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VISION

A leading comprehensive African university that thrives on quality and fosters collaborative and innovative cultures with its rural and urban campuses.

MISSION

To produce globally competitive graduates relevant to the development needs of the country and engage with society for the betterment of all.

VALUES

Discovery and pursuit of excellence through teaching, learning, research and innovation

Community of Belonging: we embrace all forms of diversity, social inclusion and elimination of social injustices.

Teamwork: working together to accomplish common goal.

Accountability: subscribing to integrity and transparency.

The Richards Bay Campus of the University of Zululand is situated about 172 km north of Durban, off the N2 national road on the KwaZulu-Natal North Coast. This campus is a day campus.

CONTACT DETAILS

Secretary/PA : (035) 9026921
Reception : (035) 9026950
Administration : (035) 9026958/6989
Admissions : (035) 9026923
Student Admin : (035) 9026924/6977
Examinations : (035) 9026922
Library : (035) 9026918
Protective Services : (035) 9026940/6955
Clinic : (035) 9026956/6908
ICT : (035) 9026854

Finance : (035) 9026954

Web Address : www.unizulu.ac.za

Correspondence & enquiries : Prospective students must note that all correspondence and enquiries are to be addressed to:
The Registrar, University of Zululand, Private Bag X1001,
KwaDlangezwa, 3886

Physical address : 2 Cent Circle, Arboretum, Richards Bay, 3900

Postal address : Private Bag X1041, Richards Bay, 3900

Banking details : ABSA Bank, Empangeni
Branch Code: 632005
Acc. No. 1880000051 (**for payment of fees**)
Acc. No. 1880000035 (**for all other payments**)
Use **student number** as reference

ADMINISTRATIVE AND SECRETARIAL SERVICES

Director	SB Vetrimurugan, BDS (Annamalai University, India)
Secretary/PA	PT Mabuyakhulu, Dip (Management of Cooperatives) (UNIZULU), AdvDip (Business Admin) (DUT)
Administration Officer	NP Cele, BAHons (UNIZULU), Cert (HRM) (UNISA)
Administrative Secretary	SG Zubane, BTech Office Management and Technology (DUT), BCom Hons (Business Development Studies) UKZN
Receptionist	NS Mkhumbuzi, NDip in Sport and Exercise Technology (UNIZULU)

Student Administration

Manager: Student Administration	KS Adlam, Cert (Secretarial) (Technikon Natal), Dip (Commercial Practice) (TSA), BAHons (Industrial Psychology) (UNIZULU)
Administrator	V Munian, Prog (Reception Year Teaching), Bachelor of Education (Senior and FET Phases) (UNISA), Postgrad Diploma in Inclusive Education (UNISA)
Administrator	E S Radebe, BCom (Economics) (UNIZULU)
Administrator	DN Ngcemu, BCom (Economics) (UNIZULU)
Administrator	XP Khumalo, NDip (Management Assistant) (Umfolozi College) Cert (Office Management) (UNISA), Bachelor of Business Administration (MANCOSA), Bachelor of Business Administration Honors (MANCOSA)

Writing Centre

S Ngcobo, BA Industrial Sociology (UNIZULU); BAHons in Sociology (UNIZULU); Masters in Sociology (UNIZULU); PhD in Sociology (UNIZULU)

Campus Health Service

Professional Nurses	TJ Gumede, Dip (Gen Nursing), Dip (Community Nursing), Dip (Midwifery), Dip (Nursing Management, Primary HealthCare & Family Planning), Cert (HIV/Aids Management) (UKZN)
	Z Ngwenya, BCur (UNIZULU), Primary Health Care (UKZN), Dispensing Course (UL), Dip Nursing Management, Master's (Nursing Management) (UKZN), NIMART (DOH).

Finance

Finance Officer

PW Mafundityala, NDip (Credit Management) (TUT), B Com in Financial Management (MANCOSA)

Library

Senior Library Assistant
Library Assistant

SP Makhunga, BTech (Library & Information Science) (DUT)
B Sithole, BA (Information Science) (UNIZULU)

ICT

End User Consultant

SN Mazibuko, BA (Correctional Studies), HDip (Community Organisation) (UNIZULU) Cert (Quality Service at Customer) (DEAL), Cert (COBIT® 5), Cert (ITIL Foundation) (APMG), Cert (Project Management), Cert (Information System Management), Cert (Fundamentals of Cybersecurity) (UCT), PGDip in Information and Technology Management (Mancosa)

Protective Services

Deputy Director

Vacant

Protective Services Officer

SN Mkhwanazi, Security Grade B (PSIRA), Cert (Performance Admin), Cert (Supervision with Project Principles), Cert Investigation (HJN Training)

Engineering

Administrator

S Zikakala, Dip (Public Relations Management) (UNIZULU), BTech (DUT), BAHons (Development Studies) (UNIZULU)

Student Housing

Off-Campus Coordinator

M Mthlane, BTech (Marketing) (DUT)

RULES AND REGULATIONS

The rules and regulations of the Faculty of Arts, Faculty of Commerce, Administration & Law and the Faculty of Science & Agriculture are contained in the respective faculties' prospectus and apply *mutatis mutandis* to programmes offered at the Richards Bay Campus.

APPLICATION REQUIREMENTS

All applications must quote a Central Admissions Office (CAO) reference.

Registration is **provisional** until all registration requirements are met to the satisfaction of the offices of the Registrar and the Executive Dean.

ENTRY REQUIREMENTS

Programme Code	NSC Points (excl. LO)	Programme	Duration	Minimum entry requirements (NSC = National Senior Certificate FAL = First Additional Language)
ZU-R-AC2	22	Higher Certificate in Accountancy 2AHCR1	1 year	NSC with English 3; Maths Lit. 4 OR Maths 3
ZU-R-CO3	24	Diploma in Management of Co-Operatives 2CODP1	3 years	NSC with Diploma endorsement; Maths Lit. 4 OR Math 3 and English 3
ZU-R-LM3	24	Diploma in Logistics Management 2BLM01	3 years	NSC with Diploma endorsement; Maths 3 OR Maths Lit 4; English 3/FAL 3
ZU-R-TP3	24	Diploma in Transport Management 2BTM01	3 years	NSC with Diploma endorsement; Maths 3 OR Maths Lit 4; English 3/FAL 3
ZU-R-PR3	24	Diploma in Public Relations Management 1CPDP1	3 years	NSC Dip with an achievement rating of 3 (40-49%) or better in 4 recognised NSC 20-credit subjects and an achievement rating of 4 (50-59%) in English as a FAL, or 4 (50-59%) in English as Home Language.
ZU-R-MD3	24	Diploma in Media Studies 1CMDP1	3 years	NSC Dip with an achievement rating of 3 (40-49%) or better in 4 recognised NSC 20-credit subjects and an achievement rating of 4 (50-59%) in English as a (FAL), or 4 (50-59%) in English as Home Language.
ZU-R-TMI	24	Diploma in Tourism Management IDPTM1	3 years	NSC with Diploma endorsement; Level 4 or "D" symbol, (HG) for English, at least level 4 in any four recognized NSC subjects. Alternatively, a Higher Certificate or Advanced Certificate in a cognate field.
ZU-R-DFI	26	Diploma in Sport & Exercise Technology 4NDP01	3 years	NSC with Diploma endorsement, Level 3 in four recognised NSC 26-credit subjects and Level 4 for English as a FAL or Home language
ZU-R-DHM	26	Diploma in Hospitality Management 4DIP02	3 years	NSC with Diploma endorsement and Level 4 for English as a FAL or level 4 for English as a Home Language

FACULTY OF HUMANITIES & SOCIAL SCIENCES

DEPARTMENT OF COMMUNICATION SCIENCE

ACADEMIC STAFF

Co-Ordinator Dr JB Dlamini 035-9026946
D.Phil (UNIZULU), MA, BA (Hons)(UNIZULU), Dip Info. Sys. & Tech
(PC Training & Business College)

Lecturers Dr T G Mokgosi, D.Phil (NWU), MA (NWU), BA (Hons)(NWU), BA (UNW)
Dr A Moonasamy, D.Phil (UNIZULU), MA (UNIZULU), BA (Hons) (UNIZULU),
BA (UNIZULU), CPRP (PRISA), PGDip (HE) (UKZN)
Mr JM Magagula, MA (UNIZULU), BA (UNIZULU)
Mr MW Molefe, MTech (CUT), BA (Hons) (UNISA), Dip. STD (BOCHUM)

DIPLOMA IN MEDIA STUDIES - 1CMDP1

Total No. of Credits: 365 credits

Description of the Diploma

The purpose of this qualification is to provide competent and responsible media specialists with market-related media skills for the private and public sectors of the economy. This course is suitable for those students' seeking employment in the following areas: as camera operators, photojournalist, video and photo editors, advertising specialists, communication officers, spokespersons, personal assistants and journalists.

Structure of the Diploma

The programme shall extend over 3 years. The curriculum consists of 21-semester modules as follows:

First year - a minimum of eight semester modules

Second year - a minimum of eight semester modules

Third year - a minimum of five semester modules

In the second semester of the third-year, students will complete their **Work Integrated Learning module: 1CEL312.**

DIPLOMA IN MEDIA STUDIES PROGRAMME TEMPLATE

Faculty	HUMANITIES AND SOCIAL SCIENCES	
Department	Communication Science (05)	
Degree (Designator)	Diploma in Media Studies	
CESM Category	05	Communication, Journalism and Related Studies
CESM 1st Qualifier	0501	Media Studies

CESM 2nd Qualifier	050102	Communication, Journalism & Related Studies, Other Communication/Media Studies)				
Major Field of Study	Communication Studies	Media Studies				
Abbreviation	Dip (Media Studies)					
Qualification Code (SAQF)	94552	Qual ID	ES	08	Qual Type	63
UNIZULU Code	1CMDP1					
NQF Exit Level	6					
Admission Requirements	1) A National Senior Certificate (NSC) with an achievement rating of 3 (moderate Achievement, 40-49%) or better in 4 recognised NSC 20-credit subjects and an achievement rating of 4 (50-59%) in English as First Additional Language (FAL), or 4 (50-59%) in English as a Home Language. 2) Refer to the faculty requirements					
Minimum Points for Admission	24					
Minimum duration of studies	3 YEARS					
Presentation mode of subjects:	Full time					
Intake for the qualification:	JANUARY					
Registration Cycle for the subjects:	JANUARY					
Readmission:	See General Calendar					
Total credits to Graduate:	365					

Diploma in Media Studies Module Structure and Composition

Subject Code	Module Name
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YEAR 1

Semester 1							
1COM141 Credits: 16 NQF: 5	Communication Skills 1: The purpose of this module is to guide the student or learner towards becoming an effective communicator where communication refers to all of the four communication skills: speaking, writing, listening and reading.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

1COM151 Credits: 16 NQF: 5	Digital Communication 1: The purpose of this module is to provide students with an understanding of basic electronic communication methods.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1HIV111 Credits: 15 NQF: 5	HIV/AIDS Literacy: This module empowers students to make a difference in dealing with HIV/AIDS crises. It also provides students with information on HIV/AIDS prevention and management, exposing students to various areas on which HIV/AIDS impacts.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	2		Co-requisite	NONE
	Assignments	1	25	1		Compulsory	Y
	Practicals	1	25	1		Core/Electiv	
1CCS111 Credits: 15 NQF: 7	Communication Studies 1: The purpose of this module is to provide learners with knowledge of various forms of communication theory and research. It examines the principles and contexts of human communication. Some of the principles surveyed are perception, listening, nonverbal communication and persuasion. The primary contexts examined include interpersonal, group, organisational and public communication.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
Semester 2							
1CMS112 Credits: 16 NQF: 7	Media Skills 1: The purpose of this module is to provide learners with knowledge of media institutions, functionalist and critical media theories, and media issues, and to enable them to research topics such as media institutional practices, ownership, regulation, censorship, the media and democratisation, and the power and functions of the media.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y

	Practicals	1	25			Core/Electiv	
1CPR112 Credits: 15 NQF: 6	Public Relations Skills 1: The purpose of this module is to provide learners with knowledge of the theory and practice of public relations and to enable them to plan the execution of public relations events, campaigns and programmes for the media.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CAS112 Credits: 15 NQF: 5	Advertising Skills 1 Learners will understand the purpose of advertising within the scope of media studies. They will learn that advertising is the paid, public, non-personal announcement of a persuasive message by an identified sponsor; the non-personal presentation or promotion by a firm of its products to its existing and potential customers.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CJS112 Credits: 15 NQF: 6	Journalism Skills 1 This course has been developed for learners who are interested in pursuing a career in journalism. The qualification is designed to assist students to write news reports following the requirements of specific media news agencies. Journalism Skills I offer the learner an insight into newspaper journalism and the responsibilities of a journalist, and a code of journalism standards and ethics of journalism. Learners will understand the various approaches to writing news. Further, learners will be introduced to developing the art of questioning for press conferences and story construction.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

