RULES AND INFORMATION

2021



SCHOOL OF ECONOMIC AND MANAGEMENT SCIENCES (EMS)

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WELCOME MESSAGE

Thank you for your interest in our School. We are proud of what we achieved as a young and growing university and would welcome your participation in our exciting programmes and activities.

Whether you consider a career in retail or public management, the SoEMS should be your first choice if you desire individual attention and support from academics.

Our classes are small and specialised and our students are much more than numbers to us.

Our dedicated academics are engaged in research and serve in various committees and organisations to ensure knowledge of the latest developments is shared with students and the community.

Flexible and blended teaching and assessment practices have been adopted to accommodate students who are unable to attend class full-time.

Our Advanced and Postgraduate diplomas are offered on a block release system whereby students attend three weeks per year over two years to complete the qualification.

The Diploma in Retail Business Management contains a work integrated learning module whereby students are placed with employers to gain first hand practical experience which together with their solid theoretical background, makes them highly employable.

The School has a strong desire to contribute to the economic development of the region and its people and do so via research projects, and its involvement in the Northern Cape Innovation Forum, the Provincial Research Forum, the Carnarvon Rural Innovation Hub and the Centre for Entrepreneurship and Rapid Incubation in Upington.

Please feel free to navigate the rest of our web page for more information on our programmes, staff and activities or contact us via e-mail or telephone.

Thank you.

School Head , Professor Pierre Joubert





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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.

GENERAL UNIVERSITY RULES

GENERAL RULES

The General Regulations of the Sol Plaatje University are explained in the University's *General Rules and Information Book 2020*, 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.

• ASSESSMENT RULES

Refer to the Examination Rules in the *General Rules and Information Book 2020*.



PROGRAMME STRUCTURE:

DIPLOMA IN RETAIL BUSINESS MANAGEMENT

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, specialty 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

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 level5;
- Mathematics - NSC level 3 **OR** Mathematical Literacy - NSC level5;
- At least one of the following at NSC level 4: Accounting, Business Studies or Economics
- APS: 25 points



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 prerequisite.</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.



- **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.

- **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	

Subjects	Subject Code	NQF level	Prerequisite (CODE)
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:

First Year RBM Modules:	
MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retailing 1
Module Code:	MRET51030
NQF Level	5
Module Credits	30
Purpose of the Module	The purpose of this module is to provide students with an introductory and comprehensive understanding of Retail Management, and illustrate how it impacts on the operations management of an organisation. The field of Retail Management is extremely dynamic and challenging. The learning content and activities contained in this learning guide will therefore provide you with opportunities to explore the latest developments in this field and help you to discover the field of Retail Management as it is practiced today.
Module Contents:	The module covers content including the 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 and customer and point of sale service.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • demonstrate a knowledge and understanding of the perspectives on strategic retail planning and operations management and explain how retailers manage their supply chains. • explain and illustrate an understanding of market selection and retail location analysis in the South African context. Illustrate how to manage a retailer's finance, merchandise buying and handling, merchandise pricing, advertising and promotion, customer services, retail selling, store design and layout. • demonstrate a knowledge and understanding of how a managing products, product range planning and selection, managing supply base, product quality decisions and stock management, sales response, retail design and visual merchandising, product offer communication and retail product performance evaluation.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 60/40	Formative assessment constitutes 60% and the summative assessment comprises 40 % of the assessment of the module.

MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Operations Management 1
Module Code:	MROM51030
NQF Level	5
Module Credits	30



Purpose of the Module	<p>The main purpose of this module is to prepare students for the retail industry with regards to operational skills and while doing this subject, they will have an opportunity to become proficient, effective and efficient in a retail operations context.</p> <p>After completing this subject, students should have a solid foundation and efficient knowledge of the ground principles of operations used in the retail and wholesale environment. This knowledge is of great importance to students as the skills and knowledge they gain will assist them understanding and possibly making business decisions in the retail and wholesale environment, among other industries</p>
Module Contents:	<p>The module covers content including the 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 self-management and legal and statutory requirements.</p>



Module Outcomes:

Upon completion of this module a student should be able to:

- explain the role the businesses play in making the goods and services exist, describe the needs of society, and how businesses satisfy those needs, and distinguish between the 3 economic systems.
- discuss the concept of entrepreneurship and its processes, describe the roles of entrepreneurs, explain what is a feasibility study and its value to the entrepreneur, distinguish between different forms of enterprises in SA, and evaluate a business plan.
- understand meaning of environmental change, explain characteristics of business environmental model, differentiate between micro, market and macro environments, explain the difference between opportunities and threats in external environments
- define CSR, explain why companies implement CSR programmes, define corporate governance, define sustainable development, and explain who the stakeholders of a company are. Students should be able to give an overview of the role of management in businesses, describe the management functions (planning, leading, organizing, and controlling, explain the management processes, explain the functions of management
- understand and apply principles of management: Planning; leading; organizing and controlling. Students should be able to explain what operations management important for business is, define 'operations management, depict and explain the operations management model, now the main activities of ops management and its tools.
- know the role and functions marketing. Supply chain Students should be able to know the role and functions of supply chain.



Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 60/40	Formative assessment constitutes 60% and the summative assessment comprises 40 % of the assessment of the module.

MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Communication 1
Module Code:	MCOM51018
NQF Level	5
Module Credits	18
Purpose of the Module	The purpose of the module is to help students to gain better understanding of the fundamentals of business communication in the South African work environment with employees from different cultural backgrounds. This module will help the student the overall communication skills to enable effective and competent interactions in the work place and in society as specific skills to maximise your competent participation in your field of study.
Module Contents:	The module covers content including the following issues: academic writing, business correspondence, report writing, digital media, grammar in use, article and media release, business career and meetings.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <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 and develop literacy necessary for academic and professional success.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 60/40	Formative assessment constitutes 60% and the summative assessment comprises 40 % of the assessment of the module.

MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Computer Applications
Module Code:	MRCA51018
NQF Level	5
Module Credits	18
Purpose of the Module	The purpose of the module is to expose students to the opportunities, challenges and issues regarding learning in an increasingly digital, open and mobile business world.



Module Contents:	The module covers content including the following: 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 and able to use the Microsoft Office Applications individually and integrate applications.
Module Outcomes:	Upon completion of this module a student should be able to: <ul style="list-style-type: none"> • demonstrate an understanding and be able to use the different components of communication and information technology. • students should be able to demonstrate an understanding and be able to use the desktop environment with current operating system. • students should be able to demonstrate ability to use the Microsoft office applications individually and integrate within applications. • students should be able to demonstrate ability to use communication and research methodologies in World Wide Web (www) environment on the desktop and mobile technology.
Assessment Criteria	Various a formative and summative assessments are carried out
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 60/40	Formative assessment constitutes 60% and the summative assessment comprises 40% of the assessment of the module.



MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Financial Management 1
Module Code:	MRFM51024
NQF Level	5
Module Credits	24
Purpose of the Module	The main purpose of this module is preparing students the retail industry concerning accounting and financial operational skills. Students will have an opportunity to become proficient, effective and efficient in accounting in a retail context. After completing this subject, students should have a solid foundation and efficient knowledge of the ground principles of holistic accounting used in the retail and wholesale environment. This knowledge is of great importance to students as the skills and knowledge they gain will assist them understanding and possibly making business decisions in the retail and wholesale environment, among other industries.
Module Contents:	The module covers content including the following: 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 and operational management of debtors.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> differentiate between various forms of business activities, explain accounting principles, differentiate between financial and management accounting, classify accounts in terms of assets, equity and liabilities, and distinguish between the different assets, equity and liabilities. do relevant basic financial calculations, capture relevant transactions in an accounting equation table and interpret an accounting equation table. describe the general accounting cycle, compile basic accounting statements and draw up bank reconciliation statement draw up financial statements, calculate respective accounting ratios, and comment on relevant accounting ratios. students should be able to calculate relevant mark-ups, explain the different forms of VAT, calculate VAT, complete a VAT-table, calculate Cost Classification, compile & interpret CVP. draw up a cash budget and calculate a cash conversion cycle and students should be able to explain the three key financial management decisions in retail and do basic calculations.
Assessment Criteria	<p>Various a formative and summative assessments are carried out</p>
Formative Assessment	<p>Formative assessment includes class tests, a semester test as well as assignment/s and project/s</p>
Summative Assessment	<p>Examination is conducted at the end of the year</p>
Module split 60/40	<p>Formative assessment constitutes 60% and the summative assessment comprises 40% of the assessment of the module.</p>



SECOND Year RBM Modules:	
MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retailing 2
Module Code:	MRET62030
NQF Level	6
Module Credits	30
Purpose of the Module	This course will explore various topics relating to marketing in retail enterprises. The aim of the course is to sensitise students to how a retail business can become competitive and stay competitive through effective marketing management, merchandise management, communication and customer services management.
Module Contents:	The module covers content including the following: introduction to Retail Marketing Management, retail marketing strategy, retail consumer behaviour and market segmentation, retail Product and Brand Management, retail buying and merchandising, retail pricing, retail marketing communications, retail location, retail design and Layout, retail customer service and multichannel retailing.
Module Outcomes:	Upon completion of this module a student should be able to: <ul style="list-style-type: none"> • understand, analyse and use the concepts underlying various aspects of retail marketing. • develop knowledge and skills to apply quantitative and qualitative thinking to solve retailing problems that can be encountered in an increasingly complex business environment. • understand and have insight into current and expected future developments in the South African and international retailing landscape.
Assessment	
Formative Assessment	Various a formative and summative assessments are carried out



Summative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Module split 60/40	Examination is conducted at the end of the year

