

NATIONAL DIPLOMA: LOGISTICS
(Extended curriculum programme with foundation provision)
Qualification code: NDLOF0 - NQF Level 6

Campus where offered: Pretoria Campus

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 Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.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:

Prospective students are assessed according to a formula for academic merit, based on scholastic performance.

Formula for academic merit:

SYMBOL	HG	SG
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

- Applicants who score 16 or more points (for a maximum of six subjects) according to the formula for academic merit will be accepted automatically.
- Applicants who score 8 to 15 points according to the formula for academic merit will be referred for a TUT potential assessment.
- Applicants with a score of below 8 may apply for admission to the bridging programme.
- The Head of the Department reserves the right to lower or raise the cut-off point and to accept applicants 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 a 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

None.



Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **20**.

Assessment procedures:

Applicants with a final APS of 20 to 23 will be admitted to the programme.

- **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: Logistics (NDLO01).

f. *Subject credits:*

Subject credits are shown in brackets after each subject.

CURRICULUM

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBFC02	Foundation Basic Financial Calculations	(0,100)	
FPILT11	Foundation Information Literacy (first semester subject)	(0,050)	
FPLBS01	Foundation Logistics and Business Language Skills	(0,150)	
FPLSK13	Foundation Life Skills (second semester subject)	(0,050)	
FPLGS01	Foundation Logistics I	(0,150)	
TOTAL CREDITS FOR THE FIRST YEAR:		0,500	



SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,150)	
CLW200T	Commercial Law II	(0,150)	
ENG120T	English (A level)	(0,150)	
PUM120T	Purchasing Management I	(0,200)	Foundation Logistics I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,050)
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,050)
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TOTAL CREDITS FOR THE SECOND YEAR: **0,750**

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN230T	Business Management II	(0,150)	Business Management I
CAE100T	Costing and Estimating	(0,150)	
LGS200T	Logistics II	(0,200)	Foundation Logistics I
PAU100T	Practical Accounting I	(0,150)	
PUM220T	Purchasing Management II	(0,200)	Purchasing Management I

TOTAL CREDITS FOR THE THIRD YEAR: **0,850**

FOURTH YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN330T	Business Management III	(0,250)	Business Management II
LGS300T	Logistics III	(0,250)	Logistics II
PLC110T	Production Planning and Control I	(0,150)	
PUM320T	Purchasing Management III	(0,250)	Purchasing Management II

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:

B

BUSINESS MANAGEMENT I (BMN120T)

1 X 3-HOUR PAPER

(Subject custodian: Department of Management and Entrepreneurship)

A focus on the different management functions of business organisations in the South African environment. It describes how managers should manage resources and activities in such a way that organisations can operate as profitably as possible. (Total tuition time: not available)



BUSINESS MANAGEMENT II (BMN230T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

The financial and operations functions are dealt with comprehensively. Financial Management offers students insight into finance theory and practice with emphasis on financial decision making which will increase the value of the business organisation. Financing decisions of investment, financing and working capital management are dealt with. Operations management gives an overview of the activities of the operations function in the manufacturing and services sectors. (Total tuition time: ± 60 hours)

BUSINESS MANAGEMENT III (BMN330T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Students acquire a basic knowledge of the principles of marketing management and in-depth study of general management. (Total tuition time: ± 60 hours)

C**COMMERCIAL LAW II (CLW200T)****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 Act, 2005 (Act No. 34 of 2005) and Consumer Protection Act, 2008 (Act No. 68 of 2008). (Total tuition time: ± 92 hours)

COSTING AND ESTIMATING (CAE100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

The basic methods and some selected techniques of cost accounting for application in the business environment. Cost elements, material costs, labour costs and overheads, job costing and manufacturing statements. The basic methods to calculate the profitability of a manufacturing concern, depreciation of assets, process costing, standard costing, cost-volume-profit analysis and budgets. (Total tuition time: not available)

E**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)

ENGLISH (A LEVEL) (ENG120T)**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). 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)



F**FOUNDATION BASIC FINANCIAL CALCULATIONS (FPBFC02)****1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Basic numerical literacy, basic mathematical principles, basic accounting principles, basic statistical principles, basic arithmetic principles, and basic fundamental algebra required in a career in Logistics, Marketing, and Retail Business Management. (Total tuition time: ± 240 hours)

