

Short learning programmes

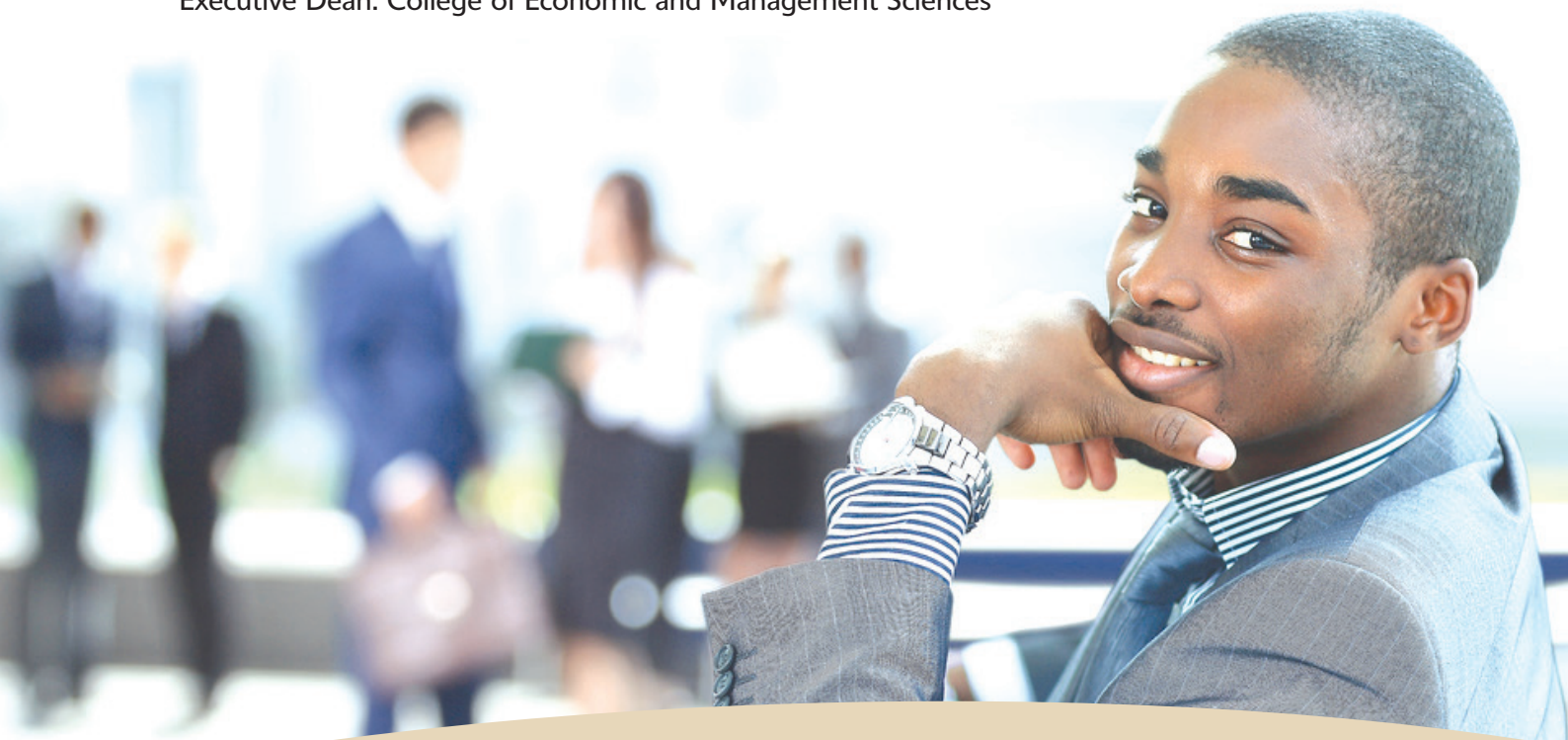
Short learning programmes (SLPs) are an important part of what the College of Economic and Management Sciences offers. SLPs are not formal qualifications such as diplomas and degrees, but are designed to meet specific learning needs in the workplace. Sometimes employees need to complete shorter learning programmes to fill an immediate gap or to update their knowledge. The College offers a wide range of programmes to meet these needs. Our SLPs include courses and programmes in the subject fields of Financial and Risk Management; Business Management; Entrepreneurship; Marketing Management; Human Resources Management; Operations, Quality and Safety Management; Supply Chain Management; Retail Management; Industrial and Organisational Psychology; Public Administration and Management; and Logistics and Transport. These SLPs allow employees or prospective employees an opportunity to upskill themselves with programmes that will only take them between three and twelve months to complete.

While our Short Learning Programmes (SLPs) fall outside the formal structured undergraduate and postgraduate programmes of Unisa, our SLPs are quality assured and presented in accordance with the CHE's guidelines as published in "A Good Practice Guide for the Quality Management of Short Courses". In addition, the learning material is regularly compared and benchmarked against similar local and international programmes to ensure the programmes stay relevant. Consulting with industry leaders and government officials on a regular basis also ensures the SLP offerings are in line with the needs of industry and commerce.

I am confident that the SLPs the College offers will provide you with your continuing professional development and upgrade your skills and knowledge to be competitive in the job market.

Prof Thomas Mogale

Executive Dean: College of Economic and Management Sciences



GENERAL INFORMATION ON SHORT LEARNING PROGRAMMES

Duration of SLPs and difficulty

CEMS offers a wide variety of courses and programmes to suit your personal circumstances.

Short courses and courses usually span from three to six months, with one to three modules. Programmes and advanced programmes usually span one year, consisting from four to eight modules. Some of the offerings are on an introductory level, others on an intermediate level and others advanced. The name of the offering usually gives an indication of the level of the offering and thus the level of the assessment.

Admission requirements

Even though they are not formal qualifications, you require a National Senior Certificate or equivalent qualification for enrolment in most of our SLPs. If you do not possess such qualifications, you will only be considered for admission on the basis of alternative admission criteria such as relevant work experience supported by a detailed CV and references, and or by other recognised prior learning (including non-formal). For the advanced programmes additional admission requirements is needed. It is stipulated at the different programmes in this brochure.

Registration periods

Most of the offerings consist of semester modules. For these offerings (courses, programmes and advanced programme) registration takes place twice a year December/January and May/June/July. A limited number of the programmes have year modules and registration takes place once a year in January/February/March.

Registration method

You can register online through the website <https://www.unisa.ac.za/slp> or you can request an application form and e-mail you hard copy and required documents to cbmregistrations@unisa.ac.za. A copy of your identity document, matric certificate degree/diploma must be attached to you application. After application you will receive a student number and then you can make payment in whatever manner you wish to. (Banking details will be provided by cbmfinance@unisa.ac.za). You will only be finally registered once evidence of your payment has been received.

Study material

Your study material will be send via a courier to you. The study material will also be online on the module website on myUnisa. A small number of programmes are offered fully online.

Teaching Method

The teaching method for all the SLPs is open distance learning (distance education). In this approach, well-designed study materials replace physical class lectures. This eliminates time and space constraints and students can determine their own study progress. However, this implies that students need self-discipline and dedication in order to complete their studies successfully. Some programmes/courses offer compulsory workshops. The detail is provided at the programme information in this brochure

Assessment (Assignments and Examinations)

Students must submit assignments for each module. The marks obtained for the assignments will contribute towards their final marks. Most modules have a two-hour written examination at an approved Unisa examination centre. Some modules requires or a portfolio to be completed and submitted (online) to be examined. To pass a module, students must obtain a minimum of 50%. Details of the assignments and assessment procedures appear in Tutorial Letter 101 for each module.

What Students can Expect of CEMS SLPs

Students can expect the following from CEMS SLPs:

- Provide students with up-to-date and relevant learning material which is regularly compared and benchmarked against similar local and international programmes
- Ensure that the learning material remains in line with the needs of industry and commerce by consulting regularly with the profession, and with industry leaders and government officials
- Assist students by affording them the opportunity to develop competencies and skills striving towards higher levels. They will be assessed according to the level descriptors of the NQF
- Support students whenever they require assistance. They may contact lecturers by making personal appointments, telephoning or emailing them or using the internet. We understand that studying through distance education is more challenging than attending a residential university
- Provide students with clear guidelines on what the lecturers expect of them in terms of assessment
- Provide timeous feedback on assignments. Lecturers will endeavour to return assignments and feedback within three weeks after the due date, if as assignment was submitted before the due date

What CEMS SLPs Expects of Students

For students to succeed in their studies, they should do the following:

- Familiarise themselves with the study materials as soon as they receive them from Unisa
- Study the prescribed tutorial matter conscientiously according to the guidelines and in the sequence provided
- Relate what they are learning to their work situation where applicable
- Plan their studies according to the time available
- Use the study guides and prescribed books according to the guidelines provided
- Submit and do the activities in their study material in order to develop the necessary insights, understanding and competencies
- Do the assignments and submit them before or, on the due dates
- Plan and allow for sufficient time to prepare well before the examinations
- Register on the Unisa learner management system, myUnisa, and visit the course websites regularly



TABLE OF CONTENT

WELCOME TO BUSINESS COMMUNICATION 9

Programme in Business Communication (71854)

WELCOME TO FINANCE, RISK MANAGEMENT AND BANKING 10

Short Course in Basic Business Finance (71307)

Short Course in Basic Financial Life Skills (7182X)

Course in Financial Management (71293)

Course in Financial Performance Measurement and Control (71285)

Course in Fundamentals of Banking and Risk Management (72176)

Course in Share and Forex Trading (76988)

Course in Personal Financial Management (71056)

Advanced Programme in Risk Management (76789)

Programme in Financial Management (71277)

Programme in Investment Analysis and Portfolio Management (71064)

Programme in Risk Management (75949)

Programme in Credit Management (76812)

Course in the Fundamentals of Insurance (76902)

WELCOME TO GENERAL MANAGEMENT AND ENTREPRENEURSHIP 18

Short Course in SMME Management (72087)

Short Course in Writing a Business Plan (7179X)

Programme in Entrepreneurship and Small Business Management (71773)

Course in Management Principles for First-Line Managers (71099)

