

Diploma: Management offered at the Nelson Mandela Metropolitan University (NMMU)

WHY STUDY AT THE NMMU?

The NMMU has five campuses located in Port Elizabeth as well as one campus in George. Both the Port Elizabeth and George campuses offer all the advantages of a friendly and safe environment in spectacular natural surroundings – from beaches and mountains to game reserves and indigenous forest. The NMMU is the most diverse university in South Africa, with students representing 34 countries from around the world. Networks with leading institutions have been established to ensure that NMMU graduate skills sets are aligned with global market needs. A wide range of student services and support facilities are offered to assist learners in every aspect of student life. Students have access to well-equipped lecture halls, libraries, counselling and health services, cafeterias, food courts and coffee shops.

DIPLOMA MANAGEMENT

The Diploma: Management is presented on a full-time basis over three years and part-time over a minimum period of four years. The major strengths of this programme are:

- It is offered on a modular basis and allows learners to complete modules in six-month cycles.
- The content and structure of the programme are based on international standards and principles.
- Full time learners in their final year of study may apply for a six month international study exchange scholarship at an educational institution situated in Germany.
- A tutor- and mentoring system is in place to assist learners with additional academic support and development interventions.
- The NMMU Graduate and Student Placement division assists graduates in finding suitable employment after graduation.

WHAT DO PEOPLE IN THIS CAREER DO?

The role of a manager is often complex. A manager controls and directs the people, raw materials, space, buildings and finances of a business. A person in a management position may have to fulfil many different roles, depending on a particular situation. The ability to understand market needs and to react timeously to dynamic market trends is essential. Managers must be able to negotiate with suppliers, manage the logistics of merchandise flow and determine the optimal pricing, promotion and presentation of products or services. The retail sector also offers a broad spectrum of entrepreneurial opportunities that can be pursued.

MINIMUM ADMISSION REQUIREMENTS

- Candidates must have a National Senior Certificate (NSC) and pass at least four subject with an achievement rating of 3 (40-49%) or better.

In addition to the above requirement potential candidates must also comply with the following university requirements:

- Obtain an **Admission Point Score (APS)** of at least 32 points or more on our rating system.

Comply with the following requirements with regards to languages as well as Maths or Mathematical Literacy:

LANGUAGES	ENGLISH AFRIKAANS OR IsiXhosa (Home language OR first additional language)	LEVEL 4 50-59%
MATHEMATICS	MATHEMATICAL LITERACY OR MATHEMATICS	LEVEL 6 70-79% LEVEL 3 40-49%

Applicants who do not meet the requirements for direct admission but who have an APS between 24 and 31 will be referred for access assessment.

Applicants over the age of 23 years who do not comply with the requirements stipulated above may be admitted to the programme at the discretion of the Head of Department who will take into consideration the applicant's work experience, academic record and psychometric test results.

This programme is offered at the following campuses:

2nd Avenue Campus
George Campus
Missionvale Campus

COURSE CONTENT DIPLOMA MANAGEMENT

First Year (Full-time)	Second Year (Full-time)	Third Year (Full-time)
<ul style="list-style-type: none"> • Introduction to Microeconomics • Introduction to Macroeconomics • Introduction to Management • Introduction to Marketing • Introduction to Logistics • Introduction to Tourism • End-user Computing • Communication in English A • Business Accounting 	<ul style="list-style-type: none"> • Accounting Fundamentals • Financial Statements • Commercial Law: General Principles Contracts • Commercial law: Specific Contracts • Quality Management • Integrated Production Concepts • Planning & Control • Organising and Leading • Introduction to Retailing • Retail Planning 	<ul style="list-style-type: none"> • Business Ethics • Managing Business in Africa • Introduction to Employment Relations • Employment Relations Processes <p><u>ELECTIVES</u></p> <ul style="list-style-type: none"> • Retail Location AND • Retail Strategy AND • Merchandise Management AND • Retail Control <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Financial Management Fundamentals AND • Working Capital Management AND • Investment Management AND • Financial Management: Financing

ADMISSION REQUIREMENTS FOR THE ADVANCED DIPLOMA: BUSINSS STUDIES

Two Advanced Diplomas are presently offered namely The Advanced Diploma: Business Studies Monitoring and Evaluation and the Advanced Diploma: Business Studies Management Practice. A prospective student will be considered for admission to Advanced Diploma if he/she is in possession of a National Diploma Management or equivalent qualification, or has been granted status in accordance with NMU regulations and achieved an overall average of at least 60% for their major subjects. A further requirement for the Monitoring Evaluation stream is one year work experience. The Advanced Diploma programme is offered at the 2nd Avenue Campus and at the George Campus.

