



Southern Business School

Creating Leaders



Information Sheet 2019

PROUDLY PART OF

**STADIO
MULTIVERSITY**

A horizontal bar composed of several small, colored squares in shades of blue, green, yellow, and red, positioned below the text 'STADIO MULTIVERSITY'.



Southern Business School

Creating Leaders

VISION

The Business School where the managerial and leadership competencies of students are developed to the utmost.

MISSION

Southern Business School provides higher education and training in a framework where quality, affordability, recognition and customer service play a central role.

BUSINESS PRINCIPLES

Quality, affordability, recognition and customer service

form the business principles on which Southern Business School is built.

The **QUALITY** of our programmes and student services is the product of internal quality assurance processes that are continuously monitored. Quality assurance is further enhanced through regular peer reviews that include professional bodies, the expectations as indicated by both the public and private sectors and the requirements set by the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE) and the South African Qualifications Authority (SAQA).

AFFORDABILITY is paramount in our contribution to lifelong learning, which in turn contributes to the development of a country such as ours. We pride ourselves that we are continuously able to meet the demand for quality education at a reasonable price.

RECOGNITION is reflected in Southern Business School's status as a private higher education institution and its endorsements from public and private higher education institutions. We recognise previous learning experiences and endeavour to provide access to higher education for as many people as possible.

Our students are special to us and they are the focus of all our actions. At Southern Business School we strive to offer students a superb learning experience through exceptional

CUSTOMER SERVICE.

ABOUT SOUTHERN BUSINESS SCHOOL

Southern Business School is committed to “creating leaders” - leaders who *consider their future* and who will be able to contribute to the development of the economies of Africa that will lead to job creation, social upliftment, wealth and prosperity.

Southern Business School offers accredited quality higher education through distance learning. As a private higher education institution, we focus our resources on addressing leadership in management, business and commerce, law and policing.

Southern Business School was founded in 1996 and is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997.

The main campus is located alongside the N14, approximately ten kilometres from the Krugersdorp town centre in Gauteng Province. Southern Business School also has a campus in Windhoek, Namibia.

Southern Business School’s four business principles of quality, affordability, recognition and customer service underpin all our actions. In addition, our principles provide a solid foundation for year-on-year growth in student numbers and continued improvement of the overall learning experience.



Southern Business School consists of three academic schools:

- School of Business and Economics
- School of Safety in Society
- School of Law

With our mode of distance learning, students are given the opportunity during bi-annual contact classes (study week) to interact face-to-face with their lecturers and to discuss their studies.

As customer service is very important to us, we have examination venues countrywide in South Africa and Namibia, as well as several international venues to accommodate our students.

Students receive information electronically from lecturers via MySBS, which is an online interactive communication tool for academic activities.

The library on campus also has online resources, national and international ejournals and approximately 166 000 ebooks, which can be accessed from wherever you are.

Southern Business School has two centres, the Centre for Management and Leadership Development (CMLD) and the Centre for Safety in Society (CSS) focussing specifically on leadership and management training.

Tel: +27 (0) 11 662 1444 Fax: +27 (0) 11 662 1462

Email: info@sbs.ac.za Web: <http://sbs.ac.za>

Plot 10, R28 Service Road, Diswilmar, Krugersdorp

SOUTHERN BUSINESS SCHOOL NAMIBIA

Southern Business School has an office and campus in Windhoek to assist students in Namibia. This facility enables Namibian students to interact directly with Southern Business School in Windhoek.

Tel: +264 (0) 61 308 781 Fax: +264 (0) 61 308 782

Email: naminfo@sbs.ac.za Web: <http://sbs.ac.za>

24 Wagner Street, Windhoek West, Windhoek



WHY CHOOSE SOUTHERN BUSINESS SCHOOL

Registered with the Department of Higher Education and Training (DHET)
Certificate Number 2002/HE07/015

All our programmes are accredited by the Council on Higher Education (CHE)

All qualifications are recorded by the South African Qualifications Authority (SAQA) on the National Qualification Framework (NQF)

Internationally recognised

Recognised by the Namibia Qualifications Authority (NQA)

Affordable quality education

Our qualifications are endorsed by:

- South African Board for People Practices (SABPP)
- Project Management South Africa (PMSA)
- Disaster Management Institute of Southern Africa (DMISA)
- Financial Services Board (FSB)
- National Treasury (NT)

SOUTHERN BUSINESS SCHOOL CENTRES

CENTRE FOR MANAGEMENT AND LEADERSHIP DEVELOPMENT (CMLD)

The Centre for Management and Leadership Development (CMLD) is a unit within Southern Business School that focuses on developing leadership and management skills in the workplace. Public and private institutions can claim back their skills levies from the relevant SETAs (if in compliance with SETA requirements) when they conduct training for their employees through CMLD.

CMLD offers a wide range of short learning courses, education and development programmes tailored for both the private and public sectors nationally and internationally. Southern Business School has medium and long-term business partnerships with various corporate clients.

Our Value Proposition to Clients

The Centre for Management and Leadership Development imparts the following values to clients:

Integrity, honesty, responsiveness, professionalism and continuous improvement.

For more information, please visit the website (<http://sbs.ac.za>) and click on the CMLD icon.

CMLD services and products include:

- Short learning courses and management development programmes on various levels.
- Training and development are taken to the client.
- Development of tailor-made training material on NQF levels 5 to 8.
- Consultancy services in management and related fields.
- Presenting of seminars and workshops in strategy formulation, design, analysis of strategies of competitors and evaluating strategic plans.
- Capacity building programmes to contribute to the development of a knowledge-based economy in southern Africa.
- Undertaking of impact analysis to determine the effectiveness of previous training by other providers in the workplace.

CENTRE FOR SAFETY IN SOCIETY (CSS)

The Centre for Safety in Society (CSS) is a unit within Southern Business School that supports the development of leadership and management skills within the Safety in Society environment of Policing, Traffic Policing and the SANDF.

Public and private institutions can claim back their skills levies from the relevant SETAs (if in compliance to SETA requirements) when they organise training for their employees through CSS.

The ethos of the Centre for Safety in Society is guided by the following developmental values:

- To create a learning culture that is appropriate, precise and suitable to the Safety in Society environment.
- To create a diverse group of professional officials in the security service environment.
- To create a workable, responsible and applicable process for the Safety in Society environment.

LAW AND MEDIATION CLINIC

The purpose of the Law and Mediation Clinic is to provide legal aid to the students of Southern Business School, as well as outsiders at affordable fees. For more information contact Southern Business School.

When required, the Law Clinic can also make referrals to experts in a specific field of the law.

RESEARCH AT SOUTHERN BUSINESS SCHOOL

The changing business world has necessitated institutions of higher learning to embark on developing new principles and practices. This includes innovative, practical ideas and concepts aimed at empowering and developing the community.

Research remains one of the main academic functions of any academic institution.

The development of any new programme, subject or study unit it is dependent on research. The updating of learning material to meet the requirements of continuous change in the learning environment requires a vast amount of research from academic institutions. Through our qualifications, students are exposed at an early stage to the theory of research and the required basic knowledge. Our Honours and Masters students, through their research, deliver effective managerial solutions for both the public and private sectors.

Southern Business School, through its research activities and projects, contributes to the current body of knowledge in the fields of Management, Business and Commerce, Public Management, Law and Policing.

COMMUNITY ENGAGEMENT

From its inception in 1996, Southern Business School dedicated itself to make a difference in the lives of not only our students, but also those who call southern Africa home. Southern Business School is committed to support community engagement initiatives that are sustainable and empowering.