YEAR 2

Semester 1							
1CJS211 Credits: 15 NQF: 6	Journalism Skills 2 This course teaches how to write in the basic news style – who, what, when, where, why and also how and so what? From the fundamental news format, the course moves onto many other types of writing – features, sports, interviews, investigative reporting, backgrounders, and broadcast news, etc. Interviewing and news-gathering techniques are covered, along with ethics and libel. Students learn to write through writing frequently. The final project is a news or feature story suitable for publication.						
	Weightings	No	1	2	3	Pre-requisite	1CJS112
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CCS211 Credits: 15 NQF: 7	Communication Studies 2 The purpose of this module is to provide learners with knowledge of various forms of communication theory and research. It examines the principles and contexts of human communication. Some of the principles surveyed are perception, listening, nonverbal communication and persuasion. The primary contexts examined include interpersonal, group, organisational, and public communication.						
	Weightings	No	1	2	3	Pre-requisite	1CCS111
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CMS211 Credits: 15 NQF: 7	Media Skills 2 The purpose of this module is to provide learners with knowledge of the theories and skills to analyse media texts, genres, audiences, and the effects of the media, and to plan the use of media for educational purposes						
	Weightings	No	1	2	3	Pre-requisite	1CMS112
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1PHS211 Credits: 15 NQF: 6	Philosophy of Communication The purpose of this module is to introduce Communication Science students to the philosophical theories of hermeneutics and deconstructivism. Both these theories on language show how open-ended language can be and students can						

	gain by being made aware of this. Basic logic and logical fallacies will also be taught to provide students with more solid foundational communication skills.
Weightings	No 1 2 3 Pre-requisite NONE
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv
Semester 2	
1CPR212 Credits: 15 NQF: 6	Public Relations Skills 2 This module provides students with the skills to understand media relations, analyse public relations problems, plan, implement and evaluate public relations campaigns, and to distinguish between public relations practice in business, government and community-based organisations,
Weightings	No 1 2 3 Pre-requisite 1CPR112
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv
1COM252 Credits: 16 NQF: 6	Digital Communication 2 The purpose of this module is to provide students with an understanding of basic electronic communication methods.
Weightings	No 1 2 3 Pre-requisite 1COM151
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv
1PHS212 Credits: 15 NQF: 6	Media Ethics The purpose of this module is to introduce students to ethical theories within the media, ethical issues related to media studies and communication, and critical thinking. Students will learn to identify ethical issues within a communication context and critically apply ethical theories to those issues. This module will equip students with skills both for making ethical decisions within the media and for communicating effectively how certain decisions are better or worse than others.
Weightings	No 1 2 3 Pre-requisite NONE
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv

1CAS212 Credits: 15 NQF: 6	Advertising Skills 2	Learners will understand the purpose of Advertising within the scope of Media Studies. Learners will learn the different types of advertising. They will be made to understand how an advertising agency works. Learners will also be introduced to the consumer audience and the impact of social and cultural influences on consumers. They will learn the steps in the decision-making process. Further learners will learn to create print, broadcast and internet advertising campaigns. Media selection procedures and negotiation techniques will be introduced to complete learners marketing and advertising conceptualisation.					
	Weightings	No	1	2	3	Pre-requisite	1CAS112
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

YEAR 3

Semester 1							
1COM341 Credits: 15 NQF: 6	Business Studies 1B	This module provides students with the skills to manage or start up a small business. It is intended to provide students with an understanding of the relationship between business and the public.					
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CMS311 Credits: 15 NQF: 7	Media Skills 3	The purpose of this module is to provide learners with knowledge of the theories of, and skills to analyse media texts, film theory and criticism, an adaptation of reception theory to analyse media audiences and the knowledge of media production.					
	Weightings	No	1	2	3	Pre-requisite	1CMS211
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM351 Credits: 16 NQF: 6	Communication Research Methods C	This module seeks to introduce theoretical guidelines to practices of researching the human and social sciences. Due emphasis is on historical and institutional contexts of research methods and methodologies. In this instance, consideration is focused on synthesising (i) key concepts in social theory, (ii) actual practice of social & cultural research.					

	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CJS311 Credits: 15 NQF: 6	Journalism Skills 3 This module provides the learner with the theoretical foundation of public speaking. It enables the learner to carry out an audience analysis and adapt the information to the audience. It also enables the learner to write and present news and programmes for radio, television and the Internet. Further, it informs the learner about broadcast regulations and restrictions.						
	Weightings	No	1	2	3	Pre-requisite	1CJS211
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
Semester 2							
1CEL312 Credits: 60 NQF: 6	Experiential Learning for Media Studies 1A This module provides students with real-world work experience. It will provide students with the skills to plan and analyse mass communication problems. It will equip them to implement and evaluate broadcasting and mass-communication campaigns and to distinguish between corporate and community mass-communication strategies.						
	Weightings	No	1	2	3	Pre-requisite	1CMS311 1CJS311 1COM351 1COM341
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

Diploma in Public Relations Management – 1CPDP1

Total No. of Credits: 367

Description of the Diploma

The purpose of this qualification is to provide competent and responsible Public Relations Practitioners with market-related skills for servicing the private and public sectors of the economy. This course will be suitable for those students seeking employment in the following areas: Public Relations, Business Management, Advertising, Communications Officers, Public Speakers, Spokespersons and Journalism.

Structure of the Diploma

The programme shall extend over 3 years. The curriculum consists of 21-semester modules as follows:

First year - a minimum of eight semester modules

Second year - a minimum of eight semester modules

Third year - a minimum of five semester modules

In the second semester of the third-year students will complete their **Work Integrated Learning module: 1COM332**.

DIPLOMA IN PUBLIC RELATIONS MANAGEMENT PROGRAMME TEMPLATE

Faculty	HUMANITIES AND SOCIAL SCIENCES					
Department	Communication Science (05)					
Degree (Designator)	Diploma in Public Relations Management					
CESM Category	05	Communication, Journalism and Related Studies				
CESM 1st Qualifier	0504	Public Relations, Advertising and Applied Communication				
CESM 2nd Qualifier	050499	Communication, Journalism & Related Studies, Other				
Major Field of Study	Communication Studies	Public Relations				
Abbreviation	DPRM					
Qualification Code (SAQF)	101140	Qual ID	ES	09	Qual Type	63
UNIZULU Code	1CPDP1					
	ACPD1 (FOR RETURNING STUDENTS)					
NQF Exit Level	6					
Admission Requirements	1) A National Senior Certificate (NSC) with an achievement rating of 3 (moderate Achievement, 40-49%) or better in 4 recognised NSC 20-credit subjects and an achievement rating of 4 (50-59%) in English as a Home Language. 2) Refer to the faculty requirements					
Minimum Points for Admission	24					
Minimum duration of studies	3 YEARS					
Presentation mode of subjects:	Full time					
Intake for the qualification:	JANUARY					
Registration Cycle for the subjects:	JANUARY					
Readmission:	See General Calendar					
Total credits to Graduate:	367					

Diploma in Public Relations Management Module Structure and Composition

Subject Code	Module Name
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YEAR 1

Semester 1							
1COM141 Credits: 16 NQF: 5	Communication Skills 1: The purpose of this module is to guide the student or learner towards becoming an effective communicator where communication refers to all of the four communication skills: speaking, writing, listening and reading.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM151 Credits: 16 NQF: 5	Digital Communication 1: The purpose of this module is to provide students with an understanding of basic electronic communication methods.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CCC111 Credits: 16 NQF: 6	Corporate Communication 1: This module aims to set activities involved in managing and coordinating all internal and external communications aimed at creating a favourable point-of-view among stakeholders on which the company depends. It involves the messages issued by a corporate organisation, body, or institute to its public, such as employees, the media, channel partners and the public. Learners will be able to understand the organisation's aim to communicate the same message to all its stakeholders, to transmit coherence, credibility and ethics. It provides the learner skills on how to help corporates explain their mission; combine its many visions and values into a cohesive message to stakeholders and establish brand communication for the market space.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

1CCS111 Credits: 15 NQF: 7	Communication Studies 1: The purpose of this module is to provide learners with knowledge of various forms of communication theory and research. It examines the principles and contexts of human communication. Some of the principles surveyed are perception, listening, nonverbal communication and persuasion. The primary contexts examined include interpersonal, group, organisational and public communication.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
Semester 2							
1COM182 Credits: 16 NQF: 5	Communication Skills 2: The purpose of this module is to provide the learner with knowledge of effective communication skills in both written and the oral mediums, within some different contexts, in and out of the organisation.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CJS112 Credits: 15 NQF: 6	Journalism Skills 1 This course has been developed for learners who are interested in pursuing a career in journalism. The qualification is designed to assist students to write news reports following the requirements of specific media news agencies. Journalism Skills I offer the learner an insight into newspaper journalism and the responsibilities of a journalist, a code of journalism standards and ethics of journalism. Learners will understand the various approaches to writing news. Further, learners will be introduced to developing the art of questioning for press conferences and story construction.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM132 Credits: 16 NQF: 7	Public Relations 1B The purpose of this module is to provide learners with knowledge of the theory and practice of public relations and to enable them to plan the execution of public relations campaigns.						

	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM172 Credits: 16 NQF: 5	Marketing and Advertising 1C Learners will understand the purpose of Advertising and Marketing within the scope of Public Relations. They will learn that advertising is the paid, public, non-personal announcement of a persuasive message by an identified sponsor, the non-personal presentation or promotion by a firm of its products to its existing and potential customers. Further, students will learn that Marketing is the systematic planning, implementation, and control of a mix of business activities intended to bring together buyers and sellers for the mutually advantageous exchange or transfer of products.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

YEAR 2

Semester 1							
1CJS211 Credits: 15 NQF: 6	Journalism Skills 2 This course teaches how to write in the basic news style – who, what, when, where, why and also how and so what? From the fundamental news format, the course moves onto many other types of writing – features, sports, interviews, investigative reporting, backgrounders and broadcast news, etc. Interviewing and news-gathering techniques are covered, along with ethics and libel. Students learn to write through writing frequently. The final project is a news or feature story suitable for publication.						
	Weightings	No	1	2	3	Pre-requisite	1CJS112
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CCS211 Credits: 15 NQF: 7	Communication Studies 2 The purpose of this module is to provide learners with knowledge of various forms of communication theory and research. It examines the principles and contexts of human communication. Some of the principles surveyed are perception, listening, nonverbal communication and persuasion. The primary contexts examined include interpersonal, group, organisational, and public communication.						

	Weightings	No	1	2	3	Pre-requisite	1CCS111
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM241 Credits: 15 NQF: 6	<p>Marketing & Advertising 2A Learners will understand the purpose of Advertising and Marketing within the scope of Public Relations. Learners will learn the different types of advertising. They will be made to understand how an advertising agency works. Learners will also be introduced to the consumer audience and the impact of social and cultural influences on consumers. They will learn the steps in the decision-making process. Further, learners will learn to create print, broadcast and internet advertising campaigns. Media selection procedures and negotiation techniques will be introduced to complete their marketing and the impact of social and cultural influences on consumers. They will learn the steps in the decision-making process. Further, learners will learn to create print, broadcast, and internet advertising campaigns. Media selection procedures and negotiation techniques will be introduced to complete their marketing and advertising conceptualization.</p>						
	Weightings	No	1	2	3	Pre-requisite	1COM172
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM291 Credits: 15 NQF: 6	<p>Communication Research This module seeks to introduce theoretical guidelines to the practices of researching human and social sciences. Due emphasis is on historical and institutional contexts of research methods and methodologies. In this instance, consideration is focused on synthesising (i) key concepts in social theory, (ii) the actual practice of social & cultural research.</p>						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
Semester 2							
1COM222 Credits: 15 NQF: 7	<p>Public Relations 2B This module provides students with the skills to understand media relations, analyse public relations problems, plan, implement and evaluate public relations campaigns, and to distinguish between public relations practice in business, government and community-based organisations, and to distinguish</p>						

	between public relations practice in business, government and non-profit organisations.
Weightings	No 1 2 3 Pre-requisite 1COM132
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv
1PHS112 Credits: 15 NQF: 6	Public Relations Ethics This module is intended for students undertaking a Diploma in Public Relations who will be confronted with issues of Public Relations Ethics at their future workplaces. The module deals with ethical issues in the context of various situations arising in public relations. It applies selected ethical theories to the process of decision making by Public Relations Officials.
Weightings	No 1 2 3 Pre-requisite NONE
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv
1COM262 Credits: 15 NQF: 6	Communication Research Methods A To provide students with an understanding of the various research methods in communication science. This course examines research methods in mass communication in response to the need for communication initiatives. The role of Communication Research Methods is to ask and answer questions about the use of media technologies, consumption of media contents, and the media audience, to advance an organisation's effectiveness. Learners will therefore engage in the evolving sphere of communication such as the World Wide Web, Corporate communication, e-commerce, and online surveys that Web 2.0 provides.
Weightings	No 1 2 3 Pre-requisite NONE
Assessment: Tests	2 25 25 Co-requisite NONE
Assignments	1 25 Compulsory Y
Practicals	1 25 Core/Electiv
1COM142 Credits: 16 NQF: 6	Law for Public Relations The purpose of this module is to provide learners with an understanding of nature, techniques and skills associated with the role of rhetoric and persuasion in politics, the effects of political communication, and the media and channels of political communication.
Weightings	No 1 2 3 Pre-requisite NONE

	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

YEAR 3

Semester 1							
1COM331 Credits: 15 NQF: 7	Public Relations 3A This module provides students with the skills to understand and analyse management techniques in Public Relations.						
	Weightings	No	1	2	3	Pre-requisite	1COM222
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1CCS311 Credits: 15 NQF: 7	Communication Studies 3 This module aims to provide learners with knowledge of the role of communication in a global context, a survey of cultural imperialism and international relations, and to enable them to research the international flow of news and entertainment, and the New World Communication and Information Order and international communication policy.						
	Weightings	No	1	2	3	Pre-requisite	1CCS211
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1COM221 Credits: 15 NQF: 6	Media Studies 1B The purpose of this module is to provide learners with knowledge of media institutions, functionalist and critical media theories, media issues, and to enable them to <u>research</u> topics such as media institutional practices, ownership, regulation, censorship, the media and democratisation, and the power and functions of the media.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
1HIV111 Credits: 15 NQF: 5	HIV/AIDS Literacy This module empowers students to make a difference in dealing with the HIV/AIDS crises. It also provides students with information on HIV/AIDS prevention and management, exposing students to various areas on which						

