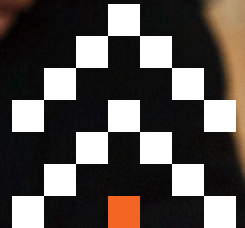UNIVERSITY
OF
JOHANNESBURG

**DEPARTMENT OF
BUSINESS MANAGEMENT**

**COLLEGE OF BUSINESS AND ECONOMICS
DEPARTMENT OF BUSINESS MANAGEMENT**

DIPLOMA IN
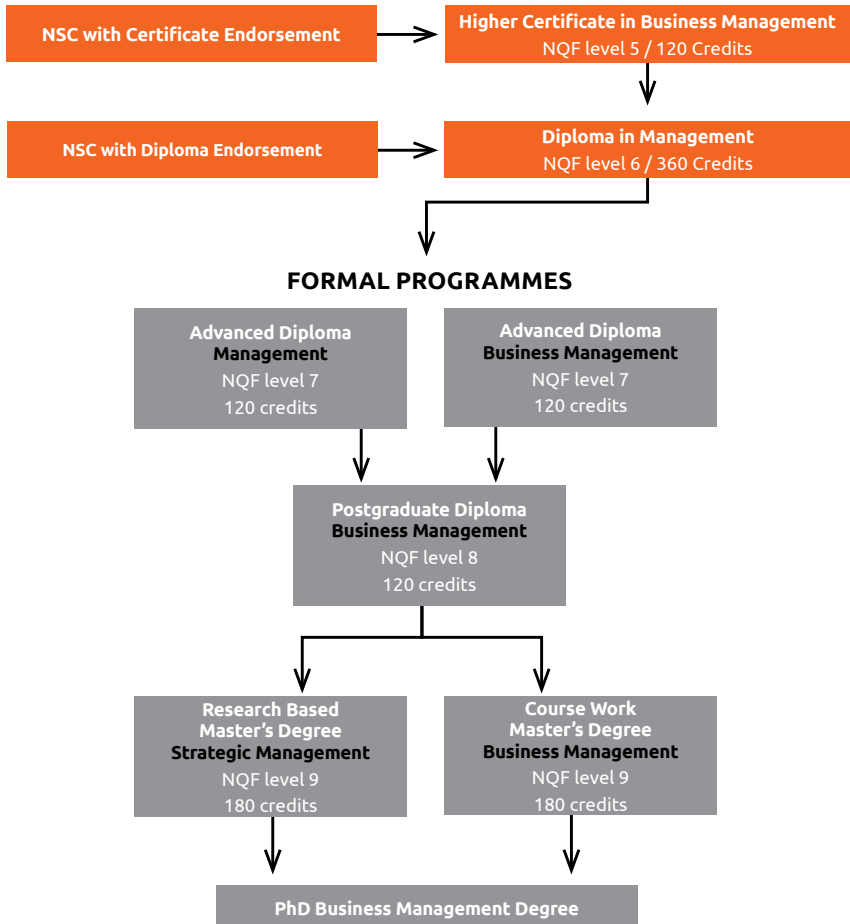# **MANAGEMENT**

NON-SUBSIDISED PROGRAMME 2025

Our Future
Reimagined

ENVISAGED ARTICULATION PATH

NON-SUBSIDISED PART-TIME PROGRAMMES (NSPs)

NSC with Certificate Endorsement	→	**Higher Certificate in Business Management** NQF level 5 / 120 Credits

NSC with Diploma Endorsement	→	**Diploma in Management** NQF level 6 / 360 Credits

FORMAL PROGRAMMES

Advanced Diploma
Management
NQF level 7
120 credits

Advanced Diploma
Business Management
NQF level 7
120 credits

Postgraduate Diploma
Business Management
NQF level 8
120 credits

Research Based
Master's Degree
Strategic Management
NQF level 9
180 credits

Course Work
Master's Degree
Business Management
NQF level 9
180 credits

PhD Business Management Degree

ABOUT UJ AND THE DEPARTMENT OF BUSINESS MANAGEMENT

University of Johannesburg

VISION

An international University of choice, anchored in Africa, dynamically shaping the future.