Course in Principles of Effective Leadership (76930)

Course in Strategic Management (72028)

Programme in Strategic Management and Corporate Governance (71102)

Programme in Business Focused Management (71757)

Programme in Business Management (76759)
Programme in Advanced Business Management (77023)
Programme in Office Management (72702)
Programme in Advanced Office Management (76829)
Course in International Business Management (76735)
Programme in Sport Management (76761)
Programme in Knowledge Management (76778)
Programme in Entrepreneurial Skills (77024)

WELCOME TO HUMAN RESOURCE MANAGEMENT

29

Course in Human Resource Hiring Practices (76802)
Course in Labour Relations Management (71072)
Course in Managing Training and Development (76803)
Programme in Human Resource Management (71080)
Advanced Programme in Human Resource Management (76748)

WELCOME TO MARKETING

32

Short Course in Customer Relationship Marketing (71633)
Short Course in Customer Service Management (71641)
Short Course in Public Relations (71897)
Course in Customer Relationship Management (71110)
Course in Introduction to Sales and Marketing (76686)
Course in the Introduction to Marketing Management (71625)
Course in Public Relations (71889)
Course in Social Media Marketing (76710)
Programme in Business-to-Business Marketing (71706)
Programme in Marketing Management (71765)
Programme in Advanced Marketing Management (71129)
Programme in Customer Service (76712)
Programme in E-Marketing (72745)
Programme in Sales and Marketing (76694)

WELCOME TO OPERATIONS, QUALITY AND SAFETY MANAGEMENT 42

- Course in Basics of Project Management (7215X)
- Course in Basics of Total Quality Management (71811)
- Course in Work Study (76737)
- Programme in Total Quality Management (71838)
- Programme in Production/Operations and Productivity Management (71846)
- Programme in Safety Management (72435)
- Programme in Advanced Safety Management (76914)

WELCOME TO PURCHASING AND SUPPLY CHAIN MANAGEMENT 47

- Course in Introduction to Storage and Inventory Management (76711)
- Programme in Public Procurement and Supply Chain Management (76036)
- Programme in Purchasing and Supply Management (71234)
- Advanced Programme in Sourcing and Supply Chain Management (71218)

WELCOME TO RETAIL MANAGEMENT 51

- Course in Introduction to Retailing (71722)
- Course in Retail Buying (71692)
- Course in Retail Marketing and Merchandising (71137)

WELCOME TO TRANSPORT AND LOGISTICS 54

- Programme in International Freight Management and Administration for Importers and Exporters (01929)

WELCOME TO PUBLIC ADMINISTRATION AND MANAGEMENT 55

- Programme in Basic-, Intermediate-and Advanced Project Management (72524)
- Programme in Disaster Management (72532)
- Programme in Local Government (76082)
- Programme in Accelerated Public Management Development (76643)
- Programme in Public Administration and Management (76777)

WELCOME TO INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY

59

Programme in Applied Organisational Development (APOD) (01783)
Programme in Client Service Excellence (PCSE) (70009)
Programme in Industrial & Organisational Psychology (PIOP) (70750)
Programme in Skills Development Facilitation (SDEF) (72206)
Employee Assistance Programme (EMPA) (76989)
Short Course in Business Psychology & Human Behaviour (70475)
Short Course in Compensation for Occupational Injuries & Diseases in the Workplace (72036)
Short Course in Employee Wellness (71579)
Short Course on the Occupational Health & Safety ACT 1993 (01724)
Short Course in Workforce Diversity (70491)
Short Course in Facilitation of Organisational Change (77005)
Course in Organisational Development: Appreciative Inquiry (ODA101W)

WELCOME TO BLENDED-LEARNING STUDIES

68

Programme in Primary and Secondary Explosives (76701)
Programme in Commercial Explosives, Pyrotechnics and Explosives Legislation (76702)
Programme in Explosives Test and Evaluation (76703)
Programme in the Introduction to Explosives (76704)
Programme in Control of Explosives and Activities (76832)
Course in Explosive Product Assurance (76833)
Short Course in Refresher Training for Explosives Workers (76831)

WELCOME TO BUSINESS COMMUNICATION

Programme in Business Communication (71854)

Duration: One year (2 registrations per year)

Purpose:

The objective of this programme is to teach interpersonal communication skills to business people. One of the main problems in business and marketing is the inability of people to communicate effectively. Communication skills are essential to interaction in business and without them, misunderstanding and conflict are inevitable. The acquisition of communication skills will enable students to benefit fully from further education and training in their business careers.

Modules:

- Linguistic Ability in Business (PBCM01H)
- The Communication Process in a Multicultural Business Environment (PBCM02J)
- Oral and Written Communication in Business (PBCM03K)
- Internal and External Interaction in Business (PBCM04L)

Programme Leader (for more information)

Prof S Rudansky-Kloppers

Email: rudans@unisa.ac.za

Short Course in Basic Business Finance (71307)

Duration: Six months (two registrations per year)

Purpose:

The aim of the course is to equip students with the necessary knowledge, skills and values to practice sound basic financial management in their enterprises thereby empowering this sector of the economy and ensuring good small business governance. The course is targeted at people and workers that requires day to day financial management skills.

Modules:

- **Basic Business Finance** (CBBF01W)

Programme Leader

Ms L Ngcobo

Email: Ingcobo@unisa.ac.za

Short Course in Basic Financial Life Skills (7182X)

Duration: Six months (two registrations per year)

Purpose:

The purpose of the course is to educate students, all individuals, parents, teachers, skills/HR trainers, brokers-to-be, employees, entrepreneurs and school leavers in basic personal financial life skills. This knowledge is a prerequisite for life, a career and entrepreneurship.

Module:

- **Basic Financial Life Skills** (SBFS016)

Programme Leader:

Nico Swart

Email: swartnj@unisa.ac.za

Course in Financial Management (71293)

Duration: Six months (two registrations per year)

Purpose:

The purpose of the course is to learn the fundamental principles of financial management, including how to read and interpret financial statements; analyse financial statements; how to use a financial calculator; assess risk and return; do financial planning; and manage the cash flow of a firm by means of effective credit management, stock control and a cash budget. The course is targeted at non-financial managers.

Modules:

- **Introduction to Financial Management** (CFIN01F)
- **The Management of Working Capital** (CFIN02G)

Programme Leader

Mr G Grebe

Email: grebegpm@unisa.ac.za

Course in Financial Performance Measurement and Control (71285)

Duration: Six months (two registrations per year)

Purpose:

This course is designed to help students achieve financial excellence in the field of effective financial performance measurement and control. The course focuses on financial performance evaluation and control, financial planning, budget analysis and cost control which are pivotal knowledge areas for any business today. An understanding of these key knowledge areas assists managers and staff not directly involved in the finance function, to gain insight into how their decision making processes affect the financial performance of their organisation. The course is targeted at marketers, buyers, non-financial managers, employees, entrepreneurs in both the private and public sectors, educational managers requiring insight into financial performance measurement and control

Module:

Financial Performance Measurement and Control (CFPM01B)

Programme Leader

Mr. J Kasozi

Email: kasozjs@unisa.ac.za

Course in Fundamentals of Banking and Risk Management (72176)

Duration: Six months (two registrations per year)

Purpose:

The purpose of this course is to provide students with the required theoretical and practical knowledge in various concepts of banking and risk management which is necessary to understand the banking environment and its role in society. The course is targeted at persons involved in financial institutions such as banks. Banking and Risk Management form an integral part of a bank employee's knowledge framework and it is therefore, imperative that they should have a sound knowledge of these subjects.

Modules:

- **Fundamentals of Banking** (CCBF015)
- **Fundamentals of Risk Management** (CCBF026)

Programme Leader

Prof J Young

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Course in Share and Forex Trading (76988)

Duration: Six months (two registrations per year)

Purpose:

The purpose of this course is to provide students with an introduction to the environment of investments and the principles and practices of share and forex trading. It is targeted at individuals in corporate, financial and non-financial institutions and public institutions that have an interest in investment management and trading

Modules:

- **Introduction to Investments** (CFOREX1)
- **Principles and Practices of Share Trading** (CFOREX2)
- **Principles and Practices of Forex Trading** (CFOREX3)

Course leader

Dr E van der Westhuizen PhD

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Course in Personal Financial Management (71056)

Duration: Six months (two registrations per year)

Purpose:

The purpose of this course is to educate students, individuals, parents, teachers, skills/HR trainers, brokers-to-be, employees, entrepreneurs and school leavers about the different personal financial planning areas. This knowledge is a prerequisite for life, the creation of a positive financial future, entrepreneurship and retirement

Module

- **Personal Financial Management (Compulsory)** (CPFM01M)

Programme Leader

Nico Swart - Email: swartnj@unisa.ac.za

Advanced Programme in Risk Management (76789)

Duration: One year (Students must take the APRM05Y module during their last semester)

Purpose:

The Advanced Programme in Risk Management aims to give students an advanced understanding, knowledge and competencies necessary to apply the principles of risk management in an organisation. The programme is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate responsibly within the field of Risk Management. The programme is targeted at employees of the public and private sectors involved in risk management

Admission Requirements:

An appropriate three year qualification OR the Programme in Risk Management (Code: 75949) AND the Short Course in Applied Risk Management (Code: 76929).

Modules;

- **Credit Risk Management (Compulsory)** (APRM01U)
- **Market Risk Management (Compulsory)** (APRM02V)
- **Operational Risk Management (Compulsory)** (APRM03W)

- **Strategic Business Risk Management (Compulsory)** (APRM04X)
- **Risk Management Portfolio Project (Compulsory)** (APRM05Y)

Programme Leader

Prof J Young

Email: youngj@unisa.ac.za

Programme in Financial Management (71277)

Duration: One year

Purpose:

Effective financial management is of vital importance to any company, particularly if its aim is to improve profitability, liquidity and solvency. The purpose of the programme is to learn the fundamental principles of financial management; how to read and interpret financial statements; analyse financial statements; how to use a financial calculator; assess risk and return; how to do financial planning; and manage the cash flow of a firm by means of effective credit management, stock control and a cash budget. The programme also covers ways of assessing financing and investment decisions; and an introduction to risk management as part of ensuring the sustainability of a firm. The programme is targeted at managers, accountants, bookkeepers, employees in the financial services sector and business owners.