FOUNDATION INFORMATION LITERACY (FPILT11)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Introduction to the TUT Information and Library Services. Locate resources and services within a library. Log on to library computers and search the library's website. Online catalogues and the basics of database searching. Primary and secondary sources – how to locate, access and browse through them. Sources of secondary data and evaluating the quality of secondary information. Ethical issues such as plagiarism and copyright. Information literacy standards: How to use information effectively and creatively; excellence in information seeking and knowledge generation; Recognizes the importance of information to a democratic society; ethical behavior with regard to information and information technology. Introduction to mass and social media. (Total tuition time: ± 60 hours)

FOUNDATION LIFE SKILLS (FPLSK13)**CONTINUOUS ASSESSMENT****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Academic, emotional intelligence and teamwork skills development for students in higher education. Effective learning (Introduction and formulating a life vision; Goal setting; Time and self-management; Classroom skills (concentration, note taking and listening skills); Cognitive learning strategies; Learning styles; Test taking and exam strategies; Assignment and assessment writing; and Creative and critical thinking. Effective living (Introduction and the emotional mind; Intrapersonal skills; Leadership skills; Interpersonal skills; and Self management skills. Effective teamwork and applying teamwork theory to practice. (Total tuition time: ± 80 hours)

FOUNDATION LOGISTICS AND BUSINESS LANGUAGE SKILLS (FPLBS01)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Interpret, relate and reflect on all available and relevant resource material in proper English as applicable to the logistics environment. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication demonstrate intermediate-level proficiency in written English. Language acts of the individual (interpretation and analysis of message, 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), 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: ± 240 hours)

FOUNDATION LOGISTICS I (FPLGS01)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Introduction to Logistics (designing distribution channels, selecting channel members, retailing and wholesaling, logistics and supply chain management). A brief overview of the role of purchasing and the purchasing cycle. Introduction to procurement (procurement planning; procurement strategies; selection of suppliers, supplier relations). (Total tuition time: ± 120 hours)

L**LOGISTICS II (LGS200T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Introduction to logistics management functions; customer service, order and information systems, inventory, materials flow, and transportation, warehousing, materials handling, procurement, global logistics, financial control. (Total tuition time: ± 96 hours)



LOGISTICS III (LGS300T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Practical application of the different logistic functions, contemporary logistic research, contemporary logistics issues, their influence on society and business environment. (Total tuition time: ± 96 hours)

P**PRACTICAL ACCOUNTING I (PAU100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

Introduction to accounting, the accounting equation, books of prime entry, bank reconciliation statements, debtors and creditors control accounts. Adjustments, financial statements (sole trader), inventory (different systems and valuation), budgets and budgetary control, non-current assets and their disclosure, manufacturing accounts, cost-volume-profit analysis, different forms of enterprise, their financial statements and related matters, basic cost accounting and cost behaviour. (Total tuition time: ± 60 hours)

PURCHASING MANAGEMENT I (PUM120T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

An introduction of the purchasing management functions, purchasing management's position, strategic sourcing, ethical aspects, and social responsibility in purchasing management. Introduction to supply policies, determination of prices, inventory management, materials flow activities, purchasing for small and medium enterprises. (Total tuition time: ± 96 hours)

PURCHASING MANAGEMENT II (PUM220T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Buyer-supplier relationships, sourcing, ethical and social responsibilities, risk management, management of quality. Materials budget, cross-functional teams, purchasing services, specifications and standardisation, global supply management and supply chain management. (Total tuition time: ± 96 hours)

PURCHASING MANAGEMENT III (PUM320T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Logistics and Sport Management)**

Advanced purchasing techniques, appraisal control and reports, negotiation techniques, purchasing research and value analysis, EDI, international purchasing, contmanagement. Legal considerations in purchasing, conrtypes and compensation, social responsibilities in purchasing, total cost of ownership, purchasing capital equipment, outsourcing and make-or-buy, supply strategies, and institutional supply management. (Total tuition time: ± 96 hours)

PRODUCTION PLANNING AND CONTROL I (PLC110T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Operations Management)**

Introduction to production management. Operations strategies that use quality, cost and services as competitive weapons in designing and developing products and production processes. Long-range capacity planning and facility layout. Introduction to quality management. (Total tuition time: ± 96 hours)