	HIV/AIDS impacts.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	
Semester 2							
1COM332	Experiential Learning 1A						
Credits: 60	This module provides students with real-world work experience. It will provide students with skills to plan, analyse public relations problems, implement and evaluate public relations campaigns, and to distinguish between public relations practice in business, government and non-profit organisations.						
NQF: 6	Weightings	No	1	2	3	Pre-requisite	1COM331 1CCS311 1COM221
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	

DEPARTMENT OF TOURISM

ACADEMIC STAFF

Co-Ordinator	Dr N Linda STD (Esikhawini College), Hotel Management Certificate (Damelin College), ABET (UNISA), PDRT, MRT (UNIZULU) PhD (UNIZULU)	035 902 6562
Lecturers	Prof I O Ezeudji, BSc Hons (UNIJOS), MSc (BOKU Vienna), MBA (The Open University UK), PhD (BOKU Vienna), PGDip Higher Education (UKZN) Ms P S Mhlongo, B Tourism Studies (UNIZULU), BA (Hons)(UNIZULU), PGCE (UNIZULU), MRT (UNIZULU) Ms N M Mabaleka, ND: Tourism Management (CPUT), BTech: Tourism Management (CPUT), MTech: Tourism and Hospitality (CPUT) Ms O. Mhlauli, BConsumer Science (UNIZULU), BA (Hons) (UNIZULU), MA (UNIZULU)	

Diploma in Tourism Management [1DPTM1]

Admission to the Diploma in Tourism Management is limited to students in possession of NSC with Diploma endorsement; Level 4 or “D” symbol (HG) for English, at least level 4 in any four recognised NSC subjects. 24 NSC Points (excluding Life Orientation). Alternatively, a Higher Certificate or Advanced Certificate in a cognate field.

The curriculum shall extend over at least three years, which includes Work Integrated Learning (WIL) for a period of six months in a reputable Tourism related organization within the Tourism industry.

The purpose of the programme [Diploma in Tourism Management, NQF Level 6] is to provide graduates with vocational knowledge and skills required in the tourism industry. Graduates of this programme will be equipped to enter both the public and private tourism sectors as entry level employees and will be able to utilize and apply operational skills and problem-solving techniques within tourism businesses or public tourism institutions. The essence of this programme is to provide graduates with hands-on skills (different from bachelor’s degree provision) that will enable them to be employed as quickly as possible after graduation. Students, in their third year, will take Tourism Employability Skills module, and will undergo a six-month Work Integrated Learning within the tourism industry to prepare them for a career in the industry.

Faculty	Humanities & Social Sciences	
Department	Recreation & Tourism	
Diploma (Designator)	Diploma in Tourism Management	
CESM Category	04	
CESM 1st Qualifier	040702	Tourism & Travel Services Management

CESM 2nd Qualifier	041604	Tourism & Travel Services Marketing Operations			
Major Field of Study	Tourism Management		Tourism Development		
Abbreviation	Dip (Tourism Management)				
Qualification Code (SAQF)	79266	Qual ID		Qual Type	
UNIZULU Code	1DPTM1				
NQF Exit Level	6				
Admission Requirements	NSC with Diploma endorsement; Level 4 or “D” symbol (HG) for English, at least level 4 in any four recognized NSC subjects. 24 NSC Points (excluding Life Orientation). Alternatively, a Higher Certificate or Advanced Certificate in a cognate field.				
Minimum Points for Admission	24				
Minimum duration of studies	3 YEARS				
Presentation mode of subjects:	Full time				
Intake for the qualification:	JANUARY				
Registration Cycle for the subjects:	JANUARY				
Readmission:	See General Calendar				
Total credits to Graduate:	378				

Undergraduate Module Structure and Composition

Subject Code	Module Name
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YEAR 1

Semester 1							
1TEM111 Credits: 12 NQF: 5	Tourism Events Management A						
	On successful completion of this module, students are expected to demonstrate their understanding of events management concepts. Students will be able to identify different types of events and discuss stakeholders involved as well as understanding the different staging elements.						
	Specific outcomes:						
	<ul style="list-style-type: none"> • explain events concepts within the tourism industry, • discuss the different types of events, and provide practical and relevant examples, • discuss different events staging elements. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
Assessment: Tests	2	30	30		Co-requisite	NONE	
Assignments	2	15	25		Compulsory	Y	
Practicals					Core/Electiv	CORE	

1TPR111 Credits: 12 NQF: 5	Travel Practice 1A This module is destination specific, and on successful completion of this module, students should possess the knowledge and understanding of the application of Tourism Geography from the supply and demand perspectives. They should have knowledge of tourist destinations in Africa and Asia. Specific outcomes: <ul style="list-style-type: none"> • be able to advise clients on travel information to destinations in African and Asian countries, and other information concerning tourist attractions in African and Asian countries, • identify and distinguish between various cultures in Africa and Asia, • compile general and specific itineraries for travel to Africa and Asia. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
1TTD111 Credits: 12 NQF: 5	Travel & Tourism Development 1A On successful completion of the module, students understand the tourism industry as an interrelated system, in relation to key sectors and role players in tourism. Specific outcomes: <ul style="list-style-type: none"> • understand the pre-conditions for emergence of tourism as a mass phenomenon, • identify tourism industry sectors and role players, • evaluate demand and supply factors in tourism, • understand transportation, accommodation, and the role of intermediaries as part of the tourism system, • analyse the role of tourism destinations as part of the tourism system. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
1TTM111 Credits: 12 NQF: 5	Travel & Tourism Management 1A The purpose of this module is to introduce tourism students to the main principles of business management in a tourism context. They will understand the concepts of planning, organizing, leading, and controlling a tourism enterprise, within a local and global environment. Specific outcomes: <ul style="list-style-type: none"> • explain what business management is about and relate it to tourism management, • list and describe the roles of a tourism manager, at different levels of 						

	Weightings	No	1	2	3	Pre-	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
		2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
Elective							
4HMI111 Credits: 8 NQF: 5	Hospitality Information Systems 1 This module seeks to equip students with skills in computer literacy which include Windows operating system, browser and Word processor applications. This module will also enable the student to apply their knowledge and experience when they get employed in the hospitality industry. Specific outcomes: Starting Microsoft Word 2016, File management, Editing Word document, formatting documents, inserting pictures into the document, Dragging margins on the ruler, Creating Tables, Creating a mail merge document, Graphics, Internet.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests					Co-requisite	NONE
	Assignments					Compulsory	Y
	Practicals					Core/Electiv	ELECTIVE
Semester 2							
1TEM112 Credits: 12 NQF: 5	Tourism Events Management B On successful completion of this module, students should understand and demonstrate skills in important tourism events' management planning and management functions, such as bidding process, events' marketing, securing sponsorship, risk management, communication, and catering management. Specific outcomes: <ul style="list-style-type: none"> • analyse risks in tourism events management, • discuss how to manage specific risks in tourism events, • understand events' marketing and communication processes, • demonstrate skills in events' bidding process, events' marketing, securing sponsorship, risk management, communication, and catering management, • apply understanding of events management in a practical situation. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
1TPR112 Credits: 12 NQF: 5	Travel Practice 1B This module is destination specific, and on successful completion of this module, students should possess the knowledge and understanding of the application of Tourism Geography from the supply and demand perspectives. They should have knowledge of tourist destinations in Europe, Americas (North, Central and South) and Oceania.						

	<p>Specific outcomes:</p> <ul style="list-style-type: none"> • be able to advise clients on travel information to destinations in European, American (North, Central and South) and Oceania countries, and other information concerning tourist attractions in European, American and Oceania countries, • identify and distinguish between various cultures in Europe, Americas and Oceania. • compile general and specific itineraries for travel to Europe, Americas and Oceania. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
1TTD112 Credits: 12 NQF: 5	<p>Travel & Tourism Development 1B</p> <p>The purpose of this module is to provide students with the knowledge and understanding of the tourism industry and the different types of tourism impacts. Students will be able to identify the social, economic and environmental impacts of the development of different types of tourism attractions.</p> <p>Specific outcomes:</p> <ul style="list-style-type: none"> • describe trends in tourism product development, • contrast the main types of tourism products, • recognise positive and negative social, economic and environmental impacts of developing tourism attractions, • describe the main characteristics of sustainable and responsible tourism development in South Africa. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE

1TTM112 Credits: 12 NQF: 5	Travel & Tourism Management 1B The purpose of the module is to introduce tourism students to the field of General Management and develop students who can demonstrate a focused knowledge on the issues of the manager and the development of management theory as well as the functional areas of a business, namely operations management, human resource management, marketing management, financial management, and purchasing and supply management. Specific outcomes: <ul style="list-style-type: none"> • describe various schools of thought in management, • describe the development of management theory, • identify and distinguish different functional areas of a tourism business, • explain the roles and importance of operations, human resources, marketing and financial management in the organisation, • explain the roles and importance of purchasing and supply management in the organisation. 						
	Weightings	No	1	2	3	Pre-	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
		2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
Elective							
4HMI112 Credits: 8 NQF: 5	Hospitality Information Systems 2 The aim of the module is to equip students with basic computer literacy skills in presentation and spreadsheet applications.						
	Weightings	No	1	2	3	Pre-	NONE
	Assessment: Tests					Co-requisite	NONE
	Assignments					Compulsory	Y
	Practicals					Core/Electiv	ELECTIVE

YEAR 2

Semester 1							
1TEM211 Credits: 12 NQF: 5	Travel & Tourism Marketing A The objective of this module is to introduce tourism students to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends, understand basic consumer behaviour and market segmentation. Specific outcomes: <ul style="list-style-type: none"> • understand the purpose of marketing, • understand the tourism consumer market, • outline the factors influencing consumer behaviour and consumer expectation, • determine the role of marketing segmentation, • define positioning and describe its role in a competitive environment, 						

	<ul style="list-style-type: none"> understand the role of marketing ethics and marketing principles. 						
Weightings	<table border="1"> <tr> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>NONE</td> </tr> </table>	No	1	2	3	Pre-requisite	NONE
No	1	2	3	Pre-requisite	NONE		
Assessment: Tests	<table border="1"> <tr> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> </table>	2	30	30		Co-requisite	NONE
2	30	30		Co-requisite	NONE		
Assignments	<table border="1"> <tr> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> </table>	2	15	25		Compulsory	Y
2	15	25		Compulsory	Y		
Practicals	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>					Core/Electiv	CORE
				Core/Electiv	CORE		
1TPR211 Credits: 12 NQF: 6	<p>Travel Practice 2A</p> <p>The module's purpose is to offer students with the knowledge of the composition and the function of the travel industry, including themes such as world tourism geography, surface, water and air transport, accommodation, travel document requirements for international travel, travel insurance, foreign exchange and compiling travel itineraries for international travels.</p> <p>Specific outcomes:</p> <ul style="list-style-type: none"> understand the practice of the travel industry, know the process of travel documentation, understand how to book tourism accommodation and make transportation reservations, locate gateway cities in order to plan itineraries, compile itineraries for international travel by air. 						
Weightings	<table border="1"> <tr> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>1TPR111 1TPR112</td> </tr> </table>	No	1	2	3	Pre-requisite	1TPR111 1TPR112
No	1	2	3	Pre-requisite	1TPR111 1TPR112		
Assessment: Tests	<table border="1"> <tr> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> </table>	2	30	30		Co-requisite	NONE
2	30	30		Co-requisite	NONE		
Assignments	<table border="1"> <tr> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> </table>	2	15	25		Compulsory	Y
2	15	25		Compulsory	Y		
Practicals	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>					Core/Electiv	CORE
				Core/Electiv	CORE		
1TTD211 Credits: 12 NQF: 6	<p>Travel & Tourism Development 2A</p> <p>On successful completion of this module, students will have acquired the necessary knowledge about the effective use of various levels and models of tourism planning in South Africa based on the tourism policies, principles of sustainability and ethical use of community tourism resources.</p> <p>Specific outcomes:</p> <ul style="list-style-type: none"> distinguish between different planning levels in tourism development, discuss the respective roles and responsibilities of different agents of tourism development, understand the interdependence between national, regional and local tourism destination planning, discuss the effectiveness of various approaches to monitoring and evaluating tourism impacts, based on South African tourism policies, understand methods of resource assessment. 						
Weightings	<table border="1"> <tr> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>1TTD111 1TTD112</td> </tr> </table>	No	1	2	3	Pre-requisite	1TTD111 1TTD112
No	1	2	3	Pre-requisite	1TTD111 1TTD112		
Assessment: Tests	<table border="1"> <tr> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> </table>	2	30	30		Co-requisite	NONE
2	30	30		Co-requisite	NONE		
Assignments	<table border="1"> <tr> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> </table>	2	15	25		Compulsory	Y
2	15	25		Compulsory	Y		
Practicals	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>					Core/Electiv	CORE
				Core/Electiv	CORE		