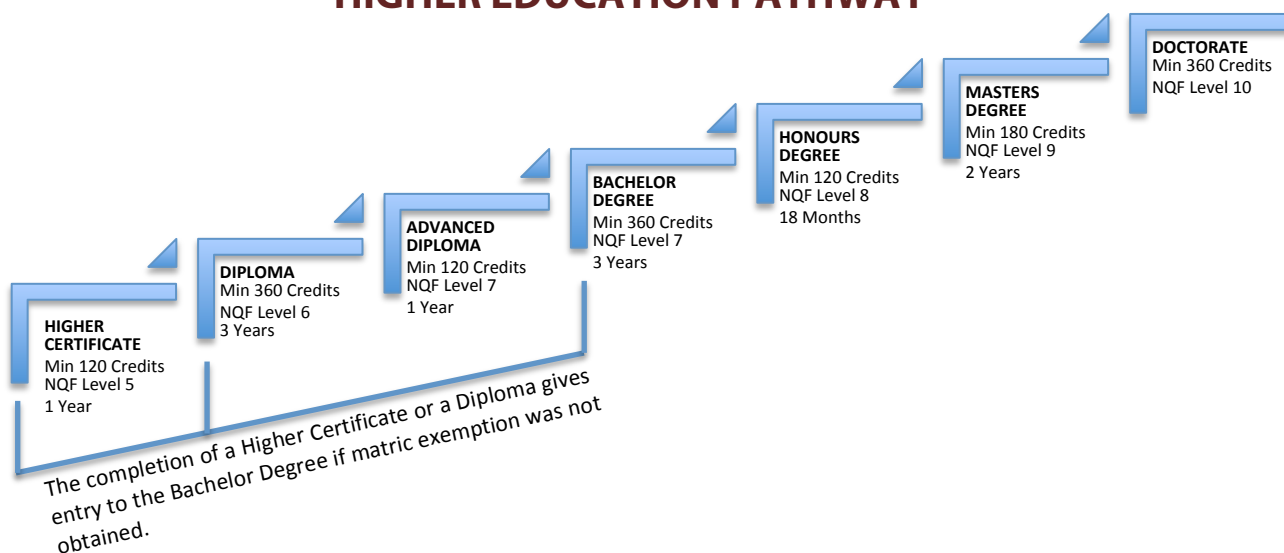
Community engagement at Southern Business School is focused on one of the United Nations' Millennium Development Goals (MDGs), namely universal education. Hence the reason why initiatives supported by Southern Business School fall within the ambit of education to contribute to the improvement of the economic and socio-economic situations in southern Africa.

In an effort to truly engage with the community, Southern Business School believes that a mere philanthropic approach is not sufficient and thus our community engagement is through financial support and general support for community development projects.

RULES AND REGULATIONS

The Southern Business School Yearbook contains comprehensive Rules and Regulations. Students may request a copy by emailing the office at info@sbs.ac.za or telephonically on +27 (0) 11 662 1444.

HIGHER EDUCATION PATHWAY



FORMAL QUALIFICATIONS @ SOUTHERN BUSINESS SCHOOL

Southern Business School offers the following formal qualifications, ranging from NQF level 5 to 9, within the fields of Management, Business and Commerce, Policing and Law.

QUALIFICATION	CREDITS	NQF LEVEL	SAQA ID
Higher Certificate in Management A certificate will be posted to students upon completion of the qualification.	120	5	98913
Diploma in Management The Diploma will be awarded at the Southern Business School Graduation/Diploma Ceremony	360	6	96728
Advanced Diploma in Management The Advanced Diploma will be awarded at the Southern Business School Graduation/Diploma Ceremony	120	7	79586
Bachelor of Business Administration The BBA degree will be conferred at the Southern Business School Graduation Ceremony	360	7	59850
Bachelor of Business Administration Honours The BBA (Honours) degree will be conferred at the Southern Business School Graduation Ceremony	132	8	71930
Master of Management The Master of Management degree will be conferred at the Southern Business School Graduation Ceremony	180	9	90908
Bachelor of Policing Practice The BPP degree will be conferred at the Southern Business School Graduation Ceremony	360	7	59226
Bachelor of Policing Practice Honours The BPP (Honours) degree will be conferred at the Southern Business School Graduation Ceremony	120	8	61630
Master of Policing Practice The Master of Policing Practice degree will be conferred at the Southern Business School Graduation Ceremony	180	9	93611
Higher Certificate in Paralegal Studies A certificate will be posted to students upon completion of the qualification.	120	5	94864
Bachelor of Commerce in Law The BCom in Law degree will be conferred at the Southern Business School Graduation Ceremony	410	7	98933



REGISTRATION

Registration at Southern Business School can be a **normal registration or a conditional admission**. Namibia has different minimum admission requirements to South Africa. Selection criteria may be applied if the number of applicants exceeds the number of students provided for.

Students can register electronically or in person. Payment can be made by debit order (this is the preferred method of payment), electronic fund transfers (EFT), direct deposits by means of a bursary or payment by an employer, or it can be done through the payment gateway on our website.

International Students

The registration fee for a foreign student is R2 460. This excludes students from Namibia, Lesotho, Botswana, Zimbabwe and Swaziland.

Should a student write examination in a non-SADC country, an additional fee of R500 per examination will be charged.

DOCUMENTS REQUIRED FOR REGISTERING

- A certified copy of the student's South African identity document (ID) or equivalent document in the case of non-SA citizens; and
- A certified copy of the student's Grade 12 (Matric) Certificate or National Senior Certificate or highest qualification obtained.

MINIMUM ADMISSION REQUIREMENTS FOR SOUTHERN BUSINESS SCHOOL PROGRAMMES

1. NORMAL REGISTRATION

i. ADMISSION REQUIREMENTS FOR SOUTH AFRICA

In order to register, a student must be in possession of a Grade 12 Certificate (before 2008) or a National Senior Certificate (post 2008). Please see explanations in the block on the next page. In addition, further admission requirements may be specific to certain programmes.

Requirements for Grade 12 before 2008 and the National Senior Certificate (NSC)

GRADE 12 BEFORE 2008

A Grade 12 Certificate with university exemption (endorsement) is required to register for degree studies.

To apply for normal registration for the Higher Certificate and Diploma studies at Southern Business School, the applicant must be in possession of:

- A matriculation certificate issued by the Matriculation Board, or
- A certificate endorsed by the South African Certification Board as equivalent to the minimum admission requirements for higher education, or
- Any certificate which is deemed equivalent and which has been registered on the NQF.

The Senior Certificate must reflect a minimum of five subjects on higher or standard grade or a combination of subjects on the higher grade and the standard grade.

The Academic Board may admit a person with a senior certificate with a minimum of four subjects (which may not include more than two of the official languages) passed on higher or standard grade, provided the remaining subject/s passed on lower grade are not a prerequisite for the proposed instructional programme.

If one of the official languages is passed on lower grade, or you do not meet the requirements above, the student will be obliged to apply for conditional admission.

NATIONAL SENIOR CERTIFICATE (NSC)

The National Senior Certificate (NSC) is a 130-credit certificate, which is rated at NQF level 4 by the National Qualification Framework (NQF) and was offered for the first time at the end of 2008.

- **HIGHER CERTIFICATES:** National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi or Grade 12 before 2008 (please see the explanation of requirements in the block above).
- **DIPLOMAS:** National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi, and an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20 credit subjects.
- **ADVANCED DIPLOMA:** Southern Business School Diploma on NQF level 6, a prior qualification on NQF level 6, or an equivalent diploma or degree.
- **DEGREES:** The minimum admission requirements for admission to the Bachelor degree programmes require a National Senior Certificate (NSC) with a minimum of 40% in English (as certified by Umalusi), coupled with an achievement rating of 4 (Adequate Achievement, 50-59%) or better in four recognised 20-credit NSC subjects.
- **HONOURS DEGREES:** A relevant Bachelor degree.
- **MASTERS DEGREES:** A relevant Honours degree.

ii. ADMISSION REQUIREMENTS FOR NAMIBIAN STUDENTS

- **HIGHER CERTIFICATES:** Grade 12 with no less than 20 points over six subjects, with no Gs. (The Higher Certificate in Management will also be accessible to "mature"/conditional candidates that meet the requirements).
- **DIPLOMAS:** 25 points over 6 subjects.
- **ADVANCED DIPLOMA:** Southern Business School Diploma on NQF level 6, a prior qualification on NQF level 6, or an equivalent diploma or degree.
- **DEGREES:** 25 points over 5 subjects.
- **HONOURS DEGREES:** A relevant Bachelor degree.
- **MASTERS DEGREES:** A relevant Honours degree.

2. CONDITIONAL ADMISSION

If an applicant is 23 years of age on the date of registration, in possession of a Standard 8 or Grade 10 Certificate or equivalent qualification and has work experience as a manager or supervisor, he/she may apply for conditional admission to Southern Business School.

In addition to those requirements listed under **Normal Registration** (previous pages), a **letter from the employer** verifying a minimum of two years' work experience in the field of study must also be submitted.

Should a student be granted conditional admission, he/she may register for **only two (2) subjects in the first semester of study**. If the student passes these two subjects, conditional admission is revoked and the student's status changes from "conditional admission" to "normal registration". Should a student fail to pass both subjects on the first attempt or first supplementary attempt, he/she will not be allowed to continue his/her studies at Southern Business School.

3. SELECTION CRITERIA

Selection criteria will be applied if the number of applicants exceeds the planned number of students. Should the number of applicants exceeds the planned number of students, applicants will be screened on the basis of merit and with the aim to widen access to higher education, with emphasis on academic achievement, gender representation and previously disadvantaged individuals.

Southern Business School is committed to ensure that no potential student receives prejudicial treatment on the basis of age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class or is disadvantaged by requirements, peer and employees' attitudes or behaviour that is not justifiable.

RECOGNITION OF PRIOR LEARNING (RPL)

Where a student did not acquire appropriate learning in a formal or structured non-formal manner, he/she may apply for recognition of prior learning (RPL). Where informal and/or non-formal and/or experiential learning took place, it may lead to formal recognition.