MODULE INFORMATION

Diploma in Retail Business Management

Module Name:	Retail Operations Management 2
Module Code:	MROM62030
NQF Level	6
Module Credits	30
Purpose of the Module	The purpose of this subject is to educate students on how does operations management fit into the functions of an organisation. In essence after mastering this subject, students should have a concrete understanding of the operations management used in the retail and wholesale industry.
Module Contents:	The module covers content including the following: The module covers content including the importance and development of operations management in both industry and society, supply chain management, operations principles, process design, strategy and management, forecasting, inventory management, material requirements planning, capacity planning, aggregate planning. It also addresses the following: 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.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • discuss the role of operations management both at a strategic level and for the effective production of goods and services; • explain the various tools of operations management; • identify the behavioural aspects of managing operations; • demonstrate how Operations contributes to wider aspects of firms' capabilities and Competencies; • critically evaluate a variety of theories and concepts relating to supply chain management • develop insights into the competencies required to become an effective manager in TQM or operations.
Assessment	
Formative Assessment	<p>Various a formative and summative assessments are carried out</p>
Summative Assessment	<p>Formative assessment includes class tests, a semester test as well as assignment/s and project/s</p>
Module split 60/40	<p>Examination is conducted at the end of the year</p>

MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Logistics 1
Module Code:	MRLO62018
NQF Level	6
Module Credits	18
Purpose of the Module	The purpose of this module is to educate students on how does retail logistics fit into the functions of an organisation. The module further prepares the students for a more thorough analysis of the supply chain in a subsequent module and develops the links between logistics and other aspects of retail / retail services management.
Module Contents:	The module covers content including the following: the introduction to business logistics, competitive advantage created by logistics, logistics and supply chain strategy, tactical logistics management and supply chain integration, financial aspects of logistics and supply chain management, forecasting supply chain, customer services, production and operations management and procurement management, 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 and the nature and principles of stock management.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the concept and role of logistics and supply chain management • be aware of information & communication technology and specialised systems appropriate to logistics management • have the ability to understand & make decisions regarding facilities, inventory, transport & distribution channels in line with customer service requirements
Assessment	
Formative Assessment	Various a formative and summative assessments are carried out
Summative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Module split 60/40	Examination is conducted at the end of the year



MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Business Law 1
Module Code:	MBLA62024
NQF Level	6
Module Credits	24
Purpose of the Module	<p>The main purpose of this module is to prepare students for the retail industry, with regards to obtaining a fundamental understanding of the legal and regulatory framework that govern commercial activities. Also, this module exposes students to the various business forms and company groupings in South Africa. While doing this module, students will have an opportunity to become proficient, effective and efficient in business law in a retail context.</p> <p>Upon completion of this module, students should have a solid foundation and thorough understanding of the general principle of the law of contract, distinguish between various types of commercial contracts, business forms, relevant provisions of the Consumer Protection Act and other important aspects of commercial law encountered in the retail and wholesale environment. This knowledge is of great importance to students as the skills and knowledge they gain will assist them in understanding and possibly applying the principles to practical situations in the retail and wholesale environment, among other industries.</p>



Module Contents:	<p>The module covers content including the following: 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.</p>
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • explain the different origins and sources of South African law including the court structure. • explain and illustrate an understanding of the basic requirements for the formation of a valid contracts and the incorporation of terms in a contract. • demonstrate a knowledge and understanding of specific commercial contracts including the contract of sale, lease, credit agreements, suretyship agreements, different forms of security and the effect of consumer protection legislations. • demonstrate a knowledge and understanding of agency relationships and different forms of business undertakings including Sole proprietorships, Partnerships, Companies, Close corporations, Co-operatives and Business Trusts.
Assessment	
Formative Assessment	<p>Various a formative and summative assessments are carried out</p>
Summative Assessment	<p>Formative assessment includes class tests, a semester test as well as assignment/s and project/s</p>
Module split 60/40	<p>Examination is conducted at the end of the year</p>



MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Financial Management 2
Module Code:	MRM51024
NQF Level	6
Module Credits	18
Purpose of the Module	The main purpose of this module is to educate students in financial with the main intention of nurturing expert skills in finance.
Module Contents:	The module covers content including the following: 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, and sales variance analysis.
Module Outcomes:	Upon completion of this module a student should be able to: <ul style="list-style-type: none"> • demonstrate firm understanding of the retail financial statements, • have increased logical reasoning and numeracy skills. • have self-assurance with numbers and comfortability with finance environment.
Assessment	
Formative Assessment	Various a formative and summative assessments are carried out
Summative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Module split 60/40	Examination is conducted at the end of the year



Third Year RBM Modules:	
MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Projects 3
Module Code:	MRPR63024
NQF Level	6
Module Credits	24
Purpose of the Module	To introduce the student to a comprehensive working knowledge of Project Management principles, key concepts, and techniques within a retail landscape including shopping centre management.
Module Contents:	The module covers content including the Introduction to Project Management/Essentials of Project Management, Project Life Cycle, Project Planning , Organisational Arrangements and Project Governance, Project Management Knowledge areas and Shopping Centre Management
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the background, history and context of project management as a business tool to execute retail projects. • demonstrate a comprehensive working knowledge of project management principles, key concepts, and techniques within a retail landscape. • Manage retail projects or sub-projects which have a limited scope of work, limited number of resources, a small budget, and have limited complexity. • Gather data and process project data, monitor and report project progress, manage scope change control, administrating documenting control and expediting progress. <p>Demonstrate knowledge on aspects of management of shopping centres, which have become an important part of the retail supply chain.</p>



Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	This is the WIL component. Students are placed in organisations for 3 months. Upon completion of the 3 months, students submit portfolios of evidence as part of their assessment.
Module split 60/40	Formative assessment constitutes 60% and the summative assessment comprises 40 % of the assessment of the module.

MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retailing 3
Module Code:	MRET63030
NQF Level	6
Module Credits	30
Purpose of the Module	To further enhance the knowledge of students in Retail Management by introducing them to Purchasing and Supply Management, which will help expose students to basic retail buying principles and practises with a view to preparing them for possible entry into the field of retail planning and buying
Module Contents:	The module covers content including the, 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.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand and explain the role of buying/purchasing in a retail business • demonstrate the ability to identify, gather and utilise various sources of information relevant to buying decision making Undertake consumer analysis to understand the needs of the market and demographic implications on the buying function • source and build relationship with suppliers locally and internationally for efficient and effective supply of merchandise • demonstrate comprehensive knowledge of relevant technology (e-procurement, EDI, RFID etc.) to support multichannel initiatives in the retail environment
Assessment	
Formative Assessment	<p>Various a formative and summative assessments are carried out</p>
Summative Assessment	<p>Formative assessment includes class tests, a semester test as well as assignment/s and project/s</p>
Module split 60/40	<p>Examination is conducted at the end of the year</p>



MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Retail Operations Management 3
Module Code:	MROM63030
NQF Level	6
Module Credits	30
Purpose of the Module	The purpose of this module 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 buying retail buyers, planners, store managers and retail marketing managers. To further enhance the knowledge of students in Retail Management, which will help expose students to basic retail buying principles and practises with a view to preparing them for possible entry into the various management careers in field of retail planning and buying.
Module Contents:	The module covers content including the, 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 and Businessplan.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand and explain the environmental factors impacting on a retail business • understand management of strategic aspects of the human resources function of a retail business • understand and manage the actual tactical human resources function of a retail business • understand the basic human resources function and recruitment of personnel for a retail business • understand the management of the strategic marketing and basic tactical marketing activities of a retail business • understand and demonstrate knowledge of developing a business plan for retail business • understand and demonstrate knowledge of the integration and co-ordination of all the functions in the retail business.
Assessment	
Formative Assessment	Various a formative and summative assessments are carried out
Summative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Module split 60/40	Examination is conducted at the end of the year



MODULE INFORMATION	
Diploma in Retail Business Management	
Module Name:	Industrial Relations and Labour Law 1
Module Code:	MLLA53018
NQF Level	5
Module Credits	18
Purpose of the Module	Labour law is a module designed to familiarize students with the South African employment law. The module equips students with knowledge to adapt the modern workplace to meet the ever changing developments brought about by legislative amendments and case law. The right to fair employment practices features prominently in all module contents as it is the cornerstone of all employment policies. Key workplace-specific areas including management of grievances, staff discipline, dispute resolution path, workplace negotiations and employment contracts form part of the module content.
Module Contents:	The module covers content including the, 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.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • demonstrate demonstrable knowledge of interpretation and application of the South African Legislative framework. • demonstrate knowledge on employment relations within the spectrum of current debates in the South African Labour market. • understand fundamentals to the labour relations policy framework. • demonstrate aptitude on how labour law principles, rules and decisions are developed through key sources, i.e. case law, legislative amendments and common law.
Assessment	
Formative Assessment	Various a formative and summative assessments are carried out
Summative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Module split 60/40	Examination is conducted at the end of the year

MODULE INFORMATION

Diploma in Retail Business Management

Module Name:	Retail Research Techniques 1
Module Code:	MRRE63018
NQF Level	6
Module Credits	18
Purpose of the Module	This module provides students with an introduction to quantitative and qualitative research methods and to the types of skills necessary for the planning, data gathering and dissemination stages of business-related research.



Module Contents:	The module covers content including the, purpose and types of basic research that are applied by managers in a retail business – focusing mainly on: 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 and presentation of research outcomes to stakeholders.
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • Describe a range of quantitative and qualitative research designs used in business research and identify the advantages and disadvantages associated with these designs. • Design an appropriate mixed-method research study to answer a business-related research question. • Choose appropriate quantitative or qualitative method to collect data. • Write a research proposal suitable for submission to a research funding body.
Assessment	
Formative Assessment	Various a formative and summative assessments are carried out
Summative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Module split 60/40	Examination is conducted at the end of the year



ADVANCED DIPLOMA IN MANAGEMENT

The Advanced Diploma in Management exists at NQF Level 7 and the minimum duration is one year. Students need to obtain a total of 120 SAQA credits in order to obtain the qualification.

A. PROGRAMME RULES

A1. Purpose

This qualification seeks to prepare students for postgraduate studies through the deepening of their knowledge and understanding of theories, methodologies and practices in management and related fields. The theoretical underpinning will enable students to formulate, undertake and resolve complex theoretical as well as practical problems through the use of relevant management knowledge and skills. Furthermore, The Advanced Diploma in Management prepares students to take up opportunities in the value chain as well as different sectors of the economy. The composition of the programme is such that it provides students with competences to provide a broad but in-depth understanding of management. This is achieved by focusing on areas including but not limited to strategic management, project management, human resources management, managerial finance as well as business research.

The Advanced Diploma in Management is a qualification directed at enabling individuals to apply relevant skills, knowledge and principles to execute management functions required in the private, public and non-governmental sectors. It seeks to develop individuals who can competently and ethically add value and function within private and public domain organisations.

