



2024 Brochure

UNISA

CENTRE FOR LIFELONG LEARNING

A Centre of Excellence in Short Learning Programmes

Define tomorrow.

UNISA 
university
of south africa

Disclaimer:

Errors and omissions excepted.

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ABOUT US



The Centre for Lifelong Learning (UCL) is the central administrative component charged with the responsibility of the provisioning of non-formal tuition of the Short Learning Programmes. The centre's operational activities entail all student walk processes for the SLPs. These activities include marketing and business development, applications, registrations, dispatching of study materials, issuance of certificates, managing students' fees accounts and keeping student records. All this done in conjunction with the academic staff and other departments within the University.

The UCL serves as a one-stop-shop that interfaces with the general public and organisations seeking to enrol for the university's SLPs. The origination and development of the courses' curriculum content, study materials, assessment and moderation and the outcomes qualifications, remain the function of the academics in the various colleges.

AIMS AND BENEFITS *of Short Learning Programmes*

- *SLPs play an important role in the development, up-skilling and multi-skilling of human resources*
- *SLPs are meant to update or broaden one's skills and knowledge in a particular subject field*
- *SLPs provide for "Just enough, focused" learning approach*
- *SLPs are designed to meet specific learning needs which might be necessitated by one's employment requirements or interests*
- *SLPs assist employers, employees and individuals to develop meaningful careers and learning pathways in an accessible manner*
- *SLPs enable access to learning in a manageable manner in terms of cost, time, energy and resources*
- *SLPs facilitate knowledge sharing and dissemination*
- *SLPs are part of Continuing Professional Development (CPD) process in education*



CONTACT US
www.unisa.ac.za/ucl



General UCL enquiries

Email: ucl@unisa.ac.za
Tel: (012) 352-4050 / 4288

Registrations

Email: uclregistrations@unisa.ac.za
Tel: (012) 352-4293

Finance for Student fees

Email: uclfinance@unisa.ac.za
Tel: (012) 352-4111 or 4236 / 4224 / 4215 / 4042 / 4310

Study materials

Email: uclstudymaterial@unisa.ac.za
Tel: (012) 429- 4920 or 6670 / 3669 / 4876

Assignments

Email: uclassignments@unisa.ac.za
Tel: (012) 352-4174 or 4274/4376

Examinations

Email : uclexaminations@unisa.ac.za
Tel : (012) 352- 4360/4245

Certificates

Email : uclcertificates@unisa.ac.za
Tel:(012)352-4348or4254/4174/4274/4376/4360

Get in touch

APPLY

FOR ADMISSION

Applications for registrations of UNISA's Short Learning Programmes (SLPs) are open twice a year: First semester admissions start in January of every year and the second semester admissions happen in May.

Who must apply?

• **Everyone wanting to start a new Short Learning Programmes must apply for admission.**

This includes first-time Unisa applicants, Unisa students changing to a new qualification and applicants who previously applied for admission but were not offered a space.

Further information to consider

• Online applications available for all the Short Learning Programmes

• You may apply for a **maximum of two programmes**, ranked in order of preference (although you may only register for one should both of your applications be successful).

• **Unisa will inform you of the outcome of your application, latest by end January for semester courses and end February for year programmes.**

If successful, Unisa will indicate for which programme you have been accepted and will offer you a space for the period for which you have applied (ie either semester 1 or semester 2).

• You must **accept or decline Unisa's offer** within the prescribed period of time, **which would be contained in the letter from UNISA responding to your application**

What happens if I don't accept Unisa's offer?

• The university will withdraw your offer and give your space to another applicant.

• If you accept Unisa's offer, you must register for the period for which you have been granted admission (ie semester 1 or semester 2).

• Please contact us via e-mail: ucl@unisa.ac.za

Check your documents & confirm that you are ready to apply

I am sure...

• that I have a valid e-mail address and cellphone number, and I accept that Unisa will communicate with me during the application process using this e-mail address and cellphone number. Please ensure that you provide only one e-mail address and one cellphone number during the application process.

I have the following documents scanned & uploaded to an electronic device

All applicants starting a new qualification must upload all the required documents, which generally consists of the following:

- Copy of your school qualifications (eg Senior Certificate)
- Copy of your official tertiary academic record(s) (if applicable) (internet copies will not be accepted)
- Copy of your ID document (RSA students) or ID / passport (international students)
- Copy of your marriage certificate (if applicable) or divorce decree (if applicable)
- Sworn translations of documents if they are not in English or Afrikaans

Unisa reserves the right to request original documents and / to verify the correctness of submitted documents at any time. Submitting fraudulent documents is an offence in terms of the Student Disciplinary Code.