The application forms for RPL can be requested by sending an email to RPL@sbs.ac.za.



SUBJECT EXEMPTIONS

Students may apply for exemption of subject/s obtained from other registered higher education institutions.

The Academic Board of Southern Business School will consider applications for exemption and their decision is final. Please refer to the *Maximum Exemptions Allowed* table for more detail.

A fee of R570 will be charged for each approved exempted subject.

MAXIMUM EXEMPTIONS ALLOWED	
Higher Certificate in Management	2 Subjects
Diploma in Management	6 Subjects
Advanced Diploma in Management	2 Subjects
Bachelor of Business Administration Degree	7 Subjects
Bachelor of Business Administration Honours Degree	65 Credits
Bachelor of Policing Practice Degree	6 Subjects
Bachelor of Policing Practice Honours Degree	55 Credits
Higher Certificate in Paralegal Studies	2 Subjects
Bachelor of Commerce in Law Degree	7 Subjects

BANKING DETAILS

SOUTH AFRICA	
BANK	Standard Bank
BRANCH & CODE	Westgate 016 641
ACCOUNT HOLDER	Southern Business School
ACCOUNT NUMBER	401 394 506
NAMIBIA	
BANK	Bank Windhoek
BRANCH & CODE	Windhoek 48 19 72
ACCOUNT HOLDER	Southern Business School Namibia
ACCOUNT NUMBER	800 248 1319

Please note:

- **First semester study fees** (tuition fees) must be settled in full by the end of the first week in July.
- **Second semester study fees** (tuition fees) must be settled in full by the end of the first week in December.

OUR STUDENTS

Southern Business School is committed to our students. With Southern Business School's student-centred approach, students are assured of the best possible student support in distance learning.

Student cards are available at R150 each - contact the office for more detail.

Southern Business School's programmes make provision for the learning needs of students and student support by providing the following services:

- Interactive **study guides**, with application exercises that serve to reinforce and supplement prescribed textbooks, guide students through the learning process. Prescribed textbooks are the basis and primary source of information in the programmes. Study guides contain explanatory notes, assignment and self-assessment exercises designed to test the student's knowledge and progress. Subject content, additional to the prescribed textbook(s) and references to additional reading, are also included.
- **Lectures** in key subjects have been recorded **on DVD** to assist students to comprehend subject content.
- Students are encouraged to email lecturing staff with their questions or queries. Students are also encouraged to use the Internet as a medium for research and use the Southern Business School library service and online sources (e-journals and e-books), such as **Sabinet and EBSCO**. Students also have access on specific days to Southern Business School's **library** on campus.
- The **contact details of lecturers** are provided in the study guides. Students are encouraged to contact the lecturers should they have difficulties with the subject matter. Students may consult lecturers on face-to-face basis by appointment. Because our students are spread over a wide geographical area, we aim to combine distance education techniques with personal contact where possible (such as email and MySBS).
- **Assessment Tasks**
 - **Formative assessment tasks (assignments and/or projects)** are compulsory and are designed in such a manner that they not only test the student's theoretical understanding of the material, but also the student's ability to apply the theory in practice.
 - **Summative assessment tasks** - Each subject has an **examination** at the end of the semester.
- Subject-specific **tutorial letters** provide specific feedback on formative assessments. It is also a supporting mechanism in the student's preparation for summative assessment.
- Southern Business School provides **online support** through MySBS, a Google Apps for Education platform, which has been designed using sound educational principles. The platform provides each student with a Southern Business School email address - {studentnumber}@sbs.ac.za. This accommodates effective communication with students individually, as well as in subject groups. Students are required to use their MySBS email address and not their employer's or personal email address for communication with Southern Business School. The lecturer of the subject, who can communicate directly with all the students in his or her group, leads the subject group. In addition, each group has shared resources where students can draw from a pool of relevant documentation, such as tutorial letters, previous examination papers, articles and other valuable resources. In addition, students are provided with free Google document creation tools, which include word processing, spreadsheet, presentation design and other software needed to complete their assignments. It is compulsory for all students who register for any qualification **to have unrestricted access to a computer and the Internet**.
- There is **an office in Windhoek** to assist our students in Namibia.

- One **study week** per semester is held in South Africa and Namibia respectively. The study week is an important additional student support initiative where the students also receive examination guidance. The study week allows students to ask subject related questions, discuss contentious issues and find explanations for problematic study content. Students have the opportunity to meet their lecturers and other staff members of Southern Business School in person and meet their fellow students and form study groups.
- **Feedback** is encouraged, not only through the various mechanisms listed above, but also through evaluation of study week presentations and lecturers, MySBS and administrative surveys conducted on MySBS.
- Our **newsletter**, the *New Horizons* is published each semester, containing news about Southern Business School, the graduation ceremonies and student achievements.
- Southern Business School students have access to a **trained trauma counsellor and a general counsellor**. Students can contact the office for details.
- Although study groups are not discouraged, the use of social media to facilitate teaching and learning amongst peers may be contrary to the sound academic advice given by the above-mentioned support mechanisms. Be sure to evaluate this type of interaction and weigh the validity of the content in comparison to the legitimate support mechanisms.
- Our **examination venues** are located countrywide in South Africa and also throughout Namibia. There are also a number of examination venues in other countries.
- **Video streaming** is the newest addition in Southern Business School's efforts to reach the distance learning student. By streaming content on a familiar platform, such as Youtube™, individual students can either watch the live broadcast or watch at their own pace once the stream has begun or even once it has ended. A live chat will be open during the stream. Students will have the ability to partake in the broadcast via chat with almost any electronic device that supports internet data transfer, video and audio.

EXAMINATION VENUES

At Southern Business School we endeavour to ensure that our students' learning experiences take place in a convenient and effective manner - no matter where they may be.

To be true to this commitment, we provide a large number of examination venues for the convenience of our students. Students have the opportunity to indicate their preferred examination venue on the registration form and also on the subject choice form.

GRADUATIONS

We honour our students every semester with a prestigious Graduation/Diploma Ceremony in South Africa and in Namibia respectively.



HIGHER CERTIFICATE IN MANAGEMENT

120 Credit Qualification registered on the NQF at level 5

SAQA QUALIFICATION ID 98913

Duration and Language

Minimum duration to complete: One year.

Tuition: English.

Focus of Qualification

The Higher Certificate in Management is an entry-level management qualification. The flexible structure of the qualification enables candidates to select outcomes that meet the diverse roles and responsibilities required by a range of industries in the private and public sectors. It is designed for candidates not meeting the requirements for degree level studies.

Successful completion of the Higher Certificate in Management in the relevant field of study enables further studies towards the Diploma in Management, the Bachelor of Business Administration degree, the Bachelor of Policing Practice degree or the Bachelor of Commerce in Law degree.

Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi (see pages 6-7 of the information sheet); or
- NQF 4 National Certificate.

Structure of the Higher Certificate in Management

The Higher Certificate in Management should be structured according to the chosen field of specialisation (major elective).

The various fields of specialisation of the Higher Certificate in Management with its major electives are indicated on the following page.

Please note: **Management** (MAN001), **Entrepreneurship** (ENT100) and **Business Communication** (BCU100) are core **compulsory subjects** that form part of each field of specialisation.

The Higher Certificate in Management is your entry into higher education at Southern Business School.

Cost

Registration fee	R900
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R1 950

** Except for Economics IA and Economics IB, which is R1 405 each.

Prices exclude prescribed textbooks and are subject to an annual increase.