COURSE CONTENT ADVANCED DIPLOMA: BUSINSS STUDIES – MANAGEMENT MONITORING AND EVALUATION

Block Release only
Financial Management
Strategic Management
Business Research Principles
Principles of Corporate Citizenship
Project and Programme Management
Monitoring Tools and Techniques
Evaluation Tools and Techniques
Monitoring and Evaluation Research Project

COURSE CONTENT ADVANCED DIPLOMA: BUSINESS STUDIES – MANAGEMENT PRACTICE

Block Release only
Financial Management
Strategic Management
Business Research Principles
Principles of Corporate Citizenship
Quantitative Management Practice
Quantitative Merchandising Practice
Employment Relations
Management Project

TIMETABLE AND VENUES

You will be provided with a timetable and a booklist on the day of registration. Lectures are offered on the Second Avenue-, Missionvale- and George Campuses.

GENERAL LEARNING OUTCOMES

Course schedules will be provided to all students at the beginning of each module, containing mark compilation, lecture schedules and assessments for the module.

CLASS ATTENDANCE, CLASS PERFORMANCE, EVALUATIONS AND CALCULATION OF FINAL MARKS

Kindly note the following regarding class attendance, class performance, evaluations and calculation of final marks:

- (i) The NMU is a residential university, and class attendance and participation in class activities are compulsory. (Refer to the NMU Prospectus - Attendance Requirements).
- (ii) Opportunities are provided for students to participate in class evaluations, assignments and tests. Notice of these activities is given well in advance, usually in the course schedule. (Refer to the NMMU Prospectus - Assessment).
- (iii) Tests and continuous class evaluations may be scheduled for each module. Any clashes should be reported to the lecturer concerned no more than three weeks after the start of the module.
- (iv) Test-, assignment- and class marks are made available to students. All errors and omissions are to be reported to the lecturer concerned within one week of the marks being made available.
- (v) Illness during evaluations
Should a student be ill during any of the scheduled evaluations, such a student has to submit (within **3 days** of the scheduled evaluation date) a duly completed medical certificate completed by a medical doctor on the prescribed University form. The medical certificate must contain the telephone number of the medical doctor. All certificates will be telephonically verified. Special consideration will only be granted for genuine illnesses. (Refer to the NMU Prospectus - Assessment). Each lecturer decides how to deal with missed evaluations and this is clearly stipulated in the course schedule. The onus is on the student to ensure that he/she is familiar with the policy of each individual lecturer.
No additional evaluations will be granted when:
 - A medical doctor suggests in writing that he/she is unconvinced about the seriousness of the illness or whether it could have influenced the student's preparation;
 - The student visits the doctor after the examination or test has been written;
 - Students suffer from symptoms such as a headache, sore throat, tension, coughing etc., even if a medical certificate is lodged; and
 - Absent due to illness related to distant family members, friends or pets.
- (vi) Organized sport / work commitments
Leave of absence for sport is granted only for approved South African Universities activities and for participation at first class provincial, as well as national or international level on the strength of satisfactory documentary evidence from the president/secretary of the relevant sporting body.

Absence due to work commitments will be dealt with on the merits of each and will under no circumstances be considered without documentary evidence from a superior on a company letterhead.

Arrangements with regard to these two types of absences must be made well in advance, preferably at least two weeks before the evaluation that will be missed. Absence due to sporting and work commitments will be dealt with by the relevant lecturer on the same basis as absence for medical reasons.

(vii) Calculation of class marks

The composition of the class mark for each module is at the discretion of the relevant lecturer and will be detailed in the course schedule. All candidates for examination modules must obtain a minimum class mark of 40% as due performance before he/she will be allowed to sit for an examination. In the examination a sub-minimum performance (examination mark) of 40% must be achieved to pass the module. (Refer to the NMU Prospectus - Assessment). The overall pass mark for each module is 50%.

POLICY: GRANTING OF RE-EXAMINATIONS

Re-examinations will be granted to students who have:

- attempted and failed the original final assessment; and
- obtained a final mark of between 45% and 49%.

(Refer to the NMU Prospectus - Assessment).

Re-examinations follow the same format as the original final assessment. The onus is on the student to ascertain whether he/she qualifies for a re-examination and when these are scheduled.

ADMISSION REQUIREMENTS FOR SECOND AND THIRD YEAR MODULES IN MANAGEMENT

Credits will be obtained for all modules which are passed. Despite this, a student may be refused full time registration in the next year based on poor performance. Specifically, if a student does not pass at least 50% of the required modules for a particular year, he/she will not be allowed to continue studying.

STAFF

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