MISSION

Inspiring its community to transform and serve humanity through innovation and the collaborative pursuit of knowledge.

VALUES

– Imagination

We encourage and inspire free, independent and critical thought aimed at developing a better future for UJ and society.

– Conversation

Through facilitating open, respectful and meaningful dialogue, we encourage an inclusive environment that embraces diversity.

– Regeneration

We are dynamic, progressive, responsive and innovative in our endeavour to provide access to global academic excellence and to promote the common good sustainably.

– Ethical Foundation

We nurture and actively promote an ethos of honesty, transparency, accountability and fairness in all our endeavours.

Department of Business Management Non-Subsidised Programmes (NSP's)

The Department of Business Management's mission is to be the leader in the scientific and practical development of managers.

Non-subsidised credit-bearing programmes are developed and constantly updated to ensure that appropriate knowledge, insight, and skills are taught, enabling students to understand the world of business and its related environments.

The aim is for students to be able to engage, interact with and apply the information acquired to real-life situations in their ever-changing working environment.

In addition, these qualifications offer students the unique opportunity to continue their studies in some formal programmes at UJ.

The Department of Business Management, within the School of Management, offers qualifying students the opportunity to study towards the Diploma in Business Management on NQF level 6.

3

DURATION

The duration of this Diploma is 3 academic years, part-time studies. Students are required to register for each academic year.

NQF Level

NQF level 6

NUMBER OF CREDITS

360 credits

SAQA ID NO

96986

ADMISSION REQUIREMENTS

The minimum admission requirements for the Diploma in Management are either:
• The National Senior Certificate (Grade 12) with Diploma endorsement,
  Or
• The UJ Higher Certificate in Business Management (NQF level 5),
  And

In addition to the above minimum requirements, students are also required to comply with the following:
• Proficient in English,
• A suitable electronic device (study material and assessments will only be available online),
• Access to sufficient data.

OFFERING

Classes for this qualification are offered on a part-time basis.

Students have the choice of either:
• attending physical classes on the Bunting Road Campus, or
• logging in to live sessions while lecturing takes place.

Please ensure that you are able to attend as class attendance (face-to-face) or online is compulsory.

PRESENTATION

Classes are offered as either contact (on UJ's Bunting Road Campus) or online (students can log in remotely). Registered students will be required to complete and submit their semester assessments online.

Further details regarding whether the final assessment opportunity (examinations) will take place at our Bunting Road Campus or via on-line electronic invigilation will be confirmed at a later stage.

Students are required to have access to an electronic device (e.g. computer or smartphone) with sufficient data to access the modules of these qualifications.

Each module will consist of at least three online semester assessments and one formal assessment opportunity (examination).

LEARNING PATH

Students who meet the specific curricular admission, selection, and enrolment criteria, are eligible to apply for particular programmes to advance their studies. Please refer to the "envisaged articulation path" section within this document for detailed information on articulation opportunities.

CURRICULUM OF THE DIPLOMA IN MANAGEMENT

Semester	Module name
FIRST YEAR	
1	APPLIED ACCOUNTANCY SKILLS 1A
1	END-USER COMPUTING 1A
1	*END-USER COMPUTING RPL
1	ECONOMICS 1A
1	PEOPLE MANAGEMENT PERSPECTIVES 1A
1	BUSINESS AND ADMINISTRATIVE COMMUNICATION 1A
2	APPLIED ACCOUNTANCY SKILLS 1B
2	BUSINESS DECISION MAKING
2	ECONOMICS 1B
2	PEOPLE MANAGEMENT PERSPECTIVES 1B
SECOND YEAR	
1	PEOPLE MANAGEMENT PERSPECTIVES 2A
1	MARKETING 1A
1	MANAGEMENT 2A
1	BUSINESS LAW 1A
2	FINANCIAL MANAGEMENT 1B
2	PEOPLE MANAGEMENT PERSPECTIVES 2B
2	MARKETING 1B
2	MANAGEMENT 2B
2	BUSINESS LAW 1B
THIRD YEAR	
1	FINANCIAL MANAGEMENT 2A
1	RISK MANAGEMENT 1A
1	PEOPLE MANAGEMENT PERSPECTIVES 3A
1	MANAGEMENT 3A
1	MANAGEMENT PRACTICE 3A
2	PROJECT MANAGEMENT 1A
2	PEOPLE MANAGEMENT PERSPECTIVES 3B
2	MANAGEMENT 3B
2	MANAGEMENT PRACTICE 3B