A1.1 Career opportunities

Graduates with this qualification can work in a variety of sectors including the public sector, private sector as well NPOs and NGOs. Graduates can take up positions relating to strategic management, project management, human resources management, managerial finance as well as business research within lower management, middle management and top management.



A2. Minimum requirements for admission to the programme

The general Rules of the University in respect of admission to postgraduate studies (aligned with the Higher Education Qualification Sub-Framework (HEQSF) are applicable to this programme.

The following are the requirement for entry into the Advanced Diploma in Management. A relevant Diploma at NQF level 6, Bachelor's degree or equivalent as approved by SAQA. The student must have passed subjects related to management. In addition, the student must have obtained an average of 60% of the qualification.

Applicants who do not meet the minimum admission requirements but who can demonstrate to the satisfaction of the University that they have a qualification or experiential or work-based learning, which has taken the learner to an equivalent entry level specified above, may be considered for admission and for the recognition of prior learning. The formal Sol Plaatje University (SPU) Recognition of Prior Learning (RPL) Policy applies.

A3. Articulation

Students holding the Advanced Diploma in Management may be admitted to study for a Honours degree or Post Graduate Diploma in Management in this (when offered) or other universities. Admission to the Honours degree or Post Graduate Diploma in Management programme is dependent upon meeting the minimum requirements of the degree.

A4. Duration of Study

The curriculum for students shall extend over a minimum period of one (1) year fulltime or two years part-time. The diploma must be successfully completed not later than one year after the minimum period of study prescribed in the rules.



A5. Mode of delivery

The Advanced Diploma in Management may be offered either on part-time, full-time and/or block release basis. Part time session will be during four evenings a week spread across two academic years. Block release means attendance of sessions for full days over designated periods at the campus of the University. Two attendance blocks of six days each will be spread across two academic years.

During each block, students will attend classes for the whole day. In the instance of part-time evening students, it is expected that groups will meet one or two evenings per week, including weekends, for group related activities.

The periods between blocks are for preparations, study, assignments and research work. In addition to the required contact hours for sessions, it is presumed that students will do pre and post-session individual and group work of a minimum of six (6) hours per contact session.



A6. PROGRAMME STRUCTURE

A6.1 Advanced Diploma in Management Modules and Codes:

The curriculum consists of five (5) compulsory modules and a Business Research Project as below:

Module Code	Module Name	Credits
MSMT 73024	Strategic Management	24
MPRM73024	Project Management	24
MMFN73024	Managerial Finance	24
MHRM73024	Human Resources Management	24
MBRM73024	Business Research	24

Notes:

A6.1.1 Part Time and Block Release Students will register for three (3) Modules for each year of study.

A6.1.2 The Business Research module runs across the full period of study.

A6.1.3 All modules are stand-alone and the School of Economic and Management Sciences reserves the right to change the order of module delivery.



A7. Assessment

Each module in the Advanced Diploma in Management will be assessed separately and the final mark in a course will be made up of a combination of an examination mark together with marks obtained by a candidate in any test or task, essay, project, fieldwork, group work or other assignments of the class. The proportion of marks to be allocated in each case is determined before the start of each course and is published in the course outline handed out to students before the commencement of the course. All examination papers will be moderated both internally and externally.

The following specific rules are applicable for the Advanced Diploma in Management:

A7.1 80 % attendance is required to be able to write examinations for a module.

A7.2 The examination in each module will normally be held at the end of the block in which the course is completed or at the beginning of the following block.

A7.3 In the event of illness or other reasons deemed valid by a lecturer of a module, a request for deferred examination must be submitted in writing to the School Office.

A7.4 A student passes the examination if a final mark of at least 50% is attained with a sub-minimum for the examination of 40%.

A8. Re-examination

A8.1 There are supplementary exams on the Advanced Diploma in Management and these are administered according to University assessment rules.

A8.2 In the event of a student failing a module they may apply to redo the module and pay the relevant fees for that year in order to continue with the Diploma.

A8.3 A module may only be repeated ONCE and a maximum of TWO modules may be repeated.



A9. Exclusion from the programme

A student will be excluded from the programme if they have:

A9.1 Failed more than two modules.

A9.2 Failed a repeat module.

A9.3 The Business Research module will be given one extension only.

A10. Distinction

The Advanced Diploma in Management will be conferred with a distinction is when a student achieves an average of 75% of all Modules.

A11. Academic Integrity

Plagiarism is dealt with according to the plagiarism policy of the university. Students are advised to read, understand and heed the SPU Policy on Plagiarism.



B. MODULE INFORMATION

A broad description of the subject content is indicated below:

MODULE INFORMATION

Module Name: **Strategic Management**
Module Code: **MSMT73024**
NQF Level: **7**
Module Credits: **24**

Overview

The purpose of this module is to equip students with the necessary strategic management competencies (knowledge, skills and values) so that they can perform the necessary tasks and roles as a manager at all levels of management and in any function of a business that contributes to the strategic approach of the organisation.

Students will furthermore be equipped to apply the processes inherent to the strategic management functions in the organization. Students who complete this module can critically evaluate the competitive strategic choices of a business and can explain the complexity of these processes in dynamic and changing environments.

Students who complete this module can critically evaluate the choices in implementing strategy, and think strategically when making recommendations on strategy implementation in practical situations. Students will also be able to identify and critique strategic control measures

Outcomes

- Appreciate and explain what is meant by strategy and strategic management
- Identify and discuss the different steps that makes the strategic management planning process
- Demonstrate the ability to separate strategic, functional and operational planning
- Apply the 5 Ps of strategy
- Identify the three types of strategy levels and explain them



- Demonstrate an understanding of the tasks of strategic management
- Write a strategic management plan
- Explain what strategic business units (SBUs) are
- Demonstrate the ability to separate strategic management and strategic marketing management.

CONTENTS

The contents of the module syllabus will address the topics listed below:

- Topic 1: Introduction to strategy management
- Topic: 2 Understand and explain what is meant by strategy;
- Topic 3: Identify the 5 Ps of strategy;
- Topic: 4 Identify the three types of strategy levels and explain them;
- Topic: 5 Identify and discuss the tasks of strategic marketing;
- Topic: 6 Define what strategic management is;
- Topic: 7 Explain what strategic business units (SBUs) are;
- Topic: 8 Understand the difference between strategic marketing and marketing management.

ASSESSMENT

Assessment Criteria

- Describe and explain what is meant by strategy and strategic management
- Identify and discuss the different steps that makes strategic management planning process
- Explain the differences between strategic, functional and operational planning;
- Discuss and identify the guidelines to understanding the 5 Ps of strategy
- Identify and discuss the three types of strategy levels and explain them
- Discuss and define the importance what strategic management is;
- Discuss the factors to be considered in the evaluation of investment decisions and source financing for the organisation
- Explain what strategic business units (SBUs) are
- Identify and briefly explain difference between strategic management and strategic marketing management



Formative Assessment

Continuous formative and summative assessment methods are used in the form of written tests, assignments, group presentations, examinations, as well as supervision of practical project.

Formative assessment methods & techniques will be designed in such way that it includes the following: multiple response, multiple choice questions (online self-assessment) paper-based single response, multiple choice questions, group discussions & presentations.

Summative Assessment

Summative assessment methods & techniques will be designed in such way that it tests a student's ability to develop an overall strategic management appreciation which includes: multiple response, multiple choice questions (paper-based assessment) paper-based single response, multiple choice questions and report writing. Summative assessment methods & techniques will be designed in such way that it tests a student's ability to develop in a holistic way.

Assessment Split All formative assignments for which feedback is provided also have a summative component and contribute to students' final marks. In general, the guideline is for 60% of the final mark to come from formative assignments and 40 % from a summative assessment task.



Module Name:	Project Management
Module Code:	MPRM73024
NQF Level	7
Module Credits	24

Overview

Increasingly managers at different levels within organisations are required to manage projects or manage by projects. This can be for both long and short-term projects.

The aim of this module to equip the student with an understanding of the complexities involved in managing projects in uncertain contexts and how that can affect organisations.

The student will become familiar with topics around a project proposal, the detailed planning and the use of the work breakdown structure, resources management, timelines, cash flow and budgets as well as monitoring.

The module will also touch on issues of conflict management, diversity management, problem-solving skills and communication skills.

Outcomes

Understand all phases in the Project Management process and be able to design project policies and engaged in analysis and evaluation project exercises.

- Set goals, scope, procedures as well as priorities for the management of projects.
- Employ computer software to manage project planning, control and monitoring processes within projects.
- Apply models of motivation, leadership and control within a project environment.
- Demonstrate the ability to develop a project plan.

Contents

- The contents of the module syllabus will address topics including:
- Introduction to Project Management including the Project Lifecycle



- Project identification and initiation including feasibility analysis, project charter and project team.
- Project design and development including the work breakdown structure, Gantt Charts, resources management, scheduling, critical path, cash flow and budgets as well as
- Using Microsoft Project or any other related software within the project management context.
- Developing the project proposal,
- The module will also touch on issues of ethics, conflict management, diversity management, problem-solving skills and communication skills.

ASSESSMENT

Assessment Criteria

- Different phases in the policy-making cycle are understood and explained.
- Able to design a policy development process.
- Appreciate the elements for policy analysis and related link to implementation

Formative Assessment

Formative assessment may include a combination of class tests on core constructs, individual assignment/s and project/s, groups assignment/s and project/s, and participation in discussions.

Summative Assessment

The summative assessment is made up of a formal written exam. All exams are sit down exams and closed book (unless otherwise advised).

Assessment Split

All formative assignments for which feedback is provided also have a summative component and contribute to students' final marks. In general, the guideline is for 60% of the final mark to come from formative assignments and 40 % from a summative assessment task.



