

NATIONAL DIPLOMA: MANAGEMENT
(Extended curriculum programme with foundation provision)
Qualification code: NDMGF0 - NQF Level 6

Campus where offered: Pretoria and Polokwane campuses

Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 or thereafter, should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

Selection is based on a departmental selection and a TUT potential assessment.

Symbol values: A = 10, B = 8, C = 6, D = 4, E = 2, F = 1.

The following formula will be used in the selection process:

1. Group 1 subjects: Accounting, Business Economics, Economics, English, Mathematics and Physical Science (weight: HG = 10, SG = 6, LG = 3).
2. Group 2 subjects: All other subjects (weight: HG = 3, SG = 2, LG = 1).

- Multiply the value with the weight and add to get the total. A maximum of six subjects will be taken into consideration.
- Preference will be given to accredited post-matric qualifications with an average of 65% per subject.
- The cut-off point is 150. The Head of the Department reserves the right to lower or raise the cut-off point and to accept prospective students after a personal interview.
- Competency in English is crucial.

• **FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:**

Admission requirement(s):

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification with an achievement level of at least 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **18**.



Assessment procedures:

Applicants with a score of 20 to 21 will be admitted to the programme. Applicants with a score of 18 to 19 will be required to do the TUT potential assessment.

- **FOR APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

Admission requirement(s):

A National Certificate (Vocational) with at least 50% for English (home language or first additional language) and 50% for Mathematics or Mathematical Literacy, 50% for Life Orientation (excluded for APS calculation), 60% for any other three compulsory vocational subjects and 50% for the fourth subject.

The certificate must be in any of the following fields: management, marketing, hospitality, tourism, office administration, information technology, computer science, finance, economics or accounting.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **27**.

- b. *Minimum duration:*
Four years.
- c. *Presentation:*
Day classes.
- d. *Intake for the qualification:*
January only.
- e. *Exclusion and readmission, Recognition of Prior Learning (RPL), equivalence and status:*
See National Diploma: Management (NDMG98).
- f. *Subject credits:*
Subject credits are shown in brackets after each subject.

CURRICULUM
FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPCBE02	Foundation Business Communication	(0,100)	
FPCLY02	Foundation Computer Literacy	(0,100)	

FIRST SEMESTER

FPECN01	Foundation Principles of Economics	(0,100)	
FPFAC01	Foundation Business Finance	(0,100)	
FPHRM01	Foundation Human Resource Management	(0,100)	

SECOND SEMESTER

FPMAN01	Foundation Business Economics and Entrepreneurship	(0,100)	
FPMER01	Foundation Business Law	(0,100)	
FPMRK02	Foundation Sales Techniques	(0,100)	

TOTAL CREDITS FOR THE FIRST YEAR: **0,800**



SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM100T	Administrative Management I	(0,100)	
CBE100T	Communication: Business Administration I	(0,100)	Foundation Business Communication
MAN120T	Management I	(0,100)	Foundation Business Economics and Entrepreneurship

FIRST SEMESTER

ECN12AT	Economics IA	(0,050)	Foundation Principles of Economics
FAC11AT	Financial Accounting IA	(0,050)	Foundation Business Finance

SECOND SEMESTER

ECN12BT	Economics IB	(0,050)	Foundation Principles of Economics
FAC11BT	Financial Accounting IB	(0,050)	Foundation Business Finance

TOTAL CREDITS FOR THE SECOND YEAR: **0,500**

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
MAN220T	Management II	(0,200)	Management I
MRK130T	Marketing I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
plus one of the following subjects:			
ADM200T	Administrative Management II (year subject)	(0,200)	Administrative Management I
FMN21AT	Financial Management IIA	(0,100)	Financial Accounting IA Financial Accounting IB

SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
plus the following subject if Financial Management IIA was taken in the first semester:			
FMN21BT	Financial Management IIB	(0,100)	Financial Management IIA

TOTAL CREDITS FOR THE THIRD YEAR: **0,800**

FOURTH YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
MAN310T	Management III	(0,250)	Management II
MER100T	Mercantile Law I	(0,200)	

plus one of the following subjects:

IRS100T	Industrial Relations I	(0,200)	
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MRK210T	Marketing II	(0,200)	Marketing I
TPC100T	The Personnel Function (not offered at Polokwane Campus)	(0,200)	

FIRST SEMESTER

One of the following subjects:

ADM310T	Administrative Management III (year subject)	(0,250)	Administrative Management II
FMN30AT	Financial Management IIIA	(0,125)	Financial Management IIB

