

# NATIONAL DIPLOMA: HOSPITALITY MANAGEMENT

Qualification code: NDHM04 - 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 Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.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, with English at Higher Grade (E symbol) or Standard Grade (C symbol), a pass in Accounting and Mathematics at Standard Grade (D symbol), another science subject at Higher Grade (E symbol) or Standard Grade (C symbol), and two other commercial subjects at Higher Grade (E symbol) or Standard Grade (C symbol).

#### **Recommended subject(s):**

Food and Beverage Management, Home Economics, Hospitality Management and Hotel and Catering.

#### **Selection criteria:**

Selection for admission is based on a TUT potential assessment and a personal interview with the departmental selection panel.

### • **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):**

None.

#### **Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least 23.

#### **Assessment procedures:**

Applicants with a final APS of 23 and more will be admitted to the programme. Applicants with a score of 20 to 22 will be admitted to the National Diploma (Extended Curriculum).

### • **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:*  
Three years.
- c. *Presentation:*  
Day classes.
- d. *Intake for the qualification:*  
January only.
- e. *Exclusion and readmission:*  
See Chapter 2 of Students' Rules and Regulations.
- f. *Recognition of Prior Learning (RPL), equivalence and status:*  
See Chapter 30 of Students' Rules and Regulations.
- g. *Class attendance:*  
Students may be absent for a maximum of only two practical classes per year, and must attend at least 85% of the theoretical lectures. Students must pass both the practical and the theoretical components of subjects.
- h. *Textbooks:*  
Students are required to purchase textbooks.
- i. *Other requirements:*  
The following must be submitted before the diploma will be issued:
- First-Aid Certificate.
  - Opera Short Course Certificate.
  - Preliminary Wine Course Certificate.
  - Wine Service Certificate.
  - Wines of the World Certificate.
- j. *Subjects and practicals:*  
Students will be required to attend certain activities and practicals in the evenings and on Saturdays and Sundays. Owing to the unique character and requirements of the hospitality industry, it is compulsory for students to work for a required number of weeks, according to the official timetable, at any of the practical training facilities of the Department, regardless of weekends, University holidays or public holidays. Students have to arrange their own transport to and from training facilities that are not situated at the Pretoria and Soshanguve campuses.
- k. *Promotion:*  
Students who do not pass all the subjects set for a particular year of registration will be obliged to register strictly in accordance with the departmental class timetable, and with the approval of the Head of the Department, in the following academic year.
- l. *Work-Integrated Learning I and II:*  
Students may not register for Work-Integrated Learning I or II and any other theory subject simultaneously during this period. Students are not allowed to register for Work-Integrated Learning I if all the subjects of the first year have not been completed. Students are not allowed to register for Work-Integrated Learning II if all the subjects of the first and second year have not been completed. See Chapter 5 of Students' Rules and Regulations for further information.



- m. *Subject credits:*  
Subject credits are shown in brackets after each subject.

Key to asterisks:

- \* CTU30XT, CTU30YT and CTU30ZT must be taken concurrently and will count as one subject.

## CURRICULUM

**SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.**

### FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ACM100T	Accommodation Management I	(0,166)	
<b>CTU100T</b>	<b>Culinary Studies and Nutrition I</b>		
CTU10PT	Culinary Studies and Nutrition: Theory I	(0,056)	
CTU10QT	Culinary Studies and Nutrition: Practical I	(0,056)	
CTU10RT	Culinary Studies and Nutrition: Nutrition I	(0,055)	
<b>FBS110T</b>	<b>Food and Beverage Studies I</b>		
FBS11PT	Food and Beverage Studies: Theory I	(0,084)	
FBS11QT	Food and Beverage Studies: Practical I	(0,083)	
HCO100B	Hospitality Communication I	(0,050)	
HFM100B	Hospitality Financial Management I	(0,133)	
HOM100B	Hospitality Management I	(0,150)	

### FIRST SEMESTER

HHS101T	Hospitality Health and Safety I	(0,067)	
HIS10AT	Hospitality Information Systems IA	(0,025)	

### SECOND SEMESTER

HIS10BT	Hospitality Information Systems IB	(0,025)	
SEL101T	Service Excellence I	(0,050)	
TOTAL CREDITS FOR THE FIRST YEAR:		<b>1,000</b>	

### SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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#### FIRST OR SECOND SEMESTER