1TTM211 Credits: 12 NQF: 6	Travel & Tourism Management 2A On successful completion of this module students will be capable of applying financial analysis tools necessary to monitor the general financial position of a tourism business and to limit the risk of financial failure of the business as far as possible. Students will be able to apply basic accounting principles for effective financial decision-making in the tourism business. Students will receive guidance on how to manage the tourism business in a sustainable financial way by the integration of foundational, practical and reflective competence. Specific outcomes: <ul style="list-style-type: none"> • explain double entry accounting, debit and credit and apply the basic rules governing the proper application of debit and credit in relation to major account classification, • explain the layout and application of the books of first entry and accounting system in a tourism enterprise, • explain and prepare reconciliation and month-end accounting procedures, • differentiate between, balance sheet, statement of changes in equity and an income statement and identify the financial information reported by each, • know how to apply different tools at their disposal to conduct financial analyses, such as the income statement, the balance sheet, the funds-flow statement and financial ratios. 						
	Weightings	No	1	2	3	Pre-requisite	1TTM111 1TTM112
	Assessment: Tests	2	30	30		Co-requisite	NONE
		2	15	25		Compulsory	Y
	Practicals					Core/Electiv	CORE
Elective							
1COM141 Credits: 16 NQF: 5	Communication Skills 1 The purpose of this module is to guide the student or learner towards becoming an effective communicator where communication refers to all of the four communication skills: speaking, writing, listening and reading.						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	25	25		Co-requisite	NONE
	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	ELECTIVE
Semester 2							
1TEM212 Credits: 12 NQF: 5	Travel & Tourism Marketing B The objective of this module is to introduce tourism students to tourism offerings, mainly in a consumer product context. On a practical level, the student will be familiar with the product, pricing, distribution and promotion elements of the marketing mix. Specific outcomes:						

	<ul style="list-style-type: none"> investigate and develop the tourism industry (tangible and intangible products and services) using relevant models to analyse the environment, understand the concept of product or service: including life cycle and development, branding and packaging, investigate price: strategies applying relevant models, investigate distribution: strategies applying relevant models, investigate promotion: methods and utilising various models and information systems. 																												
	<table border="1"> <tr> <td>Weightings</td> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>NONE</td> </tr> <tr> <td>Assessment: Tests</td> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> <tr> <td>Assignments</td> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> <tr> <td>Practicals</td> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>	Weightings	No	1	2	3	Pre-requisite	NONE	Assessment: Tests	2	30	30		Co-requisite	NONE	Assignments	2	15	25		Compulsory	Y	Practicals					Core/Electiv	CORE
Weightings	No	1	2	3	Pre-requisite	NONE																							
Assessment: Tests	2	30	30		Co-requisite	NONE																							
Assignments	2	15	25		Compulsory	Y																							
Practicals					Core/Electiv	CORE																							
1TPR212 Credits: 12 NQF: 6	<p>Travel Practice 2B</p> <p>Upon successful completion of this module, students will be able to calculate appropriate international fares with 100% accuracy, based upon principles found in the IATA Passenger Tariff Conferences' Multilateral Interline System. This is achieved by making use of the Passenger Air Tariff publication. The module is based on the standards set by IATA airlines and approved by their respective governments, reducing errors in interpreting conditions that apply to international fare calculation.</p> <p>Specific outcomes:</p> <ul style="list-style-type: none"> accurately demonstrate cost international itineraries by air for individual travelers, to/from/within destinations in International Air Transport Association (IATA) Areas 1, 2, and 3, by making use of IATA fare construction principles, interpret IATA terms and recognize the parts of the journey/pricing unit, match city/country names with the correct IATA Traffic Conference Area and sub-Area, identify the correct global indicator based on the routing flown, apply the standards for correct fare selection, demonstrate the correct use of currency conversion and rounding procedures, apply the fare construction steps for one-way, round-and circle trip fares, collect the applicable taxes, fees and charges, determine unpublished fares, interpret special fare rules and conditions in order to identify the most suitable fare type. 																												
	<table border="1"> <tr> <td>Weightings</td> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>1TPR111 1TPR112</td> </tr> <tr> <td>Assessment: Tests</td> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> <tr> <td>Assignments</td> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> <tr> <td>Practicals</td> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>	Weightings	No	1	2	3	Pre-requisite	1TPR111 1TPR112	Assessment: Tests	2	30	30		Co-requisite	NONE	Assignments	2	15	25		Compulsory	Y	Practicals					Core/Electiv	CORE
Weightings	No	1	2	3	Pre-requisite	1TPR111 1TPR112																							
Assessment: Tests	2	30	30		Co-requisite	NONE																							
Assignments	2	15	25		Compulsory	Y																							
Practicals					Core/Electiv	CORE																							
1TTD212 Credits: 12 NQF: 6	<p>Travel & Tourism Development 2B</p> <p>The purpose of this module is to equip students studying Tourism Management for their responsibility with respect to aspects of tourism destination evolutionary models and tourism development in context. Sustainable and</p>																												

	<p>responsible tourism and the ongoing debates should form the core of this module.</p> <p>Specific outcomes:</p> <ul style="list-style-type: none"> • to investigate tourism destination development models, • to understand tourism destination development in context, • to understand and contribute in the ongoing debates around sustainable and responsible tourism, • to apply principles of sustainable and responsible tourism on local destination development, • to understand the role of destination development in poverty alleviation and job creation in South Africa. 																												
	<table border="1"> <tr> <td>Weightings</td> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>1TTD111 1TTD112</td> </tr> <tr> <td>Assessment: Tests</td> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> <tr> <td>Assignments</td> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> <tr> <td>Practicals</td> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>	Weightings	No	1	2	3	Pre-requisite	1TTD111 1TTD112	Assessment: Tests	2	30	30		Co-requisite	NONE	Assignments	2	15	25		Compulsory	Y	Practicals					Core/Electiv	CORE
Weightings	No	1	2	3	Pre-requisite	1TTD111 1TTD112																							
Assessment: Tests	2	30	30		Co-requisite	NONE																							
Assignments	2	15	25		Compulsory	Y																							
Practicals					Core/Electiv	CORE																							
1TTM212 Credits: 12 NQF: 6	<p>Travel & Tourism Management 2B</p> <p>The objective of this module is to introduce the students to the distinctive process of entrepreneurship. The module presents both theory and practice, which will clarify underpinning theoretical concepts with practical application.</p> <p>Specific outcomes:</p> <ul style="list-style-type: none"> • explore entrepreneurship as a process that identifies tourism opportunities and seek to make something of value from them, in context of the importance of economic contribution, • investigate the meaning of entrepreneurship and the various aspects that make a distinctive process in society, and the global economy, • examine the behaviour and activities ascribed to entrepreneurs, • identify aspects that are crucial to the creation of lasting value in an enterprise, • develop skills of writing business plan. 																												
	<table border="1"> <tr> <td>Weightings</td> <td>No</td> <td>1</td> <td>2</td> <td>3</td> <td>Pre-requisite</td> <td>1TTM111 1TTM112</td> </tr> <tr> <td>Assessment: Tests</td> <td>2</td> <td>30</td> <td>30</td> <td></td> <td>Co-requisite</td> <td>NONE</td> </tr> <tr> <td></td> <td>2</td> <td>15</td> <td>25</td> <td></td> <td>Compulsory</td> <td>Y</td> </tr> <tr> <td>Practicals</td> <td></td> <td></td> <td></td> <td></td> <td>Core/Electiv</td> <td>CORE</td> </tr> </table>	Weightings	No	1	2	3	Pre-requisite	1TTM111 1TTM112	Assessment: Tests	2	30	30		Co-requisite	NONE		2	15	25		Compulsory	Y	Practicals					Core/Electiv	CORE
Weightings	No	1	2	3	Pre-requisite	1TTM111 1TTM112																							
Assessment: Tests	2	30	30		Co-requisite	NONE																							
	2	15	25		Compulsory	Y																							
Practicals					Core/Electiv	CORE																							
Elective																													
1COM182 Credits: 16 NQF: 5	<p>Communication Skills 2</p> <p>The purpose of this module is to provide the learner with knowledge of effective communication skills in both written and the oral mediums, within a number of different contexts, in and out of the organisation.</p>																												
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Weightings	No	1	2	3	Pre-requisite	NONE																							
Assessment: Tests	2	25	25		Co-requisite	NONE																							

	Assignments	1	25			Compulsory	Y
	Practicals	1	25			Core/Electiv	ELECTIVE

YEAR 3

Semester 1							
1TES311 Credits: 30 NQF: 6	Tourism Employability Skills The purpose of this module is making students aware of the employability skills and encourage them to integrate these skills in their personal and professional development and kick-start their career in tourism. Specific outcomes: <ul style="list-style-type: none"> • develop CV writing skills, • appreciate skills in customer services, • grasp the knowledge of sound ethical conduct at work, • develop verbal communication and presentation skills, • appreciate the importance of accepting responsibilities • appreciate the importance of paying attention to detail, • manage working under pressure, • develop negotiation skills, • develop basic research skills. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Elective	CORE
1TIF311 Credits: 12 NQF: 6	Travel & Tourism Information Systems The purpose of this module is to provide students with the skills of using information technology in tourism distribution channels. Students will be equipped with basic understanding of essential reservation software used in different tourism organisations. Specific outcomes: <ul style="list-style-type: none"> • in-depth understanding of the structure and components of the domestic and global strategies for tourism distribution channels, • understand information technology (IT) within the tourism industry, • use latest technology or software in the tourism and hospitality industry (e.g. Galileo, Amadeus, Fidelio and APEX PMS), • analyse risks and opportunities facing tourism organisation using software in managing tourism distribution. 						
	Weightings	No	1	2	3	Pre-requisite	NONE
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Elective	CORE

1TPR311 Credits: 12 NQF: 6	Travel Practice 3 The purpose of this module is to provide students with the skills of running a travel agency and a tour operation. Specific outcomes: <ul style="list-style-type: none"> • distinguish between the business processes of a travel agency and a tour operation, • understand processes involved in starting up a travel agency or a tour operation, • analyse risks and opportunities facing a tourism entrepreneur who ventures into travel agency or tour operation business, • appreciate how travel agencies and tour operations are run, • integrate customer care: tangibility, empathy, assurance, responsiveness and reliability in travel agency or tour operation businesses. 						
	Weightings	No	1	2	3	Pre-requisite	1TPR211 1TPR212
	Assessment: Tests	2	30	30		Co-requisite	NONE
	Assignments	2	15	25		Compulsory	Y
	Practicals					Core/Elective	CORE
1TTD311 Credits: 12 NQF: 6	Travel & Tourism Development 3 The purpose of this module is to give the students a comprehensive understanding of the economics of tourism. The module must help student understand the supply and demand determinants of tourism, the measurement of the tourism industry, the role of the government in growing the tourism economy, the micro and macro evolution of tourism investment decisions, the international economic dimensions of tourism and the environmental economics of tourism development. Specific outcomes: <ul style="list-style-type: none"> • analyse the micro and macro foundations of tourism demand, • distinguish between different market structures of tourism supply, • analyse the prevailing market structures in which tourism supply sectors operate, • distinguish between micro and macro evaluation of tourism investment decisions, • explain the domestic and international economics of tourism, 						
	Weightings	No	1	2	3	Pre-requisite	1TTD211 1TTD212
	Assessment:	2	30	30		Co-requisite	NONE
		2	15	25		Compulsory	Y
	Practicals					Core/Elective	CORE
1TTM311 Credits: 12 NQF: 6	Travel & Tourism Management 3 The purpose of this module is to provide students with an in-depth knowledge of destination competitiveness. The module will link destination competition with sustainability, exploring ways how destination policy, planning and development can bring about a sustainable and competitive destination.						

	Specific outcomes:						
	<ul style="list-style-type: none"> • link destination and tourism system, • explore destination policy, planning and development, • analyse different models of destination competitiveness, • analyse the links between competition and sustainability, • appraise tools for creating sustainable and competitive destination. 						
	Weightings	No	1	2	3	Pre-requisite	1TTM211; 1TTM212
	Assessment: Tests	2	30	30		Co-requisite	None
	Assignments	2	15	25		Compulsory	Y
Practicals					Core/Elective	Core	
Semester 2							
1TWL312 Credits: 60 NQF: 6	Tourism Work Integrated Learning (No DP requirement for the WIL)						
	The purpose of this module is to expose students to industry / practical experience that allows them to apply theories learnt in class to practice in the tourism industry. Students will have a particular challenge of facing some industry practices that are different from classroom knowledge. Students have to find a suitable tourism organization where they will spend not less than six months in, to gain practical experience. Students are expected to be evaluated by the site mentor, submit an abstract and give a presentation on their work integrated learning experiences to the University.						
	Specific outcomes:						
	<ul style="list-style-type: none"> • implement practical tourism development, management, and operational skills through experiential learning in the tourism industry, • apply work ethics, time management, and self-management, • demonstrate in-depth and specialized practical skills in the workplace. 						
	Weightings	No	1	2	3	Pre-requisite	Levels 1 and 2 second semester modules
Assessment: Presentation	1	50			Co-requisite	None	
Practicals(SM)	1	50			Compulsory	Y	
					Core/Elective	CORE	

FIRST YEAR

SEMESTER 1			SEMESTER 2		
MODULE NAME	MODULE CODE	MODULE CREDITS	MODULE NAME	MODULE CODE	MODULE CREDITS
Financial Accounting 1A	2CAC101	15	Financial Accounting 1B	2CAC102	15
Business Calculations 1A	2ABU101	15	Business Literacy	2ABL102	15
Management Accounting 1A	2AMA101	15	Legal Principles and Practices for accountants	2ALP102	15
Management Information Systems 1A	2AMS101	15	Management Information Systems 1B	2AMS102	15

Higher Certificate in Accountancy

MODULE DESCRIPTIONS

CODE	MODULE NAME	MODULE DESCRIPTION
2CAC101	Financial Accounting 1A	At the end of the course, students should have developed the necessary skills to understand the business cycle and various decisions taken in a business; record and interpret financial transactions; prepare financial statements as well as relate underlying accounting assumptions and concepts to current practice. Students are expected to develop the ability to record all routine transactions including the Cash book in accordance with the VAT Act requirements.
2CAC102	Financial Accounting 1B	This module discusses the basic disclosure of assets, liabilities, and the various forms of equity in sole traders, partnerships, and companies. Inventory and the recording thereof are also discussed. Cash and credit transactions are discussed, and the reconciliation of banks, debtors and creditors are discussed in detail. Property, plant, and equipment also form part of this curriculum. This module concludes with the discussion of partnerships.
2AMA101	Management Accounting 1	This module discusses the principles of cost classification and terminology; stock holding terms, concepts and administration of stock; remuneration systems; overhead costs and allocation rates; cost flow and manufacturing costs as well as cost-volume profit analysis is the final topic of this module.