Module Name: Managerial Finance

Module Code: **MMFN73024**

NQF Level 7

Module Credits 24

Overview

The purpose of this module is to equip students with the necessary financial management competencies (knowledge, skills and values) so that they can perform the necessary tasks and roles as a manager at all levels of management and in any function of a business that contributes to the strategic approach of the organisation. Students will furthermore be equipped to apply the processes inherent to the financial management functions in the organization. Students who complete this module can critically evaluate the competitive strategic financial choices of a business and can explain the complexity of these processes in dynamic and c

The management of Financial Resources, including sources of revenue and expenditure approaches. Approaches to budgeting and the development of appropriate budgets, expenditure frameworks and tracking approaches. Tendering and related procurement approaches and the management of supply chain processes across private and public organisations. Students who complete this module can critically evaluate the choices in implementing strategic financial management, and think strategically when making recommendations on financial management strategy implementation in practical situations. Students will also be able to identify and critique strategic financial management measures.

Outcomes

Understand different approaches to budgeting and demonstrate a capacity for budget analysis and related expenditure approaches.

- Describe and apply the fundamental principles of financial management
- Identify and discuss the factors contributes to determination of the break- even point for an organisation;
- Explain how to write business reports notes on budget planning and financial control measures in accordance to the relevant literature



- Discuss the importance and different strategies/techniques on the management of working capital and its impact on the value chain;
- Define and calculate the present & future values of different amounts;
- To identify, discuss analyse and interpret financial statements as source of information of information for the business organisation;
- Discuss the factors that enhance the understanding the financial planning process and management of current assets of the organisation;
- Explain how to identify, evaluate effective investment decisions and source financing for the organisation
- Describe and apply the fundamental principles of financial management.

Formative Assessment

Assessment will be executed according to the SPU Policy on Assessment. This will be applied in a continuous and integrated manner while addressing the following:

- Formative assessment by means of which the achievements of students can be recognised, discussed and appropriate follow-up steps planned. These will include assignments, class tests, small group activities, case studies and presentations.

Practice assessment which intend to develop mastery of skills, concepts or analytical techniques. This will include an integrated workplace project.

CONTENTS

The contents of the module syllabus will address the topics listed below:

- The financial function and financial management;
- The interrelationship of financial management within the organisation
- Concepts in financial management;
- Budget planning and control;
- Objective and fundamental principles of financial management
- Financial analysis, planning, measurement and reporting
- The time value of money
- Management of working capital
- Analysis of financial statements

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ASSESSMENT

Assessment Criteria

- Demonstrate an understanding of different approaches to budgeting.
- Analyse a budget and identify expenditure flows and likely challenges.
- Describe and apply the fundamental principles of financial management
- Be able to determine the break- even point for an organisation
- Explain how to write business reports & notes on budget planning and financial control measures in accordance to the relevant financial literature;
- Discuss guidelines to understanding the management of working capital and its impact on the value chain;
- Define and calculate the present & future values of different amounts;
- Identify and discuss, analyses and interpret the different to financial statements as source of information of information for the business organisation for decision making
- Discuss the importance of financial planning process and management of current assets of the organisation;
- Discuss the factors to be considered in the evaluation of investment decisions and source financing for the organisation
- Identify and briefly explain the fundamental principles of financial management.

Summative Assessment

Summative assessment in order to record and provide feedback on the overarching performance of a student in a systematic manner. This will be achieved through the writing of exams at the end of the year. The exams will be subjected to internal as well as external moderation.

Assessment Split

All formative assignments for which feedback is provided also have a summative component and contribute to students' final marks. In general, the guideline is for 60% of the final mark to come from formative assignments and 40 % from a summative assessment task.

Module Name:	Human Resource Management
Module Code:	MHRM73024
NQF Level	7
Module Credits	24

Overview

The purpose of this module is to equip students with the necessary Human Resource Management competencies (knowledge, skills and values) so that they can perform the necessary tasks and roles as a manager at all levels of management and in any function of a business that contributes to the strategic approach of the organisation.

Students will furthermore be equipped to apply the processes inherent to the Human Resource Management functions in the organization. Students who complete this module can critically evaluate the relevant human resource management choices of a business and can explain the complexity of these processes in dynamic and changing environments.

Students who complete this module can critically evaluate the choices in implementing human resource management strategy, and think strategically when making recommendations on human resource management policy implementation in practical situations. Students will also be able to identify and critique human resource management control measures.

Outcomes

Appreciate the significant of human resource for effective delivery and be able to develop a human resource acquisition, retention and development plan:

- Analyse the task and scope of human resource management
- Provide a summary of all the elements involved in human resources management
- Apply the human resources planning process
- Discuss the job analysis and activities involved
- Explain incorporation and Identify the benefits associated with it
- Demonstrate the ability to apply performance appraisal and its role in the organisation
- Identify and outline important decisions regarding job design and redesign
- Interpret relevant legislation that affects human resources management and the labour force



CONTENTS

The contents of the module syllabus will address the topics listed below:

- The task and scope of human resource management;
- Human resource management planning
- Human resource management provisions;
- Human resource retention;
- Governance affecting human resource management;

ASSESSMENT

Assessment Criteria

- Be able to explain the significance of effective human resource planning and related components.
- Develop a comprehensive human resource management plan and identify the various aspects of plan implementation.
- Demonstrate an ability to develop a capacity development strategy for a public organisation
- Appreciate and explain what is meant by task and scope of human resource management
- Critically discuss different elements involved in human resources management
- briefly explain the human resources planning process with aid of practical examples
- Identify and discuss the job analysis and activities involved
- Explain incorporation and Identify the benefits associated with it
- Discuss performance appraisal and its role in the organisation
- Identify and briefly describe important decisions regarding job design and redesign
- Explain what strategic business units (SBUs) are
- Identify and describe relevant legislation that affects human resources management and the labour force.

Formative Assessment

Formative assessment may include a combination of class tests on core constructs, individual assignment/s and project/s, groups assignment/s and project/s, and participation in discussions.

Summative Assessment

The summative assessment is made up of a formal written exam. All exams are sit down exams and closed book (unless otherwise advised).

2021 Rulebook for School of Economic and Management Sciences



Assessment Split

All formative assignments for which feedback is provided also have a summative component and contribute to students' final marks. In general, the guideline is for 60% of the final mark to come from formative assignments and 40 % from a summative assessment task.

Module Name:	Business Research Module
Module Code:	MBRM73024
NQF Level	7
Module Credits	24

Overview

This module is designed to develop and strengthen problem-solving skills in order to enable students to identify, analyse and solve complex business problems. It involves establishing objectives and gathering relevant information to obtain the answer to a business issue.

The module further allows students to integrate theoretical and practical knowledge to enable the investigation of business opportunities by using different business research methodologies such as market research.

Outcomes

Critically reflect on operational challenges confronting institutions and be able to develop approach to collecting data and structuring solution for the challenges and communicating these:

- Assess and select from a range of research methods
- Define a relevant research question before undertaking research
- Stipulate and scope an organisational challenge requiring a research-based approach
- Demonstrate the ability to identify major stakeholders in the research context.
- Conceptualise a framework for the design and implementation of a research or professional project
- Analyse the potential impact of objectives and expectations on the design of the research project
- Demonstrate the ability to prepare a business research proposal



CONTENTS

- Introduction to Research
- Conceptualising Research Problems
- Research Questions and Hypothesis
- Approaches to Research
- Design of Research Proposals
- Literature Search and Summary
- Conducting Research and Ethics
- Data Analysis and Presentation
- Reporting and Communicating Findings

ASSESSMENT

Assessment Criteria

- Able to identify development and implementation challenges in the private and public sector that require further research.
- Explain different approaches to research and related methods for collecting and collating data.
- Be able to develop a research proposal, conduct basic research and develop and communicate findings

Formative Assessment

Assessment will be executed according to the SPU Policy on Assessment. This will be applied in a continuous and integrated manner while addressing the following:

- Formative assessment by means of which the achievements of students can be recognised, discussed and appropriate follow-up steps planned. These will include assignments, class tests, small group activities, case studies and presentations.
- Practice assessment which intend to develop mastery of skills, concepts or analytical techniques. This will include an integrated workplace project.



Summative Assessment

Summative assessment in order to record and provide feedback on the overarching performance of a student in a systematic manner. This will be achieved through the writing of exams at the end of the year. The exams will be subjected to internal as well as external moderation.

Assessment Split

All formative assignments for which feedback is provided also have a summative component and contribute to students' final marks. In general, the guideline is for 60% of the final mark to come from formative assignments and 40 % from a summative assessment task.



PROGRAMME STRUCTURE:

BACHELOR OF COMMERCE DEGREE (BCOM) GENERIC PHASING OUT

- **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.

- **ADMISSION REQUIREMENTS**

As the language of instruction is English, applicants are expected to have an English proficiency of at least the equivalent of level 4.

- a) The minimum APS level of 30 required for admission to the BCom degree
- b) A minimum of 50% in Mathematics.
- c) A National Certificate Vocational with relevant subjects will be considered for entry into this programme.
- d) 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 2020. The following modules will not be offered in 2020: 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 2020:

First year – Semester 1

Module codes	Module Name	Credits
COMPULSORY MODULES:		
SCOR51108	Core curriculum module *	8
MBMT51116	Business Management 1A	16
ELECTIVES: Select two		
MACC51116	Accounting 1A	16
MECO51116	Economics 1A	16
NSTA51116	Statistics 1A	16

First year – Semester 2

Module codes	Module Name	Credits
COMPULSORY MODULES:		
SCOR61208	Core curriculum module *	8
MBMT61216	Business Management 1B	16
ELECTIVES: Select two		
MACC61216	Accounting 1B	16
MECO61216	Economics 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

• RECOMMENDED STREAMS FOR MAJORS

Second year BCOM students are guided by the following table, which summarises the majors into two streams. This also helps with time table arrangement. 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 MBMT62116	Business Management MBMT62116
Business Law MBLA62116	Business Law MBLA62116
Electives – choose two	
Accounting MACC62116	Entrepreneurship METR62116
Financial Management MRFM62116	Economics MECO62116
Marketing Management MMAR62116	Marketing Management MMAR62116

- **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.

- **PROGRESSION CRITERIA**

- Unless specifically expressed, first Semester modules would be prerequisite for second Semester modules in same the same year
- First year Semester one and two modules are prerequisite for second semester one and two modules respectively.
- Second year semester one and two modules are prerequisite for third semester one and two modules respectively.

- d) Students must pass all first year modules before they can register third year modules.
- e) Students who have completed the Diploma: Retail Business Management may be eligible for admission to the BCom Generic programme. To follow an RPL process, allowing successful students to start at a higher 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 within 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.