I am sure that my documents are scanned according to the rules

Follow the instructions carefully when completing the online application process. **Only upload the required documents as individual files and not a complete set of documents as one file.**

- Files are not larger than 2MB (2048KB) each.
- Only black and white documents may be submitted.
- Only the following file types are allowed: PDF (Adobe Acrobat Portable Document Format file), DOC (Word document file) or TIF (image file)

How to apply?

- You can apply online (www.unisa.ac.za/applysl) for selected Short Learning Programmes. Go to www.unisa.ac.za/ucl to download guidelines on how to apply.

Upload supporting documents

Everyone applying for a new Short Learning Programme must submit the required documents. The due date for uploading the required documents is the closing date for applications. No documents submitted after the closing date for applications will be accepted.

Unisa does not provide scanners or electronic devices. Please ensure that your documents are scanned and uploaded to an electronic device before starting the application process.

Application fee

No application fee is applicable when applying for Short Learning Programme

Make sure that your application is complete

If your application for admission to study through Unisa is incomplete, you will have to re-apply during the next application period

Access to study materials, assignments and exams

Once you have been admitted into a programme and your required minimum fees have been paid, you need to register on the **myUnisa student portal** in order to gain access to your study materials for assignments and other resources.



COLLEGE

OF ACCOUNTING SCIENCES

ADVANCED COURSE

Courses	Duration	Admission Requirements	Modules	Cost
Advanced Course in Value Added Tax (70963)	Twenty months including a dissertation of limited scope. The purpose of the dissertation is to promote research in the field of VAT	Students must be in possession of an applicable bachelor's degree with value-added tax as part of their studies; or a law degree; or have completed the Course in Value-Added Tax offered by the Centre for Accounting Studies	ADVT116 - Advanced Programme in Value-Added Tax (Theory) ADVT128 - Advanced Programme in Value-Added Tax (Dissertation)	R14,854

COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Course in Accounting for School Governance (72192)	One year. One intake per year	Senior Certificate or an equivalent NQF level 4 qualification	ACSG016 - Accounting for School Governance	R7,008
Course in Administration of Estates (70874)	One year	Senior Certificate or an equivalent qualification or an appropriate experience	ESTX01M - Course in Administration of Estates	R8,159
Course in Fundamental Accounting (70866)	One academic year	A South African National Senior Certificate (with or without university exemption) or an equivalent NQF level 4 matriculation qualification. Accounting or mathematics at matriculation level is not required for the Course in Fundamental Accounting.	FUAC02F - Introductory Bookkeeping and Reporting FUAC03G - Intermediate Bookkeeping and Reporting	R7,532
Course in Practical Bookkeeping (70904)	One year	Senior certificate, National Senior Certificate or equivalent qualification.	PRAC01W - Practical Bookkeeping	R7,217
Course in Taxation (70971)	One Year. (It is however possible to pass both modules in one semester).	A National Senior Certificate or appropriate experience in taxation.	CTAX11T - Taxation of Business Income CTAX12U - Taxation of Individuals	R9,624
Course in Value Added Tax (70912)	One Year	Senior certificate, National Senior Certificate or equivalent NQF level 4 qualification	VATX013 - Course in Value-Added Tax	R7,113

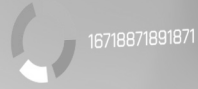
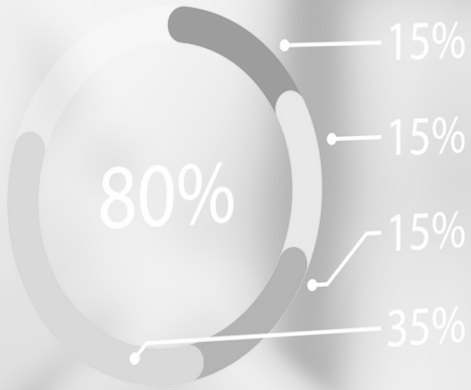
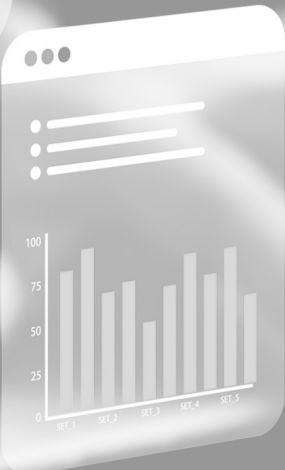
PROGRAMME