Modules:

- **Introduction to Financial Management** (PFIN015)
- **Financing and Investment Decisions** (PFIN026)
- **Working Capital Management** (PFIN038)
- **Financial Sustainability Management** (PFIN061)

Programme Leader

Dr PLR Makoni

Email: makonpl@unisa.ac.za

Web: www.unisa.ac.za/pfin

Programme in Investment Analysis and Portfolio Management (71064)

Duration: One year

Purpose:

This purpose of this programme is to introduce individuals within the corporate, financial and non-financial institutions as well as public institutions to the field of investment analysis and portfolio management. The programme covers the investment background, analysis of equities, fixed income securities, derivative instruments and foreign exchange policy as well as ethics in the investment field. The programme is targeted at private investors and investment professionals

Modules:

- **The Investment Background** (PINV016)
- **Investment Analysis** (PINV028)
- **Portfolio Management** (PINV039)
- **Ethics** (PINV04A)
- **Tax Planning for Investments** (PINV05B)

Programme Leader

Dr G Marozva - Email: Marozg@unisa.ac.za

Programme in Risk Management (75949)

Duration: One year (Two registrations per year)

Purpose:

Risk management has emerged as one of the major management disciplines in a business environment. The purpose of the programme is to provide students with a fundamental knowledge to enable them to manage organisational risks. In this programme students will acquire knowledge and understanding of a variety of disciplines that will add value in the effective management of risk. The programme is targeted at employees of the public and private sectors involved in risk management

Modules:

- **Introduction to Enterprise Risk Management** (PRIM012)
- **Business Management** (PRIM023)
- **Business Finance and Accounting** (PRIM034)
- **Economics** PRIM045
- **Risk Financing** (PRIM056)
- **Risk Control** (PRIM066)

Students who have been registered for the old Programme in Risk Management (75949) prior to 2020 should contact Ms S Maré for assistance.

Programme Leader

Ms S Mare

Email: mares@unisa.ac.za

Programme in Credit Management (76812)

Duration: One year

Purpose:

The purpose of the programme is to provide learners with a sound understanding of the concepts, processes and techniques that underpin best practice across a range of credit environments. This programme will contribute to the learner's employability and marketability as a credit management professional in all sectors of the South African economy by providing skills in credit management. The programme is targeted at current and aspiring credit management practitioners in the retail sector, banking and related financial services sectors

Modules:

- **Financial Accounting Principles** (PCMN01T)
- **Fundamentals of Credit Management** (PCMN02U)
- **International Credit Management** (PCMN03X)
- **Operating Liquidity Management** (PCMN04Y)

Programme Leader

Prof J Chisasa

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Course in the Fundamentals of Insurance (76902)

Duration: Six months (two registrations per year)

Purpose:

The Course in the Fundamentals of Insurance provides entry level knowledge in risk management and insurance. The course is aimed at staff employed at the operational level of short-term insurance companies and related industries such as vehicle tracking companies, travel agencies, insurance brokers and banks.

Modules:

- **Introduction to Risk Management and Insurance** (FINS011)
- **Risk and insurance** (FINS012)

Course leader:

Miss Suné Maré mares@unisa.ac.za

A new Programme in Banking is planned for 2020. Contact Mr Lenny Mamaro for more information mamarlp@unisa.ac.za

WELCOME TO GENERAL MANAGEMENT AND ENTREPRENEURSHIP

Short Course in SMME Management (72087)

Duration: Three months (two registrations per year)

Purpose:

The purpose of this course is to empower students with the necessary knowledge, skills and values, to equip them for entrepreneurial and management responsibilities in a small business, including marketing (product, pricing, promotion and distribution strategies); ethical, efficient and effective operations and human resource management; financial and asset management; and evaluate the financial performance of a small business. The course is aimed at existing small business owners (fewer than 50 employees) and potential entrepreneurs intending to start a business and who need the skills to manage their small business effectively.

Module:

SMME Management (SMME01K)

Programme Leader

Prof Watson Ladzani

Email: wladzani@unisa.ac.za

Short Course in Writing a Business Plan (7179X)

Duration: Three months (two registrations per year)

Purpose:

The aim of the course is to provide entrepreneurs and potential entrepreneurs with the necessary skills and knowledge to write a business plan for a small and medium-sized venture, introducing them to the various components of a business plan and the level and extent of the information that should be included in each component. The course is targeted at people who wish to start a new business or buy an existing venture; who plan to expand an existing venture; who need a management tool to grow and steer an existing venture and to keep it on course; who need to obtain financing for a new venture or to expand an existing venture; who wish to write up their venture in order to qualify for a large contract or a tender

Module:

Writing a Business Plan (SWBP01V)

Programme Leader

Ms MJ Phillips

Email: philmj@unisa.ac.za

Programme in Entrepreneurship and Small Business Management (71773)

Duration: One year (registration once a year)

Purpose:

The purpose of this programme is to (1) provide potential entrepreneurs with the necessary knowledge to establish and manage a business; (2) transfer entrepreneurial and managerial skills to potential entrepreneurs through indigenous and Africa relevant multimedia (mainly case studies, practical examples, simulation of real business situations by means of teaching); (3) improve the small business management skills of those entrepreneurs who already own a small business; and (4) develop a cadre of entrepreneurs who will promote economic growth and create employment in order to meet the rising economic expectations of all South Africans. The programme is aimed at potential and existing entrepreneurs and small business owners

Modules:

- **Introduction to Entrepreneurship** (PESB014)
- **Entering the Business World** (PESB025)
- **The Business Plan** (PESB036)
- **Managing the Small Business** (PESB048)

Programme Leader

Prof T Botha

Email: brevit@unisa.ac.za

Course in Management Principles for First-Line Managers (71099)

Duration: Six months (two registrations per year)

Purpose:

The purpose of this course is to introduce students to the principles of general management, focusing on the theory and skills first-line managers need to perform successfully in the South African work environment. Case studies and interactive activities provide students with opportunities to apply the theory to practice and to their own jobs. The course is aimed at first-line managers (supervisors) or people aspiring to be first-line managers.

Modules:

- **Introduction to Management and Management Functions** (CMPF01R)
- **Introduction to Business Functions** (CMPF02S)

Programme Leaders

Ms R Reeler - Email: deysert@unisa.ac.za

Ms M van Heerden - Email: legrams@unisa.ac.za

Course in Principles of Effective Leadership (76930)

Duration: Six months (two registrations per year)

Purpose:

The purpose of the course is to assist organisations to focus on its future; to define the leadership competencies that are required of its leaders to attain the mission and objectives of the organisation; and to develop and train these leaders in practicing leadership for organisational sustainability and success. The course is aimed at all levels of managers, potential managers and leaders in the public and private sectors

Modules:

- **Principles of leadership** (CPOEL1A)
- **Practising Leadership** (CPOEL2B)

Course leader:

Prof T Botha - brevit@unisa.ac.za

Course in Strategic Management (72028)

Duration: Six months (two registrations per year)

Purpose:

The purpose of the Course is to provide training to individuals to form a sound theoretical basis from which to practice strategic management, including strategic planning, implementation and control, in the volatile contemporary business environment. The course is targeted at potential managers and/or individuals who have not yet been introduced to strategic management and/or those who will be involved in strategic management in the near future, including lower to middle management levels where a theoretical background would be an entry level for students into this field..

Modules:

- **Strategic Planning** (CSTR01L)
- **Strategy Implementation and Control** (CSTR02M)

Programme Leader

Prof A Davis

Email: cstr@unisa.ac.za

Programme in Strategic Management and Corporate Governance (71102)

Duration: One year (two registrations per year)

Admission Requirements: A completed CIS qualification, degree, and relevant work experience

Purpose:

The purpose of the programme is to provide knowledge and insight into integrating holistic thinking with organisations' functional aspects, from a strategic perspective; the intricacies of corporate finance; the effect of legislation on the management function of the organization; risk

and its impact on the organisation and the management of risk. The programme is aimed at managers, corporate secretaries and decision makers in organisations.

Modules:

- **Strategic Planning** (PICS01C)
- **Strategy Implementation** (PICS02D)
- **Corporate Finance I** (PICS03E)
- **Corporate Finance II** (PICS04F)
- **Corporate Governance and Legislation I** (PICS05G)
- **Corporate Governance and Legislation II** (PICS06H)
- **Pure Risk Management** (PICS07J)
- **Financial Risk Management** (PICS08K)

Programme Leader

Ms N da Silva-Esclana

Email: dsilvn@unisa.ac.za

Programme in Business Focused Management (71757)

Duration: One year (two registrations per year)

Purpose:

The purpose of the Programme in Business Focused Management is to equip potential managers with the following: (1) a basic knowledge of the economic environment; (2) knowledge of the methods of price determination in a market economy; (3) a basic understanding of a macroeconomic perspective of the South African economy; (4) knowledge of the three important sectors of the economy; (5) the principles of establishing a new business; (6) knowledge of the functioning of a business organisation; (7) the principles of general management; (8) knowledge of the functional areas of management; (9) knowledge of effective business communication; and (10) critical factors determining the success of a manager. This programme is aimed at supervisory and middle levels of management in medium to large sized business organisations

Modules:

- **Introduction to the Business World** (PBFM01V)
- **The Entrepreneur and His Business** (PBFM02W)

- **Specialised Areas of Management (PBFM03X)**
- **Critical Factors Determining the Success of a Manager (PBFM04Y)**

Programme leader(s)

Prof T Botha

E-mail: brevit@unisa.ac.za

Programme in Business Management (76759)

Duration: One year (two registrations per year)

Purpose:

Business Management is about managing the business as an integrated system and in South Africa there is a great need for managers competent in dealing with resources, people, systems and technology. The purpose of the programme is to expose people who wish to advance to a managerial level or start up their own business to various levels of management.

The programme is aimed at entry and middle level managers in both public and private sectors.