HIGHER CERTIFICATE IN MANAGEMENT

ACCOUNTANCY as major elective

Management (MAN001)
Accounting for Managers (ACN100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Income Tax (TAX100)

BUSINESS & MARKETING MANAGEMENT as major elective

Management (MAN001)
Marketing Management (MAR100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Accounting for Managers (ACN100)
Project Management (POM100)

DISASTER RISK MANAGEMENT as major elective

Management (MAN001)
Disaster Risk Reduction (DRR100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Public Sector Management (PMB100)

FLEET MANAGEMENT as major elective

Management (MAN001)
Fleet Management (FLM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Business Law (BLA100)
Accounting for Managers (ACN100)

HUMAN RESOURCE MANAGEMENT as major elective

Management (MAN001)
Human Resource Management (HRM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Labour Relations (LBR100) **OR** Training Management (TRM100)
Project Management (POM100)

LOGISTICS MANAGEMENT as major elective

Management (MAN001)
Logistics Management (LOG100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Accounting for Managers (ACN100)

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

as major elective

Management (MAN001)
Health and Safety Management (HSM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Human Resource Management (HRM100)
Project Management (POM100)

POLICE MANAGEMENT as major elective

Police Management (POL001)
Entrepreneurship (ENT100)
Communication for Policing (PCU100)
Public Sector Management (PMB100)
Project Management (POM100)
Criminology (CML100) **OR** Training Management (TRM100)

TRAFFIC MANAGEMENT as major elective

Police Management (POL001)
Traffic Police Science (TPS100)
Entrepreneurship (ENT100)

PROJECT MANAGEMENT as major elective

Management (MAN001)
Project Management (POM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Business Law (BLA100)
Human Resource Management (HRM100)

PUBLIC SECTOR FINANCIAL MANAGEMENT as major elective

Management (MAN001)
Public Sector Financial Management (PFB100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Public Supply Chain Management (PSC100)
Accounting for Managers (ACN100)

PUBLIC SECTOR MANAGEMENT as major elective

Management (MAN001)
Public Sector Management (PMB100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Public Supply Chain Management (PSC100)

PUBLIC SUPPLY CHAIN MANAGEMENT as major elective

Management (MAN001)
Public Supply Chain Management (PSC100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Public Sector Financial Management (PFB100)
Public Asset Management (PAM100)

PUBLIC TRANSPORT & FLEET MANAGEMENT as major elective

Management (MAN001)
Public Transport & Fleet Management (PTM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Public Supply Chain Management (PSC100)
Project Management (POM100)

RETAIL AND SALES MANAGEMENT as major elective

Management (MAN001)
Retail and Wholesale Management (RWM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Sales Management (SAL100)
Marketing Management (MAR100)

RECORDS MANAGEMENT as major elective

Management (MAN001)
Records Management (RMP100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Public Sector Financial Management (PFB100) **OR**
Public Supply Chain Management (PSC100)

SPORT MANAGEMENT as major elective

Management (MAN001)
Sport Management (SPM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Accounting for Managers (ACN100)
Marketing Management (MAR100)

Communication for Policing (PCU100)

Public Sector Management (PMB100)

Incident Management (ICM100) **OR** Training Management (TRM100)



DIPLOMA IN MANAGEMENT

360 Credit Qualification registered on the NQF at level 6

SAQA QUALIFICATION ID 96728

Duration and Language

Minimum duration to complete: Three years.

Tuition: English.

Focus of Qualification

The Diploma in Management with its thirteen fields of specialisation enables you to select a major elective that meets the diverse roles and responsibilities required by a range of industries in the private and public sectors.

It is a comprehensive qualification in management that will enable successful students to continue their studies to the Bachelor of Business Administration Degree level or Advanced Diploma level.

Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi, and an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised 20-credit NSC subjects (see pages 6-7); or
- Higher Certificate or Advanced Certificate in a cognate field on NQF Level 5; or
- Southern Business School Certificate or Higher Certificate in Management on NQF Level 5.

Structure of the Diploma in Management

The Diploma in Management should be structured according to the chosen field of specialisation (major elective).

The Diploma in Management consists of 14 subjects. Please note a student can register for a maximum of only two (2) subjects in the first semester of study.

The structures of the major electives on the following page have been divided into years 1, 2 and 3.

Compulsory subjects are **Management Practice I, II and III** (MAN100, MAN200 & MAN300), **Business Communication** (BCU100) and **End User Computing** (EUC100).

The Diploma in Management was designed by Southern Business School and experts in management - specifically for managers and aspiring managers on all levels and in all spheres of business.

Cost

Registration fee	R900
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R1 950

** Except for Economics IA and Economics IB, which are R1 405 each.

** Except for Economics IIA and Economics IIB, which are R1 515 each.

3rd Year level subjects (each) R2 215

Prices exclude prescribed textbooks and are subject to an annual increase.

DIPLOMA IN MANAGEMENT

MAJOR ELECTIVES	1 st YEAR	2 nd YEAR	3 rd YEAR
ACCOUNTANCY	Management Practice I (MAN100) Accounting for Managers I (ACN100) Project Management I (POM100) Income Tax (TAX100) Business Communication (BCU100)	Management Practice II (MAN200) Accounting for Managers II (ACN200) Cost & Management Accounting I (CMA100) Economics IA & IB (ECO10A & ECO10B) End User Computing (EUC100)	Management Practice III (MAN300) Accounting for Managers III (ACN300) Cost & Management Accounting II (CMA200) Project Management II (POM200)
BUSINESS & MARKETING MANAGEMENT	Management Practice I (MAN100) Marketing Management I (MAR100) Economics IA & IB (ECO10A & ECO10B) Project Management I (POM100) Business Communication (BCU100)	Management Practice II (MAN200) Marketing Management II (MAR200) Business Law (BLA100) Accounting for Managers I (ACN100) End User Computing (EUC100)	Management Practice III (MAN300) Marketing Management III (MAR300) Project Management II (POM200) Accounting for Managers II (ACN200)
DISASTER RISK MANAGEMENT	Management Practice I (MAN100) Disaster Risk Reduction I (DRR100) Public Sector Management I (PMB100) Project Management I (POM100) Business Communication (BCU100)	Management Practice II (MAN200) Disaster Risk Reduction II (DRR200) Human Resource Management I (HRM100) End User Computing (EUC100) Public Supply Chain Management I (PSC100) OR Public Sector Financial Management I (PFB100)	Management Practice III (MAN300) Disaster Risk Reduction III (DRR300) Public Sector Management II (PMB200) Project Management II (POM200)
FLEET MANAGEMENT	Management Practice I (MAN100) Fleet Management I (FLM100) Business Law (BLA100) Accounting for Managers I (ACN100) Business Communication (BCU100)	Management Practice II (MAN200) Fleet Management II (FLM200) Project Management I (POM100) Economics IA & IB (ECO10A & ECO10B) End User Computing (EUC100)	Management Practice III (MAN300) Fleet Management III (FLM300) Project Management II (POM200) Accounting for Managers II (ACN200)
HUMAN RESOURCE MANAGEMENT	Management Practice I (MAN100) Human Resource Management I (HRM100) Project Management I (POM100) Training Management I (TRM100) Business Communication (BCU100)	Management Practice II (MAN200) Human Resource Management II (HRM200) Labour Law I (LLA100) Labour Relations I (LBR100) End User Computing (EUC100)	Management Practice III (MAN300) Human Resource Management III (HRM300) Labour Relations II (LBR200) Training Management II (TRM200)
LOGISTICS MANAGEMENT	Management Practice I (MAN100) Logistics Management I (LOG100) Project Management I (POM100) Accounting for Managers I (ACN100) Business Communication (BCU100)	Management Practice II (MAN200) Logistics Management II (LOG200) Business Law (BLA100) Economics IA & IB (ECO10A & ECO10B) End User Computing (EUC100)	Management Practice III (MAN300) Logistics Management III (LOG300) Project Management II (POM200) Accounting for Managers II (ACN200)
OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT	Management Practice I (MAN100) Health and Safety Management I (HSM100) Manage Safety in the Workplace (MSW100) Project Management I (POM100) Business Communication (BCU100)	Management Practice II (MAN200) Health and Safety Management II (HSM200) Labour Law I (LLA100) Accident & Incident Investigation Management (AII100) End User Computing (EUC100)	Management Practice III (MAN300) Health & Safety Management III (HSM300) Safety Risk Assessment (MSW200) Project Management II (POM200)
PROJECT MANAGEMENT	Management Practice I (MAN100) Project Management I (POM100) Business Law (BLA100) Human Resource Management I (HRM100) Business Communication (BCU100)	Management Practice II (MAN200) Project Management II (POM200) Accounting for Managers I (ACN100) End User Computing (EUC100) Marketing Management I (MAR100) OR Training Management I (TRM100) OR Public Sector Management I (PMB100)	Management Practice III (MAN300) Project Management III (POM300) Human Resource Management II (HRM200) Marketing Management II (MAR200) OR Training Management II (TRM200) OR Public Sector Management II (PMB200)
PUBLIC SECTOR FINANCIAL MANAGEMENT	Management Practice I (MAN100) Public Sector Financial Management I (PFB100) Public Supply Chain Management I (PSC100) Accounting for Managers I (ACN100) Business Communication (BCU100)	Management Practice II (MAN200) Public Sector Financial Management II (PFB200) Accounting for Managers II (ACN200) Public Sector Management I (PMB100) End User Computing (EUC100)	Management Practice III (MAN300) Public Sector Financial Management III (PFB300) Accounting for Managers III (ACN300) Public Supply Chain Management II (PSC200)
PUBLIC SECTOR MANAGEMENT	Management Practice I (MAN100) Public Sector Management I (PMB100) Project Management I (POM100) Public Supply Chain Management I (PSC100) Business Communication (BCU100)	Management Practice II (MAN200) Public Sector Management II (PMB200) Public Sector Financial Management I (PFB100) Human Resource Management I (HRM100) End User Computing (EUC100)	Management Practice III (MAN300) Public Sector Management III (PMB300) Project Management II (POM200) Human Resource Management II (HRM200)
PUBLIC SUPPLY CHAIN MANAGEMENT	Management Practice I (MAN100) Public Supply Chain Management I (PSC100) Public Sector Financial Management I (PFB100) Public Asset Management I (PAM100) Business Communication (BCU100)	Management Practice II (MAN200) Public Supply Chain Management II (PSC200) Project Management I (POM100) Public Sector Management I (PMB100) End User Computing (EUC100)	Management Practice III (MAN300) Public Supply Chain Management III (PSC300) Public Sector Financial Management II (PFB200) Project Management II (POM200)
PUBLIC TRANSPORT & FLEET MANAGEMENT	Management Practice I (MAN100) Public Transport & Fleet Management I (PTM100) Public Supply Chain Management I (PSC100) Project Management I (POM100) Business Communication (BCU100)	Management Practice II (MAN200) Public Transport & Fleet Management II (PTM200) Public Sector Management I (PMB100) Public Sector Financial Management I (PFB100) End User Computing (EUC100)	Management Practice III (MAN300) Public Transport & Fleet Management III (PTM300) Public Supply Chain Management II (PSC200) Public Sector Financial Management II (PFB200)
RECORDS MANAGEMENT	Management Practice I (MAN100) Records Management I (RMP100) Project Management I (POM100) Business Communication (BCU100) Public Supply Chain Management I (PSC100) OR Public Sector Financial Management I (PFB100)	Management Practice II (MAN200) Records Management II (RMP200) Public Sector Management I (PMB100) Human Resource Management I (HRM100) End User Computing (EUC100)	Management Practice III (MAN300) Records Management III (RMP300) Human Resource Management II (HRM200) Project Management II (POM200)