<b>CTU201T</b>	<b>Culinary Studies and Nutrition II</b>		
CTU20XT	Culinary Studies and Nutrition: Theory II	(0,033)	Culinary Studies and Nutrition I
CTU20YT	Culinary Studies and Nutrition: Practical II	(0,033)	Culinary Studies and Nutrition I
CTU20ZT	Culinary Studies and Nutrition: Nutrition II	(0,034)	Culinary Studies and Nutrition I
EXP1HMA	Work-Integrated Learning I (on completion of all first-year subjects)	(0,250)	
<b>FBS201T</b>	<b>Food and Beverage Studies II</b>		
FBS20XT	Food and Beverage Studies: Theory II	(0,034)	Food and Beverage Studies I
FBS20YT	Food and Beverage Studies: Practical II	(0,033)	Food and Beverage Studies I
HCO201B	Hospitality Communication II	(0,050)	
HFM201B	Hospitality Financial Management II	(0,100)	Hospitality Financial Management I
HIL101B	Hospitality Industry Law I	(0,067)	
HIS201B	Hospitality Information Systems II	(0,050)	Hospitality Information Systems IA Hospitality Information Systems IB



HOM201B	Hospitality Management II	(0,183)	Hospitality Management I
<b>plus one of the following two subjects:</b>			
ACM201T	Accommodation Management II (applicable to option 1 of the third year)	(0,133)	Accommodation Management I
FBE201T	Food and Beverage Operations II (applicable to option 2 of the third year)	(0,133)	
TOTAL CREDITS FOR THE SECOND YEAR:		<b>1,000</b>	

### THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST OR SECOND SEMESTER</b>			
EXP2HMA	Work-Integrated Learning II (on completion of all first- and second year subjects)	(0,250)	
HFM301B	Hospitality Financial Management III	(0,150)	Hospitality Financial Management II
HIL201B	Hospitality Industry Law II	(0,150)	Hospitality Industry Law I
HMI101T	Hospitality Management Information Systems I	(0,050)	
<b>HOM301B</b>	<b>Hospitality Management III</b>		
HOM30XT	Hospitality Management: Theory III	(0,150)	Hospitality Management II
HOM30ZT	Hospitality Management: Retail III	(0,050)	Hospitality Management II

**plus all the subjects in one of the following options:**

**Option 1:**

ACM301T	Accommodation Management III	(0,100)	Accommodation Management II
HEN101T	Hospitality Events Management I	(0,100)	

**Option 2:**

<b>CTU301T</b>	<b>Culinary Studies and Nutrition III</b>		
CTU30XT	Culinary Studies and Nutrition: Culinary Studies: Theory III*	(0,010)	Culinary Studies and Nutrition II
CTU30YT	Culinary Studies and Nutrition: Nutrition III*	(0,050)	Culinary Studies and Nutrition II
CTU30ZT	Culinary Studies and Nutrition: Culinary Studies: Practical III*	(0,040)	Culinary Studies and Nutrition II
FBE301T	Food and Beverage Operations III	(0,100)	Food and Beverage Operations II

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**

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****ACCOMMODATION MANAGEMENT I (ACM100T) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Execution and maintenance of housekeeping activities. Basic reception infrastructure. (Total tuition time: ± 70 hours)

**ACCOMMODATION MANAGEMENT II (ACM201T) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Applying and supervising principles that are relevant to front-office and back of house systems. (Total tuition time: ± 120 hours)

**ACCOMMODATION MANAGEMENT III (ACM301T) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Applying the management functions of a hotel or restaurant. (Total tuition time: ± 120 hours)

**C****CULINARY STUDIES AND NUTRITION: CULINARY STUDIES: PRACTICAL EXAMINATION  
PRACTICAL III (CTU30ZT)***(Subject custodian: Department of Hospitality Management)*

Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers. (Total tuition time: ± 192 hours)

**CULINARY STUDIES AND NUTRITION: CULINARY STUDIES: THEORY III (CTU30XT) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Planning, preparing and presenting a wide range of food items, using advanced skills to meet the expectations of sophisticated customers or consumers. (Total tuition time: ± 70 hours)

**CULINARY STUDIES AND NUTRITION: NUTRITION I (CTU10RT) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

An introduction to the basic nutrients and their functions in the body. (Total tuition time: ± 70 hours)