Courses	Duration	Admission Requirement	Modules	Cost
Programme in Forensic and Investigative Auditing (71315)	One year	A senior certificate, and at least three years relevant working experience, or a relevant diploma, or degree.	PFIA01R - Fraud Prevention PFIA02S - Fraud Detection PFIA03T - Fraud Investigation PFIA04U - Forensic and Investigative Audit Reporting	R25,524



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COLLEGE

OF AGRICULTURE
AND ENVIRONMENTAL
SCIENCES

COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Course in Laboratory Animal Technology Practice, and Pharmacology and Jurisprudence for Laboratory Animal Technologists (77077)	One year	South African Matric (Grade 12) / or equivalent as evaluated The UK-Institute of Animal Technology (IAT) Level 3 serves as a prerequisite for the UNISA WIL	LAT1501 - Laboratory Animal Technology Practice I Logbook (WIL)	R20, 088
Course in The Application of Climate-Smart Agriculture as a Sustainable Agricultural Practice (77098)	Six months	NQF 4 (matric)	CCSCP1A - Introduction to climate-smart crop production CCSCP2B - Introduction to climate-smart livestock production system. CCSCP3C - The Use of Remote Sensing in Climate Smart Agriculture Practices	R9,000

WORKSHOP/SEMINAR

Courses	Duration	Admission Requirements	Modules	Cost
Workshop in Nutrition and Food Safety (76602)	2 days (consecutive Saturdays, or 2 weekdays directly following each other, from 08:30 to 16:00)	All Food Handlers who work with all types of food from raw, to cooking it and serving it. This is a practical training intervention to empower those who work with food in all imaginable settings.	WSNFS01 - Nutrition Food and Safety	R2,176

SHORT COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Short Course in Barista Skills (76901)	One month including five day practical	Non deaf candidates: Senior Certificate or an equivalent NQF level 4 qualification. Deaf candidates: At least a NQF level 2 qualification (grade 10)	SCBAR01 - Barista Skills	R5,431
Short Course in Environmental Law & Environmental Management Legal Enforcement (76983)	6 months	Senior Certificate or an equivalent NQF level 4 qualification. Also note that access to the internet, and registration as a myUnisa user is compulsory.	ENVRC1A - Environmental Law & Environmental Management Legal Enforcement	R12,804
Short Course in Environmental Law and Liabilities for the Regulated Community (76973) (Short course will only be presented if a minimum of 20 students are registered)	6 months	Senior Certificate or an equivalent NQF level 4 qualification. Also note that access to the internet, and registration as a myUnisa user is compulsory.	ENVL016 - Environmental Law and Liabilities for the Regulated Community	R8,968
Short Course in Managing Health and Nutrition in Adverse Conditions (72540)	One year	Senior Certificate or an equivalent NQF level 4 qualification.	MHNA018 - Managing Health and Nutrition During Adverse Conditions	R4,835
Short Course in the Introduction to Agribusiness Management (72621)	Six months	Senior Certificate or an equivalent NQF level 4 qualification	SCIAM01 - Introduction to Agribusiness Management	R3, 022



COLLEGE

*OF ECONOMIC
MANAGEMENT SCIENCES*

COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Course in Basic Psychology for Shop Stewards (77129)	Six months	GRADE 12 and equivalent and appointment as a shop steward. OR Understanding of LRA etc. (experience) etc. 3 years as Shop Steward/Union activities. English Language	CBPSS01 - The historical evolution of the shop stewardship CBPSS02 - Psychology of Being a Shop Stewards	R5,200
Course in Ethics for Industrial and Organisational Psychology Practice (77010)	6 months	A Senior Certificate or equivalent qualification	CSIOPP1 - Scope of Practise for Industrial and Organisational Psychology CSIOPS2 - Managing Ethical Conduct in Practice	R8,000
Course in Explosive Product Assurance (76833)	6 months	Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.	CICMADP - Measurement and Analysis of Data for Process Improvement CIMIPDL - Managing Improvements Projects During the Life Cycle of Explosives Products CITMRER - The Management of Risk in Explosives Related Processes and Projects	R10,476
Course in Fundamentals of Banking and Risk Management (72176)	Six Months	National Senior Certificate or an equivalent NQF level qualification	CCBF015 - Fundamentals of Banking CCBF026 - Fundamentals of Risk Management	R3,138
Course in Personal Financial Management (71056)	Six months	National Senior Certificate or an equivalent NQF level 4 qualification	CPFM01M - Personal Financial Management	R2,259
Course in Share and Forex Trading (76988)	6 months	National Senior Certificate or an equivalent NQF 4 level qualification. This course is offered online and no study material will be posted, students will be required to download all study material for this course from myUnisa.	CFOREX1 - Introduction to investments CFOREX2 - Principles and practices of share trading CFOREX3 - Principles and practice of forex trading	R6,777
Course in the Introduction to Supply Chain Management (77047)	The course consists of one comprehensive module (CISCM1A) that is presented over one semester. The module (CISCM1A) is presented in both the first and	National Senior Certificate or equivalent qualification.	CISCM1A - Introduction to supply chain management	R3,138