2AMS101	Management Information Systems 1A	This course introduces students to the techniques and tools of management information systems. Coverage is given to the Information System as it relates to the system's concept and its role in an organisation, IT infrastructure with the focus on hardware and software, as well as database technologies. Students will learn social and global subjects such as ethical, legal and security issues related to Management Information Systems. Computer literacy will be focused on Microsoft Word documents, Power Point presentations, data management using databases as well as Microsoft visio and project management
2AMS102	Management Information Systems 1B	This course is a continuation of MIS 1.1, now focusing on data communication; the Internet; E-Commerce; Global Information Systems; IS Development; Enterprise systems; Management Support Systems and a peak into the future looking at emerging trends and technologies. The technical component will be on spreadsheets and web page development.
2ABU101	Business Calculations	This module deals with arithmetic; decimals; percentages; ratios; algebra; indices; algebraic expressions; factorisation; transposing formula; solving equations; straight line and exponential graphs.
2ALP102	Legal Principles and Practices for Accountants 1	Students will be introduced to the normative systems and sources of law. The rules relating to the Interpretation of Statutes, requirements of a valid contract, contracts of sale and purchase as well as the law of Agency will also be introduced to the students.
2ABL102	Business Literacy	This course covers various topics which include the theory of communication; channels of communication; adaptation and the selection of words; construction of clear sentences and paragraphs; writing for effect as well as the introduction to messages and the writing process. It also focusses on informal oral communication, public speaking and oral reporting; the introduction to communication in the workplace; techniques of cross-cultural communication; correctness of communication; technology enabled communication and business research methods.

2AACR1 Advanced Certificate in Accountancy

This is a 1-year qualification consisting of 9 modules. The total credit value for this qualification is 120. This qualification is aimed at producing people capable of performing activities in the following areas: Accounting assistants and junior bookkeepers and accounting technicians.

Learners aspiring to enter this qualification must be in possession of a Higher Certificate in Accountancy (NQF entry level 5).

FACULTY	Commerce, Administration and Law
DEPARTMENT	Accounting and Auditing
QUALIFIER	Advanced Certificate in Accountancy
MAJORS	Auditing 1.1. Financial Accounting 2A. Management Accounting 2A. Taxation Auditing 1.2 Financial Accounting 2B. Management Accounting 2B. Introduction to Pastel 1. Commerce in Practice
UNIZULU Code	2AACR1
SAQA ID	101812
NQF EXIT Level	6
Presentation mode of subjects:	Day classes
Intake for the qualification:	January
Registration cycle for the subjects:	January
Total credits to graduate:	120

FIRST YEAR

SEMESTER 1			SEMESTER 2		
MODULE NAME	MODULE CODE	MODULE CREDITS	MODULE NAME	MODULE CODE	MODULE CREDITS
Auditing 1.1.	2AAU111	15	Auditing 1.2	2AAU112	15
Financial Accounting 2A.	2CAC201	15	Financial Accounting 2B.	2CAC202	15
Management Accounting 2A.	2AMA201	15	Management Accounting 2B.	2AMA202	15
Taxation	2CTA201	15	Introduction to Pastel 1.	2APA112	7

MODULE DESCRIPTIONS

MODULE CODE	MODULE NAME	MODULE DESCRIPTION
2CAC201	Financial Accounting 2A	This module serves to introduce students to companies, including Close corporations. Using this information as a foundation, students will learn how the financial statements and reports relevant to a company are produced.
2CAC202	Financial Accounting 2B	This module introduces students to the various kinds of statements that are applicable to company accounts. The treatment of the various statements, recognition thereof and incorporation into the set of financial statements of a company will also be addressed, and students are taught how to apply these differences.
2AAU111	Auditing 1.1	The purpose of the module is to introduce students to the relevant business principles for accounting, including internal control and professional ethics as well as the regulations set out in the <i>Companies Act 2008</i> and by the <i>King III Report</i> on corporate governance. An understanding of the role of the auditor, the audit process and the key elements that affect an audit are then built upon this course.
2AAU112	Auditing 1.2	The purpose of the module is to impart an understanding of the key business cycles which exist in most organizations, the risks faced in each cycle and the internal controls recommended to address these risks. The student is then equipped to understand the audit procedures used to gather evidence to support the assertions contained in balances and classes of transactions relevant to each cycle.
2AMA201	Management Accounting 2A	The purpose of this module is to introduce and familiarise students with management and cost concepts at a more advanced level. Students will develop familiarity with and be able to use the following management concepts: costing systems (job costing and contract costing), process costing (single product and by-product), and other costing systems (standard costing, ABC, and direct and absorption costing)

2AMA202	Management Accounting 2B	The module introduces and familiarise students with management and cost concepts at a more advanced level. Students will learn how to work with and produce: budgets and perform the relevant associated costing tasks.
2ATA201	Taxation	The purpose of this module is to familiarize students with income tax legislation in order to equip them with the knowledge and ability needed to calculate the net normal tax liability of a natural person for a given year of assessment.
2APA112	Introduction to Pastel 1	The aim of this module is to equip students with the knowledge and skills needed to use and implement Sage Pastel Partner V14 as an example of an integrated accounting system widely used in South African business organisations.
2ACP112	Commerce in Practice	This module provides students with the opportunity to apply their theoretical subject knowledge (or components thereof) to real life situations in the contact of practical learning. This subject is aligned with a practical (or practice-based) component through teaching and learning activities that bring theory and practice together in ways meaningful to students.

DEPARTMENT OF BUSINESS MANAGEMENT

CO-OPERATIVES

ACADEMIC STAFF

Co-Ordinator Mrs V Mntambo, **035-902 6886**
Master of Management (STADIO); MCom (Industrial Psychology), BCom (Hons) Industrial Psychology, PGCE, Dipl. Public Admin. (UNIZULU); HR Dipl. (MUT)

Lecturers Prof M F Vezi-Magigaba, BA(Hons), MBA (JSU, USA) DCom (UNIZULU)
Mr S Mndebele, B.Com, B.Com(Hons), MCom (UNIZULU)
Mr S.M Zungu, BA(Hons), BCom (UNIZULU)
Mrs N M C Zulu, BAdmin(Hons), M.Ed (KZN)
Miss F Gumede, BCom, Hons(UNIZULU)
Mr T Nsele, B.Com, PGCE, B.Com (Hons), (UNIZULU)
Mr M Qwabe, B.Com, B.Com(Hons) Economics , MCom (UNIZULU)
Advocate M. Chiya. LLB, LLM(UNIZULU).

2CODY1 Diploma in Management of Co-Operatives

This programme is one of the first accredited academic diplomas in this field. It aims to equip students with skills and knowledge that will qualify them for employment as managers and supervisors of small and medium co-operatives. Graduates will be able to manage the operations of co-operative organisations, mobilise resources from members of co-operatives for growth and wealth generation. Graduates will also acquire broad-based business management skills. Employment opportunities can be in any of the following positions: co-operative manager, co-operative training and educational specialist, co-operative promoters/advisor, co-operative auditor, credit officer for micro-financing or project development officer with a non-governmental organisation (NGO).

FACULTY	Commerce, Administration and Law
DEPARTMENT	Business Management
QUALIFIER	Diploma in Management of Co-Operatives
MAJORS	Business Management 1 and 2 for Co-Operatives; Co-Operatives Organization and Management Practice 1 and 2
UNIZULU Code	2CODY1
SAQA ID	84126
NQF EXIT Level	6
Presentation mode of subjects:	Day classes
Intake for the qualification:	January
Registration cycle for the subjects:	January
Total credits to graduate:	360

FIRST YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
History and Principles of Co-Operatives	2CDH111	15	5	None
Business Calculations for Co-Operatives	2CDC111	15	5	None
Business Information Systems for Co-Operatives	2CDI111	15	5	None
Business Communication for Co-Operatives	2CDD111	15	5	None
SEMESTER 2				
Management of Savings and Credit Co-Operatives	2CDM112	15	5	None
Accounting 1A for Co-Operatives	2CDA112	15	5	None

Business Management 1 for Co-Operatives	2CDB112	15	5	None
Co-Op Organization and Management Practice	2CDO112	15	5	None
TOTAL		120		

SECOND YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Co-Operatives Policy, Law & Regulations	2CDP211	15	5	2CDM112
Research Methods for Co-Operatives	2CDR211	15	5	None
Mathematics & Statistics for Co-Operatives	2CDS211	15	5	None
Accounting 1B for Co-Operatives	2CDA211	15	5	2CDA112
SEMESTER 2				
Work Integrated Learning Internship (NO REQUIREMENT)	2CDW212	60	6	2CDO112 2CDM112 2CCDB112 2CDA112
TOTAL		120		

THIRD YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Financial Accounting for Co-Operatives	2CDF311	15	7	None
Co-operative Banking	2CDN311	15	7	2CDM112
Business Management 2 for Co-Operatives	2CDB311	15	6	2CDB112
Commercial Law for Co-Operatives	2CDL311	15	7	None
SEMESTER 2				
Co-Operatives Organisation & Management Practice 2	2CDO312	15	6	2CDO112
Introduction to Auditing & Professional Ethics	2CDP312	15	7	None
Co-Operative Marketing	2CDR312	15	6	None
Co-Operative Education & Training	2CDE312	15	7	None
TOTAL		120		

2CODP1/CCODP1 Diploma in Management of Co-Operatives

MODULE DESCRIPTIONS

MODULE CODE	MODULE NAME	MODULE DESCRIPTION
2CDC111	Business Calculations	This module covers arithmetic; decimals; percentages and ratios; algebra; indices and algebraic expressions; factorisation, transposing formula and solving equations as well as straight line and exponential graphs.
2CDH111	History and Principles	This module explains the historical development from a global perspective. It Looks at the nature, objectives and principles of co-operatives; describes the forms of business ownership including co-operatives and looks at the role of co-operatives in developing countries.
2CDI111	Business Information Systems	This course introduces students to the techniques and tools of management information systems. Coverage is given to the Information System as it relates to the system's concept and its role in an organisation. The course also covers IT infrastructure with a focus on hardware and software as well as database technologies. Students will learn social and global subjects such as ethical; legal and security issues related to Management Information Systems. Computer literacy will be focused on Microsoft Word documents, Microsoft PowerPoint presentations, data management using databases as well as Microsoft vision and project management
2CDD111	Business Communication	This course covers the theory of communication; channels of communication; adaptation and the selection of words; construction of clear sentences and paragraphs as well as writing for effect. It also covers the introduction to messages and the writing process; informal oral communication, public speaking and oral reporting; introduction to communication in the workplace; techniques of cross-cultural communication; correctness of communication, technology-enabled communication and business research methods.
2CDM112	Management of Savings	In this module, students will learn about how to help in organising and operating financial services co-operatives, in particular Savings and Credit Co-Operatives (SACCO). Students will also learn about

		savings mobilisation strategies; regulatory policy and legal framework for SACCO's; credit analysis, investment analysis; cost of capital and management of SACCO's.
2CDA112	Accounting for Co-Ops 1A	In this module, students learn about processing accounting information through the accounting system to an elementary balance sheet and income statement; basic disclosure of assets, liabilities as well as the various forms of equity in sole traders, partnerships and companies; manufacturing Income Statements and the determination of inventory values using arithmetic conventions.
2CDB112	Business Management 1	This module is an introduction into understanding global and domestic economics; business ownership and starting a small business; people and production as well as business management, looking at planning, organising, directing and control functions.
2CDO112	Co-Op Organisation and Management	This module covers approaches to co-operative promotion and organisation; roles and functions of government in co-operatives; types and functions of co-operatives; the governance structure in a co-operative; roles and responsibilities of the various groups as well as feasibility and business plan preparation.
2CDP211	Co-Op Policy Law and Regulations	This module looks at the main co-operative sectors; the development of policy regulations of co-operative policies; the registration processes of a co-operative; the constitution and functions of co-operatives; powers general meetings and management of co-operatives as well as the amalgamation, division, conversion and transfer of co-operatives.
2CDR211	Research Methods	This module looks at the nature of marketing research; processes and design; sampling and survey methods; questionnaire design; data collection, analysis and interpretation as well as the compilation of a marketing research report.
2CDA211	Accounting 1B	This module covers the introduction to VAT and how to prepare a cash book in accordance with VAT act requirements; introduction to employees' tax and the computation of salaries and wages amounts as well as post-closing journal entries and the AFS.