• **MODULE COMBINATION: BCOM (GENERIC)**

Year 1		Year 2		Year 3	
Semester 1		Semester 1		Semester 1	
Compulsory		40	Compulsory	32	Compulsory
Business Management (MBMT51116)	5 16	Business Management (MBMT62116)	6 16	Business Management (MBMT73124)	7
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***	
Accounting (MACC51116)	5 16	Accounting (MACC62116)	6 16	Accounting (MACC73124)	7
		Marketing Management (MMAR62116)	6 16	Marketing (MMAR73124)	7
		Human Resource Management (MHRM62116)	6 16	Human Resource Management (MHRM73124)	7
Statistics (NSTA51116)	5 16	Statistics (NSTA62116)	6 16	Statistics (NSTA73124)	7

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		
Semester 2			Semester 2			Semester 2		
Compulsory	40		Compulsory	32		Compulsory	24	
Business Management (MBMT61216)	6	16	Business Management (MBMT62216)	6	16	Business Management (MBMT73224)	7	24
SCOR (SCOR61208)	6	8	Business Law A62216)	6	16			
Communication (MCOM 61216)	6	16						
Semester 2			Semester 2			Semester 2		
Electives*	32		Electives**	32		Electives ***	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	



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

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Accounting IA
Module Code:	MACC51116
NQF Level	5
Module Credits	16
Purpose of the Module	This module is designed to introduce students to fundamental concepts and principles in accounting. It enables students to have an in-depth understanding of the accounting process from transaction recording to meaningful double entry stage inclusive of the accounting equation and bank reconciliation statements. it exposes students to how data is captured, transformed into information and how the accounting equation seeks to ensure that data is properly recorded.
Module Contents:	The module covers content including the nature and function of accounting, the double entry system and the accounting process. The module addresses aspects involving the accounting equation, double entry and trial balance, VAT and Bank reconciliations statements,



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand and apply the fundamental concepts and principles of accounting; • explain the nature and function of accounting, the double entry system, the accounting process; • understand the nature and function of accounting in relation to the double entry system; the accounting process. • drawing up a trial balance reconciling the bank account
Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and assignments.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Accounting IB
Module Code:	MACC61216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to expose students to recording, classifying and interpreting financial data for a business. It includes a study of the journals, ledgers and financial statements used by these entities. It also introduces students to credit instruments, depreciation of Property Plant & equipment, internal controls, assets and & liabilities of sole traders
Module Contents:	The module covers content including the nature and function of accounting, the double entry system, Inventory valuation, depreciation, as well as financial statements of sole traders.
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand and apply the fundamental concepts and principles of accounting; • explain the nature and function of accounting, the double entry system, the accounting process; • understand the nature and function of accounting; • the inventory valuation • depreciation calculations using the straight line, reducing balance and production methods • journalising adjustment • post adjustment trial balance • financial statements



Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and assignments
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Business Management IA
Module Code:	MBMT51116
NQF Level	5
Module Credits	16
Purpose of the Module	The purpose of this module is to educate students on the basic theories and principle of business management. It enables students to have a concrete understanding of the principles of sound business management used in the modern business environment.

Module Contents:	The module covers content including the introduction of business management, evolution of management theory, management environment and the management process. It also introduces students to entrepreneurship and the management process (Planning, Organising Leading and Control).
Module Outcomes:	Upon completion of this module, students should be able to: <ul style="list-style-type: none"> • demonstrate understanding basic entrepreneurship process and the role of business in society. • have gained an understanding of the fundamental principles and theories of business management. • explain environmental variables and their impact on business.
Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and Moodle exercises.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Business Management IB
Module Code:	MBMT61216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to introduce students on the basic functions management. It will enable students to understand and evaluate the different types of organisational structures and operations management.



Module Contents:	The module covers content including management structures, marketing management, financial management, human resource management, operations management and information management.
Module Outcomes:	Upon completion of this module, students should be able to: <ul style="list-style-type: none"> • demonstrate understanding of the relationship between the different functions of management • understand operations management and the transformations process • explain the different types of organisational structures and their implications for business
Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and Moodle exercises.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION

Bachelor of Commerce (Generic)

Module Name:	Communication IA
Module Code:	MCOM51116
NQF Level	5
Module Credits	16



Purpose of the Module	The purpose of this module is to enable students gain an understanding of the fundamentals of business communication in the South African work environment, characterised by employees from diverse cultural backgrounds. It will also help students develop overall communication skills for effective and competent interactions in the workplace and in society.
Module Contents:	The module covers content including the nature and process of communication, developing business messages, listening and nonverbal communication, communication across cultures and written messages.
Module Outcomes:	<p>Upon completion of this module, students should be able to:</p> <ul style="list-style-type: none"> • have gained effective skills to improve their interpersonal and public presentation skills. • develop overall communication skills to enable effective business correspondence skills. • have a theoretical foundation for practical written and oral communication. • describe the strategies for effective cross-cultural communication. • understand the types of summaries and the stages of writing a summary. • explain the fax and the memorandum.
Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and Moodle exercises.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Communication IB
Module Code:	MCOM61216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to enable students gain an understanding of the fundamentals of business communication in the South African work environment, characterised by employees from diverse cultural backgrounds. It will also help students develop overall communication skills for effective and competent interactions in the workplace and in society.
Module Contents:	The module covers content including spoken business messages, visual and graphical information, internal communication channels, social media in business communication, persuasive messages and ethical business communication.
Module Outcomes:	<p>Upon completion of this module, students should be able to:</p> <ul style="list-style-type: none"> • 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. • describe the factors involved in developing the corporate culture in the workplace. • show how integrated marketing communication (IMC) can help develop the optimal marketing communication mix for the organisation. • understand the place and influence of social media in the communication process and business in South Africa. • describe the principles of business ethics.



Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and Moodle exercises.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Economics IA
Module Code:	MECO51116
NQF Level	5
Module Credits	16
Purpose of the Module	The purpose of this module is to enable students gain an understanding of the fundamental principles and theories of microeconomics. It is designed to make students develop a solid foundation and concrete understanding of the basic principles of microeconomics.
Module Contents:	The module covers content including introduction to microeconomics, demand, supply, elasticity and market equilibrium. It also covers perfect competition, imperfect competition and monopoly.



Module Outcomes:	<p>Upon completion of this module, students should be able to:</p> <ul style="list-style-type: none"> • understand the economic problem of scarcity • describe the economic systems • describe how total production, total income and total spending in the economy are related • identify the most important determinants of quantity demanded and quantity supplied • define elasticity • explain the relationship between total, average and marginal values • define the various revenue, cost and profit concepts • understand the requirements necessary for perfect competition to exist • understand and apply the fundamental principles and theories of microeconomics.
Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and Moodle exercises.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Economics IB
Module Code:	MECO61216
NQF Level	6
Module Credits	16

Purpose of the Module	The purpose of the module is enable students gain an understanding of the fundamental principles and theories of macroeconomics. It is designed to make students develop a solid foundation and concrete understanding of the basic principles of macroeconomics.
Module Contents:	The module covers content including introduction to macroeconomics, macroeconomics variables, monetary sector, inflation and unemployment.
Module Outcomes:	Upon completion of this module, students should be able to: <ul style="list-style-type: none"> • explain the main macroeconomic objectives • understand the function of money and monetary policy • explain why the government participates in economic affairs and fiscal policy • explain why international trade occurs and possible trade barriers • explain equilibrium level of total income in the economy • understand and apply the fundamental principles and theories of macroeconomics.
Assessment	
Formative Assessment	Formative assessment includes semester tests, class tests and Moodle exercises.
Summative Assessment	Summative assessments will include end of semester examinations
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Core Curriculum Module
Module Code:	SCOR61016
NQF Level	6



Module Credits	16
Purpose of the Module	The purpose of this module is to provide students with the necessary skills that will enable them to function successfully in a higher institution environment. The focus will be on the learning environment that requires computer literacy and the development of thinking and language skills.
Module Contents:	The module covers content including the development of computer skills, self-assessment, the use of action verbs and language skills. It also exposes students to challenging questions aimed at disrupting existing knowledge and ways of thinking, by engaging them in current issues across different disciplines.
Module Outcomes:	Upon completion of this module, students should be able to: <ul style="list-style-type: none"> • 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).
Assessment	
Continuous Assessments	The module is assessed through assessment tasks that include short multiple choice tests, essays and portfolios in the form of reflection journals. These assessments are submitted in printed form and through Moodle.

SECOND YEAR MODULES

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Accounting 2A
Module Code:	MACC62116
NQF Level	6
Module Credits	16
Purpose of the Module	To introduce the student to fundamental accounting concepts, principles and applications in various business entities.
Module Contents:	The module covers content including the short-term assets, inventories, long-term assets, current and long-term liabilities, forms of ownership, cash flow statements, financial statement analysis and long-term investments.
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand and apply IFRS for SMEs including companies Act • understand various accounting policies for transactions using only CFSME • understand and analyse transaction flow • determine Cost allocation methods • de-recognition of inventory and disclosure of inventory in the financial statements • record the transactions and complete the financial statements of Partnerships • understand the major differences between introducing a partner to an existing business as opposed to opening a new business • understand and record Equity in Close Corporations



Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Summative assessments will include end of semester examinations.
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Accounting 2B
Module Code:	MACC62216
NQF Level	6
Module Credits	16
Purpose of the Module	To introduce the student to fundamental accounting concepts, principles and applications in various business entities.
Module Contents:	The module covers content including the short-term assets, inventories, long-term assets, current and long-term liabilities, forms of ownership, cash flow statements, financial statement analysis and long-term investments.