PROGRAMMES

Courses	Duration	Admission Requirements	Modules	Cost
Employee Assistance Programme (76989)	One year or 12 months	A Senior Certificate or equivalent qualification	<p>EMPASS1 - Nature of Employee Assistance Programme</p> <p>EMPASS2 - Initiation and Implementation of EAP in Organisations</p> <p>EMPASS3 - Development of EAP policy and procedures</p> <p>EMPASS4 - Impact Assessment of EAP</p>	R13,420
Programme in Accelerated Public Management Development (76643)	Six months	Senior Certificate or an equivalent NQF level 4 qualification	<p>DASD015 - Basic Public Management Principles</p> <p>DASD026 - Personnel Development and Communication in the Public Sector</p> <p>DASD038 - Public Human Resource Management</p> <p>DASD049 - Public Sector Labour Relations</p> <p>DASD05A - Public Financial Management for Non-Financial Managers</p>	R8,190
Programme in Advanced Safety Management (76914)	12 months	National Senior Certificate Or 3 years of experience in the field of Occupational health, safety and environment And Completed Programme in Safety Management	<p>APSM01N - Managing Safety Culture</p> <p>APSM02M - Supervising Safety</p> <p>APSM03 - O - Safety system</p> <p>APSM04P - Design for Safety</p>	R9,748

<p>Programme in Basic, Intermediate and Advanced Project Management (ODL) (72524)</p>	<p>One year December to January and/or June to July. Students will register for two semesters and for each semester a registration form must be completed and emailed to ucregistrations@unisa.ac.za . Students will register for two semesters. For the 1st semester of registration, students register for modules DAPM01M, DAPM02N, DAPM03P, DAPM04Q, DAPM05R and DAPM07T. For the 2nd semester, students register for modules DAPM06S, DAPM08U, DAPM09V, DAPM10N, DAPM11P and DAPM12Q.</p>	<p>Senior Certificate or an equivalent NQF level 4 qualification</p>	<p>DAPM01M - The Project Management Framework</p> <p>DAPM02N - Strategic Project Management</p> <p>DAPM03P - Project Management for Development and Upliftment</p> <p>DAPM04Q - Project Management Processes</p> <p>DAPM05R - Project Time Management</p> <p>DAPM06S - Information Technology for Project Management</p> <p>DAPM07T - Project Human Resource Management</p> <p>DAPM08U - Project Cost Management</p> <p>DAPM09V - Project Procurement Management</p> <p>DAPM10N - Project Risk Management</p> <p>DAPM11P - Project Quality Management</p> <p>DAPM12Q - Project Communications Management</p>	<p>R15,036</p>
<p>Programme in Commercial Explosives Pyrotechnics and Explosives Legislation (76702)</p>	<p>6 months</p>	<p>Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.</p>	<p>PCPL01D - Pyrotechnics for a Particular Application</p> <p>PCPL02E - Supervise Limited Production Process and Perform Routine Tasks</p> <p>PCPL03F - Pyrotechnics, Properties and Performance</p> <p>PCPL04G - Supervise Flow-Line and Plant Design Optimisation</p> <p>PCPL05H - Workplace Safety and Health Requirements</p> <p>PCPL06J - Health and Safety Related Legal Requirements</p> <p>PCPL07K - Health and Safety Management System Requirements</p> <p>PCPL08L - Risk Management Principles</p>	<p>R27,936</p>