2CDW212	Work Integrated Learning	During this period, students have to visit and interact / work with co-operatives for three months
2CDF311	Financial Accounting	In this module, students learn about processing accounting information through the accounting system to an elementary balance sheet and income statement; basic disclosure of assets, liabilities as well as the various forms of equity in sole traders, partnerships and companies; manufacturing Income Statements and the determination of inventory values using arithmetic conventions. Students also learn about capital budgeting and cash flows; the investment process; working capital and financing decisions.
2CDN311	Co-Operative Banking	The main focus of the module is the registration, constitution, functions and powers of co-operative banks and the regulatory authorities; banking services provided by co-operative banks as well as their management.
2CDB311	Business Management 2	This module deals with ownership, management and organisation; human resources; labour management relations; the marketing process; finance and risk management; information and management decision making as well as government and world business.
2CDL311	Commercial Law for Co-Ops	This module deals with contracts; sales; leases; suretyship; agency; aspects of employment and credit agreements. Various aspects of commercial law will be included, with particular emphasis on topics that have direct relevance to the establishment and continued existence of co-operatives.
2CDO312	Co-Op Organisation and Management	This module seeks to help students understand strategic and policy issues relating to an organisation; the functioning and role of co-operatives and their stakeholders; governance; leadership; business development; the role of government and development agencies in the development of co-operatives.
2CDP312	Auditing and Professional Ethics	This module will introduce students to the auditing code of professional conduct, statutory requirements and the audit process. Audit risks and evidence concepts will also be discussed.
		In this module, students will learn about defining marketing and the marketing process;

2CDR312	Co-Operative Marketing	understanding the marketplace and consumers; the marketing environment as well as marketing information systems. They will also learn about market segmentation, targeting and positioning; the marketing strategy and planning as well as the breakdown of the marketing elements: product strategy, pricing decisions, overview of marketing communications and distribution.
2CDE312	Co-Operative Education and Training	This module deals with principles and methods of co-operative education and training for members, directors, employees, interest groups and general public. Other topics include techniques of organising and conducting meetings, seminars and workshops, methods for handling adult learners as well as developing training content from needs assessments.

TRANSPORT & LOGISTICS

ACADEMIC STAFF

Co-Ordinator **Mr K Ampofo-Twumasi** **Tel. no. (035) 9026938**
BSc (Hons), Dip Education (GH), Hons B (B&A), MBA (Stell)

Lecturers Miss ST Nene, BCom, BCom (Hons), MCom (UNIZULU)
Ms B C Gune, Dip. in Logistics Management (UNIZULU), BTech in Logistics (VUT), Postgraduate Dip. in Maritime Studies, MCom in Maritime Studies (UKZN)
Mr MO Vincent, BSc (Hon)MSc ((Economics) University of Port Harcourt, Nigeria
Mr M Qwabe, B.Com (Economics and Banking), B.Com(Hons) Economics, MCom Economics (UNIZULU)
Ms Z Mkoza, BCom (Accounting & Economics), BCom Hons (Economics),
Ms Z Mabaso, BCom, PGCE, BCom (Hons) (UNIZULU)
Mrs L Mabika, B.Com, B.Com (Hons), MCom(UNIZULU)

2BLM01 Diploma in Logistics Management

This qualification is aimed at producing entry-level employees who intend to pursue careers in the field of transport and supply chain management. Successful students will be qualified to work in the transportation and logistics fields, specializing in logistics services; warehousing and distribution; supply chain management; clearing and forwarding; export and import trade; inventory control as well as procurement and manufacturing.

FACULTY	Commerce, Administration and Law
DEPARTMENT	Business Management
QUALIFIER	Diploma in Logistics Management
MAJORS	Risk Management, Costing for Transportation, Financial Management, Logistics 2A, 2B, International Business, Research Methods, Managerial Problem-Solving Techniques, Project Management, Purchasing Management 2 & Purchasing Management ³ and Practical Logistics 3A, 3B
UNIZULU Code	2BLM01
SAQA ID	79346
NQF EXIT Level	6
Presentation mode of subjects:	Day classes
Intake for the qualification:	January
Registration cycle for the subjects:	January
Total credits to graduate:	384

FIRST YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Mathematics for Transport and Logistics	2BTL101	16	5	None
Economics for Transport and Logistics	2BTL111	16	5	None
End User Computing	2BTL121	16	5	None
Business Language 1A	2ATL131	16	5	Equivalent to 2BTL131
SEMESTER 2				
Business Language 1B	2ATL132	16	5	Equivalent to 2BTL102
Practical Accounting	2BTL112	16	5	None
Business Management	2BTL122	16	6	None
Marketing	2BTL132	16	6	None
TOTAL		128		

SECOND YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Purchasing Management	2BLM201	16	6	None
Financial Management	2BLM211	16	6	None
Logistics 2A	2BTL201	16	6	None
Research Methods	2BTL211	16	6	None
SEMESTER 2				
Costing for Transportation	2BLM202	16	6	None
Logistics 2B	2BTL202	16	6	None

Managerial Problem-Solving Techniques	2BTL212	16	6	None
Commercial Law	2BTL222	16	6	None
TOTAL		128		

THIRD YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Logistics 3A	2BTL301	16	7	2BTL201 and 2BTL202
International Business	2BTL311	16	7	None
Risk Management	2BTL321	16	6	None
Project Management	2BLM301	16	7	None
SEMESTER 2				
Logistics 3B	2BTL302	16	6	2BTL201 and 2BTL202
Purchasing 3	2BLM332	16	7	NONE
Practical Logistics 3A (NO DP requirement)	2BLM312	16	6	2BLM202, 2BTL202, 2BTL212, 2BTL222
Practical Logistics 3B (NO DP requirement)	2BLM322	16	7	2BLM202, 2BTL202, 2BTL212, 2BTL222
TOTAL		128		

2BLM01 Diploma in Logistics Management

MODULE DESCRIPTIONS

DIPLOMA IN LOGISTICS MANAGEMENT		
SEMESTER 1		
<i>MODULE CODE</i>	<i>MODULE NAME</i>	<i>MODULE DESCRIPTION</i>
2BTL101	Mathematics for Transport and Logistics	The purpose of this module is to enable students to get foundation in numeracy and get prepared for the core modules in year two and three. Topics covered include basic mathematics; percentages; ratios and proportions; algebra; simple interest; compound interest; algebra linear programming; introduction to statistics; elementary probability; probability events; Venn diagrams and probability tree diagrams.
2BTL111		Upon completing this module, students should be able to explain what economics is; distinguish between microeconomics and macroeconomics; understand the principles of economics; describe the three central economic questions and describe the major differences in various economic systems. Students should also be able to show how demand

	Economics for Transport and Logistics	and supply can be expressed in words, numbers, graphs and equations; explain how the equilibrium price and quantity are determined; explain how government intervention affects markets; explain the determinants of various elasticity of both demand and supply; define the various revenue, cost and profit concepts; and the theoretical differences between the four market structures and the interpretation of graphs thereof.
2BTL121	End User Computing	After completing this module student should be able to use Microsoft Word to complete assignments given in other modules; use Microsoft PowerPoint to make presentations in class and perform basic calculations (addition, subtractions, divisions) on a spreadsheet. They should also be able to use the formula functions in Microsoft Excel to insert different formulae; perform calculations involving absolute functions on Microsoft Spread Sheet; analyse data on a spread sheet as well as sort data and format a spread sheet.
2BTL131	Business Language 1	After completing this module, students should be able to deliver a professional oral and written presentation report, memo and minutes; participate meaningfully in interactions with others in such a way that the sender of the message feels valued and supported; show through responses and use of written texts that understanding, interpretation and evaluation have taken place; write letters, e-mails, memorandums, faxes, notices, short advertisements and brochures that meet the needs of the intended audience and achieve the desired goals as well as prepare and deliver a speech on a given topical issue.
SEMESTER 2		
2ATL132	Business Language 2	After completing this module, students should be able to apply the concepts of persuasive communication within a number of different social contexts; develop business communication skills; avoid common mistakes made in a formal conversation and listen to his/her audience in order to provide a suitable response. Students should be able to understand audience in different contexts; carry out an audience analysis; develop the skill of delivering both good and bad news as well as carry

		out an effective presentation making use of both written and oral communication skills.
2BTL112	Practical Accounting	After completing the module, students should be able to prepare books of prime entry; post journals; prepare and balance a general ledger; analysing effects of transactions on the accounting equation as well as prepare and adjust the trial balance. They should also be able to prepare the income statement with basic adjustments; prepare the balance sheet using the format of accounting equation; preparing statement of cash flows; calculation of input and output VAT as well as knowledge of principles of internal controls.
2BTL122	Business Management	Upon completing this course, students should be able to apply sound management principles and theories in a real business situation; translate ideas into business opportunities; draw business plans and establish a business enterprise; analyse contemporary management issues which offer competitive advantage as well as analyse micro and macro business environment. They should also analyse the basic role of management in business organisations; analyse classical and contemporary approaches to business; gather and analyse financial information and take decisions on long term investment and capital budgeting as well as analyse case studies on financial decisions and select the optimal capital structure.
2BTL132	Marketing	After completing the module, students should be able to analyse and apply the following to business situations: strategic marketing; market environmental factors; marketing research; marketing information systems; market segmentation; products; new product development and innovation; price and pricing strategy; product promotion; marketing distribution channels; competitors and competitive advantage; market targeting, positioning and brand strategy; management control; financial control as well as performance appraisal and benchmarking.

SECOND YEAR

SEMESTER 1		
2BLM201		After completing the module, students should be able to analyse and apply the following: the purchasing function in perspective; the task of purchasing and

	Purchasing Management	supply management; the purchasing process and procedure; purchasing and supply policies and strategies as well as assessment of selection of supplier and the management of quality in purchasing and supply. They should be able to analyse and apply purchasing price determination and cost analysis; quality and inventory management; material flow activities; negotiation in purchasing and supply management; electronic commerce and electronic procurement applications in supply management; make or buy decisions; in sourcing as well as outsourcing strategies.
2BLM211	Financial Management	After completing the module, the student should be able to analyse and apply the role and environment of managerial finance; financial statements and cash flow; financial planning; time value of money; risk and return on income; capital budgeting cash flows; the cost of capital; working capital and current assets as well as international managerial finance.
2BTL201	Logistics 2A	After completing the module, the student should be able to analyse and apply business logistics management; competitive advantage created by logistics; logistics and supply chain strategy planning; tactical logistics management and supply chain management; financial aspects of logistics and supply chain management; forecasting and supply chain requirements; Supply Chain Network integration, production and operations management; procurement management and inventory management.
2BTL211	Research Methods	After completing the module, the student should be able to analyse and apply factors which influence research; research topic/project topic and stating the research problem; conceptualisation in qualitative research; writing literature review; population sampling methods; qualitative and quantitative research designs; data collection and data analysis; data interpretation; report writing as well as ethics in research.
SEMESTER 2		
2BLM202	Costing for Transportation	After completing the module, the student should be able to analyse and apply cost and management accounting; costs classification; systems for costing, products and services; variable and absorption costing; costing jobs; processes and services; activity

		based costing; standard costing and budgetary control; profit planning in the short term as well as relevant costing and methods of estimating cost.
2BTL202	Logistics 2B	After completing the module, students should be able to design and establish storage and handling facilities; understand the principles of packaging and its role in the supply chain; select the appropriate handling equipment to be used in particular facilities; to give an outline of efficient operations in a warehouse; analyse the operational characteristics of the various modes of freight transport; analyse transport cost structures and apply transport pricing principles; outline the principles of transport management; understand how international supply chains are managed; understand and apply reverse logistics in supply chains as well as apply controls in logistics/supply chains.
2BTL212	Managerial Problem-Solving Techniques	After completing the module, students should be able to analyse business cases using modelling techniques with Microsoft Excel spreadsheet. Case problems will be solved with optimisation modelling; linear programming models; network models; simulation modelling; inventory models as well as queueing models.
2BTL222	Commercial Law	The module will equip students with sound knowledge and understanding of the legal rules in commercial transactions as well as principles of commercial law and ethics relating to commercial law. The students should also be able to analyse cases in the law of contracts; define and analyse valid contracts; types of contracts; nature of contracts; writing of contracts, accepting an offer; consensus and defect in contracts; capacity to perform a juristic act as well as breach of contracts and remedies. The students should be able to distinguish between the types of contracts, that is sale, lease and service. The mechanism to impose fairness on employment relationships will also be outlined.

THIRD YEAR

SEMESTER 1		
2BTL301	Logistics 3A	Upon completing the module, students should be able to analyse and apply supply chain problems; formulate supply chain strategies as well as product and customer service strategies. Students will also evaluate order processing approaches and

		information systems in supply chains. Transport modes, multimodal transport and transport decisions will be analysed. Forecasting supply chain needs and inventory policy decisions will also be analysed and applied.
2BTL311	International Business	After completing the module, students should be able to analyse and apply merits of trading overseas; characteristics of international transport; freight rates; export cargo packaging, stowage, marking and dangerous goods cargo shipments; export customs practice freight/cargo insurance; as well as credit insurance and transport distribution analysis. The learner should be able to assemble export documentation for a particular transaction.
2BTL321	Risk Management	Upon completing this module, students should be able to identify and work with risk as well as analyse and apply trends affecting the supply chain; the supply chain management context; approaches to risk; responding to risks; a network view of risk; creating resilient supply chains and business continuity management.
2BLM301	Project Management	Upon completion of this module, students should understand project selection through strategic alignment; project management processes; project initiation definition and planning; project execution; monitoring and control; stakeholder management as well as project communication and project closure. Students will assess project risks and design plans to mitigate project risks.
SEMESTER 2		
2BTL302	Logistics 3B	After completing the module, students should be able to analyse and apply the following to logistics and supply chains: inventory policy decisions; purchasing and supply policies; storage and handling systems; facility location decisions and network planning. Students will also be able to apply logistics supply chain controls.
2BLM332	Purchasing	The aim of this module is to provide knowledge of, and insight into, the purchasing and procurement in order to prepare and spearhead prospective procurement managers and logisticians alike towards

		the creation of value and service improvement in the contemporary business organisation with its increased focus on a more integrated approach of supply chain management, globalisation and technological advancement. Students explore, in the module, methods used by organizations to acquire the raw materials, components, supplies, equipment, facilities, and services needed to operate.
2BLM312	Practical Logistics A	During this period, students will acquire practical training or work integrated learning in a transport company or in an organisation dealing in logistics supply chain activities.
2BLM322	Practical Logistics B	During this period, students will acquire practical training or work integrated learning in a transport company or in an organisation dealing in logistics supply chain activities.