ADVANCED DIPLOMA IN MANAGEMENT

120 Credit Qualification registered on the NQF at level 7

SAQA QUALIFICATION ID 79586

Duration and Language

Minimum duration to complete: One year.

Tuition: English.

Focus of Qualification

The Advanced Diploma in Management is a course in advanced aspects of management. It is designed for managers and aspiring managers on middle and higher levels of management.

Admission Requirements

The minimum entry requirement for this qualification is:

- Southern Business School Diploma on NQF level 6; or
- A prior qualification at NQF level 6 (minimum 360 credits); or
- An equivalent diploma or degree.

Structure of the Advanced Diploma in Management

The subjects on offer enable prospective students to construct the qualification to complement their aspirations and work situation.

A student should successfully complete six (6) subjects to qualify for the Advanced Diploma in Management.

COMPULSORY SUBJECTS

Management Practice IV (MAN400)
Leadership IV (LDR400)
Research Methodology IV (MET400)

SELECT ANY THREE (3) ELECTIVES

Advanced Labour Law IV (LLA400)
Advanced Labour Relations IV (LBR400)
Disaster Risk Reduction IV (DRR400)
Human Resource Development IV (HRD400)
Human Resource Management IV (HRM400)
Organisational Behaviour IV (OBR400)
Project Management IV (POM400)
Public Sector Management IV (PMB400)
Financial Management IV (FMA400) **OR**
Public Sector Financial Management IV (PFB400)

The Advanced Diploma in Management equips students with skills and knowledge as required by industry.

Cost

Registration fee	R1 000
Re-registration fee	R700
Exemption per subject	R570
Cost per subject	R2 375

Prices exclude prescribed textbooks and are subject to an annual increase.



BACHELOR OF BUSINESS ADMINISTRATION

360 Credit Qualification registered on the NQF at level 7

SAQA QUALIFICATION ID 59850

Duration and Language

Minimum duration to complete: Three years.

Tuition: English.

Focus of Qualification

The Bachelor of Business Administration degree is aimed at students in the private and public sectors who are or will be responsible for managing people, resources and/or projects, portfolios, disaster risk reduction, advertising and promotions to name but a few.

The structure of the qualification enables candidates to select the field of specialisation that meets the roles and responsibilities required by a range of industries in the private and public sectors.

Successful completion enables further studies towards the Bachelor of Business Administration Honours degree.

Admission Requirements

The minimum entry requirement for this qualification is:

- Southern Business School's Certificate in Management, Higher Certificate in Management or Diploma in Management; or
- N6 National Diploma; or
- National Senior Certificate with a minimum of 40% in English, coupled with an achievement rating of 4 (Adequate Achievement, 50-59%) or better in four recognised 20-credit NSC subjects (see pages 6-7 of the Information Sheet).

Employees with degrees are in constant demand.

Cost

Registration fee	R1 000
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R2 220

** Except for the following:

R2 690 each:

- Business Management I
- Financial Management
- Leadership
- Management II
- Management III
- Public Sector Financial Management
- Research Methodology

R1 405 each:

- Economics IA
- Economics IB

R1 515 each:

- Economics IIA
- Economics IIB
- Governmental Economics
- Development Economics

Prices exclude prescribed textbooks and are subject to an annual increase.

Structure of the Bachelor of Business Administration

The Bachelor of Business Administration Degree consists of compulsory subjects and major electives.

Compulsory subjects form the core competencies that are required for variations of the programme. Regardless of your choice of major elective, all the subjects in the compulsory list below must be taken.

Major electives assist prospective students in selecting subjects according to their field of interest or specialisation. Major electives are subjects that are taken up to third year level and shape the nature of the degree (e.g. Human Resource Management I, II and III).

COMPULSORY SUBJECTS	MAJOR ELECTIVES
Business Management I (MAN101) Management II (MAN201) Management III (MAN301) Accounting (ACC101) Economics IA (ECO10A) & Economics IB (ECO10B) Information Management (INF101) Leadership (LDR101) Research Methodology (MET101) Corporate Governance (CGE101) Business Communication (BCU101)	Choose ONE major elective that will be your field of specialisation from first year level up to third year level.
Economics IIA (ECO20A) & Economics IIB (ECO20B) or Governmental Economics (DEC20A) & Development Economics (DEC20B) Financial Management (FMA101) or Public Sector Financial Management (PFB101) Business Law (BLA100) or Labour Law I (LLA101)	Disaster Risk Reduction (DRR101 + DRR201 + DRR301) Entrepreneurship & Innovation Management (EIM101 + EIM201 + EIM301) Human Resource Management (HRM101 + HRM201 + HRM301) Logistics Management (LOG101 + LOG201 + LOG301) Marketing Management (MAR101 + MAR201 + MAR301) Project Management (POM101 + POM201 + POM301) Public Sector Management (PMB101 + PMB201 + PMB301) Talent Management (TLM101 + TLM201 + TLM301)

Important to note when selecting your major elective:

If you select **Entrepreneurship & Innovation Management, Logistics Management or Marketing Management** as a major elective, then Economics IIA - Microeconomics (ECO20A) AND Economics IIB - Macroeconomics (ECO20B), as well as Financial Management (FMA101) will be compulsory.

If you select **Disaster Risk Reduction or Public Sector Management** as a major elective, then Governmental Economics IIA (DEC20A) and Development Economics (DEC20B), as well as Public Sector Financial Management (PFB101) will be compulsory.

If you select **Human Resource Management, Project Management or Talent Management** as a major elective, then you can choose any of the following two options:

Option 1: Economics IIA - Microeconomics (ECO20A), Economics IIB - Macroeconomics (ECO20B) and Financial Management (FMA101).

Option 2: Governmental Economics IIA (DEC20A), Development Economics IIB (DEC20B) and Public Sector Financial Management (PFB101).

If you select **Human Resource Management** as your major elective, then Labour Law I (LLA101) is compulsory. If you select **any other major elective**, then Business Law (BLA100) is compulsory.

STRUCTURE OF THE BACHELOR OF BUSINESS ADMINISTRATION		
(Select ONE major elective from the list above that will be your field of specialisation from first year level up to third year level)		
1 st YEAR	2 nd YEAR	3 rd YEAR
Major Elective I (Select one from list above)	Major Elective II	Major Elective III
Business Management (MAN101)	Management II (MAN201)	Management III (MAN301)
Economics IA - Microeconomics (ECO10A)	Economics IIA - Microeconomics (ECO20A) OR Governmental Economics (DEC20A)	Research Methodology (MET101)
Economics IB - Macroeconomics (ECO10B)	Economics IIB - Macroeconomics (ECO20B) OR Development Economics (DEC20B)	Financial Management (FMA101) OR Public Sector Financial Management (PFB101)
Information Management (INF101)	Accounting (ACC101)	Corporate Governance (CGE101)
Business Communication (BCU101)	Leadership (LDR101)	
Business Law (BLA100) OR Labour Law I (LLA101)		



BACHELOR OF BUSINESS ADMINISTRATION HONOURS

132 Credit Qualification registered on the NQF at level 8

SAQA QUALIFICATION ID 71930

Duration and Language

Minimum duration to complete: One and a half years.