Modules:

Compulsory modules

- **Management Principles (Compulsory)** (PPBM01R)
- **Business Communication (Compulsory)** (PPBM02S)
- **Business Accounting and Finance (Compulsory)** (PPBM03T)
- **Self-Management (Compulsory)** (PPBM04U)

Elective modules (Choose any 2)

- **Human Resource Management** (PPBM05V)
- **Marketing Management Principles** (PPBM06W)
- **Information Technology** (PPBM07X)
- **Credit Management Principles** (PPBM08Y)

Programme Leader

Prof M Coetzee

Email: coetzm@unisa.ac.za

Programme in Advanced Business Management (77023)

Duration: One year (two registrations per year) (online only)

Purpose:

The purpose of the Programme is to provide middle and senior management in organisations with a more advanced knowledge and insight into the most important functions in an organisation. The Programme provides a continued learning opportunity for students who have completed the Programme in Business Management, or provide graduates in other sciences the opportunity to learn more about different aspects of business organisations.

Admission Requirements:

The Programme in Business Management at Unisa, any higher education programmes or diplomas or a Bachelor degree

Modules

- **HR Performance and Business Success** (PAMB01A)
- **Production and Operations Management** (PAMB02B)
- **Contemporary Administrative Management** (PAMB03C)
- **Strategic Management** (PAMB04D)
- **Business Finance** (PAMB05D)
- **Strategic Marketing Planning** (PAMB06F)

Programme Leader

Prof A Tolmay

Email: etolmaas@unisa.ac.za

Programme in Office Management (72702)

Duration: One year (Two registrations per year)

Purpose:

The purpose of this programme is to provide knowledge and insight into the office environment and office management, to empower office staff through understanding their environment and making them more productive and useful. The programme will create opportunities for further development, and prepare staff for further studies. The programme is targeted at secretaries, office assistants and personal assistants employed by any type of organisation in South Africa

Modules:

- **The Business and Office Environment** (PIOM01D)
- **Information Management** (PIOM02E)
- **Communication in the Office** (PIOM03F)
- **Office Finance** (PIOM04G)

Programme Leader

Mr D Tshabalala

Email: PIOM@unisa.ac.za

Programme in Advanced Office Management (76829)

Duration: One year (Two registrations per year) (online only)

Admission Requirements:

The Programme in Office Management at Unisa, any NQF level 6 programmes or Diploma (at a higher education institution) or a Bachelor degree

Purpose:

The purpose of this programme is to prepare potential or current office employees for a career in office management and to prepare them for promotion by teaching them advanced aspects of office and information management. The focus of this programme constitutes the management of an administrative section. In addition, the programme will prepare them for further studies. The programme is targeted at office managers, secretaries, office assistants and personal assistants employed by any type of organisation in South Africa.

Modules:

- **The Contemporary Office** (PIAOMCO)
- **Quality in the Office** (PIAOMQO)
- **Managerial Functions in Event Management** (PIAOMEM)
- **Managing Safety in the Office Environment** (PIAOMOE)

Programme Leader

Dr E Esterhuyzen

Email: Estere@unisa.ac.za

Course in International Business Management (76735)

Duration: Six months (two registrations per year)

Purpose:

The purpose of the course is to expose business practitioners or potential entrepreneurs to the intricacies of cross-border trade and investment, and to provide knowledge, tools and skills necessary to invest across borders and to interact with foreign organisations hosted in the local economy. The course is targeted at potential and active entrepreneurs, policy makers and corporate representatives.

Modules:

- **Introduction to Global Business Management** (CIBM01U)
- **Expansion Strategies in International Business** (CIBM02V)

Programme Leader

Prof. RA Aregbeshola

Email: aregbra@unisa.ac.za

Programme in Sport Management (76761)

Duration: One year (two registrations per year)

Purpose:

The sport industry in South Africa is a multi-billion rand industry and is the creator of many thousands of jobs. There is a definite gap in the market regarding the knowledge levels of the sport managers in charge of sport events. The objective of this programme is to teach sport management skills to any person involved in sport events, be it at management or administrative level, as well as any active sport participants.

Modules:

- **Understanding the Business World** (PSPM019)
- **The Tasks of Management** (PSPM02A)
- **Legal Aspects of Sport Management** (PSPM03B)
- **Financial Aspects of Sport Management** (PSPM04C)
- **Aspects of Human Resource Management** (PSPM05D)
- **Introduction to Events Management** (PSPM06E)

Programme Leader

Prof S Rudansky-Kloppers

Email: rudans@unisa.ac.za

Programme in Knowledge Management (76778)

Duration: One year (two registrations per year)

Purpose:

The purpose of the programme is to equip students with knowledge, skills and approaches to knowledge management and the management of intellectual talent in organisations. The programme is targeted at any person in any private or public organisation who needs to adapt to the changing internal and external environment. While the programme is suitable for all levels of the organisation, it is especially relevant to middle and senior managers or project teams involved in the change process.

Modules:

- **Knowledge Management Principles** (PIKM01S)
- **Knowledge Management Practices** (PIKM02T)
- **Management of Innovation** (PIKM03U)
- **Human Capital Management** (PIKM04V)

Programme Leader

Dr TE Nenzhelele

Email: Nenzhte@unisa.ac.za

Programme in Entrepreneurial Skills (77024)

Duration: One year (Two registrations a year)

Purpose:

The purpose of the program is to tackle the three impediments by equipping learners with know-why tools, techniques and principles and other assessment tools to promote entrepreneurial mentality, service mentality and transcendent behaviour. Know-why (skill) helps with the understanding of the purpose, outcomes, benefits and impact of decisions; choices, and /or why are these the right decisions, choices and or actions. The target group for this programme is Entrepreneurs, Managers, Business Owners, Business Development Managers, Business Coaches, Strategic Advisors, Sports Coaches, Local Economic Development Practitioners, Business Incubators and Business Mentors.

Modules:

- **Entrepreneurial Mentality** (PENS14D)
- **Competitive Mind-set** (PENS15E)
- **Entrepreneurial Personality** (PENS16F)
- **E-skills for Entrepreneurs** (PENSB17G)

Programme Leader

Ms S Radebe

Email: radebeS@unisa.ac.za

WELCOME TO HUMAN RESOURCE MANAGEMENT

Course in Human Resource Hiring Practices (76802)

Duration: Six months (Two registrations per year)

Purpose:

Organisations are increasingly regarding its employees as income-generating assets that could create a competitive advantage for the organisation. Competent and efficient staff can go a long way in retaining valuable customers and without doubt provide the organisation with the competitive advantage it so much needs to survive in a fierce competitive market. Competent and efficient employees are however not easy to find and organisations must deploy specific strategies to staff the organisation with top performers. The purpose of the Course in HR Hiring Practices is therefore to equip HR practitioners, HR managers, supervisors and trade union representatives with the skills to recruit, interview and select suitable applicants in a fair, professional and legally-sound manner.

Modules:

- **Recruitment and the management of job applications** (CHRH01E)
- **Job interviews and appointments** (CHRH02F)

Programme Leader

Prof Mariette Coetzee

Email: coetzm@unisa.ac.za

Course in Labour Relations Management (71072)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to afford students the opportunity to develop labour relations management competencies. This is done in terms of the Labour Relations Act 66 of 1995 and other government prescripts and the requirements for the effective management of labour relations in organisational context. The course is aimed at human resource managers, supervisors and practitioners, labour relations practitioners, trade union representatives

Module:

- **Labour Relations Management: A Macro-Perspective** (CLRM01L)
- **Labour Relations Management: A Micro-perspective** (CLRM02M)

Programme Leader

Prof N Ferreira

Email: ferren@unisa.ac.za

Tel: 012 429 3966

Course in Managing Training and Development (76803)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this SLP (course) is to provide to students with the knowledge, skills and competencies to manage the various aspects of training and development in organisations, within the context of the South African legal environment. This include human resource development as well as the principles, concepts and procedures of the management of training and development in business organisations. The typical student will be any person involved in the management of training and development or skills development at organisation level.

Modules:

- **Practicing Training and Development** (CMTD015)
- **Managing Training and Development** (CMTD026)

Programme Leader:

Prof N Ferreira

Email: ferren@unisa.ac.za

Programme in Human Resource Management (71080)

Duration: One year (Registration once a year)

Purpose:

The purpose of this programme is to equip students with the necessary knowledge, skills and abilities to perform various human resource management functions at foundation level in an organisation. This programme, which is accredited by the South African Board for People Practice, affords students the opportunity to develop the essential competencies needed in an HR context. The programme is aimed at potential and current human resource managers, supervisors and practitioners

Modules:

- **The Human Resource Function (Compulsory)** (PHRM01L)
- **Labour Relations (Compulsory)** (PHRM02M)
- **Training and Development (Compulsory)** (PHRM03N)
- **Human Relations (Compulsory)** (PHRM04P)

Programme Leader

Prof Nadia Ferreira

Email: ferren@unisa.ac.za

Advanced Programme in Human Resource Management (76748)

Duration: One year (Registration once a year)

Purpose:

The purpose of the programme is to equip students with the necessary knowledge, skills and abilities to manage human resources effectively in organisations. This programme is ideally suited to middle- and top-level human resource practitioners who will be exposed to the more advanced aspects of human resource management.

Admission Requirements:

A bachelor's degree in human resource management or an advanced diploma in human resource management at NQF level 7. Worked in an HR department in a middle or senior management position for five years.