2BTM01 Diploma in Transport Management

This qualification is aimed at producing entry-level employees who intend to pursue careers in the field of transport and supply chain management. Successful students will be qualified to work in a transportation-related business operation, specializing in road transport operations - national and international; and municipal transport/management. Serving as transportation projects manager; in-house transport manager for organisations; logistics service provider. Graduates will qualify to fill positions in warehousing and distribution, supply chain management, clearing and forwarding as well as export and import trade.

FACULTY	Commerce, Administration and Law
DEPARTMENT	Business Management
Qualifier	Diploma in Transport Management
MAJORS	Risk Management, Logistics 2A, 2B, 3A, 3B, International Business, Research Methods, Managerial Problem-Solving Techniques, Commercial Law, Transportation 2A, 3A, 3B, Transport field Specialization, Practical Logistics 3A, 3B
UNIZULU Code	2BTM01/CBTM01
SAQA ID	79266
NQF EXIT Level	6
Presentation mode of subjects:	Day classes
Intake for the qualification:	January
Registration cycle for the subjects:	January
Total credits to graduate:	384

FIRST YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Mathematics for Transport and Logistics	2BTL101	16	5	None
Economics for Transport and Logistics	2BTL111	16	5	None
Business Language 1A	2ATL131	16	5	Equivalent to 2BTL131
End User Computing	2BTL121	16	5	None
SEMESTER 2				
Business Language 1B	2ATL132	16	5	Equivalent to 2BTL102
Practical Accounting	2BTL112	16	5	None
Business Management	2BTL122	16	6	None
Marketing	2BTL132	16	6	None
TOTAL		128		

SECOND YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Transportation 2A	2BTM201	16	6	None
Transport Field Specialization	2BTM211	16	6	None
Logistics 2A	2BTL201	16	6	None
Research Methods	2BTL211	16	6	None
SEMESTER 2				
Transportation 2B	2BTM202	16	6	None
Logistics 2B	2BTL202	16	6	None
Managerial Problem-Solving Techniques	2BTL212	16	6	None
Commercial Law	2BTL222	16	6	None
TOTAL		128		

THIRD YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODU LE CRED ITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Logistics 3A	2BTL301	16	7	2BTL201; 2BTL202
International Business	2BTL311	16	7	None
Risk Management	2BTL321	16	6	None
Transportation 3A	2BTM301	16	7	2BTM201; 2BTM202
SEMESTER 2				
Logistics 3B	2BTL302	16	6	2BTL201; 2BTL202
Transportation 3B	2BTM302	16	7	2BTM202; 2BTM201

Practical Transportation 3A (NO DP requirement)	2BTM312	16	6	2BTL202; 2BTL222 2BTL212; 2BTM202
Practical Transportation 3B (NO DP requirement)	2BTM322	16	7	2BTL202; 2CBTL212 2BTL222; 2BTM202
TOTAL		128		

2BTM01 Diploma in Transport Management

MODULE DESCRIPTIONS

DIPLOMA IN TRANSPORT MANAGEMENT		
SEMESTER 1		
MODULE CODE	MODULE NAME	MODULE DESCRIPTION
2BTL101	Mathematics for Transport and Logistics	The purpose of this module is to enable students to get foundation in numeracy and get prepared for the core modules in year two and three. Topics covered include basic mathematics; percentages; ratios and proportions; algebra; simple interest; compound interest; algebra linear programming; introduction to statistics; elementary probability; probability events; Venn diagrams and probability tree diagrams.
2BTL111	Economics for Transport and Logistics	Upon completing this module, students should be able to explain what economics is; distinguish between microeconomics and macroeconomics; understand the principles of economics; describe the three central economic questions and describe the major differences in various economic systems. Students should also be able to show how demand and supply can be expressed in words, numbers, graphs and equations; explain how the equilibrium price and quantity are determined; explain how government intervention affects markets; explain the determinants of various elasticity of both demand and supply; define the various revenue, cost and profit concepts; and the theoretical differences between the four market structures and the interpretation of graphs thereof.
2BTL121	End User Computing	After completing this module student should be able to use Microsoft Word to complete assignments given in other modules; use Microsoft PowerPoint to make presentations in class and perform basic calculations (addition, subtractions, divisions) on a spreadsheet. They should also be able to use the formula functions in Microsoft Excel to insert different formulae; perform calculations involving absolute functions on Microsoft Spread Sheet; analyse data

		on a spread sheet as well as sort data and format a spread sheet.
2BTL131	Business Language 1	After completing this module, students should be able to deliver a professional oral and written presentation report, memo and minutes; participate meaningfully in interactions with others in such a way that the sender of the message feels valued and supported; show through responses and use of written texts that understanding, interpretation and evaluation have taken place; write letters, e-mails, memorandums, faxes, notices, short advertisements and brochures that meet the needs of the intended audience and achieve the desired goals as well as prepare and deliver a speech on a given topical issue.
SEMESTER 2		
2ATL132	Business Language 2	After completing this module, students should be able to apply the concepts of persuasive communication within a number of different social contexts; develop business communication skills; avoid common mistakes made in a formal conversation and listen to his/her audience in order to provide a suitable response. Students should be able to understand audience in different contexts; carry out an audience analysis; develop the skill of delivering both good and bad news as well as carry out an effective presentation making use of both written and oral communication skills.
2BTL112	Practical Accounting	After completing the module, students should be able to prepare books of prime entry; post journals; prepare and balance a general ledger; analysing effects of transactions on the accounting equation as well as prepare and adjust the trial balance. They should also be able to prepare the income statement with basic adjustments; prepare the balance sheet using the format of accounting equation; preparing statement of cash flows; calculation of input and output VAT as well as knowledge of principles of internal controls.
2BTL122	Business Management	Upon completing this course, students should be able to apply sound management principles and theories in a real business situation; translate ideas into business opportunities; draw business plans and establish a business enterprise; analyse contemporary management issues which offer competitive advantage as well as analyse micro and macro business environment. They should also analyse the basic role of management in business organisations; analyse classical and contemporary approaches to business; gather and analyse financial information and take decisions on long term investment and capital budgeting as well as analyse

		case studies on financial decisions and select the optimal capital structure.
2BTL132	Marketing	After completing the module, students should be able to analyse and apply the following to business situations: strategic marketing; market environmental factors; marketing research; marketing information systems; market segmentation; products; new product development and innovation; price and pricing strategy; product promotion; marketing distribution channels; competitors and competitive advantage; market targeting, positioning and brand strategy; management control; financial control as well as performance appraisal and benchmarking.

SECOND YEAR

SEMESTER 1		
2BTM201	Transportation 2A	After completing the module, the student should be able to analyse and apply transportation on the supply chain and economy; different modes of transport: road, rail, air, water carriers and pipelines to freight movement as well as analyse intermodal freight transport and give the outlines of the South African Transportation Regulation and Public Policy.
2BTM211	Transport field Specialisation	The objective of this module is for students to learn about running an efficient and effective road freight transport network. Students will analyse and apply theories in road transport organisation; managing and organising the human resources; transport operational control; cost control and budgeting; vehicle selection as well as vehicle maintenance.
2BTL201	Logistics 2A	After completing the module, the student should be able to analyse and apply business logistics management; competitive advantage created by logistics; logistics and supply chain strategy planning; tactical logistics management and supply chain management; financial aspects of logistics and supply chain management; forecasting and supply chain requirements; Supply Chain Network integration, production and operations management; procurement management and inventory management.
2BTL211	Research Methods	After completing the module, the student should be able to analyse and apply factors which influence research; research topic/project topic and stating the research problem; conceptualisation in qualitative research; writing literature review; population sampling methods; qualitative and quantitative research designs; data collection and data analysis; data interpretation; report writing as well as ethics in research.

SEMESTER 2		
2BTL201	Transportation 2B	This module seeks to introduce students to the concepts of global transportation within the global market and to manage a transportation business through the applied knowledge of costing and pricing principles. The module also provides fundamental concepts to the different carrier and shipper strategies that would improve the transport operation process. Students will also be exposed to information sources and technology needed to manage transportation as a whole.
2BTL202	Logistics 2B	After completing the module, students should be able to design and establish storage and handling facilities; understand the principles of packaging and its role in the supply chain; select the appropriate handling equipment to be used in particular facilities; to give an outline of efficient operations in a warehouse; analyse the operational characteristics of the various modes of freight transport; analyse transport cost structures and apply transport pricing principles; outline the principles of transport management; understand how international supply chains are managed; understand and apply reverse logistics in supply chains as well as apply controls in logistics/supply chains.
2BTL212	Managerial Problem-Solving Techniques	After completing the module, students should be able to analyse business cases using modelling techniques with Microsoft Excel spreadsheet. Case problems will be solved with optimisation modelling; linear programming models; network models; simulation modelling; inventory models as well as queueing models.
2BTL222	Commercial Law	The module will equip students with sound knowledge and understanding of the legal rules in commercial transactions as well as principles of commercial law and ethics relating to commercial law. The students should also be able to analyse cases in the law of contracts; define and analyse valid contracts; types of contracts; nature of contracts; writing of contracts, accepting an offer; consensus and defect in contracts; capacity to perform a juristic act as well as breach of contracts and remedies. The students should be able to distinguish between the types of contracts, that is sale, lease and service. The mechanism to impose fairness on employment relationships will also be outlined.

THIRD YEAR

SEMESTER 1		
		Upon completing the module, students should be able to analyse and apply supply chain problems; formulate supply

2BTL301	Logistics 3A	chain strategies as well as product and customer service strategies. Students will also evaluate order processing approaches and information systems in supply chains. Transport modes, multimodal transport and transport decisions will be analysed. Forecasting supply chain needs and inventory policy decisions will also be analysed and applied.
2BTL311	International Business	After completing the module, students should be able to analyse and apply merits of trading overseas; characteristics of international transport; freight rates; export cargo packaging, stowage, marking and dangerous goods cargo shipments; export customs practice freight/cargo insurance; as well as credit insurance and transport distribution analysis. The learner should be able to assemble export documentation for a particular transaction.
2BTL321	Risk Management	Upon completing this module, students should be able to identify and work with risk as well as analyse and apply trends affecting the supply chain; the supply chain management context; approaches to risk; responding to risks; a network view of risk; creating resilient supply chains and business continuity management.
2BLM301	Project Management	Upon completion of this module, students should understand project selection through strategic alignment; project management processes; project initiation definition and planning; project execution; monitoring and control; stakeholder management as well as project communication and project closure. Students will assess project risks and design plans to mitigate project risks.
SEMESTER 2		
2BTL302	Logistics 3B	After completing the module, students should be able to analyse and apply the following to logistics and supply chains: inventory policy decisions; purchasing and supply policies; storage and handling systems; facility location decisions and network planning. Students will also be able to apply logistics supply chain controls.
2BTM302	Transportation 3B	This module is to provide students with clear parameters or goals for public transport, both informal and formal, and some of the challenges they face in this industry. This is also highlight some of the resistance to public transport usage. Finally, this will result in students knowing and understanding number of steps, mainly of an organisational nature, which need to be taken in order to achieve the objectives of improved passenger transport in South Africa.

2BTM312	Practical Transportation A	During this period, students will acquire practical training or work integrated learning in a transport company or in an organisation dealing in logistics supply chain activities.
2BTM322	Practical Transportation B	During this period, students will acquire practical training or work integrated learning in a transport company or in an organisation dealing in logistics supply chain activities.