Tuition: English.

Focus of Qualification

The focus to create competent managers makes this a managerial qualification of choice.

The fields of specialisation of the qualification are Strategic Management, Leadership and Research. This is augmented by the study of Economics, Finance, Project Management and International Management.

In addition, the student can specialise in Human Resource Management, Marketing Management, Public Sector Management, Disaster Risk Reduction or Logistics Management.

The structure of the qualification enables individuals and organisations to select fields of specialisation that meet the diverse roles and responsibilities required by the public and private sectors.

Admission Requirements

The minimum entry requirement for this qualification is:

- Bachelor of Business Administration, B Com or B Compt degree or another approved degree in the field of Business, Commerce and Management Sciences; or
- Another degree that consists of at least five subjects in Business, Commerce and Management Sciences. This should include as a minimum Economics I, Financial Management I and/or Public Sector Financial Management I.

Please note an Advanced Diploma does not give entry into the Bachelor of Business Administration Honours degree.

The subjects on offer enables prospective students to construct the qualification to complement their aspirations and work situation.

Cost

Registration fee	R1 200
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R2 970
** Except for the following:	
Research Methodology V(A)	R1 685
Research Methodology V(B)	R2 160
Strategic Management V	R3 550

Bridging Subjects:

Economics 15A	R1 405
Economics 15B	R1 405
Financial Management 105	R2 690
Public Sector Financial Management 105	R2 690

Prices exclude prescribed textbooks and are subject to an annual increase.

Admission Requirements continued

- **Prerequisites** for the following subjects are:

SUBJECT	PREREQUISITE SUBJECTS
Managerial Economics (ECO500)	Economics IA (Microeconomics) & Economics IB (Macroeconomics)
Financial Management V (FMA500)	Financial Management
Public Sector Financial Management V (PFB500)	Public Sector Financial Management

- In the event of a student not complying with the standard admission requirements as stated above, he/she must complete the **bridging** subject prior to registering for these subjects:

SUBJECT	BRIDGING SUBJECTS
Managerial Economics (ECO500)	Economics 15A (ECO15A) & Economics 15B (ECO15B)
Financial Management V (FMA500)	Financial Management 105 (FMA105)
Public Sector Financial Management V (PFB500)	Public Sector Financial Management 105 (PFB105)

- Students holding B-degrees older than ten (10) years may also apply for admission to the BBA Honours and such requests are treated in the following way:
 - Students must repeat Management III (MAN301), and
 - Students must apply to the Head of School and submit a CV, providing evidence, including references that they have been employed in the selected subject area during the past 10 years (or longer), thus having kept abreast in developments in the field. The CV will be evaluated by the Academic Department for approval to register.

Structure of the Bachelor of Business Administration Honours

The degree consists of eight (8) subjects.

Compulsory Subjects	Select ONE of the Electives
Strategic Management V (MAN500)	Disaster Risk Reduction V (DRR500)
Leadership V (LDR500)	Human Resource Management V (HRM500)
Research Methodology V (MET50A & MET50B)	Logistics Management V (LOG500)
Managerial Economics (ECO500)	Marketing Management V (MAR500)
International Management (INM500)	Public Sector Management V (PMB500)
Project Management V (POM500)	Talent Management V (TLM500)
Financial Management V (FMA500) OR	
Public Sector Financial Management V (PFB500)	

Research Methodology V (MET50A) is a compulsory subject. It has to be taken on commencement of the Honours degree.

- If you select **HUMAN RESOURCE MANAGEMENT** or **TALENT MANAGEMENT** as a major elective, you can choose between Financial Management V or Public Sector Financial Management V.
- If you select **MARKETING MANAGEMENT** or **LOGISTICS MANAGEMENT** as a major elective, then Financial Management V will be compulsory.
- If you select **DISASTER RISK REDUCTION** or **PUBLIC SECTOR MANAGEMENT** as a major elective, then Public Sector Financial Management V will be compulsory.

If you obtain this degree, the next step in your lifelong learning is the Master of Management on NQF Level 9.



MASTER OF MANAGEMENT

180 Credit Qualification registered on the NQF at level 9

SAQA QUALIFICATION ID 90908

Duration and Language

Minimum duration to complete: Two years.

Maximum duration to complete: Five years.

The duration period commences on the date of registration.

In the event of the qualification not being completed within five years, the student needs to re-register for the qualification with full tuition fees payable.

Tuition: English.

Focus of Qualification

The Master of Management qualification has two options:

- i. Option 1: Research based & Dissertation.
- ii. Option 2: Coursework & Mini-dissertation/Article. This qualification consists of six (6) subjects (maximum of three subjects per semester). All six subjects must be completed before starting with the mini-dissertation. The mini-dissertation must be based on one of the six subjects.

The focus of the qualification is the formulation, design, conducting and completion of a research project in the field of management.

Southern Business School appoints supervisors to provide guidance and student support during the research process. Student support is further enhanced through MySBS (an online interactive communication tool), electronic documents and websites, ejournals and ebooks, management related DVDs, interactive feedback and supportive communication at all times.

Admission Requirements

Southern Business School admits only a limited number of students towards the Masters degrees on an annual basis. Students not successful in gaining admission may re-apply during the next cycle. Due dates for applications:

- First semester: 15 December
- Second semester: 15 May

Southern Business School's Master of Management qualification will improve your performance of business management practices in the context of today's highly competitive and rapidly changing environment.

By enhancing your management capabilities, the Master of Management will position you to successfully advance your career in the field of management.

This qualification builds on the Bachelor of Business Administration Honours degree (NQF level 8).

Two-day Induction Session

Students must attend a **compulsory two-day induction session** subsequent to registration of their proposals.

The purpose of this session is to refine your research topic. The development of a proposal, gathering the required data and writing of a dissertation/mini-dissertation will be covered.

Pre-requisites for enrolling for the Master of Management Qualification

Admission is subject to academic selection criteria. The minimum entry requirements for this qualification are:

- Southern Business School Bachelor of Business Administration Honours degree or equivalent qualification with an average mark of 65% for Option 1: Research based and 55% for Option 2: Coursework applications. Intensive exposure to the various disciplines of management (at least five subjects) is required.
- Should a student apply with a postgraduate diploma on NQF level 8 (minimum 120 credits), please note the student must also have a B-degree.
- A minimum of four (4) years work experience.
- Proficiency in English.
- Computer literacy.
- Access to the Internet.

MASTER OF MANAGEMENT: OPTION 1 - RESEARCH BASED

Outcomes of the Master of Management Qualification: Option 1 - Research based

- To develop the managerial competencies of the student by encouraging critical thinking and enable the student to refine analytical and leadership skills, creativity, emotional intelligence and teamwork.
- To refine and improve the student's ability to identify, collect, present and disseminate research findings.
- To improve your organisation by applying your knowledge and create competitive advantage.
- To analyse complex issues within or regarding organisations, to evaluate alternative solutions, appreciate and contribute to the development of the responsibilities that businesses have towards society in general, local communities and the environment.

Cost

Application Fee (Not included in the cost of the qualification)	R400
Registration Fee per semester (Upon registration of each semester)	R7 300
Re-registration Fee	R700
In case of non-payment, the student will not be allowed to continue with the next phase of the programme until the necessary payment/s have been made.	

MASTER OF MANAGEMENT: OPTION 2 - COURSEWORK

Structure of the Master of Management Qualification: Option 2 - Coursework

Year 1		Year 2	
1 st Semester of Registration	2 nd Semester of Registration	3 rd Semester of Registration	4 th Semester of Registration
Business Intelligence (BIN900)	Customer Relationship Management (CRM900)	Select and submit a research topic based on any of the six subjects completed. Attend the compulsory induction session. Commence research in order to submit a proposal and mini-dissertation/article.	Completion and submission of mini-dissertation or an article (for possible publication purposes).
Strategic Leadership (LDR900)	Strategic Process Management (MAN900)		
Talent Management (TLM900)	Risk Management (RIS900)		

Cost

Application Fee (Not included in the cost of the qualification)	R400
Once off Registration Fee upon acceptance of registration	R5 500
Cost per subject	R2 920
Mini-dissertation per semester	R6 640
Re-registration Fee	R700
In case of non-payment, the student will not be allowed to continue with the next phase of the programme until the necessary payment/s have been made.	



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BACHELOR OF POLICING PRACTICE

360 Credit Qualification registered on the NQF at level 7 - SAQA QUALIFICATION ID 59226

The BPP degree is applicable to members of the South African Police Service, Traffic and Metropolitan Law Enforcement

Duration and Language

Minimum duration to complete: Three years.

Tuition: English.

