

NATIONAL DIPLOMA: ENTREPRENEURSHIP (Extended curriculum programme with foundation provision) Qualification code: NDEUF1 - NQF Level 6

Campus where offered: Pretoria and Polokwane campuses (day classes)
Last year of new intake: 2019
Teach-out (phase-out) date: 31 December 2024

Students registered for this qualification should complete their studies according to the teach-out date prescribed for the qualification, subject to the stipulations of Regulation 3.1.11 and 3.1.13 in the Students' Rules and Regulations.

Information on phased-out programmes can be obtained from the TUT website, www.tut.ac.za.

Key to asterisks:

* Information does not correspond to information on AA72.
(Deviations approved by the Senate in August 2015.)

CURRICULUM

Consult the 2019 Faculty Prospectus for the full contents of the qualification.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPEN01	Foundation Communication I	(0,200)	
FPCLY02	Foundation Computer Literacy	(0,100)	
MRK130T	Marketing I	(0,200)	

FIRST SEMESTER

FPLSKAT	Foundation Life Skills (Module 1) I	(0,100)	
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SECOND SEMESTER

FPLSKBT	Foundation Life Skills (Module 2) I	(0,100)	
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TOTAL CREDITS FOR THE FIRST YEAR: **0,700**

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
CRC100T	Credit Control I	(0,200)	
MRK210T	Marketing II	(0,200)	Marketing I
PSG100T	Personal Selling I	(0,200)	
SMB110T	Small Business Management I	(0,200)	

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

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
MRK310T	Marketing III	(0,250)	Marketing II
SMB200B	Small Business Management II	(0,200)	Small Business Management I



FIRST SEMESTER

LRL20AT Labour Relations and Law IIA (0,100)

SECOND SEMESTER

LRL20BT Labour Relations and Law IIB (0,100)

TOTAL CREDITS FOR THE THIRD YEAR: **0,650**

FOURTH YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM100T	Administrative Management I	(0,200)	
CAE100T	Costing and Estimating	(0,200)	
SMB300B	Small Business Management III	(0,250)	Small Business Management II

FIRST SEMESTER

EXP1SBM Work-Integrated Learning* (0,200)

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

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

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 18 October 2019, 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)

C

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

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)

CREDIT CONTROL I (CRC100T) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Management and Entrepreneurship*)

Credit control by financial institutions, granting of credit to other businesses, industry and individuals. Forms of credit and business ownership, contracts or legally binding agreements, cheques and negotiable instruments and consumer credit. Consumer credit, business credit, terms and conditions of credit sales, collections, overdue accounts and export credit. (Total tuition time: not available)



F**FOUNDATION COMMUNICATION I (FPCEN01)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Developing basic communication skills through the four basic skills in language learning and usage. Communication theory, verbal and non-verbal communication, presentation skills, report writing, meetings and interviews. (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 LIFE SKILLS (MODULE 1) I (FPLSKAT)**CONTINUOUS ASSESSMENT****FOUNDATION LIFE SKILLS (MODULE 2) I (FPLSKBT)****CONTINUOUS ASSESSMENT****(Subject custodian: Department of Management and Entrepreneurship)**

Campus ethics, learning styles and whole-brain thinking, self-image and assertive behaviour, time management, self-motivation, conflict management, sexuality and relationships, problem-solving skills, managing stress, multicultural society, techniques for summarising and memorising, how to cope with assessments and assignments, creativity and many more. The life skills sessions are participative, with group discussions and personal application to optimise the student's learning experience. (Total tuition time: not available)

L**LABOUR RELATIONS AND LAW IIA (LRL20AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to labour relations. Parties in the labour relationship. Environmental influences on labour relations. SA labour relations system. Collective bargaining. Negotiations. Dispute resolution. Discipline, dismissals and grievance procedure. (Total tuition time: ± 32 hours)

LABOUR RELATIONS AND LAW IIB (LRL20BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

South Africa labour law. Common law. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), the Employment Equity Act, 1998 (Act No. 55 of 1998), Unemployment Insurance Act, 2001 (Act No. 63 of 2001), Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 13 of 1993), Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Skills Development Act, 1998 (Act No. 97 of 1998). Labour Relations including strikes. (Total tuition time: ± 32 hours)

M**MARKETING I (MRK130T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Supply Chain 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, Supply Chain 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 and communication strategy), retailing, wholesaling, marketing channel and supply chain management. (Total tuition time: ± 96 hours)

MARKETING III (MRK310T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Supply Chain and Sport Management)**

Practical application of the strategic analysis of macro-environmental, market, customer, competitors, internal and SWOT analysis. Applied fields in marketing that include: Retailing and channel management, service marketing, business-to-business marketing, not-for-profit marketing and digital marketing. (Total tuition time: ± 96 hours)

P**PERSONAL SELLING I (PSG100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Marketing, Supply Chain and Sport Management)**

Introduction to the role of selling in the marketing mix and the task of a salesperson. The customer and the buying process. Communication (verbal, non-verbal, written, adaptive selling and styles). Sales knowledge. Managing yourself and your time (methods of acquiring professionalism in selling). The selling process. Special problems relating to selling services and selling in business markets, negotiation skills, ethics in selling, information and communication technology and practical applications. (Total tuition time: ± 96 hours)

S**SMALL BUSINESS MANAGEMENT I (SMB110T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Entrepreneurship and small business management in perspective. Basic business concepts. Identifying business ideas. Feasibility of business ideas. The business plan and the establishment of a new business. The different business functions: general management, the financial, marketing, operational, purchasing, inventory and human resource management functions and public relations. (Total tuition time: not available)

SMALL BUSINESS MANAGEMENT II (SMB200B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Certain aspects of human resource management for small businesses are examined. A study of the financial management of a small business. (Total tuition time: not available)

SMALL BUSINESS MANAGEMENT III (SMB300B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

A study of strategic planning and the management of a small business. (Total tuition time: not available)

W**WORK-INTEGRATED LEARNING (EXP1SBM)****WORK-INTEGRATED LEARNING****(Subject custodian: Department of Management and Entrepreneurship)**

Work-Integrated learning is a compulsory component of the qualification. A student may do work-integrated learning with an accredited employer only. Although the University undertakes to assist students with placement for work-integrated learning, it is the student's own responsibility to find an accredited employer for a period of at least six months. The students themselves must negotiate conditions of service and other applicable conditions with the employer. An agreement about work-integrated learning constitutes a separate agreement between an employer and a student. Students must pass all the compulsory and chosen subjects, as well as the work-integrated learning component, to obtain sufficient credits for the qualification. (Total tuition time: not available)