FIRST YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Sport Didactics and Coaching 1	4HMD119	30	5	None
Sport Management 1	4HMD129	30	5	None
Sport & Exercise Technology 1	4HMD139	30	5	None
Sport & Physical Recreation Studies 1	4HMD149	30	5	None
TOTAL		120		

SECOND YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Human Movement Studies	4HMD219	30	5	None
Exercise Physiology II	4HMD229	30	5	4HMD149
Kinesiology	4HMD239	30	5	None
Sport & Exercise Technology II	4HMD249	30	5	4HMD139
TOTAL		120		

THIRD YEAR

<i>MODULE NAME</i>	<i>MODULE CODE</i>	<i>MODULE CREDITS</i>	<i>NQF LEVEL</i>	<i>PRE-REQUISITE MODULE(S)</i>
SEMESTER 1				
Sport Psychology	4HMD319	30	5	4HMD119; 4HMD129 4HMD139; 4HMD149
Health Sciences	4HMD329	30	5	4HMD119; 4HMD129 4HMD139; 4HMD149
Exercise Physiology III	4HMD339	30	5	4HMD229; 4HMD119 4HMD129; 4HMD139 4HMD149
Sport & Exercise Technology III	4HMD349	30	5	4HMD249; 4HMD119 4HMD129; 4HMD139 4HMD149
TOTAL		120		

4NDP01/SNDP01 National Diploma in Sport and Exercise Technology

MODULE DESCRIPTIONS

<i>FIRST YEAR</i>		
<i>MODULE CODE</i>	<i>MODULE NAME</i>	<i>MODULE DESCRIPTION</i>
4HMD119	Sport Didactics and Coaching	This module seeks to develop students' abilities to practically apply didactics and coaching principles in the training of diverse population groups in various sports and fitness training programmes. Students will acquire didactic competencies which they will engage to enable their clients to learn skills and strategies in the context of game play.
4HMD129	Sport Management	This module is an introduction to the principles, concepts and theories of management in sport and leisure discipline. This module will prepare students for entry-level positions in the business of sport such as sport club management, sport consultancy, sport marketing and governing body administrations.
4HMD139	Sport & Exercise Technology	This module will give students an understanding of fitness, basic concepts behind fitness programmes and the practical application of the basic principles in constructing a basic training programme for diverse population groups.
4HMD149	Sport & Physical Recreation Studies 1	This module will enable the students to gain knowledge of the human body as well as how the body works and interacts with different parts of the body. Included in this module is the study of bones, joints and related structures, movement capabilities, muscle tissue as well as muscular system. Students will also gain knowledge of concepts of leisure, recreation play and work. In addition, students will learn the guidelines to writing a sponsorship letter; risk assessment; emergency procedure;

		safety equipment and management of sport injuries as well as service learning.
SECOND YEAR		
4HMD219	Human Movement Science	This course will focus on the neural control of movements as well as an understanding of how movements are planned, coordinated and executed.
4HMD229	Exercise Physiology II	This module is an extension of the anatomy module in the first year. In this module, students will study the functions of the body in detail with special reference to the interdependence of the different body systems.
4HMD239	Kinesiology	This module is an introduction to the internal and external forces that affect human performance and the effect those forces have on performance through the branch of physics such as mechanics.
4HMD249	Sport & Exercise Technology II	This module entails the study of the code of ethics, validity and reliability of sport. Components of fitness including body composition; agility; balance; co-ordination; power; reaction time; speed as well as flexibility are discussed. Also included are topics of injuries, gym training, and periodization and sport specific training programs.
THIRD YEAR		
4HMD319	Sport Psychology	This module provides an overview of the theoretical and applied aspects of the psychology of sport. It focusses specifically on topics related to psychological variables influencing participation in sport, competitive nature of sport environments as well as psychological strategies used to enhance sport performance.
4HMD329	Health Science	This module will focus on health as well as how to improve health by preventing and managing diseases.
		This module builds on the knowledge that you have gained in Exercise

FACULTY	Science, Agriculture and Engineering
DEPARTMENT	Consumer Sciences
QUALIFIER	Diploma in Hospitality Management
MAJORS	Food and Beverage Studies 1,2 Culinary Studies 1,2,3, 4 Hospitality Operations 1,2,3 Hospitality Management 1,2,3 Work Integrated Learning
UNIZULU Code	4DIP02
SAQA ID	84206
NQF EXIT Level	6
Presentation mode of subjects:	Day classes
Intake for the qualification:	January
Total credits to graduate:	360

FIRST YEAR

MODULE NAME	MODULE CODE	MODULE CREDITS	NQF LEVEL	PRE-REQUISITE MODULE(S)
SEMESTER 1				
Hospitality Communications	4HHC111	8	5	None
Hotel Health and Safety	4HMG111	15	5	None
Hospitality Information Systems 1	4HMI111	8	5	None
Hospitality Operations 1 – Accommodation	4HMP111	8	6	None
Food And Beverage Studies 1	4HMB111	15	6	None
Culinary Studies 1	4HMC111	15	5	None
SEMESTER 2				
Culinary Studies 2	4HMC112	15	5	4HMC111
Hospitality Information Systems 2	4HMI112	8	6	None
Hospitality Management 1 - Applied Principles	4HMM112	8	5	None
Hospitality Financial Management 1	4HMF112	8	6	None
Nutrition	4HMG112	8	5	None
Service Excellence	4HMG122	8	5	None
TOTAL		124		

SECOND YEAR

MODULE NAME	MODULE CODE	MODULE CREDITS	NQF LEVEL	PRE-REQUISITE MODULE(S)
SEMESTER 1				
Culinary Studies 3	4HMC221	15	6	4HMC111 4HMC112
Hospitality Management 2 – Human Resources	4HMM211	15	6	None
Hospitality Industry Law 1	4HML211	8	6	Equivalent to 4HML212
Hospitality Behavioural Studies	4HMG211	8	5	None
SEMESTER 2				
Culinary Studies 4	4HMC222	15	6	4HMC111, 4HMC112
Food And Beverage Studies 2	4HMB212	15	6	4HMB111
Events Management	4HHM212	8	6	4HMB111; 4HMC111 4HMC112; 4HMC221
Hospitality Operations 2 – Front Office	4HMP212	15	6	None
Marketing and Advertising 1C	1COM172	16	5	None
TOTAL		115		
MODULE NAME	MODULE CODE	MODULE CREDITS	NQF LEVEL	PRE-REQUISITE MODULE(S)
SEMESTER 1				
Hospitality Financial Management 2	4HMF311	15	6	4HMF112
Hospitality Information Systems 3	4HMI311	15	6	4HMI111; 4HMI112
Hospitality Industry Law 2	4HML311	8	6	None
Hospitality Management 3 – Entrepreneurship	4HMM311	8	6	None
Hospitality Operations 3- Facility Planning	4HMP311	15	6	None
SEMESTER 2				
WORK INTEGRATED LEARNING (NO DP Requirement)	4HMG312	60	6	4HHM212; 4HMB212 4HMP212; 4HMC222; 1COM172
TOTAL		121		

Diploma in Hospitality Management

MODULE DESCRIPTIONS

MODULE CODE	MODULE NAME	MODULE DESCRIPTION
4HHC111	Hospitality Communication	Hospitality Communication is an interactive course designed to help students learn the fundamentals of working in the hospitality industry by improving their communication, self-esteem and presentation skills. The module focuses on intercultural communication, applicable to South Africa, conflict management strategies and forms of business correspondence. Application of workplace scenarios are dealt with throughout the module.
4HMI111	Hospitality Information Systems 1	The aim of this module is to skill students in computer literacy within Windows operating systems, browser and word processor applications.
4HMP111	Hospitality Operations I	The aim of this module is to introduce students to the scope of the hospitality industry as well as the organisation and structures of hospitality establishments. The module will also provide an overview of aspects of rooms division management, food service, lodging and hospitality careers.
4HMG111	Hotel Health and Safety	Hotel Health and Safety gives students a broad look at the different aspects of health and hygiene in the hospitality industry. The module aims to equip students with theoretical and practical knowledge of hazards, micro-organisms, fire safety and basic first aid as required in the hospitality industry.
4HMB111	Food and Beverage Studies 1	The important link between food and beverage service in the hospitality industry cannot be denied. This module provides students with technical skills of set-up and serving as well as theoretical knowledge of the necessary attributes of staff, tea and coffee service and sectors of the hospitality industry.
4HMC111	Culinary Studies 1	This course covers culinary theory, practices and principles. Learners are introduced to tools and equipment and mise-en-place in the kitchen. It focusses on theory, practices and principles of knife skills, dry cooking methods, microwave cooking and the use of flavours and flavorings in food fabrication. Hands-on kitchen laboratory experiences introduce the students to basic baking, stocks & soups, eggs, dairy and poultry preparation. Introduction to breakfast cookery is also included.

4HMI112	Hospitality Information Systems 2	The aim of the module is to equip students with basic computer literacy skills in presentation and spreadsheet applications.
4HMG112	Nutrition	The module provides the students with a foundation of nutritional principles applied in the food and beverage service operations. The content of the module focuses on the menu choices for various ethnic groups and religions. It also places an emphasis on diet and diseases as well as implementation of good nutritional principles during food preparation.
4HMM112	Hospitality Management 1	This module introduces the student to the core concepts, principles, theories and practices of effective management essential to the successful operation of an enterprise in the hospitality industry.
4HMC112	Culinary Studies 2	This course builds on the theory and practices learned in Culinary Studies 1. Hands-on kitchen laboratory experiences introduce the student to moist heat, advanced cooking methods, knife skills, classical cookery methods in sauces, salads, sandwiches, quick breads, vegetables and starch preparation. Emphasis is placed on plate presentation and product evaluation.
4HMG122	Service Excellence	The aim of this module is to enlighten students on the importance of service excellence as well as a practical application of how to provide excellent service in all hospitality related environments as service excellence leads to customer satisfaction and loyalty, ultimately promoting the success of the business.
4HMF112	Hospitality Financial Management 1	After completing this module, students should be able to articulate the nature of financial management and its importance in the hospitality industry context. They will use the trial balance and prepare a basic income statement and balance sheet in the prescribed format evidencing correct classification of transactions and balances and incorporating accurate calculations. Basic vertical, horizontal and ratio financial analysis of the income statement and balance sheet and the interpretation of the outcome of each analysis will also be performed. A three-month cash budget and the articulation of the importance of working capital management in the hospitality industry will be performed and emphasised.
4HMP212		Front office is often the initial point of physical contact between the customer and the hospitality unit. As a Hospitality professional, students will be required to

	Hospitality Operations II: Front Office	display knowledge and skills essential to the efficient functioning of this department.
4HMG211	Hospitality Behavioural Studies	This module will introduce students to the field of consumer behaviour with specific reference to the hospitality industry. This module aims to enlighten students on decision-making processes of consumers and factors that may influence these decisions.
4HMM211	Hospitality Management II	This module presents a systematic approach to human resource management in the hospitality industry, focusing on the staffing and function of management. This module is designed to provide students with an understanding of the importance of human resource management in the hospitality industry.
4HML211	Hospitality Law 1	The purpose of the module is to present the history of South African Law and laws which are commonly used in hotel, restaurant, transport and travel services as well as the regulatory instruments that support effective management of the hospitality industry. The module focusses mainly on the law of contract, law of delict and commercial contract. It also develops the students' understanding of key aspects of these laws, including how sales contracts are formulated, rights of the parties and liabilities.
4HMC211	Culinary Studies 3	The module builds on the theoretical and practical knowledge gained in the first year. Plate presentation, service styles, menu planning and evaluation is emphasised. Additional culinary skills and techniques such as yeast and gelatine work, meat, poultry, fish and shellfish are incorporated whilst building on the importance of teamwork, organisation and time management. The module aims to expose students to new cooking methods and ingredients to broaden their culinary horizons.
1COM172	Marketing and Advertising 1C	Learners will understand the purpose of Advertising and Marketing within the scope of Public Relations. They will learn that advertising is the paid, public, non-personal announcement of a persuasive message by an identified sponsor, the non-personal presentation or promotion by a firm of its products to its existing and potential customers. Further, students will learn that Marketing is the systematic planning, implementation, and control of a mix of business activities intended to bring together buyers and sellers for the mutually advantageous exchange or transfer of products.

4HMC222	Culinary Studies 4	This Culinary Studies module focus on kitchen management and utilises the knowledge and practical experience gained in the previous culinary studies modules to challenge students to make use of what they have learned to put together their own balanced and theme-oriented menus for events. The students are then required to manage every aspect of the kitchen for an event including ordering, preparation and service.
4HMB212	Food and Beverage Studies 2	The module is delivered in both theory and practical whereby students interact with the customers on a regular basis. Students are equipped with skills in serving meals and beverages (alcoholic and non-alcoholic). Learners will learn to apply different serving and clearing techniques. It also gives students a basic knowledge of international wines, law and wine tasting.
4HHM212	Events Management	This module is designed to introduce students to the planning and management of special events. This highly interdisciplinary course addresses the systems, tools and checklists necessary for successful event planning. Students learn the principles of marketing as applied in the events management industry.
4HML311	Hospitality Law 2	The module introduces the basic framework of consumer, liquor, food as well as labour legislation and how such laws are enforced. Laws which are applied when opening a hospitality business are emphasised. The module also provides focus on how the law protects the consumer/employee in everyday transactions.
4HMF311	Hospitality Financial Management 2	Hospitality Financial Management 2 revises the performance of basic financial statement analysis with a view to understanding business performance and position. Strategies for business growth and the associated costs thereof, as well as working capital management techniques are covered. Net Present Value and payback period investment analysis methods are used to evaluate investment opportunities and students are taught to compile a business plan which includes a financial budget.
4HMM311	Hospitality	The module entrepreneurship focuses on the practical and personal development aspects of starting a new venture. The module presents the concept of entrepreneurship opportunities; discoveries; value creation; customer and market orientation and

	Management 3	development; basic feasibility analysis; preparing the marketing and sales; business modeling as well as business planning and analysis. As part of this module, students are expected to organise a seminar on entrepreneurship with the aim of attracting local entrepreneurs and business owners who assist in assessing the quality of the business idea and plan.
4HMP311	Hospitality Operations 3	This module studies the impact of facility design on facility management. Facility systems include safety & security systems; water and wastewater systems; HVAC systems; lighting systems; laundry system as well as food service equipment.
4HMI311	Hospitality Information Systems 3	This module introduces the computer systems in the hospitality industry and the practical application of these systems.
4HMG312	Work Integrated Learning	This module builds on the knowledge and skills gained during the programme. It integrates theory and practice in learning. Students work in a fully operational hospitality organisation for a period of six (6) months.