Programme in Control of Explosives and Activities (76832)	6 Months	Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.	PCEAA00 - Control of Explosives Activities PECMPRX - Explosives Classification Marking and Packaging Requirements PESLR04 - Explosives Storage Legislation and Regulations PETLRW1 - Explosives Transportation Legislation and regulations PPCOESQ - Control of Explosives	R17,460
Programme in Credit Management (76812)	One year	National Senior Certificate or an equivalent NQF level 4 qualification	PCMN01T - Financial Accounting Principles PCMN02U - Fundamental of Credit Management PCMN03X - International Credit Management PCMN04Y - Operating Liquidity Management	R7,324
Programme in Disaster Management (ODL) (72532)	One year	Senior Certificate or an equivalent NQF level 4 qualification	DPDM01K - Introduction to Disaster Management DPDM02L - Institutional Capacity DPDM03L - Risk Assessment and Monitoring DPDM04N - Risk Reduction Planning and Implementation DPDM05P - Operational Response and Recovery DPDM06Q - Education, Training and Awareness DPDM07R - Monitoring, Evaluation and Improvement DPDM08S - Management Content: Section: Management	R15,816

<p>Programme in Explosives Test and Evaluation (76703)</p>	<p>6 months</p>	<p>Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF level 5.</p>	<p>PETE01J - Determination of the Properties of the Explosives</p> <p>PETE02K - Analysis of Explosives and Environmental Tests</p> <p>PETE03L - Explosives Handling Techniques and Static Electricity Control</p> <p>PETE04M - Explosives Flow-Line and Plant Design Optimisation</p> <p>PETE05N - Environmental Requirements in an Explosives Workplace</p> <p>PETE06P - Core Environmental Legal Requirements in an Explosives Environment</p> <p>PETE07Q - Additional Environmental Legal Requirements in an Explosives Environment</p> <p>PETE08R - Environmental Management System Requirements in an Explosives Environment</p>	<p>R27,936</p>
<p>Programme in Financial Management (71277)</p>	<p>Approximately twelve months Advice: students with family and work commitments may want to consider spreading the programme over two years, doing two modules each year for two consecutive years. Students who cannot pay the full fees may similarly take two modules per year in order to make it more affordable</p>	<p>A National Senior Certificate (NSC) or Grade 12 or Matric certificate or an equivalent NQF level 4 qualification</p>	<p>PFIN015 - Introduction to Financial Management</p> <p>PFIN026 - Financing and Investment Decision</p> <p>PFIN038 - The Management of Working Capital</p> <p>PFIN061 - Financial Sustainability Management</p>	<p>R9,624</p>
<p>Programme in Industrial and Organisational Psychology (70750)</p>	<p>One year</p>	<p>Senior Certificate or an equivalent NQF level qualification</p>	<p>PIOP01N PIOP02P PIOP03Q PIOP04R</p>	<p>R13,420</p>

Programme in International Freight Management and Administration for Importers and Exporters (01929)	One Year	Senior certificate or equivalent NQF level 4 qualification.	PRFM01N - Introduction to management in an importing and exporting environment (Module 1) PRFM02P - Importing and the Customs Clearance Process (Module 2) PRFM03Q - Freight forwarding (Module 3) PRFM04R - Export practices and cargo-handling methods (Module 4)	R7,832
Programme in Investment Analysis and Portfolio Management (71064)	One year	National Senior Certificate or an equivalent NQF level 4 qualification	PINV016 - The Investment Background PINV028 - Investment Analysis PINV039 - Portfolio Management PINV04A - Ethics PINV05B - Tax Planning for Investments	R9,570
Programme in Local Government Management (ODL) (76082)	One year	Senior Certificate an equivalent NQF level 4 qualification	DLGM01B - Local Government Management DLGM02C - Project Management for Sustainable Development DLGM03D - Introduction to Disaster Management DLGM04E - Ethics and Professionalism DLGM05F - Introduction to Law and Community Policing DLGM06G - Local Government Finance DLGM07H - Human Resource Management	R12,152
Programme in Marketing Management (71765)	Two semesters	Applicants without a senior certificate can apply based on written proof of at least two years working experience in marketing or sales	PMRM01G - Marketing Perspectives and Environmental Scanning PMRM02H - Marketing Segmentation, Target Marketing and Products Positioning PMRM03J - Formulation of the Marketing Strategy PMRM04K - Implementing the Marketing Strategy	R6,780