PURPOSE OF THE DIPLOMA IN MANAGEMENT

The purpose of this diploma is to equip students with fundamental management skills and general business management theories. The programme prepares students to contribute meaningfully to the tactical (functional) managerial skills in any enterprise, applying selected management principles and techniques in supporting and implementing strategies, policies and procedures and students will be able to deal effectively with contemporary issues on a tactical (Functional) level.

IMPORTANT NOTICE:

Students who completed Computer Applications Technology (CAT) at NSC Grade 12: please read the information below.

* EUC01AR: END-USER COMPUTING RPL

Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS of 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End-User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student will have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted an exemption for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted an exemption for the module (EUC01A1). If a student fails, the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee, as approved per year, is linked to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1) and the module fee for EUC01A1 will be credited to his/her student account. If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student's academic transcript.

MODULES:

APPLIED ACCOUNTANCY SKILLS 1A

NQF LEVEL: 5	NQF CREDITS: 15

The purpose of this module is to introduce basic financial accounting at a level consistent with non-accounting students. In this module the students will be provided with the basic principles of accounting, the recording of each transaction and the accounting cycle. This module helps students to understand the process flow of assets, liabilities, equity, income and expenses and the accounting records of a basic entity. Students will also be introduced to the financial statements of a sole trader as a service entity and trading entity.

END-USER COMPUTING 1A

NQF LEVEL: 5	NQF CREDITS:16

The purpose of this module is to introduce the students to basic information technology (IT) terms, skills, and the basic components of a computer. The students will be able to manipulate files, use word processing applications to solve business problems and use presentation software.

ECONOMICS IA

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of this module is to introduce students to the main themes and concepts of Economics, and the application of these concepts in the student's future role as managers and decision makers.

PEOPLE MANAGEMENT PERSPECTIVES 1A

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of this module is to provide the foundations of People Management (PM) perspectives by exposing students to the fundamental principles underlying the people management practice in South Africa.

BUSINESS ADMINISTRATIVE COMMUNICATION

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of the Business Writing and Communications module is to expose students to the various communications methods available to organisations. This module aims to educate students about effective business communication by analysing what business communication entails, what aspects should be considered when communicating in an organisation, the possible avenues for communication as well as the possible downfalls that could occur and finally, how one should communicate effectively.

APPLIED ACCOUNTANCY SKILLS 1B

NQF LEVEL: 5	NQF CREDITS: 15

The purpose of this module is to introduce basic costing and financial management at a level consistent with non-accounting students. In this module, students will identify and analyse cost, learn to apply basic managerial accounting techniques and prepare information for decision-making purposes, applicable to service, trade and manufacturing entities.

BUSINESS DECISION MAKING B

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of the Business Decision-Making module is to support a young manager in recognising and applying decision-making methodologies applicable to a work environment. The module will introduce the student to key decision-making models including a decision tree, a payoff matrix, a ratio analysis, a break-even analysis, and an economic order quantity model. The module is focused on assisting with improving a business situation in which an expected level of performance is not being achieved.

ECONOMICS 1B

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of this module is to introduce students to the main themes and concepts of macroeconomics, and the application of these concepts in the student's future role as managers and decision makers.

PEOPLE MANAGEMENT PERSPECTIVES 1B

NQF LEVEL: 5	NQF CREDITS: 12

This module will provide students with a foundational understanding of employee relations in the South African context, performance management, motivation theories, career management, employee compensation and health and safety in the workplace.