Modules:

- **Strategic and International Human Resource Management** (AAHR01L)
- **Organisational Behaviour and Renewal** (AAHR02M)
- **Research Methodology** (AAHR03N)
- **Advanced Human Resource Development** (AAHR04P)

Programme Leader

Prof N Ferreira

Email: ferren@unisa.ac.za

Short Course in Customer Relationship Marketing (71633)

Duration: Three months (Two registrations per year)

Purpose:

The purpose of the course is to provide students with fundamental theoretical and practical knowledge in various concepts of customer relationship management that is necessary when interacting with internal and external stakeholders. The course is targeted at customer relationship managers, customer relationship practitioners, customer service managers and customer service practitioners

Module:

- **Relationship Management Principles (SCRM01D)**

Programme Leader

Prof MC Cant

Email: cantmc@unisa.ac.za

Short Course in Customer Service Management (71641)

Duration: Three months (Two registrations per year)

Purpose:

The purpose of the Course is to introduce students to the complexities of rendering service on a one-to-one basis, as well as managing this function in a service provision organisation. The short course also lays the foundation for the students to advance to the one-year Programme in Customer Service Management. The course is targeted at people working in business, professional services, government and semi-government

Module:

- **Customer Service Management (SCCS01V)**

Programme Leader

Mr N Zungu

Email: zungunp@unisa.ac.za

Short Course in Public Relations (71897)

Duration: Three months (Two registrations per year)

Purpose:

The purpose of this course is to provide learners with the competence to apply, under supervision, the implementation of elementary public relations, communication and media activities. The aim of the Short Course in Public Relations is to provide a working knowledge of the principles of public relations. The course is targeted at individuals who are interested in a career in public relations management.

Module:

- **Basic Public Relations Principles (SSPR01D)**

Programme Leader

Prof MC Cant

Email: cantmc@unisa.ac.za

Course in Customer Relationship Management (71110)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of the course is to provide students with fundamental theoretical and practical knowledge in various concepts of customer relationship management which are necessary when interacting with internal and external stakeholders. The course is targeted at customer relationship managers, customer relationship practitioners, customer service managers and customer service practitioners

Module:

- **Customer Relationship Management Principles (CCCR01H)**
- **Customer Relationship Management: Applied Strategy (CCCR02J)**

Programme Leader

Prof MC Cant

Email: cantmc@unisa.ac.za

Course in Introduction to Sales and Marketing (76686)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to equip students with the knowledge and skills to be able to function effectively in a sales department with an extensive understanding of the selling process. In addition the course provide a sound foundational knowledge of marketing ; the development of marketing thought, the marketing environment, consumer behaviour; market segmentation and the marketing mix. The course is targeted at people currently working in sales or are interested in pursuing a career in sales who wish to expand their knowledge of the selling function

Module:

- **Introduction to Marketing** (PISM01V)
- **Sales Principles** (PISM02W)

Programme Leader

Mr MN du Toit

Email: sales@unisa.ac.za

Course in the Introduction to Marketing Management (71625)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to provide a basic understanding of the marketing function, including the marketing environmental model; identification of the target market; the marketing mix (product, price, promotion and distribution; and preparation of a marketing plan. The course is aimed at persons involved in front-line marketing management in businesses such as banks, retailers and other corporate institutions

Modules:

- **Identify the Target Market** (CCIM01S)
- **The Marketing Mix** (CCIM02T)

Programme Leader

Prof MC Cant

Email: cantmc@unisa.ac.za

Course in Public Relations (71889)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to provide students with the competence to apply, under supervision, elementary public relations, and communication and media activities. The course provide a working knowledge of the principles of public relations and the application areas relating to the use of public relations. The course is targeted at people working in public relations or are interested in a career in public relations.

Modules:

- **Basic Public Relations Principles** (CCPL01N)
- **Public Relations in Practice** (CCPL02P)

Programme Leader

Prof MC Cant

Email: cantmc@unisa.ac.za

Course in Social Media Marketing (76710)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of the course is to introduce students to the world of social networks and how they work, from a marketing perspective in particular. The course is targeted at marketing practitioners, entrepreneurs and individuals who wish to get to grips with social media marketing and improve his or her career and employment prospects

Modules:

- **Social Media Marketing Principles** (CSMM015)
- **Social Media Marketing Channels** (CSMM026)
- **Social Media Marketing Strategy** (CSMM038)

Programme Leader

Prof JA Wiid

Email: JWiid@unisa.ac.za

Programme in Business-to-Business Marketing (71706)

Duration: One year (Two registrations per year)

Purpose:

The focus of this programme is on the marketing and selling of goods and services by one business to another business organisation (referred to as business-to-business [B2B] or industrial marketing). This purpose of this programme is to provide students with knowledge and skills to analyse customers, operating in the environment within which B2B marketing takes place, to prepare a strategic marketing plan, to develop alternative marketing strategies and to prepare an export plan for the firm. The programme is targeted at marketers, industrial marketers, business-to-business marketers, professional persons such as engineers, architects, scientists working in an industrial environment

Modules:

- **Customer Analysis** (PB2B01W)
- **Strategic Marketing Planning** (PB2B02X)

- **Marketing Strategies** (PB2B03Y)
- **Export Marketing** (PB2B043)

Programme Leader

Mr N Zungu

Email: zungunp@unisa.ac.za

Programme in Marketing Management (71765)

Duration: One year (Two registrations per year)

Purpose:

The purpose of the Programme is to equip students with the knowledge and skills to be able to function effectively in a marketing department, including the basic principles of marketing, the marketing environment, consumer behaviour, market segmentation, the elements of the marketing mix and the implementation of the marketing strategy. The programme targets lower to middle level managers who need to expand their marketing knowledge

Modules:

- **Marketing Perspectives and Environmental Scanning** (PMRM01G)
- **Market Segmentation, Target Marketing and Product Positioning** (PMRM02H)
- **Formulation of the Marketing Strategy** (PMRM03J)
- **Implementing the Marketing Strategy** (PMRM04K)

Programme Leader

Mr MN Du Toit

Email: DToitm@unisa.ac.za

Programme in Advanced Marketing Management (71129)

Duration: One year (Two registrations per year)

Admission Requirements:

A university degree in marketing, a relevant Marketing Diploma from the University of Technology, a relevant certificate such as the IMM, the Programme in Business-to-Business Marketing, the Programme in Retail Management, the Programme in Marketing Management, or the Programme in Sales and Marketing.

Purpose:

The aim of this programme is to provide knowledge and insight on the strategic aspects of marketing so as to be able to deal successfully with challenges that face businesses in key marketing areas. The programme is targeted at marketing managers, retail managers, marketing executives.

Modules:

- **Foundation for Market Strategy Selection** (PAMM01P)
- **Internal Analysis** (PAMM02Q)
- **Formulation of Competitive Market Strategy** (PAMM03R)
- **The Investment Decision in Market Strategy** (PAMM04S)

Programme Leader

Prof MC Cant

Email: cantmc@unisa.ac.za

Programme in Customer Service (76712)

Duration: One year (Two registrations per year)

Purpose:

The purpose of the Programme is to provide knowledge and skills to successfully manage the customer service function in organisations, such as in private, institutional, governmental and parastatal organisations.

Modules:

- **Basics of Customer Service Management (PRCS01U)**
- **Marketing Management (PRCS02V)**
- **Sales Management (PRCS03W)**
- **Advanced Customer Service Management (PRCS04X)**
- **Public Relations (PRCS05Y)**
- **Relationship Management (PRCS063)**

Programme Leader

Mr. B Soke

Email: bsoke@unisa.ac.za

Programme in E-Marketing (72745)

Duration: One year (Two registrations per year)

Purpose:

The purpose of the programme is to provide knowledge, insight and application of the exciting world of electronic marketing (or e-marketing, also called digital marketing), focussing on e-marketing as a new marketing channel or a new business opportunity. The programme is targeted at marketing practitioners, business managers (large and small), new and established entrepreneurs and individuals interested in a career in e-marketing.

Modules:

- **Introduction to E-Marketing (PEMK018)**
- **Web-based and Search-engine Marketing (PEMK029)**
- **E-mail and Mobile Marketing (PEMK03A)**
- **Practical E-Marketing Project (PEMK04B)**

Programme Leader

Dr Cornelius Bothma

Email: bothmch@unisa.ac.za

Programme in International Marketing (71269)

[This programme is on hold until sufficient student numbers justify the offering]

Duration: One year (Two registrations per year)

Purpose:

The purpose of the programme is to provide students with knowledge, insight and application opportunities to navigate their way through the many environmental and marketing challenges faced by exporters, to prepare an appropriate international marketing research plan, a market strategy and to use the web to market their firms internationally. (Students will be expected to complete a comprehensive international market-entry strategy as part of their project). The programme is targeted at exporters, international marketers, freight forwarders or anyone involved in international trade.

Modules:

- **The International Marketing Environment and Research** (PPIM01Q)
- **The International Marketing Mix** (PPIM02R)
- **International Marketing Management** (PPIM03S)
- **Project: Practical Exporting** (PPIM04T)

Course leader:

Mr C H Bothma MSc (Business)

E-mail: bothmch@unisa.ac.za

Programme in Sales and Marketing (76694)

Duration: One year (two registrations per year)

Purpose:

The aim of the Programme in Sales and Marketing is to equip students with the knowledge and skills to be able to function effectively in a sales department. The qualification provides a solid foundation in the basic principles of marketing, including the development of marketing thought, the marketing environment, consumer behaviour and market segmentation. The marketing component concludes with an in-depth discussion of the marketing mix. The main focus of the qualification is sales and successful students will have an extensive understanding of the selling process and be equipped to manage a small sales team. The programme is targeted at people

currently working in sales or are interested in pursuing a career in sales who wish to expand their knowledge of the selling function and how it fits into marketing as a management science

Modules:

- **Introduction to Marketing** (PISM01V)
- **Sales Principles** (PISM02W)
- **Sales Management** (PISM03X)
- **Practical Sales Project** (PISM04Y)

Programme Leader

Mr MN du Toit

Email: sales@unisa.ac.za



WELCOME TO OPERATIONS, QUALITY AND SAFETY MANAGEMENT

Course in Basics of Project Management (7215X)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to expose students to the basic philosophy of project management as a unique, specialised discipline of management. The course will introduce certain selected project management concepts and terminologies and provide an overview of the whole project management body of knowledge (the PMBOK® Guide). It will also enable students to solve practical problems and apply some of the basic project management tools and techniques. The course is aimed at all persons in a business or private/public institution, organisation or department, who may be involved with or who is interested in “project-type” work ranging from low to medium complexity such as aspirant project managers, junior project managers, project planners and senior managers who need to gain a basic understanding of and appreciation for the dynamic nature and potential of this field will benefit from the use of project management.