Programme in Primary and Secondary Explosives (76701)	6 months	Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.	PPSE01B - Primary High Explosives PPSE02C - Secondary High Explosives and Blast Design Principles PPSE03D - Propellants, Blasting and Ground Vibration PPSE04E - Propellants PPSE05F - Apply Quality Management Principles when Supervising Staff PPSE06G - Configuration Management Techniques PPSE07H - Management Principles in the Working Environment PPSE08J - Quality Techniques	R27,936
Programme in Public Administration and Management (ODL) (76777)	12 Months	Senior Certificate or an equivalent NQF level 4 qualification	PAMA01G - Introduction to Public Administration and Management PAMA02H - Public Information and Communication Management PAMA03J - Public Project Management PAMA04K - Public Human Resource Management PAMA05L - Public Policy Making PAMA06M - Public Financial Management	R11,724
Programme in Safety Management (72435)	12-months	Matric certificate - Pass only. Your results and subjects are not relevant OR No Senior Certificate (Matric), relevant work experience (CV with employer's reference letter) and other prior learning courses, can be considered.	PSMP015 - Introduction to Safety Management PSMP026 - Assess Safety Risk PSMP038 - Manage Safety in the Workplace PSMP049 - Analyse Safety Incidents	R8,788
Programme in Sales and Marketing (76694)	Two semesters	Applicants without a senior certificate can apply based on written proof of at least two years working experience in sales or marketing.	PISM01V - Introduction to Marketing PISM02W - Sales Principles PISM04Y - Practical Sales Project PISM03X - Sales Management	R6,696
Programme in the Introduction to Explosives (76704)	6 months	Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.	PIIE01P - Explosives Technologies and Skills PIIE02Q - Explosives or Combination of Explosives for a Particular Application PIIE03R - Appropriate Common Explosives Accessories PIIE04S - Services & Measuring Apparatus in Explosive Plants	R13,968

SHORT COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Short Course in Basic Business Finance (71307)	Six months	Senior Certificate or an equivalent NQF level 4 qualification	CBBF01W - Basic Business Finance	R1,831
Short Course in Basic Financial Life Skills (7182X)	6 months	No admission requirements. Anybody can register	SBFS016 - Basic Financial Life Skills	R2,082
Short Course in Employee Wellness (71579)	Six months	Senior Certificate or an equivalent NQF level 4 qualification	CREW01U - Course in Employee Wellness	R7,833
Short Course in Refresher Training for Explosives Workers (76831)	6 months	Senior Certificate or an equivalent NQF level 4 qualification. Note: Students should be competent with language, numeracy and communication skills at NQF Level 5.	SCAETLS - Apply Explosives Technologies Legal and Safety Requirements in an Explosives Environment	R2,328
Short Course in SMME Management (72087)	Three months(structured in two intakes per year)	Senior Certificate or an equivalent NQF level 4 qualification	SMME01K - Short Course in SMME Management	R2,000



OF HUMAN
SCIENCES

COLLEGE

ADVANCED COURSE

Courses	Duration	Admission Requirements	Modules	Cost
Advanced Course in the Art and Science of Psychological Practice Management (76814)	One Year	Degree in Social Sciences.	ADVPIP1 - Psychology in Practice: the Art and Science of Consulting and Researching	R10,032

COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Course in African Christian Leadership (71715)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	SACL01T - African Christian Leadership	R2,611
Course in Biblical Studies for Christian Leaders (71716)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	SBSC01B - Biblical Studies for Christian Leaders	R2,611
Course in Correctional Ministry (71717)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	SCCM01B - Correctional Ministry	R2,611
Course in Court Interpreting (76733)	One Year	Matric, Grade 12 or NQF level 4	CCIT01J - Introduction to Court Interpreting CCIT02K - Court Procedures and Interpreting to Administer Justice CCIT03L - Interpreting Meaning and Relevance Through an African Language	R4,701
Course in Foundation Music Theory (76998)	2 semesters/1 year	NSC/Senior Certificate	PRMF01Q - Foundations of Music History PRMF02R - Foundations in Music Theory Part 1 PRMF03S - Foundations of Music Theory Part 2	R3,447
Course in HIV and AIDS and Spiritual Care (71718)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	SHIV01V - HIV and AIDS and Spiritual Care	R2,611
Course in Human and Environmental Issues (71719)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	SHEI01Y - Human and Environmental Issues	R2,611
Course in Ministry and Community Service (71720)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	SMCS01M - Ministry and Community Service	R2,871
Course in Teaching Biblical Studies (71723)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	STBS01P - Teaching Biblical Studies	R2,611
Course in Teaching English as a Foreign Language to Adults (71987)	Six Months	Senior Certificate or equivalent NQF level 4 qualification or equivalent experience	TEFL016 - Teaching English as a Foreign Language to Adults	R9,140

