

## NATIONAL DIPLOMA: MANAGEMENT (Extended curriculum programme with foundation provision) Qualification code: NDMGF0 - 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 2025

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](http://www.tut.ac.za).

### CURRICULUM

Consult the 2018 Faculty Prospectus for the full contents of the qualification.

#### 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
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FAC11BT	Financial Accounting IB	(0,050)	Foundation Business Finance
TOTAL CREDITS FOR THE SECOND YEAR:		<b>0,500</b>	

### 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)	
<b>plus one of the following subjects:</b>			
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)	
<b>plus the following subject if Financial Management IIA was taken in the first semester:</b>			
FMN21BT	Financial Management IIB	(0,100)	Financial Management IIA
TOTAL CREDITS FOR THE THIRD YEAR:		<b>0,800</b>	

### 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)	
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 IIIB (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 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)

#### **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 Finance and Investment)***

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 Finance and Investment)***

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 Finance and Investment)***

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 Finance and Investment)***

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 labour relations foundations, the labour relations environment, the state and labour laws, labour relations management systems, workplace level labour relations, collective labour relations, dispute resolution and industrial action. Students are introduced to labour relations management and the role of labour relations systems that form the basis for the second year subject/module in the study field. (Total tuition time: ± 90 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, 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)

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

Introduction to the South African 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)