Modules:

- **Introduction to Project Management Concepts and the Managerial Process (CBPM01L)**
- **Introduction to the Project Management Body of Knowledge (PMBOK® Guide) (CBPM02M)**

Programme Leader

Dr R Dirkse van Schalkwyk

Email: dirksr@unisa.ac.za

Course in Basics of Total Quality Management (71811)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to equip employees from all types of businesses with the basic body of knowledge of TQM and introduce them to some of the soft components and methods and techniques for the improvement of quality and overall operational performance. The course is specifically aimed at any employee in a business or institution or organisation who may be involved with or who is interested in quality management (total quality management), similarly all people (e.g. supervisors) who may be responsible for planning, controlling or improving quality (e.g. aspirant quality assurance managers, junior quality managers, assistant quality managers,

operations managers, but even senior managers who need to gain a basic understanding of and appreciation for the dynamic nature, unique body of knowledge and potential advantages which may be gained by TQM.

Modules:

- **The Human Components and Tools and Techniques for TQM** (CSTQ01H)
- **Quality Management Systems and TQM Implementation** (CSTQ02J)

Programme Leader

Mr. R. Dirkse van Schalkwyk

Email: dirksr@unisa.ac.za

Course in Work Study (76737)

Duration: Six months (Two registrations per year)

Purpose:

The primary purpose of this course is to introduce students to the concept of **Work Study** and its two techniques, namely, method study and work measurement. This qualification provides a solid foundation for individuals entering the field of Work Study and Operations Management and students will benefit from the theoretical and practical knowledge that this course will provide.

The typical student will be work study officers, management services practitioners, productivity analysts, employees from the various government sectors, financial institutions, manufacturing enterprises and the mining industries and those employed at any type of organisation, who wants to pursue studies in the field of Work Study.

Modules:

- **Method Study** (CIWS01E)
- **Work Measurement** (CIWS02F)

Programme Leader

Dr. B Sookdeo

Email: bsookdeo@unisa.ac.za

Programme in Total Quality Management (71838)

Duration: One year

Purpose:

The purpose of this SLP is to provide students a complete body of knowledge of TQM as a holistic approach to managing quality. Students will acquire fundamental theoretical and practical knowledge in various concepts of TQM necessary to improve quality in any organisation. The programme is aimed at any employee in a business or organisation who may be involved with or who is interested in quality management (e.g. aspirant quality assurance managers, junior quality managers, assistant quality managers, operations managers).

Modules:

- **An Overview of TQM and the Creation and Maintenance of a Quality Culture** (PTQM01J)
- **Developing the TQM System and the Tools and Techniques for the Continuous Improvement of Quality** (PTQM02K)
- **Total Quality Management: The implementation of TQM** (PTQM03L)
- **Integrated SHEQ Management Based on ISO and OHSAS System Standards** (PTQM04M)

Programme Leader

Prof RJ Steenkamp

Email: steenrj@unisa.ac.za

Programme in Production/Operations and Productivity Management (71846)

Duration: One year

Purpose:

The purpose of the programme is to provide students with knowledge of the role and functioning of production/operations management (POM) and the basics of productivity management; including some of the theoretical concepts and practical skills relating to POM strategies, selected aspects of the design, planning and control, and improvement of the production/operations management system, and the macro- and micro perspective of productivity management.

The programme is aimed to persons currently employed or those wishing to take up employment in the production and operations function, in manufacturing and service businesses and organisations, such as production and operations employees, first-line supervisors, and employ-

ees in managerial positions (junior to senior) in the production and operations function. It is recommended for people involved in both

Modules:

- **Introduction and Strategic Role of Production and Operations Management** (PPOM01K)
- **Designing, Planning and Controlling the Production and Operations Management System** (PPOM02L)
- **Improving the Production and Operations Management System and New Challenges Ahead** (PPOM03M)
- **Basics of Productivity Management** (PPOM04N)

Programme Leader

Dr. B Sookdeo

Email: bsookdeo@unisa.ac.za

Programme in Safety Management (72435)

Duration: One year (registration once a year)

Purpose:

The purpose of the programme is to introduce line managers and safety practitioners to the fundamentals of safety management, including safety risk assessment; management of safety; and the analysis of safety incidents. The programme is targeted at individuals interested in a career in safety management, safety practitioners and managers in private and public sector.

Module:

- **Module 1: Introduction to Safety Management** (PSMP015)
- **Module 2: Assess Safety Risk** (PSMP026)
- **Module 3: Manage Safety in the Workplace** (PSMP038)
- **Module 4: Analyse safety incidents** (PSMP049)

Programme Leader

NJF van Loggerenberg

Email: psmp@unisa.ac.za

Programme in Advanced Safety Management (76914)

Duration: One year (registration once a year)

Admission requirements:

The *Programme in Safety Management (72435)* and three years' experience in the field of occupational health and safety

Purpose:

The purpose of this programme is to sensitise learners of their impact on behaviour and performance of organisational safety, and to provide them with knowledge and skills in implementing processes and practices to optimise overall safety. This programme is targeted at managers, supervisors and health and safety personnel.

Modules:

- Managing Safety Culture (APSM01N)
- **Safety Supervisor** (APSM02M)
- **Safety Systems** (APSM03O)
- **Design for Safety** (APSM04P)

Programme leader:

Mr P Naidoo

email: naidoop@unisa.ac.za

Two new programmes are planned for 2020: Programme in Construction Safety Management and the Programme in Advanced Construction Safety Management. Contact Ms L Louw lubbelb@unisa.ac.za and Dr E Esterhuyzen Estere@unisa.ac.za for more information

WELCOME TO PURCHASING AND SUPPLY CHAIN MANAGEMENT

Course in Introduction to Storage and Inventory Management (76711)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of this course is to provide to students, employed (or interested in being employed) in the inventory and storage functions of a business, with knowledge of and insight into (i) the management and the various functional areas in business organisations, more specifically, (ii) the inventory and storage area. The aim is to empower them in their working environment to make a better contribution towards the creation of value and service improvement in the contemporary business organisation. The course is aimed at any person involved or interested in a career in storage and inventory management in large and small organizations in both the private in government sectors in countries in Africa.

Modules:

- **The Tasks of Management (CISIM01)**
- **The Functional Areas of Business Management (CISIM02)**
- **Storage and Inventory Management (CISIM03)**

Programme Leader

Ms H Trollip

Email: trolleg@unisa.ac.za

Email: Psandscm@unisa.ac.za

Programme in Public Procurement and Supply Chain Management (new programme) (76036)

Duration: One year (Two registrations per year)

Purpose:

The programme is aimed at students who work in, or individuals who intend to enter a career in the public procurement and supply chain management environment across all spheres of government. Qualifying students will be able to demonstrate knowledge and insight in the fields associated with procurement, policies and regulation governing public procurement, the elements

of supply chain management in the public sector, managing supplier contracts and creating an ethical public procurement culture for good governance.

Modules:

- **Public Sector Supply Chain Management** (SCM101A)
- **Regulatory Environment for Public Procurement** (SCM102B)
- **Demand and Procurement Management** (SCM103C)
- **Logistics, Disposal and Risk Management** (SCM104D)
- **Supplier Contract and Performance Management** (SCM105E)
- **Ethics in Public Procurement** (SCM105E)

Programme Leader

Prof IM Ambe

Email: ambeim@unisa.ac.za

Psandscm@unisa.ac.za

[Students who have been registered for the old Programme in Public Procurement (7122-6) prior to 2020 and who have outstanding modules should contact Ms R Wardi wardir@unisa.ac.za or Prof Ambe for assistance].

Programme in Purchasing and Supply Management (71234)

Duration: One year (Two registrations per year)

Purpose:

The aim of this programme is to provide knowledge of, and insight into, the purchasing and supply environment in order to sensitise the junior, new and established purchasing, sourcing or strategic supply personnel to their contribution, by effectively and efficiently executing their purchasing and supply tasks, towards the creation of value and service improvement in the contemporary business organisation. The programme is aimed at people working in purchasing and related fields or considering a career in this area.

Modules:

- **Enterprise Management** (PPSM015)
- **Purchasing and Supply Management** (PPSM026)

- **Purchasing and Supply Tools** (PPSM038)
- **Legal Aspects of Purchasing** (PPSM049)
- **Storage and Inventory Management** (PPSM05A)

Programme Leader

Ms W Dlamini

Email: dlamiw@unisa.ac.za

Email: Psandscm@unisa.ac.za

Advanced Programme in Sourcing and Supply Chain Management (71218)

Duration: One year (two registrations per year)

Purpose:

The aim of the programme is to provide employees in purchasing, sourcing and supply related fields with a broader vision of and insight into strategic sourcing, the supply chain management approach, negotiations and global sourcing. It further aims to equip students to apply theoretical knowledge gained in this area to their current working environment. The programme is aimed at middle management levels in purchasing and supply chain management.

Admission Requirements:

UNISA Programme in Purchasing and Supply Management; or the UNISA Programme in Public Procurement and Supply Chain Management certificate. Alternatively a bachelor degree, MDP or a diploma from higher education institutions.