PROGRAMMES

Courses	Duration	Admission Requirements	Modules	Cost
Programme in Archival Studies (72419)	One-year full time or two years part time	Candidates in possession of any degree or any other national diploma.	AIS301A - Archival Information Sources and Services APP301A - Archival Principles and Practices PCA301A - Preservation & Conservation of Archival Materials RMA301A - Introduction to Records Management and Archival Studies	R16,680
Programme in Children and Youth Librarianship (76853)	One year full time/or 2 years part time	Any level NQF level 6 or higher qualification	PCYC04D - Basic Cataloguing and Classification PCYL03C - Information Literacy Programmes PCYM02B - Managing Libraries and Information Centres for Children and Youth PCYR01A - Children and Youth as Readers and Information Users PCYT05E - Media and Information for Children and Youth	R18,915
Programme in Cultural Policy and Management (7070X)	One Year	Senior Certificate or an equivalent NQF level 4 qualification	PCPM01G - Cultural Policy and Strategy PCPM02H - Management of Cultural Organisations PCPM03J - Marketing Management PCPM04K - Culture & Development PCPM05L - Language Policy for Development	R8,454

SHORT COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Short Course in Basic Communication Skills in Northern Sotho (72850)	Three Months		CNSO01K - Basic Communication Skills in Northern Sotho	R2,176
Short Course in Basic Communication Skills in Sesotho (72818)	Three Months		CSSO016 - Basic Communication Skills in Sesotho	R2,176
Short Course in Basic Communication Skills in Setswana (72796)	Three Months		CTSW016 - Basic Communication Skills in Setswana	R2,176
Short Course in Basic Communication Skills in Siswati (72842)	Three Months		SCWT019 - Basic Communication Skills in Siswati	R2,176
Short Course in Basic Communication Skills in Tshivenda (7277X)	Three Months		CVEN01M - Basic Communication	R2,176
Short Course in Basic Communication Skills in Xitsonga (7280X)	Three Months		CTSO01C - Basic Communication Skills in Xitsonga	R2,176
Short Course in Basic Communication Skills in isiXhosa (72788)	Three Months		CTSO01C - Basic Communication Skills in Xitsonga	R2,176
Short Course in Basic Communication Skills in isiZulu (72761)	Three Months		CZUU01A - Basic Communication Skills in Isizulu	R2,176
Short Course in Biblical Hebrew Beginners (77032)	Six Months	Senior Certificate or an equivalent NQF level 5 qualification	SCBHB44 - Biblical Hebrew for Beginners	R1,305
Short Course in Developing a Project Plan for an Advocacy Campaign on Healthy Lifestyles, Social Diversity and Inclusion (77136)	Six Months	GRADE 12 OR EQUIVALENT	SCMH02B - Developing a Project Plan for an Advocacy Campaign on Healthy Lifestyles, Social Diversity and Inclusion	R2,500
Short Course in English for Speechwriting (76908)	Six Months	Senior Certificate or equivalent NQF level 4 qualification or equivalent experience First year English undergraduate module Proficiency in English	SCESW1A - Short Course in English for Speechwriting	

Short Course in Interpreting the Gospel of Mark in Context (76909)	One Year	National Senior Certificate and recognition of prior learning	SCGOSA1 - Interpreting the Gospel of Mark in context	R1,567
Short Course in Ethics Education within a Social Justice Response in Africa (77135)	3 Months	HESQF level 7 or Equivalent Qualification	SCEES1A - Ethics Education within Social Justice Response in Africa	R5,000
Short Course in Mainstreaming Healthy Lifestyles, Diversity and Inclusion into Communities, Education and Workplaces (77137)	Six Months	GRADE 12 OR EQUIVALENT	SCMH01A - Mainstreaming Healthy Lifestyles, Diversity and Inclusion into Communities, Education and Workplaces	R4,500
Short Course in the Introduction to Creative Writing (72052)	Semester	Senior Certificate or an equivalent NQF level 4 qualification or equivalent experience	CCWR01A - Introduction to Creative Writing	R3,916
Short Course in the Psychology of Mentorship (76815)	Six Months	Grade 12 or NSC	SCPSPMF - Mentorship	R7,555
Short course in the Orientation and Background to HIV Aids Care and Counselling (76968)	Six Months	A Senior Certificate or an equivalent NQF level 4 qualification is recommended	AIDM01Q - Orientation and Background to HIV/AIDS Care and Counselling	R3,582