Module Outcomes:	<p>upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand and apply IFRS for SMEs including companies act • understand various accounting policies for transactions using only CFSME • understand and analyse transaction flow • determine cost allocation methods • de-recognition of inventory and disclosure of inventory in the financial statements • record the transactions and complete the financial statements of partnerships • understand the major differences between introducing a partner to an existing business as opposed to opening a new business • understand and record equity in close corporations
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Summative assessments will include end of semester examinations.
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Business Law 1A
Module Code:	MBLA62116
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of the module to equip students with the knowledge and understanding of the basic principles of South African law guiding business, commercial activities and contract law in South Africa. Gain appreciation of the legal issues in business and the ability to analyse, solve various problems within the guiding principles of commercial law.
Module Content:	The module covers content including introduction various categories and sources of law, requirements for a valid contract, content and interpretation of contract, breach of contract, remedies and termination and specific commercial contracts.
Module Outcomes:	<p>Upon completion students should be able to:</p> <ul style="list-style-type: none"> • demonstrate knowledge and understanding of the brief history of the law in South Africa, sources of law, fundamental concepts of law, purpose and function of law in society and commercial activity. • understand the basic requirements for the conclusion of valid contracts and the incorporation of terms in contract. • demonstrate knowledge and understanding of the various forms of breach of contract, consequences and remedies there of • understand specific commercial contracts and the effect of consumer protection legislation



Assessment	
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2) Moodle exercises
Assignments & Projects	One
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	BUSINESS LAW 1B
Module Code:	MBLA62216
NQF Level	6
Module Credits	16
Purpose of the Module	This module provides students with understanding of specific legal areas relating to various aspects of business. Gain appreciation of laws governing various forms of business organisations including the formation and constitution of companies, close corporations and financing of companies. Students are equipped with competencies to analyse and solve various legal problems within the formation, operation and dissolution of business organisations.
Module Content:	The module covers content including agency, forms of business undertaking, companies, administration and regulation of companies and business rescue.



Module Outcomes:	<p>Upon completion students should be able to:</p> <ul style="list-style-type: none"> • demonstrate knowledge and understanding of the nature of agency, capacity of principal and agent, rights and duties of parties in an agency relationship and termination of agency • explain the types and nature of business undertakings • understand profit and Non-profit companies, legal personality of companies, formation, capital financing and management and administration of companies. • demonstrate knowledge and understanding of business rescue and winding up of companies.
Assessment Criteria	<u>How the Module is going to be assessed</u>
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2) Moodle exercises
Assignments & Projects	One
Module split 50/50	Formative assessment constitute 50% and the summative assessment comprises 50% of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester

MODULE INFORMATION

Bachelor of Commerce (Generic)

Module Name:	BUSINESS MANAGEMENT 2A
Module Code:	MBMT62116
NQF Level	6
Module Credits	16



Purpose of the Module	The purpose of the module is to gain in-depth knowledge of the fundamental principles, concepts and applications in project management and practices.
Module Contents:	The module covers content including introduction to project management, project initiation, definition, project planning, project execution, monitoring and control, project risk management, stakeholder management and project communication.
Module Outcomes:	Upon completion students should be able: <ul style="list-style-type: none"> • understand of project management, various types of projects, project characteristics, project lifecycle, constraints and various project methodologies. • understand various project terminologies in relation to the identification and allocation of work. • demonstrate understanding of the entire project planning process and the application of various planning tools and techniques • demonstrate understanding of the execution phase in the project management lifecycle and the application of monitoring and control tools. • demonstrate understanding of risk and tools and techniques used to manage risk in a business environment • appreciate the role of stakeholders in project management environment and the ability apply various project management tools and techniques in stakeholder management.



Assessment Criteria	How the Module is going to be assessed
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2)
Assignments & Projects	One
Module split 50/50	Formative assessment constitute 50% and the summative assessment comprises 50 % of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	BUSINESS MANAGEMENT 2B
Module Code:	MBMT62216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of the module is to equip students with in-depth knowledge and understanding of the fundamental principles, concepts, theories and models relevant in strategic logistics management as ways of the enhancing the competitive of various firms.
Module Contents:	The module covers content including introduction to supply chain management, sourcing, contract management, various logistic activities, customer service, management strategies and global perspective of logistic related activities.



Module Outcomes:	<p>Upon completion students should be able:</p> <ul style="list-style-type: none"> • understand the role of logistics and supply chain management in a firm and various models that contribute of efficiency and effectiveness of supply chains • understand the importance of procurement, procurement processes and role in effective supply chains • understand and apply various procurement models within an organisational context • understand the importance of contract management, contract element and processes and management of disputes among parties • understand the role and critical dimensions, elements of customer services in order to enhance competitive advantage. • understand the strategic supply chain management environment, strategic choices and the application of such strategies to sustain competitive advantage. • understand global logistics and related logistics strategies within the global environment
Assessment Criteria	<u>How the Module is going to be assessed</u>
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2)
Assignments & Projects	One
Module split 50/50	Formative assessment constitute 50% and the summative assessment comprises 50 % of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	ECONOMICS 2A
Module Code:	MECO62216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of the module is to extend the student's knowledge of microeconomic principles that will provide the foundation for future work in economics and give insight into how economic models can help us think about important real world phenomena.
Module Content:	The module covers content including introduction to basic concepts of economics, trade and externalities, consumer choices, producers and efficiency, market forces Supply & demand and government policies and firms in competitive markets.
Module Outcomes:	<p>Upon completion students should:</p> <ul style="list-style-type: none"> • have good understanding of the fundamental principles of microeconomics principles, theories and apply them to address problems in public policy. • analyse the role of markets in allocating scarce resources; • understand both competitive markets, basic models of supply and demand are most appropriate, and markets in which agents act strategically, for which game theory is the more appropriate tool; • synthesize the impact of government intervention in the market; • apply basic tools used in various fields of economics at micro level.

Assessment Criteria	<u>How the Module is going to be assessed</u>
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2)
Assignments & Projects	None
Module split 50/50	Formative assessment constitute 50% and the summative assessment comprises 50 % of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	ECONOMICS 2B
Module Code:	MECO62116
NQF Level	6
Module Credits	16
Purpose of the Module	To provide students with knowledge of macroeconomic principles, various theories in economics and articulate the relevance of economic concepts and models in the real world.
Module Contents:	The module covers content including macroeconomics variables, measurement of the economic well-being and the cost of living, production and growth, monetary sector, public sector, inflation, unemployment and IS-LM analysis .
Module Outcomes:	<p>Upon completion students should be able:</p> <ul style="list-style-type: none"> • Understand the fundamental principles and theories of macroeconomics • Understand the concepts of output, unemployment, inflation, consumption and investment are applicable in policy development. • Understand the dynamics of an economy at a more advanced level by appreciating how policy shifts and changes in one sector impact on the entire macro economy



Assessment Criteria	How the Module is going to be assessed
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2)
Module split 50/50	Formative assessment constitute 50% and the summative assessment comprises 50 % of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	ENTREPRENEURSHIP 2A
Module Code:	METRE62116
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of the module is provide students with basic theories of business entrepreneurship, critical skills necessary for planning, development of own businesses, small business ventures and well as develop innovative and entrepreneurial capabilities for succeeding in various business settings.
Module Contents:	The module covers content including introduction to entrepreneurship, nature and development of entrepreneurship, perspectives on SMMEs, drivers of entrepreneurship, creativity and innovation understanding entrepreneurial personality and Intrapreneurship, business plan, window of opportunity, financing an entrepreneurial venture, entering family business and buying a franchise.

<p>Module Outcomes:</p>	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> describe entrepreneurship, entrepreneurial process, and explain the domains of entrepreneurship, leadership and management as well as differentiating between entrepreneurial and small business ventures. • understand the importance of entrepreneurship in South Africa, their unique characteristics and success factors that distinguish them from other individuals, the challenges that entrepreneurs and SMMEs must overcome and Identify the essential skills needed by entrepreneurs • understand the basic theory behind creativity and innovation and create an awareness of your current creative abilities • differentiate between an idea and an opportunity, the five stages of a window of opportunity and understand why large organisations leave gaps in the market • define a business plan and explain the reasons why a business plan is needed as well as differentiating between a business plan to obtain a loan and a business plan for strategic planning • understand how to determine the capital requirements of a new venture and explain short-term sources of finance, medium-term sources of finance and long-term sources of finance • understand the nature of family businesses within the South African and global context, the relationship(s) between the franchisor and franchisee and the advantages and disadvantages of franchising.
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Assessment Criteria	How the Module is going to be assessed
Formative Assessment	
Tests	Semester Tests (2) and Class Tests (2)
Assignments & Projects	One
Module split 50/50	Formative assessment constitute 50% and the summative assessment comprises 50 % of the whole assessment of the Module.
Summative Assessment	Examination is conducted at the end of the Semester

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Entrepreneurship 2B
Module Code:	METR62216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this subject is to educate students on the basic theories of business entrepreneurship.
Module Contents:	The module covers content including the business buyout, managing growth, growth strategies and options, business failure and turnaround measures, harvesting and exiting the venture, International business opportunities, E-commerce opportunities, Corporate entrepreneurship



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • evaluate the option of buying an existing business • demonstrate understanding of the important role played by SMMEs in the South African economy. • understand the process of starting a business from idea generation to successful launch of the business • Distinguish between the different methods of harvesting and gain insight into the reasons why harvesting is important • Appreciate the importance of international opportunities for business in South Africa • consider e-commerce, corporate, and social entrepreneurship as entrepreneurial options.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the Semester
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Financial Management 2A
Module Code:	MRFM62116
NQF Level	6
Module Credits	16



Purpose of the Module	<p>The purpose of this module is to introduce students to fundamental concepts and principles in financial management and the quantitative techniques used to address them. Students that go through this module would be able to analyse and make informed decisions around financial issues that arise in the business environment. Students will become well versed in fundamental aspects of financial management which includes the time value of money and risk and return principles.</p>
Module Contents:	<p>The module covers content including understanding the role of financial management in an organisation in increasing the wealth of shareholders. Students will engage in the fundamentals of the time value of money, and analysing financial statements and calculations necessary to aid decision making in the business</p>
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the role of financial management in organisations • the fundamentals of the time value of money • analysis of financial statements and their implications for organisations
Assessment Criteria	<ul style="list-style-type: none"> • Various a formative and summative assessments are carried out the Semester • Knowledge areas pertaining to financial Management are in are identified and implemented in practical assignments
Formative Assessment	<p>Formative assessment includes class tests, a semester test as well as assignment/s</p>
Summative Assessment	<p>Examination is conducted at the end of the year</p>
Module split 50/50	<p>Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.</p>



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Financial Management 2B
Module Code:	MRFM62216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to introduce students to fundamental finance management concepts and principles and to the quantitative techniques used to address them. Students that go through this module would be able to analyse and make informed decisions around financial issues that arise in the business environment. Students will become well versed in fundamental aspects of financial management which includes quantitative techniques for making short-term financial decisions, long-term financing decisions and long-term investment decisions.
Module Contents:	The module covers content including understanding the fundamental aspects of financial management which includes quantitative techniques for making short-term financial decisions, long-term financing decisions and long-term investment decisions.
Module Outcomes:	Upon completion of this module a student should be able to: <ul style="list-style-type: none"> • demonstrate understanding short-term financial decision making • understand Long-term financing decision making processes • understand Long-term investment decision processes



Assessment Criteria	<ul style="list-style-type: none"> • Various a formative and summative assessments are carried out the Semester • Knowledge areas pertaining to financial Management are in are identified and implemented in practical assignments
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION

Bachelor of Commerce (Generic)

Module Name:	Human Resource Management 2A
Module Code:	MHRM62116
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to develop the learners' understanding of components of Human Resource Management, the evolution of Human Resource Management, Strategic Human Resource Management, as well as the challenges confronting Human Resources. Overall, the module provides a solid introduction to the field of Human Resources
Module Contents:	The module covers content including understanding the evolution of Human Resource Management; Human Resource Management Responsibilities; Human resource Management functions; Human Resource Management Competencies; Scientific Management Approach; Human Relations Approach; Human Resource Approach; Changes in Human Resource Management Paradigms.