SECOND SEMESTER

FMN30BT	Financial Management IIB (if FMN30AT was taken in the first semester)	(0,125)	Financial Management IIB
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TOTAL CREDITS FOR THE FOURTH YEAR: **0,900**

TOTAL CREDITS FOR THE QUALIFICATION: **3,000**

SUBJECT/MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject/module. On 13 September 2017, the syllabus content was defined as follows:

A

ADMINISTRATIVE MANAGEMENT I (ADM100T) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

The role of administrative management. Organisation and structures. Management of the office and communication in the office. Office systems and procedures. Location and layout of the office. The office environment. Equipment and furniture. (Total tuition time: not available)

ADMINISTRATIVE MANAGEMENT II (ADM200T) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Management of information. Written communication. Micro- and reprographics. Telecommunication and electronic systems. Meetings and procedures. (Total tuition time: not available)

ADMINISTRATIVE MANAGEMENT III (ADM310T) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Training, motivation and supervision of administrative staff. Cultural differences. Coordination. Problem-solving and time management. Quality and cost control. (Total tuition time: not available)

C

COMMUNICATION: BUSINESS ADMINISTRATION I (CBE100T) 1 X 3-HOUR PAPER

(Subject custodian: Department of Applied Languages)

Language acts of the individual (interpretation and analysis of messages, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques), theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business style, register and language techniques, verbal and non-verbal communication, appeal and persuasion), language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media), and language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 90 hours)



E**ECONOMICS IA (ECN12AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Insight into the principles and applications of microeconomics. The core content for this subject includes the problem of scarcity, choice, elasticity, utility and demand, efficiency and equity, production and costs, price determination under different market structures: perfect competition, imperfect competition as well as monopoly. Basic calculus and algebra are introduced. (Total tuition time: ± 40 hours)

ECONOMICS IB (ECN12BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Insight into the principles and applications of macroeconomics. The core content for this subject includes measuring macroeconomic performance, simple Keynesian model, money and banking, fiscal and monetary policy, exchange rates and the balance of payments and introduction to international trade. (Total tuition time: ± 40 hours)

END-USER COMPUTING IA (EUC10AT)**CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 40 hours)

END-USER COMPUTING IB (EUC10BT)**CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire practical skills as end-users in MS Office Suite applications (MS Excel Intermediate and MS Access Essentials), graphic design and dealing with the Internet, networks and how to search for information. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 30 hours)

F**FINANCIAL ACCOUNTING IA (FAC11AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The basic introductory elements of accounting, the application of Generally Accepted Accounting Practice (GAAP) in the business world, constructive interpretation and application of accounting information. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IB (FAC11BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The principles of Generally Accepted Accounting Practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings. (Total tuition time: ± 64 hours)

FINANCIAL MANAGEMENT IIA (FMN21AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Introduction to financial management, financial statement analysis, introduction to time-value of money, introduction to risk and return for stand-alone financial assets. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIB (FMN21BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Current asset management, current liability management, leverage and capital structure, cash flow determination. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIIA (FMN30AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Cash management, advanced time-value of money, introduction to fixed interest securities, introduction to portfolio risk. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIIB (FMN30BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Determining the cost of capital, capital budgeting techniques, security valuation, dividend policy. (Total tuition time: not available)



FOUNDATION BUSINESS COMMUNICATION (FPCBE02) 1 X 3-HOUR PAPER

(Subject custodian: Department of Applied Languages)

Basic bibliographic reference guide. Verbs and how they are used. Sentences, nouns, pronouns, adjectives, adverbs, conjunction. The article and prepositions – reading and understanding. Vocabulary building. Interpretation and writing skills. (Total tuition time: not available)

FOUNDATION BUSINESS ECONOMICS AND ENTREPRENEURSHIP (FPMAN01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Introduction to Business Economics. The establishment of a private enterprise. The business organisation and the business environment. The function of general management. The management process. The marketing function. The financial function. Operations management. The purchasing function. The human resource function. Public relations. (Total tuition time: not available)

FOUNDATION BUSINESS FINANCE (FPFAC01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Accounting equation. Ledger accounts. Subsidiary journals. Bank reconciliation statement. Year-end adjustments. Closing entries. Financial statements. (Total tuition time: not available)

FOUNDATION BUSINESS LAW (FPMER01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

The law of contract. Breach of Contract. Discharge of contracts. Contracts of sale. Transport. Insurance. (Total tuition time: not available)

FOUNDATION COMPUTER LITERACY (FPCLY02) CONTINUOUS ASSESSMENT

(Subject custodian: End User Computing Unit)

