

BACCALAUREUS TECHNOLOGIAE: LABORATORY MANAGEMENT

Qualification code: BTLA01 - NQF Level 7

Campus where offered: Arcadia Campus

Important notification to new applicants:

Students who intend to enrol for this qualification should take note that no new applications will be accepted as from 2020. Potential students are advised to consult the University's website for possible new qualifications which are aligned with the newly-implemented Higher Education Qualification Sub-Framework.

REMARKS

- a. *Admission requirement(s):*
Any relevant NQF Level 6 bachelor's degree or diploma in Science, Engineering or Technology from any South African university.

Holders of any other equivalent South African or international qualification may also be considered, see Chapter 1 of Students' Rules and Regulations.
- b. *Selection criteria:*
Selection is based on an assessment by the departmental selection committee.
- c. *Minimum duration:*
One year.
- d. *Presentation:*
Block-mode classes offered over a period of two years.
- e. *Intake for the qualification:*
January and July.
- f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- g. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- h. *Textbooks:*
Textbooks and other educational material will be required.
- i. *Subject credits:*
Subject credits are shown in brackets after each subject.

CURRICULUM

FIRST OR SECOND SEMESTER

Subjects are offered in semesters, as determined by the Department.

CODE	SUBJECT	CREDIT
GEL401T	General Laboratory Management IV	(0,200)
LBM401T	Laboratory Personnel Management IV	(0,200)
LFM401T	Laboratory Financial Management IV	(0,200)
LMP401T	Laboratory Management Project IV	(0,200)
LMP401R	Laboratory Management Project IV (re-registration)	(0,000)
QAP401T	Quality and Productivity IV	(0,200)
TOTAL CREDITS FOR THE QUALIFICATION:		1,000



SUBJECT 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. On 10 August 2018, the syllabus content was defined as follows:

G

GENERAL LABORATORY MANAGEMENT IV (GEL401T) **1 X 3-HOUR PAPER (OPEN BOOK)**
(Subject custodian: Department of Chemistry)
Instrument, procurement, preventative maintenance, replacement, disposal and materials management, grading of materials, procurement, storage and disposal, methodology, management, validation, standard operating procedure (SOP), information management, introduction to LIMS, safety management. (Total tuition time: not available)

L

LABORATORY FINANCIAL MANAGEMENT IV (LFM401T) **1 X 3-HOUR PAPER (OPEN BOOK)**
(Subject custodian: Department of Chemistry)
Concepts of fixed, variable, capital and current costs, concepts of depreciation, profit and loss, assets and liabilities, pricing, financial control, budgets, development of a business plan, marketing management, knowledge of existing markets and market trends, development of new markets. (Total tuition time: not available)

LABORATORY MANAGEMENT PROJECT IV (LMP401T/R) **PROJECT ASSESSMENT**
(Subject custodian: Department of Chemistry)
A project of limited scope in which students apply their knowledge in practice. (Total tuition time: not available)

LABORATORY PERSONNEL MANAGEMENT IV (LBM401T) **1 X 3-HOUR PAPER (OPEN BOOK)**
(Subject custodian: Department of Chemistry)
Selection and appointment of staff members, interview management, training, development, motivation, delegation, participative management, communication, leadership, job descriptions, performance management, internationalisation. (Total tuition time: not available)

Q

QUALITY AND PRODUCTIVITY IV (QAP401T) **1 X 3-HOUR PAPER (OPEN BOOK)**
(Subject custodian: Department of Chemistry)
Quality: basic principles (quality plan, model, objectives, programme, protocol), productivity, creativity. Innovation: basic principles, laboratory structure, laboratory organigram, identification of key staff and functions, accreditation, basic principles. (Total tuition time: not available)