Module Outcomes:	<p>Upon completing this module, students should be able to know, understand and do the following:</p> <ul style="list-style-type: none"> • 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 • Identify the challenges facing Human Resource Management.
Assessment Criteria	<ul style="list-style-type: none"> • Various a formative and summative assessments are carried out the Semester • Knowledge areas pertaining to Human Resource Management are in are identified and implemented in practical assignments
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s
Summative Assessment	Examination is conducted at the end of the Semester
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Human Resource Management 2B
Module Code:	MHRM62216
NQF Level	6
Module Credits	16



Purpose of the Module	The purpose of this module is to develop the learners' understanding of components of Human Resource Management, the evolution of Human Resource Management, Strategic Human Resource Management, as well as the challenges confronting Human Resources. Overall, the module provides a solid introduction to the field of Human Resources.
Module Contents:	The module covers content including understanding the Strategic Human Resource Management and Challenges facing Human Resource Management.
Module Outcomes:	Upon completing this module, students should be able to know, understand and do the following: <ul style="list-style-type: none"> • explain the relationship between Human Resource strategy and business strategy • identify the challenges facing Human Resource Management. • understand quality improvement, downsizing, delayering workforce. • demonstrate understanding of the changing workforce and the global economy.
Assessment Criteria	<ul style="list-style-type: none"> • Various a formative and summative assessments are carried out the Semester • Knowledge areas pertaining to Human Resource Management are in are identified and implemented in practical assignments
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s
Summative Assessment	Examination is conducted at the end of the Semester
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Industrial Psychology 1A
Module Code:	MIPS51116
NQF Level	5
Module Credits	16
Purpose of the Module	The purpose of this module is to introduce students to theoretical perspectives, methodologies and principles of Psychology and their application in organisations and workplace. This module will give sufficient background for students taking on HR management at the next level.
Module Contents:	The module covers content including understanding the 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
Module Outcomes:	Upon completing this module, students should be able to know, understand and do the following: <ul style="list-style-type: none"> • 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



Assessment Criteria	<ul style="list-style-type: none"> • Various a formative and summative assessments are carried out the Semester • Knowledge areas pertaining to Industrial Psychology are in are identified and implemented in practical assignments
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s
Summative Assessment	Examination is conducted at the end of the Semester
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.

MODULE INFORMATION

Bachelor of Commerce (Generic)

Module Name:	Industrial Psychology 1B
Module Code:	MIPS61216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to introduce students to theoretical perspectives, methodologies and principles of Psychology and their application in organisations and workplace. This module will give sufficient further advance the knowledge of students taking on HR management at the next level.
Module Contents:	The module covers content including understanding personnel recruitment, socialisation and retention, team dynamics, organisational behaviour, and organisational design.



Module Outcomes:	<p>Upon completing this module, students should be able to know, understand and do the following:</p> <ul style="list-style-type: none"> • 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 work-family conflict.
Assessment Criteria	<ul style="list-style-type: none"> • Various formative and summative assessments are carried out the Semester • Knowledge areas pertaining to Industrial Psychology are in are identified and implemented in practical assignments
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s
Summative Assessment	Examination is conducted at the end of the Semester
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50% of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Marketing Management 2A
Module Code:	MMAR61216
NQF Level	6
Module Credits	16
Purpose of the Module	<p>The purpose of this module is to provide students with an introductory and comprehensive understanding of Marketing Management, and illustrate how it impacts on the operations management of an organisation. What is marketing? How is value created in the marketing process? How do I develop a marketing plan? How do I conduct market research? Is the Internet the best way for me to market my product or service, or is it a complementary distribution channel? Marketing Management 5edition answers these and many other topical questions. The 5th Edition covers issues like pricing, product labelling and sponsorship and includes a wealth of examples to guide students through current topics such green marketing and marketing communication. This completely updated fifth edition focuses on Consumer Behaviour, Market Segmentation, Target and Positioning, Integrated Marketing, Marketing, Internet Marketing and Services Marketing – information that is essential to any academic or professional working in the area of marketing.</p>



Module Contents:	<p>The module covers content including:</p> <ul style="list-style-type: none">• issues like pricing, product labelling and sponsorship and includes a wealth of examples to guide students through current topics such as green marketing and marketing communication.• issues like, an overview of marketing, analysing the marketing environment, understanding consumer decision-making, analysing the competitive situation, information for marketing decision-making and marketing research, segmenting and targeting markets, Positioning the firm and its products.• consumer Behaviour, Market Segmentation, Target and Positioning, Integrated Marketing, Marketing, Internet Marketing and Services Marketing – information that is essential to any academic or professional working in the area of marketing.
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Module Outcomes:	<p>Having successfully completed this module, students will be able to demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> • demonstrate a knowledge and understanding of the perspectives on Marketing, and various topics on marketing strategic planning and operations management in the marketing environment. • explain how customers, evaluating the competition, managing the supply chain and legal and ethical behaviour impact Marketing and operations management. • Illustrate an understanding of how market selection and location analysis operate in the South African context. • demonstrate how managing a marketing, finance, buying and handling, pricing, advertising and promotion, customer services and selling. • demonstrate a knowledge and understanding of how a managing customers has an effect in the marketing and operations environment.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Marketing Management 2B
Module Code:	MMAR62216
NQF Level	6
Module Credits	16
Purpose of the Module	The purpose of this module is to provide students with an introductory and comprehensive understanding of Marketing Management, and illustrate how it affects the operations management of an organisation. What is marketing? How is value created in the marketing process? How do I develop a marketing plan? How do I conduct market research? Is the Internet the best way for me to market my product or service, or is it a complementary distribution channel?
Module Contents:	<p>The module covers content including issues such as:</p> <ul style="list-style-type: none"> • implementing marketing mix strategies, including issues such as product decisions, developing and managing products, marketing channels and the role of intermediaries, marketing communication strategy. • implementing marketing communication mix strategies, pricing concepts and setting the right price, putting it all together: the strategic marketing plan. • Specialized marketing such as, marketing in specialised markets and sustainable marketing.



Module Outcomes:	<p>On completion of this module, the student will be able to:</p> <ul style="list-style-type: none"> • demonstrate a knowledge and understanding of the perspectives on Marketing, and various topics on marketing strategic planning and operations management in the marketing environment. • explain how customers, evaluating the competition, managing the supply chain and legal and ethical behaviour impact Marketing and operations management. • Illustrate an understanding of how market selection and location analysis operate in the South African context. • demonstrate how managing a marketing, finance, buying and handling, pricing, advertising and promotion, customer services and selling. • demonstrate a knowledge and understanding of how a managing customers has an effect in the marketing and operations environment.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



THIRD YEAR MODULES

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Accounting 3A
Module Code:	MACC73124
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand and have a comprehensive working knowledge of the preparation of financial statements based on the accounting framework; the requirements for the presentation of financial statements taking into account certain items which affect the income statement and the balance sheet: the accounting treatment and disclosure of income tax and secondary tax on companies; net profit or loss for the period. The module also covers the accounting treatment and disclosure of fundamental errors and changes in accounting policy, events after balance sheet date, revenue recognition, provisions, contingent liabilities and contingent assets, share capital-transaction costs and the tax implication of the proceeding topics.
Module Contents:	The module covers content including Accounting framework, Companies, International Financial Standards(IFRS), that cover the Presentation of financial statements, Inventories, Statement of cash flow, Income Taxes, Leases, Government grants, and Investments. The following IFRS will also be covered: Impairments of assets, Investment Property, Business combinations, Consolidated Financial Statements and Joint arrangements.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the two ways in which a company can raise funds: debt and equity. • present financial statements according to IFRS. • measure and apply Inventories, disclose the statement of cash flow, select and change accounting policies. • measure and present current tax and deferred tax, record of different leases. • categorize and record government grants, accounting treatment of Investments as well as treat Impairments of assets, Investment Property, Business combinations and Consolidated Financial Statements according to IFRS and IFRS for SMEs.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Accounting 3B
Module Code:	MACC73224
NQF Level	7
Module Credits	24



Purpose of the Module	<p>To cover property, plant and equipment, intangible assets, discontinuing operations and the tax implications of the preceding topics. This module also includes other long-term assets such as natural resources and intangible assets. The module covers the treatment of most common intangible assets such as is goodwill on acquisitions and business combinations.</p>
Module Contents:	<p>The module covers content including Property, Plant and Equipment measurement, recognition, disposals and disclosure in accordance with IFRS. The module also covers intangible Assets, Share based payment and Foreign Exchange transactions.</p>
Module Outcomes:	<p>After studying this unit, the student should be able to:</p> <ul style="list-style-type: none"> • understand the treatment of subsequent expenditure on Property, Plant and Equipment, know how to measure Property, Plant and Equipment, • handling the disposing of an item of Property, Plant and Equipment, understand the disclosure requirements for Property, Plant and Equipment, make changes in the estimate and control of Property, Plant and Equipment. • recognize and measure intangible assets as well as internally generated intangible assets for example goodwill, treatment of subsequent measurement, impairment, de-recognition and disclosure and tax implications of intangible assets the accounting way. • understand that businesses often use share or share options to pay employees, and even other parties for goods delivered and/or services rendered. • handle equity-settled share based payment transactions, cash settled share based payment transactions, taxation and disclosure of share based payments • understand a foreign currency transactions, translations and disclosure of the implications of changes in foreign exchange rates



Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	BUSINESS MANAGEMENT 3A
Module Code:	MBMT73124
NQF Level	7
Module Credits	24
Purpose of the Module	To gain in-depth knowledge of the fundamental concepts, principles and theories in strategic management. Students will engage with theoretical and practical aspects strategic management within an organisation context.
Module Contents:	The module covers content including the introduction to strategic management, strategic direction, corporate governance and strategy, internal environmental analysis, external environmental analysis, strategy formulation, long term and generic, grand and functional strategies, aligning of strategy with industry lifecycle, strategy analysis and choice.