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel, MS Excel Intermediate, MS PowerPoint and MS Access Essentials), graphic design and dealing with the Internet, networks and how to search for information. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 70 hours)

FOUNDATION HUMAN RESOURCE MANAGEMENT (FPHRM01) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

Introduction to human behaviour. The world of work. Human resource management. Job analysis and human resource planning. Recruitment, selection and induction. Individual training and development. Performance management. Compensation. Introduction to labour relations. Motivation. Communication, absenteeism, safety and stress. Separation. (Total tuition time: ± 96 hours)

FOUNDATION PRINCIPLES OF ECONOMICS (FPECN01) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

The nature and scope of economics. Basic economic concepts. The basic theory of demand and supply and market price fixing in markets for goods and service. Land, labour, capital and entrepreneurship as production factors. Macro-economy: field of study and measurement of total economic activities. The monetary system – the function of money. Inflation. The South African Reserve Bank. Commercial banks. Taxation. (Total tuition time: not available)

FOUNDATION SALES TECHNIQUES (FPMRK02) 1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

Introduction to selling. Understanding the consumer. Communication skills in selling. Personal empowerment. Goal setting. Characteristics of a successful salesperson. The selling process. Application and role of electronic communication technologies in selling. (Total tuition time: not available)

I

INDUSTRIAL RELATIONS I (IRS100T) 1 X 3-HOUR PAPER

(Subject custodian: Department of People Management and Development)

An introduction to the South African industrial relations system, conflict management, the history of South African industrial relations, South African labour laws, an overview of environmental influences on industrial relations. The role of communication in the workplace, employee representation, employee participation, grievances and discipline in the workplace, dismissals, trade union rights in South Africa, dispute procedures and strikes. (Total tuition time: ± 96 hours)



M**MANAGEMENT I (MAN120T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

The role of business in society and how a business in a free-market economy with its need-satisfying institutions employs the limited resources of a community to satisfy needs. Functioning of a business organisation. Overview of the four fundamental management tasks. An introduction to the general organisational functions: marketing, the financial function, operational management, purchasing management, the human resource function. Contemporary issues in business management, including productivity and the management of small and medium-sized businesses. (Total tuition time: not available)

MANAGEMENT II (MAN220T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Dynamics of the organisation, planning, organising, management by objectives, schools of management. Decision-making and problem solving, operational research, management of diversity and the systems approach to organisations. Motivation, management and leadership styles, creativity and communication. (Total tuition time: not available)

MANAGEMENT III (MAN310T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Strategic management, business ethics and the social responsibilities of management. Small business in practice. Management of change and innovation. Working with groups and teams. (Total tuition time: not available)

MARKETING I (MRK130T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

The development, evaluation and implementation of marketing in various environments. The subject deals primarily with an analysis of marketing concepts, theories, facts, procedures, techniques and models. Topics addressed include: The concept and philosophy of marketing, the nature and scope of marketing, an overview of the marketing process, marketing as a functional component of an enterprise, the organisation of marketing, and marketing guidelines. Aspects are detailed pertaining to the marketing mix: product, price, place and promotion, and their integration. Emphasis is also placed on the implementation of communication strategies, and an overview of specialised markets. (Total tuition time: ± 96 hours)

MARKETING II (MRK210T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

A review of marketing and marketing processes (specific revision of product, pricing, distribution), Organisational and marketing strategy: Partnering to build customer relationships marketing audit (nature and scope of marketing audit, conducting an audit, interpretation of findings), marketing planning (strategic planning, environmental analysis, goal formulation, business unit strategy: portfolio analysis, growth strategy, and marketing strategies (competitive strategy, target market strategy, competitive positioning strategy). Designing a customer-driven marketing strategy and integrated marketing mix. Marketing mix strategies (product strategy, price strategy, distribution strategy, communication strategy), retailing, wholesaling, marketing channel and supply chain management. (Total tuition time: ± 96 hours)

MERCANTILE LAW I (MER100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to the SA legal system. General principles of law of contracts. Specific contracts: contract of sale, lease agreement, insurance contracts, employment contract, specific commercial transactions, e.g., law of agency, surety, National Credit and Consumer Protection Act, 2008 (Act No. 68 of 2008). (Total tuition time: ± 92 hours)

T**THE PERSONNEL FUNCTION (TPC100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

Introduction to human behaviour. Introduction to human resource management. Job evaluation, human resource planning and recruitment, selection and induction. Individual and organisational development. Performance management. Compensation, integration, maintenance, retirement. (Total tuition time: ± 96 hours)