**CULINARY STUDIES AND NUTRITION: NUTRITION II (CTU20ZT) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Application of sound nutrition principles throughout the life cycle. (Total tuition time: ± 70 hours)

**CULINARY STUDIES AND NUTRITION: NUTRITION III (CTU30YT) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

The adjustment of the normal diet according to the nutritional needs of people with special needs. (Total tuition time: ± 70 hours)

**CULINARY STUDIES AND NUTRITION: PRACTICAL I (CTU10QT) CONTINUOUS ASSESSMENT***(Subject custodian: Department of Hospitality Management)*

Knowledge of food items, food preparation methods and skills in using conventional and convenience food, as well as basic menu planning. (Total tuition time: ± 130 hours)

**CULINARY STUDIES AND NUTRITION: PRACTICAL II (CTU20YT) CONTINUOUS ASSESSMENT***(Subject custodian: Department of Hospitality Management)*

Planning, preparing and presenting a range of menu items suitable for a variety of food outlets. (Total tuition time: ± 130 hours)

**CULINARY STUDIES AND NUTRITION: THEORY I (CTU10PT) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Basic theoretical and practical principles of food items and food preparation methods in order to apply basic menu planning to a variety of food service establishments. (Total tuition time: ± 70 hours)

**CULINARY STUDIES AND NUTRITION: THEORY II (CTU20XT) 1 X 3-HOUR PAPER***(Subject custodian: Department of Hospitality Management)*

Intermediate principles of menu items and food preparation to cater for the nutritional, dietary and cultural demands of various customer groups. (Total tuition time: ± 70 hours)



**F**

**FOOD AND BEVERAGE OPERATIONS II (FBE201T)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Types of food services and systems, administrative functions of the food service unit. (Total tuition time: ± 120 hours)

**FOOD AND BEVERAGE OPERATIONS III (FBE301T)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Principles of production procedures, interpretation of outsourcing contracts, and layout planning of the food service unit. (Total tuition time: ± 120 hours)

**FOOD AND BEVERAGE STUDIES: PRACTICAL I (FBS11QT)** CONTINUOUS ASSESSMENT  
(Subject custodian: Department of Hospitality Management)

Restaurant infrastructure and procedures. Basic food and beverage service, working as a waiter. (Total tuition time: ± 70 hours)

**FOOD AND BEVERAGE STUDIES: PRACTICAL II (FBS20YT)** CONTINUOUS ASSESSMENT  
(Subject custodian: Department of Hospitality Management)

Supervising and maintaining an advanced food and beverage service in terms of legislation, operations, costing and control measures applicable to a variety of restaurants and food service outlets. (Total tuition time: ± 70 hours)

**FOOD AND BEVERAGE STUDIES: THEORY I (FBS11PT)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Basic theoretical and practical principles of food and drink services, technical skills and menu planning. (Total tuition time: ± 70 hours)

**FOOD AND BEVERAGE STUDIES: THEORY II (FBS20XT)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Knowledge and the application of advanced methods and control systems applicable to food and beverage services. (Total tuition time: ± 70 hours)

**H**

**HOSPITALITY COMMUNICATION I (HCO100B)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Applied Languages)

Identifying various communication skills and techniques (oral, written, visual) to promote communication in the hospitality industry. (Total tuition time: ± 60 hours)

**HOSPITALITY COMMUNICATION II (HCO201B)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Applied Languages)

French grammar and vocabulary. (Total tuition time: ± 60 hours)

**HOSPITALITY EVENTS MANAGEMENT I (HEN101T)** CONTINUOUS ASSESSMENT  
(Subject custodian: Department of Tourism Management)

Planning, coordinating and presenting functions or events in accordance with sound business principles. (Total tuition time: ± 30 hours)

**HOSPITALITY FINANCIAL MANAGEMENT I (HFM100B)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Basic managerial accounting principles, applied to the hospitality industry. (Total tuition time: ± 130 hours)

**HOSPITALITY FINANCIAL MANAGEMENT II (HFM201B)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Application of hospitality financial decision-making tools and hospitality cost management. (Total tuition time: ± 130 hours)

**HOSPITALITY FINANCIAL MANAGEMENT III (HFM301B)** 1 X 3-HOUR PAPER  
(Subject custodian: Department of Hospitality Management)

Financial management principles that contribute to effective planning and control by means of operational budgets. An introduction to ratio analysis of financial statements of a hospitality enterprise in order to make sound financial management decisions. (Total tuition time: ± 130 hours)