Focus of Qualification

The Bachelor of Policing Practice degree is aimed at students who are pursuing management careers within the field of Safety in Society. The level of flexibility within the range of electives will allow the individual to pursue further specialisation in the field of Safety in Society.

It reflects the need and demand within the policing environment for officials who are or will be performing managerial and leadership functions and demand more in-depth managerial knowledge and skills of organisational processes and procedures contextualised within the Safety in Society environment.

Successful completion provides access to the Bachelor of Policing Practice Honours degree.

Admission Requirements

The minimum entry requirement for this qualification is:

- Proof of employment at SAPS may be required for SA students.
- The Higher Certificate or National Diploma in the field of Safety in Society; or
- An equivalent NQF level 5 qualification relevant to the field of Safety in Society; or
- National Senior Certificate with a minimum of 40% in English, coupled with an achievement rating of 4 (Adequate Achievement, 50-59%) or better in four recognised 20-credit NSC subjects (see pages 6-7 of the Information Sheet).

Structure of the Bachelor of Policing Practice

The Bachelor of Policing Practice Degree consists of two streams:

- i. A stream for Police Officials
- ii. A stream for Traffic and Metropolitan Law Enforcement Officials

Advance your career in the Safety in Society environment with a Bachelor of Policing Practice degree.

Cost

Registration fee	R1 000
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R1 950

** Except for the following:

R2 290 each:

- Police Management I, II & III
- Research Methodology
- Crime Prevention Management III
- Traffic Police Science III

Prices exclude prescribed textbooks and are subject to an annual increase.

STRUCTURE OF THE BACHELOR OF POLICING PRACTICE

FOR POLICE OFFICIALS

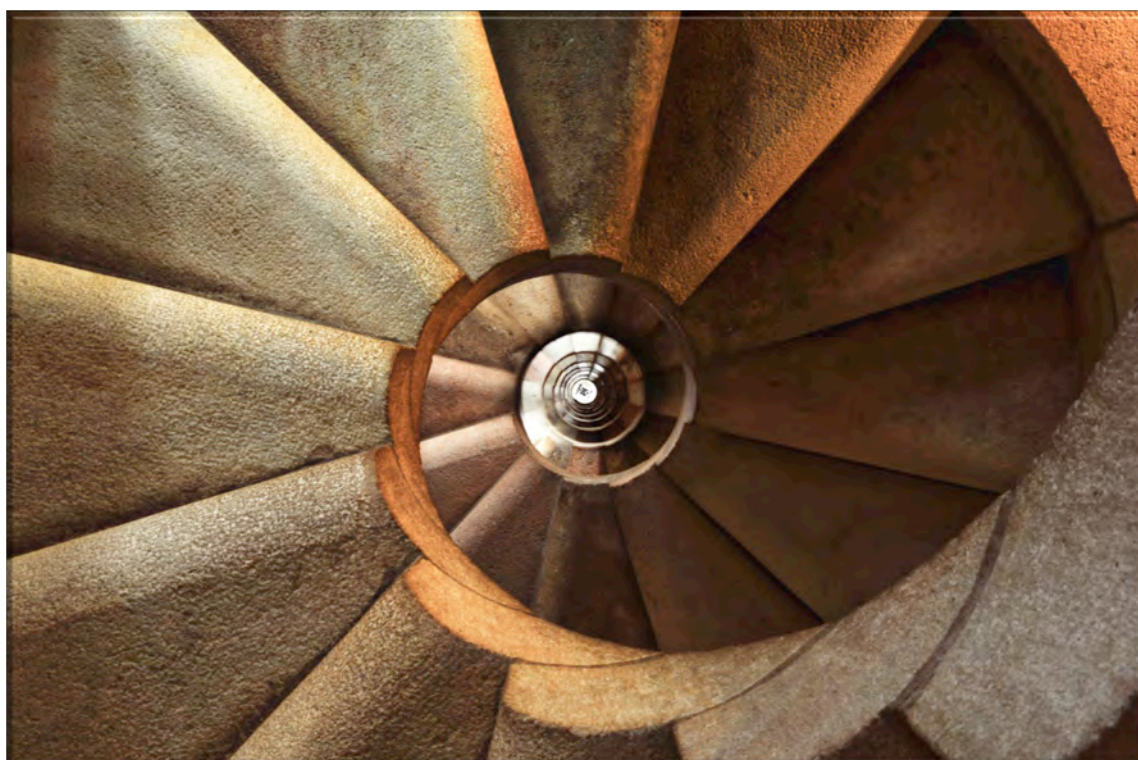
1 st YEAR	2 nd YEAR	3 rd YEAR
Police Management I (POL100)	Police Management II (POL200)	Police Management III (POL300)
Crime Prevention Management I (CPM100)	Crime Prevention Management II (CPM200)	Crime Prevention Management III (CPM300)
Service Oriented Policing I (SOP100)	Service Oriented Policing II (SOP200)	Crime Detection Management II (CDM200)
Communication for Policing (PCU100)	Crime Detection Management I (CDM100)	Research Methodology (MET101)
Training Management I (TRM100) OR	Police Management Information Systems (PIM100)	
Criminology I (CML100)	Training Management II (TRM200) OR	
	Criminology II (CML200)	

FOR TRAFFIC AND METROPOLITAN LAW ENFORCEMENT OFFICIALS

1 st YEAR	2 nd YEAR	3 rd YEAR
Police Management I (POL100)	Police Management II (POL200)	Police Management III (POL300)
Traffic Police Science I (TPS100)	Traffic Police Science II (TPS200)	Traffic Police Science III (TPS300)
Service Oriented Policing I (SOP100)	Service Oriented Policing II (SOP200)	Road Traffic Management II (RTM200)
Communication for Policing I (PCU100)	Road Traffic Management I (RTM100)	Research Methodology (MET101)
Public Sector Management I (PMB101) OR	Police Management Information Systems (PIM100)	
Crime Prevention Management I (CPM100)	Public Sector Management II (PMB201) OR	
	Crime Prevention Management II (CPM200)	

Please note a student can only register for a maximum of two (2) subjects in the first semester of study.

If you obtain this degree, the next step in your lifelong learning is
the Bachelor of Policing Practice Honours on NQF Level 8.





BACHELOR OF POLICING PRACTICE HONOURS

120 Credit Qualification registered on the NQF at level 8

SAQA QUALIFICATION ID 61630

Duration and Language

Minimum duration to complete: One and a half years.

It is suggested that students structure the qualification in such a way that it can be completed in one and a half to two years.

Tuition: English.

Focus of Qualification

This qualification aims at improving performance excellence and enhancing relationships with both internal and external clients in the Law Enforcement environment.

This qualification reflects the workplace-based needs of the Law Enforcement sector that relate to managerial competencies. The sector will benefit from this qualification, because it aims at developing middle to senior level management skills to enhance the functioning of the law enforcement agencies through service excellence and efficient resource management.

This qualification builds on the Bachelor of Policing Practice degree at NQF level 7.

Admission Requirements

The minimum entry requirement for this qualification is:

- Bachelor of Policing Practice degree; or
- Another approved degree in the field of Policing.

The outcome of this qualification may be achieved in any relevant context of the South African Police Service, Military Police Service, Traffic Police Service and Metropolitan Police Service.

Cost

Registration fee	R1 200
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R2 690
** Except for the following:	
Research Methodology V(A)	R1 685
Research Methodology V(B)	R2 160
Police Management V	R3 200

Prices exclude prescribed textbooks and are subject to an annual increase.

Structure of the Bachelor of Policing Practice Honours

Five compulsory subjects and one elective

Police Management V (POL500)

Leadership in the Safety and Security Environment V (LDP500)

Research Methodology V (MET50A & MET50B)

Organisational Behaviour in the Safety and Security Environment V (OBR500)

Project Management in the Safety and Security Environment V (POM500)

Choose one elective of the following:

Applied Policing Studies V (APS500)

Traffic Police Science V (TPS500)

**Research Methodology V (MET50A) is a compulsory subject.
It has to be taken on commencement of the Honours degree.**

If you obtain this degree, the next step in your lifelong learning is the Master of Policing Practice on NQF Level 9.





MASTER OF POLICING PRACTICE

180 Credit Qualification registered on the NQF at level 9

SAQA QUALIFICATION ID 93611

Duration and Language

Minimum duration to complete: Two years.

Maximum duration to complete: Five years.

The duration period commences on the date of registration.

In the event of the qualification not being completed within five years, the student needs to re-register for the qualification with full tuition fees payable.

Tuition: English.

Focus of Qualification

The Master of Policing Practice qualification has two options:

- i. Option 1: Research based & Dissertation.
- ii. Option 2: Coursework & Mini-dissertation/Article. This qualification consists of four (4) subjects (maximum of two subjects per semester). All four subjects must be completed before starting with the mini-dissertation. The mini-dissertation must be based on one of the four subjects.