Module:

- **Strategic Sourcing Management** (AASM01F)
- **Supply Chain Management** (AASM02G)
- **Negotiations** (AASM03H)
- **Global Sourcing Management (Focusing on International Purchasing)** (AAS-M04J)
- **Research Project** (AASM05K)

Programme Leader

Prof JO Cilliers: cillijo@unisa.ac.za

Email: Psandscm@unisa.ac.za

A new Course in the Introduction to Supply Chain Management is planned for 2020. Contact ms T Eicker, email: dvillt@unisa.ac.za for more information



WELCOME TO RETAIL MANAGEMENT

Course in Introduction to Retailing (71722)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of the Course is to equip students with the introductory knowledge and skills to be able to function in a retail organisation by focusing on the importance of a customer focus and store location, as well as the marketing and merchandising of a store to enable a retailer to be successful. The course is targeted at people working in the marketing field, lower-level retail managers, and individuals wishing to enter the retail industry

Modules:

- **Store Location and Customer Focus** (CIRM014)
- **Marketing and Merchandising** (CIRM025)

Programme Leader

Prof MC Cant

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Course in Retail Buying (71692)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of the Course is to equip students with the knowledge and skills to enable them to function in a buying function in a retail organisation by focusing on the important role of buyers and sourcing principles in retail organisations. The course is aimed at retail managers and buyers, students who are interested in entering the retail buying field

Modules:

- **Introduction to Retail Buying** (CRTB01R)
- **Retail Sourcing** (CRTB02S)

Programme Leader

Prof MC Cant

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Course in Retail Marketing and Merchandising (71137)

Duration: Six months (Two registrations per year)

Purpose:

The purpose of the Course is to equip students with the knowledge and skills to be able to market and merchandise a retail store by examining the important marketing issues in retailing, as well as key merchandising aspects of retailing such as visual merchandising and sourcing. The course is aimed at managers already within the marketing field, retail managers, and students wishing to enter the retail industry

Modules:

- **Business Environment** (CRMM01W)
- **Practical Merchandising** (CRMM02X)

Programme Leader

Prof MC Cant

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Programme in Retail Management (71749)

Duration: One year (Two registrations per year)

Purpose:

The purpose of the Programme is to equip students with the knowledge and skills to be able to function effectively in a retail organisation at all levels in the retail sector. This programme is aimed at retail managers and supervisors.

Modules:

Compulsory modules

- **The South African Retail Environment** (PRET01A)
- **Fundamentals of Retail Management** (PRET02B)
- **Functional Aspects of Retail Marketing** (PRET03C)

Elective modules – Choose one

- **Strategic Retail Marketing** (PRET04D)
- **Small Business Management** (PRET05E)

Programme Leader

Prof MC Cant

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Programme in International Freight Management and Administration for Importers and Exporters (01929)

Duration: One year (Two registrations per year)

Purpose:

The aim of the programme is to satisfy the growing need for training in import and export practices and procedures. The necessity for such a certificate programme has increased due to the changing international economic climate and increasing access to overseas markets - especially markets in America, Europe and Africa where great possibilities exist for local entrepreneurs. The target group for this course is students and professionals interested in pursuing careers in freight and the logistics industry

Modules:

- **Introduction to management in an importing and exporting environment** (PRFM01N)
- **Importing and the Customs Clearance Process** (PRFM02P)
- **Freight forwarding** (PRFM03Q)
- **Export practices and cargo-handling methods** (PRFM04R)

Programme Leader

Prof Ciná van Zyl

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WELCOME TO PUBLIC ADMINISTRATION AND MANAGEMENT

Programme in Basic-, Intermediate-and Advanced Project Management (72524)

Duration: 12 months (two registrations per year)

Purpose:

The purpose of the Programme is aimed at empowering individuals in the field of Project Management and other service delivery-related Projects. This programme is aimed at all local, provincial and national government sphere role-players, NGO, CBOs, communities and other interested clients (target market).

Modules:

- **The Project Management Framework** (DAPM01M)
- **Strategic Project Management** (DAPM02N)
- **Project Management for Development and Upliftment** (DAPM03P)
- **Project Management Processes** (DAPM04Q)
- **Project Time Management** (DAPM05R)
- **Project Cost Management** (DAPM08U)
- **Project Quality Management** (DAPM11P)
- **Project Human Resources Management** (DAPM07T)
- **Project Communication Management** (DAPM12Q)
- **Project Risk Management** (DAPM10N)
- **Project Procurement Management** (DAPM09V)
- **Information Technology for Project Management** (DAPM06S)

Programme Leader

Mr A Matthews

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Programme in Disaster Management (72532)

Duration: 12 months

Purpose:

The purpose of the Programme is to empower individuals working in the field of disaster, risk and emergency management. This Programme is aimed at Public (all spheres of government) or Private Sector such as paramedics, health officials and Town Planners (target market).

Modules:

- **Introduction to Disaster Management** (DPDM01K)
- **Institutional Capacity** (DPDM02L)
- **Risk Assessment and Monitoring** (DPDM03L)
- **Risk Reduction Planning and Implementation** (DPDM04N)
- **Operational Response and Recovery** (DPDM05P)
- **Education, Training and Awareness** (DPDM06Q)
- **Monitoring, Evaluation and Improvement** (DPDM07R)
- **Management** (DPDM08S)

Programme Leader

Prof. G Naidoo

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Programme in Local Government (76082)

Duration: 12 months

Purpose:

The purpose of the Programme is to empower individuals in the field of Local Government Management with basic public management skills and other related management principles. This Programme is aimed at all local government sphere role-players, NGOs, CBOs, communities and other interested persons.

Modules:

- **Local Government Management** (DLGM01B)
- **Project Management for Sustainable Development** (DLGM02C)
- **Introduction to Disaster Management** (DLGM03D)
- **Ethics and Professionalism** (DLGM04E)
- **Introduction to Law and Community Policing** (DLGM05F)
- **Local Government Finance** (DLGM06G)
- **Human Resource Management** (DLGM07H)

Programme Leader

Dr S Tsoabisi

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Programme in Accelerated Public Management Development (76643)

Duration: 6 months

Purpose:

The purpose of the Programme is to empower individuals in the field of Public Administration and Management with basic public management skills and other related management principles. This Programme is aimed at all local, provincial and central government sphere role-players, NGOs, CBOs, communities and other interested individuals.

Modules:

- **Public Financial Management for Non-Financial Managers** (DAS05A)
- **Basic Public Management Principles** (DASD015)
- **Personnel Development and Communication in the Public Sector** (DASD026)
- **Public Human Resources Management** (DASD038)
- **Public Sector Labour Relations** (DASD049)

Programme Leader

Prof G Naidoo

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Programme in Public Administration and Management (76777)

Duration: 12 months

Purpose:

The purpose of the Programme is to empower individuals in the field of Public Administration and Management with basic public management skills and other related management principles. This Programme is aimed at all local, provincial and central government sphere role-players, NGOs, CBOs, communities and other interested individuals.

Modules:

- **Introduction to Public Administration and Management** (PAMA01G)
- **Public Information and Communication Management** (PAMA02H)
- **Public Project Management** (PAMA03J)
- **Public Human Resource Management** (PAMA04K)
- **Public Policy Making** (PAMA05L)
- **Public Financial Management** (PAMA06M)

Programme Leader:

Prof.G Ferreira

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Programme in Applied Organisational Development (APOD) (01783)

Duration: One year

Purpose:

The purpose of the programme is to train organisational development (OD) consultants, human resources managers, training managers, change agents, personnel consultants and other practitioners who are involved in organisational change or are required to facilitate organisational change. The programme emphasises the theoretical basis of OD, while practical opportunities (workshops) are provided to acquire essential skills.

Modules:

- **Dynamics of behaviour** (APOD01J)
- **Interpersonal and facilitation skills** (APOD01J)
- **The process of organisational development** (APOD03L)
- **The link between organisational development, interventions and strategic planning** (APOD03L)

Two one-week practical workshops in Pretoria (compulsory to attend):

Workshop 1: Interpersonal and facilitation skills

Workshop 2: OD interventions

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Programme in Client Service Excellence (PCSE) (7000-9)

Duration: One year

Purpose:

The objective of the programme is to provide the participant with the knowledge, understanding and skills to transform the organisation into one that is responsive to the needs and demands of the business environment in developing and maintaining customer relationships. This programme involves a culture change approach aimed at achieving customer-driven environments in organisations. The programme is aimed at customer service managers, business development practitioners, human resource managers involved in organisational transformation and organisational change specialists

Modules:

- **Client Care and a Service Philosophy** (PCSE013)
- **Quality in a customer-driven culture** (PCSE013)
- **Responsiveness** (PCSE024)
- **Developing a customer-driven culture** (PCSE024)

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Programme in Industrial & Organisational Psychology (PIOP) (70750)

Duration: One year

Purpose:

The purpose of the Programme in is to empower students with a foundational knowledge and skills base in the general field of Industrial and Organisational Psychology and the following sub-fields: psychology of personality, individual group and organisational behaviour. This programme is designed for individuals who intend to pursue a career in the field of industrial and organisational psychology as well as human resources.

Modules:

- **Introduction to Industrial and Organisational Psychology (PIOP01N)**
- **Psychology in the Workplace (PIOP02P)**
- **Group behaviour (PIOP03Q)**
- **Organisational behaviour (PIOP04R)**

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Programme in Skills Development Facilitation (SDEF) (72206)

Duration: One year

Purpose:

The Programme has been designed to empower Skills Development Facilitators, Human Resource Practitioners and Education, Training and Development Practitioners with foundational knowledge and skills in the practice of skills development facilitation. The programme addresses the national unit standards for skills development facilitators and provides an outcomes-based learning experience.

Modules:

- **Skills development legislation (SDEF01Y)**
- **The workplace skills plan (SDEF023)**
- **Implement the workplace skills plan (SDEF034)**
- **Reporting on the workplace skills plan (SDEF045)**

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Employee Assistance Programme (EMPA) (76989)

Duration: One year

Purpose:

The purpose of the Programme is to train employee assistance programme (EAP) coordinators, human resource practitioners and managers to initiate and facilitate the implementation of employee assistance programmes in their organisations. This programme focuses on the theoretical and practical aspects relating to the role of EAP to meet the needs of individual employees, groups and the organisation at large; development of EAP policy and creating a culture that support EAP. Continuous improvement of EAP initiatives is also central to this course, focusing on designing quality assurance, evaluation and monitoring systems for EAP.

Modules:

- **Nature of Employee Assistance Programme (EMPASS1)**
- **Initiation and implementation of EAP's in organisations (EMPASS2)**
- **Development of EAP policy and procedures (EMPASS3)**
- **Impact assessment of EAP (EMPASS4)**

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SEMESTER COURSES (6 MONTHS)

Short Course in Business Psychology & Human Behaviour (BPHB02L) – (70475)

Duration: 6 months (2 registrations a year)

Purpose:

Business Psychology refers to the application of organised knowledge about human behaviour to improve personal and interpersonal satisfaction and productivity in the job. It is the systematic study of human behaviour in a work setting with the specific aim to enhance productivity, interpersonal relationships in the work setting as well as job satisfaction.