PEOPLE MANAGEMENT PERSPECTIVES 2A

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of this module is to provide practical guiding principles for managing people in the organisation by delineating the role of PM Practitioners as a business partner within the world of work.

MARKETING 1A

NQF LEVEL: 5	NQF CREDITS: 16

The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic consumer behaviour and market segmentation.

MANAGEMENT 2A

NQF LEVEL: 5	NQF CREDITS: 16

A student who has completed this module will have acquired the necessary knowledge to understand the concept of organising, leading, and management issues and will be able to apply the 9 principles of organising their departments and know the roles of the Supervisor in the provision, development and maintenance of human resources.

BUSINESS LAW 1A

NQF LEVEL: 5	NQF CREDITS: 15

The purpose of this module is to acquire a basic knowledge and reflective understanding of the prescribed substantive law. Students will be introduced to the basic requirements for a valid contract and the consequences of contracts.

FINANCIAL MANAGEMENT 1B

NQF LEVEL: 5	NQF CREDITS: 15

The purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and equip the student to realise where each of these concepts fits into the financial management function.

PEOPLE MANAGEMENT PERSPECTIVES 2B

NQF LEVEL: 5	NQF CREDITS: 12

PM Perspectives 2A focuses on performance and development. This module will provide the link between individual performance outcomes and training to directly enhance the effectiveness and efficiency of employees in their roles.

MARKETING 1B

NQF LEVEL: 5	NQF CREDITS: 16

The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will be familiar with the product, pricing, distribution and promotion elements of the marketing mix.

MANAGEMENT 2B

NQF LEVEL: 5	NQF CREDITS: 16

A student who has completed this module will have acquired the necessary knowledge to understand the concept of organising, leading, and management issues and will be able to apply the 9 principles of organising their departments and know the roles of the Supervisor in the provision, development and maintenance of human resources.

BUSINESS LAW 1B

NQF LEVEL: 5	NQF CREDITS: 15

The purpose of this module is to acquire a basic knowledge and reflective understanding of the prescribed substantive law. Students will be competent to discuss basic principles of different categories of specific contracts.

RISK MANAGEMENT

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of the Risk Management module is to give students an overall knowledge, insight and skills that are needed to understand the introductory aspects relating to Risk and Risk Management. The sources of risks are identified, described and classified as controlled and uncontrolled sources and/or types of risk in terms of micro (internal) organisational influences vs. external influences. This module is mostly theoretical. It identifies and explains the need for Risk Management (overview) and introduces the student to the ISO 31000 Risk Management Framework to assist them in managing risk in an organisation.

FINANCIAL MANAGEMENT 2A

NQF LEVEL: 6	NQF CREDITS: 16

The purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and how each of these concepts fits into the financial management function.

PEOPLE MANAGEMENT PERSPECTIVES 3A

NQF LEVEL: 6	NQF CREDITS: 16

A student who has completed this module will have acquired the knowledge necessary to understand the main themes and concepts of middle and senior management and the principles of group dynamics as they apply to the workforce. The lectures, discussions and prescribed reading are designed to enable students to understand and analyse these concepts in a practical and basic manner which will enable them to develop managerial skills.

MANAGEMENT PRACTICE A

NQF LEVEL: 6	NQF CREDITS: 16

The purpose of this module is to practically introduce students to the principles of supervisory/first-line management in preparation for the real work environment.

PROJECT MANAGEMENT

NQF LEVEL: 5	NQF CREDITS: 12

The purpose of the Project Management module is to provide an introductory orientation towards the principles of project management. It will develop competency to analyse, transform and critically evaluate new information on various aspects of project management.

PEOPLE MANAGEMENT PERSPECTIVES 3B

NQF LEVEL: 6	NQF CREDITS: 12

People Management Perspectives 3B focuses on organisational development. This module will provide a framework for identifying the key pivotal areas which enhance organisation efficiency and effectiveness.