The focus of the qualification is the formulation, design, conducting and completion of a research project in the field of Law Enforcement environment.

Southern Business School appoints supervisors to provide guidance and student support during the research process. Student support is further enhanced through MySBS (an online interactive communication tool), electronic documents and websites, ejournals and ebooks, management related DVDs, interactive feedback and supportive communication at all times.

Admission Requirements

Southern Business School admits only a limited number of students towards the Masters degrees on an annual basis. Students not successful in gaining admission may re-apply during the next cycle. Due dates for applications:

- First semester: 15 December
- Second semester: 15 May

Southern Business School's Master of Policing Practice qualification will improve your performance of management practices in the context of today's rapidly changing environment.

By enhancing your management capabilities, the Master of Policing Practice will position you to successfully advance your career in the field of Safety in Society.

This qualification builds on the Bachelor of Policing Practice Honours degree (NQF level 8).

Two-day Induction Session

Students must attend a **compulsory two-day induction session** subsequent to registration of their proposals.

The purpose of this session is to refine your research topic. The development of a proposal, gathering the required data and writing of a dissertation/mini-dissertation will be covered.

Pre-requisites for enrolling for the Master of Policing Practice Qualification

Admission is subject to academic selection criteria. The minimum entry requirements for this qualification are:

- Southern Business School Bachelor of Policing Practice Honours degree or equivalent qualification with an average mark of 65% for Option 1: Research based and 55% for Option2: Coursework applications. Intensive exposure to the various disciplines of management (at least five subjects) is required.
- Should a student apply with a postgraduate diploma in Policing on NQF level 8 (minimum 120 credits), please note the student must also have a B-degree.
- A minimum of four (4) years work experience.
- Proficiency in English.
- Computer literacy.
- Access to the Internet.

MASTER OF POLICING PRACTICE: OPTION 1 - RESEARCH BASED

Outcomes of the Master of Policing Practice Qualification: Option 1 - Research based

- To develop the managerial competencies of the student by encouraging critical thinking and enable the student to refine analytical and ethical leadership skills, creativity, emotional intelligence and teamwork.
- To refine and improve the student's ability to identify, collect, present and disseminate research findings.
- To improve your organisation by applying your knowledge and create development within the organisation.
- To analyse complex issues within or regarding organisations/policing agencies, to evaluate alternative solutions, appreciate and contribute to the development of the responsibilities that policing agencies have towards societies in general, local communities and the environment.

Cost

Application Fee (Not included in the cost of the qualification)	R400
Registration Fee per semester (Upon registration of each semester)	R7 300
Re-registration Fee	R700
In case of non-payment, the student will not be allowed to continue with the next phase of the programme until the necessary payment/s have been made.	

MASTER OF POLICING PRACTICE: OPTION 2 - COURSEWORK

Structure of the Master of Policing Practice Qualification: Option 2 - Coursework

Year 1		Year 2	
1 st Semester of Registration	2 nd Semester of Registration	3 rd Semester of Registration	4 th Semester of Registration
Strategic Organisational Development (OBR900)	Law Enforcement Policing (LEP900)	Select and submit a research topic based on any of the four subjects completed. Attend the compulsory induction session. Commence research in order to submit a proposal and mini-dissertation/ article.	Completion and submission of mini-dissertation or an article (for possible publication purposes).
Strategic Leadership (Ethical Policing) (LDP900)	Comparative Policing (Globalisation and Security) (CPP900)		

Cost

Application Fee (Not included in the cost of the qualification)	R400
Once off Registration Fee upon acceptance of registration	R5 500
Cost per subject	R2 400
Mini-dissertation per semester	R6 640
Re-registration Fee	R700
In case of non-payment, the student will not be allowed to continue with the next phase of the programme until the necessary payment/s have been made.	



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HIGHER CERTIFICATE IN PARALEGAL STUDIES

120 Credit Qualification registered on the NQF at level 5

SAQA QUALIFICATION ID 94864

Duration and Language

Minimum duration to complete: One year.

Tuition: English.

Focus of Qualification

The Higher Certificate in Paralegal Studies is an entry-level qualification and aims to present prospective students with basic knowledge of South African law and its procedures. It further provides candidates with essential managerial skills required within the context of a paralegal environment.

The flexible structure of the qualification enables candidates to select outcomes that meet the diverse roles and contexts required by a wide range of legal firms, the corporate environment, as well as the public sector.

Successful completion of the Higher Certificate in Paralegal studies provides access to the Bachelor of Commerce in Law degree.

Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi (see pages 6-7); or
- NQF 4 National Certificate.

Structure of the Higher Certificate in Paralegal Studies

COMPULSORY SUBJECTS	ELECTIVES CHOOSE ANY TWO
Introduction to South African Law (ISL100)	Civil Litigation (LCL100)
Legal Practice Management (LPM100)	Business Law (BLA100)
Legal Research & Communication (LCU100)	Labour Law (LLA100)
	Family Law (LFL100)
	Debt Recovery (LDC100)

The Higher Certificate in Paralegal Studies is aimed at paralegal professionals who assist lawyers in their legal work.

Cost

Registration fee	R900
Re-registration fee	R700
Exemption per subject	R570
Cost per subject	R1 950

Prices exclude prescribed textbooks and are subject to an annual increase.



BACHELOR OF COMMERCE IN LAW

410 Credit Qualification registered on the NQF at level 7

SAQA QUALIFICATION ID 98933

Duration and Language

Minimum duration to complete: Three years.

Tuition: English.

Focus of Qualification

The Bachelor of Commerce in Law is designed to equip students with the core competencies necessary to pursue a career in law or commerce.

After completing the Bachelor of Commerce in Law, students will be able to:

- Take the role of manager with a background in commerce and law.
- Start and manage own enterprise.
- Students who completed this qualification can apply for admission to a Bachelor of Business Administration Honours degree at NQF Level 8 or a LLB postgraduate at NQF Level 8.

Admission Requirements

The minimum entry requirement for this qualification is:

- Southern Business School's Certificate in Management, Higher Certificate in Management, Diploma in Management or Higher Certificate in Paralegal Studies; or
- N6 National Diploma; or
- National Senior Certificate with a minimum of 40% in English, coupled with an achievement rating of 4 (Adequate Achievement, 50-59%) or better in four recognised 20-credit NSC subjects (see pages 6-7 of the Information Sheet).

The Bachelor of Commerce in Law will benefit you not only in a competitive business world, but also within the legal fraternity.

Cost

Registration fee	R1 000
Re-registration fee	R700
Exemption per subject	R570
Cost per subject **	R2 565

** Except for the following:
R2 690 each:

- Business Management I
- Financial Management
- Leadership
- Management II
- Management III

R2 220 each:

- Accounting
- Business Communication
- Business Law
- Corporate Governance
- Labour Law
- Taxation

R1 405 each:

- Economics IA
- Economics IB

R1 515 each:

- Economics IIA
- Economics IIB

Prices exclude prescribed textbooks and are subject to an annual increase.

Structure of the Bachelor of Commerce in Law

The Bachelor of Commerce in Law Degree consists of compulsory subjects and major electives.

The **elective** in the third year assists students in selecting a subject according to their field of interest or specialisation.

Please note: Family Law (LFL101) and Law of Persons (LOP101) are prerequisites for Law of Property (LPY201) and Law of Succession (LOS201), which in turn are prerequisites for Law of Contract (LCN301) and Law of Delict (LOD301).

Bachelor of Commerce in Law: Compulsory Subjects and Major Electives

STRUCTURE OF THE BACHELOR OF COMMERCE IN LAW		
1 st YEAR	2 nd YEAR	3 rd YEAR
Business Management I (MAN101)	Management II (MAN201)	Management III (MAN301)
Introduction to SA Law and Legal Writing Skills (ISL101)	Economics IIA - Microeconomics (ECO20A)	Law of Contract (LCN301)
Economics IA - Microeconomics (ECO10A)	Economics IIB - Macroeconomics (ECO20B)	Law of Delict (LOD301)
Economics IB - Macroeconomics (ECO10B)	Law of Property (LPY201)	Business Law I (BLA100)
Family Law (LFL101)	Law of Succession (LOS201)	Financial Management (FMA101)
Law of Persons (LOP101)	Accounting (ACC101)	Choose ONE of the following electives:
Business Communication (BCU101)	Labour Law (LLA101)	Leadership (LDR101)
		Insolvency Law (IOL101)
		Taxation (TAX100)
		Corporate Governance (CGE101)



“The good of the people is the greatest law.”
- Markus Tullius Cicero

This Information Sheet is valid for 2019 only.

Southern Business School retains the right to amend regulations or conditions without prior notice.

All fees are subject to an annual increase.

Southern Business School is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997.
Registration Certificate Number: 2002/HE07/015

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