Aspects of human behaviour to be investigated will show the impact of human behaviour on interpersonal as well as intra-personal processes which ultimately enhance or hinder job performance and effectiveness.

Objectives:

To provide you with the basic knowledge, skills and competence to effectively understand and manage your own behaviour and your relationships at work with the aim of enhancing your teamship and people management.

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Short Course in Compensation for Occupational Injuries & Diseases in the Workplace (COID01W) – 7203-6

Duration: 6 months (2 registrations a year)

Purpose:

The purpose of this course is to enhance knowledge and understanding of the field of compensation for occupational injuries and diseases. This will include an understanding of various acts relating to occupational injuries and diseases, as well as the calculation of benefits for these injuries and diseases. This field forms the core of a person's working career an understanding of social security and knowledge of relevant acts will influence the way clients are serviced and how they perceive this service.

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Short Course in Employee Wellness (CREW01U) – 7157-9

Duration: 6 months (2 registrations a year)

Purpose:

This course will enhance your understanding of employee wellness. It will aid you in understanding concepts of competence and optimal functioning in order to recognise individual wellness in general. It aims to expand your knowledge of the factor and influences that inhibit employee wellness as well as factors and influences that generally enhance employee wellness. The knowledge you gain will help you to take responsibility for your own wellness and to play your part in contributing to the wellness of others.

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Short Course on the Occupational Health & Safety ACT 1993 (OHSM02K) – 0172-4

Duration: 6 months (2 registrations a year)

Purpose:

Many persons are involved in the implementation of this Act and yet they lack knowledge of its contents. The main objective of this course is to equip the student with a thorough knowledge and understanding of the Act and the Regulations. It is the aim of this course to assist you in the future to establish the “intention of the legislature”, in other words to establish what the author of the legislation had in mind when he or she drafted it. In principle, the interpretation of statutes is similar to the interpretation of wills.

This course is aimed at persons on all levels of management, health and safety practitioners, engineers preparing for their Government Certificate of Competency, union members and employees who want to obtain insight into the implementation of the Act as well as understand what their duties entail and what their rights are in terms of the Act.

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Short Course in Workforce Diversity (WKDV01K) – 7049-1

Duration: 6 months (2 registrations a year)

Purpose:

Managing diversity is an emerging paradigm on the effective management of a diverse workforce. Apart from legal, demographic and socio-cultural forces, workforce diversity is becoming an economic necessity. Legal requirements such as the Employment Equity act, as well as demographic changes and social issues such as HIV/AIDS are however not sufficient in developing and empowering a diverse workforce. Significant change in organisations because of increasing workforce diversity is only possible when there is an understanding of the hidden diversity dynamics that may act as barriers to workforce diversity. Furthermore, facilitating such change through an effective management paradigm such as managing diversity is imperative. All managers that are accountable for managing one or more employees should be knowledgeable on diversity dynamics and competent in the management thereof.

Research has shown that the failures of implementing strategies such as Black Advancement, Equal Employment Opportunities and Affirmative Action by far outweigh the success stories. The primary question pertains to what the underlying factors are that inhibit these strategically intended occupational advancement strategies. In essence, the answer is simple, these strategies brought about enormous changes in the workplace on conscious and subconscious levels, as well as on intra-personal and interpersonal levels, which were not sustainably facilitated and managed. Managing Diversity is regarded as the management approach needed to manage the transformation process that result from Affirmative Action and Employment Equity and ultimately to enhance the successful implementation thereof.

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Short Course in Facilitation of Organisational Change (CSORG1R/CSORG2S) 77005

Duration: 6 months (2 registrations a year)

Purpose:

Many change initiatives are implemented in South African organisations on a continuous basis. Personnel responsible for implementing these change initiatives are faced with various challenges, such as (1) how to motivate employees to accept these changes, (2), how to influence key stakeholders to support these changes, (3) how to plan and facilitate the implementation of these changes and (4) how to integrate the change management process with the phases of the technical project management plan.

To manage the implementation of change initiatives in an organisation a structured, planned process is required. The Short Course in Facilitation of Organisational Change will provide change practitioners with such a practical, step-by-step process that can be followed to plan, facilitate and sustain the implementation of any change initiative in an organisation, be it in the public or private sector.

Objectives:

This course will enhance your understanding of the theory of change, including the difference between OD and change management, the dynamics of change and the different approaches available to manage change. Furthermore, this course will enable you to apply a practical change management process to a given case study which will provide you with the skills to manage the implementation of any change initiative in your organisation

Modules:

- **The Theory of Change** (CSORG1R)
- **Practical change management** (CSORG2S)

Practical workshop (held in Pretoria)

There is one compulsory practical workshop of 3 days duration for this short course, which is usually held in May (Semester 1) and November (Semester 2). During this practical workshop, students will start to work on their Assignment 4 (Integrated CM Plan) by applying change management to a case study which will be provided to students

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Course in Organisational Development: Appreciative Inquiry (ODA101W)

Duration: Three months (2 registrations per year depending on demand)

Purpose:

In general, managers regard themselves as competent when they are able to solve problems. The danger of the traditional problem-solving approach to organisation change is that it is deficit based; when manager's concerns for their organisation are infused with a deficit consciousness their view of the organisation's future tends to become clouded by the problematic. This approach does not strengthen their collective capacity to imagine and build a better future for their organisation.

As an alternative, Appreciative Inquiry is an exciting way to embrace organisational change. Its assumption is simple: Every organisation has a positive core - something that works well. This source of positive potential is brought to life when recognised and evoked through inquiry. Connecting to this positive core of strengths heightens energy and vision for change. Building on it creates the organisation's destiny.

An AI initiative is a highly engaging participative process that moves quickly to remarkable results; the outcome of such an initiative is a long-term positive change in the organisation. AI's scope is immensely broad and has been successfully applied by many of the world's most respected corporations.

Tuition is by means of distance learning combined with **two compulsory experiential workshops** (three days and one day respectively).

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Programme in Primary and Secondary Explosives (76701)

Duration: 6 months (Two registrations per year)

Purpose:

To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle management level

Modules:

- **Primary High Explosives** (PPSE01B)
- **Secondary High Explosives and Blast Design Principles** (PPSE02C)
- **Propellants, Blasting and Ground Vibration** (PPSE03D)
- **Propellants** (PPSE04E)
- **Quality Management Principles when Supervising Staff** (PPSE05F)
- **Configuration Management Techniques** (PPSE06G)
- **Quality Management Principles in the Working Environment** (PPSE07H)
- **Quality Techniques** (PPSE08J)

Course leaders

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Programme administrator(s)

Ms B Thomas

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Programme in Commercial Explosives, Pyrotechnics and Explosives Legislation (76702)

Duration: 6 months (Two registrations per year)

Purpose:

To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle management level

Modules:

- **Pyrotechnics for a Particular Application** (PCPL01D)
- **Supervise Limited Production Processes and Perform Routine Tasks** (PCPL02E)
- **Pyrotechnics, Properties and Performance** (PCPL03F)
- **Supervise Flow-Line and Plant Design Optimisation** (PCPL04G)
- **Workplace Safety and Health Requirements** (PCPL05H)
- **Health and Safety Related Legal Requirements** (PCPL06J)
- **Health and Safety Management System Requirements** (PCPL07K)
- **Risk Management Principles** (PCPL08L)

Course leaders

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Programme in Explosives Test and Evaluation (76703)

Duration: 6 months (Two registrations per year)

Purpose:

To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle management level

Modules:

- **Determination of the Properties of the Explosives** (PETE01J)
- **Analysis of Explosives and Environmental Tests** (PETE02K)
- **Explosives Handling Techniques and Static Electricity Control** (PETE03L)
- **Explosives Flow-Line and Plant Design Optimisation** (PETE04M)
- **Environmental Requirements in an Explosives Workplace** (PETE05N)
- **Core Environmental Legal Requirements in an Explosives Environment** (PETE06P)
- **Additional Environmental Legal Requirements in an Explosives Environment** (PETE07Q)
- **Environmental Management System Requirements in an Explosives Environment** (PETE08R)

Course leaders

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Programme in the Introduction to Explosives (76704)

Duration: 6 months (Two registrations per year)

Purpose:

To apply elementary explosives technologies during manufacturing processes in an explosives environment and to ensure students are able to supervise limited manufacturing processes, apply principles of quality control and solve management problems on middle management level

Modules:

- **Explosive Technologies and Skills** (PIIE01P)
- **Explosive or Combination of Explosives for a Particular Application** (PIIE02Q)
- **Appropriate Common Explosives Accessories** (PIIE03R)
- **Utilise and Maintain Standard Services and Measuring Apparatus in the Services and Measuring Apparatus in Explosive Plants** (PIIE04S)

Course leaders

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Programme in Control of Explosives and Activities (76832)

Duration: 6 Months

Purpose:

To apply safe handling principles during explosives processes throughout the life cycle of explosives products and to ensure students are able to control explosives and explosives related activity safely in a practical environment.

Modules:

- **Explosives Classification, Marking and Packaging Requirements.** (PECMPRX)
- **Explosives Transportation Legislation and Regulations.** (PETLRW1)
- **Control of Explosives.** (PPCOESQ)
- **The Control of Explosives Tasks.** (PCEAA00)

Course leaders

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Course in Explosive Product Assurance (76833)

Duration: 6 months

Purpose:

To apply elementary explosives product assurance during processes throughout the life cycle of explosives products and to ensure students are able to execute product assurance plans, apply principles of business improvement processes and solve management problems in the explosives industry.

Modules:

- **Managing improvement projects during the life cycle of explosives products** (CIMIPDL)
- **The management of risk in explosives related processes and projects** (CITM-RER)
- **Measurement and analysis of data for process improvement** (CICMADP)

Course leaders

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Short Course in Refresher Training for Explosives Workers (76831)

Duration: 6 months

Purpose:

To apply safe handling principles during explosives processes throughout the life cycle of explosives products and to allow refresher training to explosives workers to confirm their ability to control explosives and explosives related activity safely in a practical environment.

Module:

Apply explosives technologies and skills and interpret and apply legal and safety requirements in an explosives environment. (SCAETLS)

Course leaders

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