MANAGEMENT 3B

NQF LEVEL: 6	NQF CREDITS: 16

A student who completes this module will have covered the syllabus which introduces the main themes and concepts related to management at middle and senior management level in the business environment. The lectures, discussions and prescribed reading are designed to enable him/her to understand and analyse these concepts in a practical and basic manner which will enable him/her to develop managerial skills.

MANAGEMENT PRACTICE B

NQF LEVEL: 6	NQF CREDITS: 16

A student who completes this module will have covered the syllabus which introduces the main themes and concepts related to management at middle and senior management level in the business environment. The lectures, discussions and prescribed reading are designed to enable him/her to understand and analyse these concepts in a practical and basic manner which will enable him/her to develop managerial skills.

MODULE CREDITS

Granting of a module credit means a module was successfully completed at a specified NQF level within an academic programme that may be used to exempt a student from and grant credit for an equivalent module in another academic programme, provided that the module for which the student is registered is at the same NQF level, standards, outcomes, duration, and relevance for the equivalent NQF credits.

Students who have successfully completed the UJ Higher Certificate in Business Management may apply for module credits on the Diploma in Management qualification for specific modules
that they successfully completed on the following conditions:

1. Module credits are retained for a maximum period of seven years, provided that there have been no substantial changes to the curriculum.
2. A maximum of 40% of module credits of a completed qualification may be transferred to another qualification, provided that no more than 40% of the credits required for the other qualification are credits that have been used for a completed qualification.
3. For credit/exemption purposes, the NQF level of the completed module presented for credit/exemption must be at the same NQF level of the module offered in the qualification for which the credit/exemption is being requested.
4. Students who wish to apply for a module credit, are required to do so, by submitting the required forms and documents to the Department of Business Management on or before the last day of February in the year of registration.

PROMOTION REQUIREMENTS

5. Students are required to register for every academic year during the approved UJ registration period.
6. To progress to the following year of study, students must have passed at least 60% of the modules required in the previous year of study.
7. Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean or their delegated authority on recommendation of the relevant HOD after consultation with the lecturer, or on recommendation of the faculty's examination or assessment committee. When a module is failed, a student must repeat the module at the first opportunity when it is offered again.

APPLICATION

Should you wish to apply for one of our qualifications please follow these steps:
- Log onto the UJ website: www.uj.ac.za;
- Click on "ADMISSION + AID";
- Follow the prompts for applying online.

You should be able to view your application status after three to four working days.

Where fees are quoted, it is based on estimates and includes all online study material, registration fees and ICT levies. Final fees can only be confirmed towards the end of November for the next academic year.

Please note: Applying for a qualification is not the same as registering. You need to apply first, be accepted for a programme, and then, only during the UJ registration dates in January can you register for a qualification, after the minimum payment has been made and reflects on your student account.

WHERE COMPANIES UNDERTAKE TO PAY FOR STUDIES (BURSARIES OR LOANS)

Obtain an official letter from the Company/Institution responsible for payment on an official letterhead that contains the following information:
- Confirmation of bursary/loan granted.
- Student details (initials, surname and student number).
- Name of qualification and list of modules and academic year.
- Name and designation of financial person within the Company responsible for processing payment.
- Signature, designation and the contact details of the person authorising this on behalf of the Company.

Companies responsible for payment of more than one student can send one letter but each student's details must be contained in this letter and each student is required to bring the original letter on the registration date to UJ when registering.

Students register themselves online.

All enquiries regarding this matter can be referred to the Student Finance Division (Bursaries and Loans) on 011 559 1370.

Registration cannot take place without financial unblocking.

After registration students will be able to access the UJ system and have access to registered modules, financial statements, etc.

The student financial invoice/statement is an official document and is accepted as such by SARS.

Please feel free to make use of the NSP Department of Business Management link for further information.
Please click **HERE** or go to:

https://www.uj.ac.za/faculties/college-of-business-and-economics/schools/school-of-management/departments/department-of-business-management/continuing-education-programmes-ceps/