<b>HOSPITALITY HEALTH AND SAFETY I (HHS101T)</b> <i>(Subject custodian: Department of Hospitality Management)</i> Occupational safety measures and local and national legislation. (Total tuition time: ± 70 hours)	<b>1 X 3-HOUR PAPER</b>
<b>HOSPITALITY INDUSTRY LAW I (HIL101B)</b> <i>(Subject custodian: Department of Law)</i> Introduction to the South African legal system. Business enterprise law. Legal requirements for the establishment of a hospitality business. Liquor law. Tobacco legislation. Gambling legislation and Food hygiene legislation (Total tuition time: ± 42 hours)	<b>1 X 3-HOUR PAPER</b>
<b>HOSPITALITY INDUSTRY LAW II (HIL201B)</b> <i>(Subject custodian: Department of Law)</i> Introduction to labour law (sources of labour law, Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997). Unemployment insurance). Employment relationship and the control of employment. Labour Relations Act, 1995 (Act No. 66 of 1995). Hospitality Employment Law. Employment Equity and Labour dispute resolution. (Total tuition time: ± 42 hours)	<b>1 X 3-HOUR PAPER</b>
<b>HOSPITALITY INFORMATION SYSTEMS IA (HIS10AT)</b> <i>(Subject custodian: End User Computing Unit)</i> 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)	<b>CONTINUOUS ASSESSMENT</b>
<b>HOSPITALITY INFORMATION SYSTEMS IB (HIS10BT)</b> <i>(Subject custodian: End User Computing Unit)</i> 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)	<b>CONTINUOUS ASSESSMENT</b>
<b>HOSPITALITY INFORMATION SYSTEMS II (HIS201B)</b> <i>(Subject custodian: End User Computing Unit)</i> Students have to acquire practical skills as end-users in MS Office Suite applications. Principles of MS Expression Web will enable students to create and design web pages to be published. They will also use MS Project to create project plans. This subject will be curricularized to support the specialisation field of the students. (Total tuition time: ± 40 hours)	<b>CONTINUOUS ASSESSMENT</b>
<b>HOSPITALITY MANAGEMENT I (HOM100B)</b> <i>(Subject custodian: Department of Hospitality Management)</i> A range of business skills that are applicable to the hospitality industry, and which contribute to effective decision-making and the execution of operations. (Total tuition time: ± 100 hours)	<b>1 X 3-HOUR PAPER</b>
<b>HOSPITALITY MANAGEMENT II (HOM201B)</b> <i>(Subject custodian: Department of Hospitality Management)</i> The concepts of recruitment, selection, induction, training and development, remuneration and the termination of employment. (Total tuition time: ± 130 hours)	<b>1 X 3-HOUR PAPER</b>
<b>HOSPITALITY MANAGEMENT INFORMATION SYSTEMS I (HMI101T)</b> <i>(Subject custodian: Department of Hospitality Management)</i> An introduction to information systems applicable in the hospitality industry, highlighting the importance of MIS with regard to decision-making at the various managerial levels. (Total tuition time: ± 70 hours)	<b>CONTINUOUS ASSESSMENT</b>
<b>HOSPITALITY MANAGEMENT: RETAIL III (HOM30ZT)</b> <i>(Subject custodian: Department of Hospitality Management)</i> Retail principles applicable to the food and beverage sector. (Total tuition time: ± 70 hours)	<b>1 X 3-HOUR PAPER</b>
<b>HOSPITALITY MANAGEMENT: THEORY III (HOM30XT)</b> <i>(Subject custodian: Department of Hospitality Management)</i> Business management skills that contribute to the effective management of the hospitality enterprise. (Total tuition time: ± 70 hours)	<b>1 X 3-HOUR PAPER</b>



**S****SERVICE EXCELLENCE I (SEL101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Hospitality Management)**

The service expectations of the various markets that are served by the hospitality industry. Integrating interpersonal skills and service ethics. (Total tuition time: ± 70 hours)

**W****WORK-INTEGRATED LEARNING I (EXP1HMA)****WORK-INTEGRATED LEARNING****WORK-INTEGRATED LEARNING II (EXP2HMA)****WORK-INTEGRATED LEARNING****(Subject custodian: Department of Hospitality Management)**

Work-Integrated learning in the hospitality industry. (Total tuition time: six months)