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the fundamental concepts, principles and theories in strategic management. • formulate, develop and evaluate a strategic plan • understand and apply the strategic management as a tool for adapting to change within an organisational context. • apply various strategic management tools and techniques for internal and external environmental scans and analysis. • understand and apply various generic and grand strategies within the organisation or from competitors • align various strategies with the different drivers of strategy implementation and evaluation and control
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Summative assessments will include end of semester examinations.
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	BUSINESS MANAGEMENT 3B
Module Code:	MBMT73224
NQF Level	7
Module Credits	24



Purpose of the Module	To gain in-depth knowledge of the fundamental concepts, principles and theories in strategic implementation and control of strategic management in an existing organisation.
Module Contents:	The module covers content including the strategy implementation, change management, drivers of strategy implementation, structural drivers and instruments for strategy implementation and continuous improvement through strategic control and evaluation
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the importance of strategy implementation drivers in the strategic management process. • understand the implementation and control of strategic plans in an existing organisation • determine the appropriateness, compatibility and functionality of chosen strategies within existing organisations • understand and apply the structural drivers and instruments for strategy implementation • understand the role of continuous improvement in strategic control and evaluation for successful strategy implementation. • conceptualise strategic management concepts and their application within the global market place
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Summative assessments will include end of semester examinations.
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Economics 3A
Module Code:	MECO73124
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand international trade, commercial policy, balance of payments, and international monetary issues including trade policies and fundamental trade theories.
Module Contents:	The module covers content that includes fiscal and monetary policies, International Trade, balance of payment, economics theories and terms of trade.
Module Outcomes:	After studying this unit the student should be able to: <ul style="list-style-type: none"> • deal with the theory of international trade, commercial policy, balance of payments, and international monetary issues. • explain how countries trade, the important of the trade policy and understand the principles of international economics with the fundamental of trade theories.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Economics 3B
Module Code:	MECO73224
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand the behaviour of the labour market and to distinguish goods market and labour market. The module further enables the students to advise employers on how to keep employees happy to increase productivity.
Module Contents:	The module covers content that includes fiscal and monetary policies, International Trade, balance of payment, economics theories and terms of trade.
Module Outcomes:	After studying this unit the student should be able to: <ul style="list-style-type: none"> • analyse the behaviour of the labour market. • distinguish between the goods market and labour market. • advise the employer on how to keep the employees happy to maximize the productivity. • explain the effect of labour specialisation in production.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Entrepreneurship 3A
Module Code:	METR73124
NQF Level	7
Module Credits	24
Purpose of the Module	The purpose of this module is to educate students on the basic theories of business entrepreneurship
Module Contents:	The module covers content including the entrepreneurial life, integrity, ethics and social entrepreneurship, starting a small business, franchises and buyouts, the family business, the business plan: visualizing the dream, the marketing plan, the organizational plan: teams, legal structures, alliances and directors and the location plan.

<p>Module Outcomes:</p>	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • understand the importance of small business and distinguish between small business and entrepreneurial society; • define integrity and understand how integrity applies to various stakeholder groups. • define social entrepreneurship and describe the influence the trend is having on small companies and startup opportunities • understand the pros and cons of franchising and the structure of the industry • define the terms family business and explain the forces that can keep a family business moving forward. • explain the purpose and objectives of business plans and give the rationale for writing (or not writing) a business plan when starting a new venture. • describe the five key factors in locating a brick-and-mortar startup and understand the potential benefits of locating a startup on the Internet.
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Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Entrepreneurship 3B
Module Code:	METR73124
NQF Level	7
Module Credits	24
Purpose of the Module	The purpose of this module is to educate students on the basic theories of business entrepreneurship
Module Contents:	The module covers content including the firm's sources of financing, planning for harvest, building customer relationships, product development and supply chain management, pricing and credit decisions, promotional planning, global opportunities for small business, and professional management and the small business



Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> describe the financial forecasting purpose, two types of private equity investors and how crowdfunding can be used by some small businesses to raise capital. explain the importance of having a harvest plan and describe the options available for harvesting. define customer relationship management (CRM), and explain its importance to a small business. discuss the significance of providing extraordinary customer service as well as identifying psychological and sociological influences on consumer behavior. explain the role of innovation in a company's growth, importance of supply chain management, and discuss the role of cost and demand factors in setting a price. describe the communication model, factors that determine a promotional mix, the potential of small businesses as global enterprises and identify the basic forces prompting small companies to engage in global expansion.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Financial Management 3A
Module Code:	MRFM73124
NQF Level	7
Module Credits	24



Purpose of the Module	To enable the student to understand and have a comprehensive working knowledge of transfer pricing issues, financing decisions, leasing, determining the optimum capital structure and further issues in capital budgeting.
Module Contents:	Major topics include, but not limited to managing resources and value creation, Sources of finance, capital structure decisions, and financial performance measures, Further issues in Capital Budgeting.
Module Outcomes:	<p>Upon completion students should be able:</p> <ul style="list-style-type: none"> • solve corporate financial problems in a business management context. • perform some pricing decisions and performance evaluations. • 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. • demonstrate an in-depth understanding of financing decisions and be able to argue around major developments in financial markets and instruments. • demonstrate understanding of leasing as a source of financing. • demonstrate the ability to deal with further issues in capital budgeting. • decide on the optimum capital structure of the business.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Financial Management 3B
Module Code:	MRFM73224
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand and have a comprehensive working knowledge of dividend policies, mergers and acquisitions, risk management, derivatives, and international financial management.
Module Contents:	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.
Module Outcomes:	<p>Upon completion students should be able:</p> <ul style="list-style-type: none"> • make constructive criticism about dividend policies of companies. • perform valuations for mergers, acquisitions and corporate restructuring in order to function effectively as a business manager in the global business environment. • demonstrate an in-depth understanding of risk management strategies used in business organisations and the ways of hedging risks. • understand management of foreign exchange and related aspects of international financial management in order to function effectively as a business manager in a corporate environment.



Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Human Resources Management 3A
Module Code:	MHRM73124
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand the behaviour of the labour market and to distinguish goods market and labour market. The module further enables the students to advise employers on how to keep employees happy to increase productivity.
Module Contents:	This module covers 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



Module Outcomes:	<p>After studying this unit the student should be able to:</p> <ul style="list-style-type: none"> • define performance management, • explain the objectives of performance management, • list and discuss performance appraisal systems.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	HUMAN RESOURCES MANAGEMENT 3B
Module Code:	MHRM73224
NQF Level	7
Module Credits	24
Purpose of the Module	To develop and equip students with the necessary competencies in the learner so that he/she will be able to discuss performance appraisal systems, evaluate the performance appraisal process and describe the link between performance management and the other HRM functions. Overall, the module provides a solid application of the Human Resource functions with relation to performance management.



Module Contents:	<p>The module covers content include:</p> <ul style="list-style-type: none"> • appraisal of performance, i.e. Manager/ Supervisor appraisal, self-appraisal, subordinate 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.
Module Outcomes:	<p>Upon completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • 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 • critically discuss the provision of performance feedback and strategies to improve performance within the context of the 360 degree appraisal
Assessment Criteria	
Formative Assessment	<p>Formative assessment includes class tests, a semester test as well as assignment/s and project/s</p>



Summative Assessment	Summative assessment is made up of a formal written exam.
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Marketing Management 3A
Module Code:	MMAR73124
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand and have a comprehensive working knowledge of strategic marketing, marketing strategy, competitive analysis and refocusing of business and formulation of global marketing strategies.
Module Contents:	The module covers 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.



Module Outcomes:	After studying this unit, the student should be able to: <ul style="list-style-type: none"> • formulate, interpret and implement strategic marketing plans for the business units. • understand the importance of creating and maintaining competitive advantage in an organisation.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.

MODULE INFORMATION	
Bachelor of Commerce (Generic)	
Module Name:	Marketing Management 3B
Module Code:	MMAR73224
NQF Level	7
Module Credits	24
Purpose of the Module	To enable the student to understand and have a comprehensive working knowledge of how marketing strategies are adjusted and to equip students with the knowledge and skills to make key management decisions and ability to formulate strategies for operating globally.
Module Contents:	The module covers changes and new challenges within the global marketing environment; The global marketing environment; globalisation; global cultures and buyer behaviours; global social and ethical Issues; opportunity analysis and selection of markets; importing, exporting, and sourcing; market entry strategies



Module Outcomes:	After studying this unit, the student should be able to: <ul style="list-style-type: none"> • understand how an organisation’s marketing strategies are adjusted to adapt to conditions in other countries. • gain knowledge and skills to make key management decisions and understand how organisations may navigate through the increasingly dynamic and challenging global trading environment. • 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.
Assessment	
Formative Assessment	Formative assessment includes class tests, a semester test as well as assignment/s and project/s
Summative Assessment	Examination is conducted at the end of the year
Module split 50/50	Formative assessment constitutes 50% and the summative assessment comprises 50 % of the assessment of the module.



OTHER PROGRAMME RULES

Being a successful student is your responsibility. To this end, a few key areas have 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 to 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!



6.2 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.