WORKSHOP/ SEMINAR

Courses	Duration	Admission Requirements	Modules	Cost
Emotional Intelligence Workshop: Barriers to Emotional Intelligence (76784)	5 days	Matric or NSC	WEISBTV - Barriers to Emotional Intelligence - WS	R6,000
Emotional Intelligence Workshop: Self Awareness (76783)	4 days	Matric or NSC	WSEISAA - Self Awareness - WS	R6,000
Emotional Intelligence Workshop: Self in Relation to Others (76785)	5 days	Matric or NSC	WEMSSRK - Self in Relation to Others - WS	R6,000
English Empowerment Workshop (76801)	One to Three day workshops based on the client's needs	Matriculation (Grade 12)	WSENGEM - English Empowerment - WS	

Courses	Duration	Admission Requirements	Modules	Cost
Workshop in Improving the Quality in the Health Care Services in South Africa (77065)	5 days	Basic degree or Diploma related to health	WIQHC01 - Improving the Quality in the Health Care Services in South Africa	R10,032
Workshop in Intermediate Archives and Records Management (IARM) (77703)	5 days	Any level 4 qualification or at least two years work experience in a records centre, archives or registry; And successful completion of the Basic Archives and Records Management workshop.	WIARMNW - Workshop in Intermediate Archives and Records Management (IARM).	R12,692
Workshop in Stress Management (76771)	1 day	People in the helping professions; psychologists and registered counsellors; social workers; practitioners; administrators; students, and anyone in the private sector/government who seeks to gain understanding of how to manage stress	WSTMANNW - Stress Management	R2,000
Workshop in Advanced Archives and Records Management (AARM) (77704)	5 days	Any level 4 qualification or at least two years work experience in a records centre, archives or registry; And successful completion of the Basic Archives and Records Management workshop and the Intermediate Archives and Records Management workshop.	WAARMNKN - Workshop in Advanced Archives and Records Management (AARM)	R15,472
Workshop in Basic Archives and Records Management (BARM) (77702)	Four days	Any level 4 qualification or at least two years work experience in a records centre, archives or registry	WBARMNQN - Workshop in Basic Archives and Records Management (BARM)	R11,241
Workshop in Business Writing Skills (76198)	One-to-Five-day workshops depending on clients needs	Senior Certificate or an equivalent NQF level 4 education	SCBW018 - Business Writing Skills	



COLLEGE
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ADVANCED COURSE

Courses	Duration	Admission Requirements	Modules	Cost
Advanced Corporate Law and Securities Law (76228)	12 months	B-Degree or an equivalent NQF qualification or substantial relevant practical experience in a legal or related environment	ACSL01N - Advanced Corporate Law and Security Law	R10,444

ADVANCED PROGRAMMES

Courses	Duration	Admission Requirement	Modules	Cost
Advanced Programme in Childrens' rights (76959)	The short learning programme is 12 months in duration. 2 compulsory and 1 elective module are offered in the first semester (or registration intake) and 2 elective modules in the second semester (or registration intake).	Formal qualification at NQF level 7 or; Successful completion of the Programme in Fundamental Aspects of Children's Rights through Unisa.	<p>ADVC10J - Selected aspects of child health care from the perspective of the medical practitioner and the health researcher</p> <p>ADVC11K - Correctional services and children's rights</p> <p>ADVC14N - Educators and children's rights</p> <p>ADVCHA1 - Children's Rights in the South African and International Context: Advanced Perspectives</p> <p>ADVCHB2 - Aspects of Development and Protection of Children</p> <p>ADVCHC3 - Commercial Sexual Exploitation of Children: Child Pornography - Advanced Perspectives</p> <p>ADVCHD4 - Aspects of International Criminal Law and Children's Rights</p> <p>ADVCHF6 - Children's rights in the comparative context</p> <p>ADVCHG8 - Probation Officers and Children's Rights</p> <p>ADVCHI9 - Children and status issues: advanced perspectives</p>	R23,569

ADVANCED SHORT COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Advanced Short Course in Africa and Marine Law (77086)	Six months	Bachelor of Laws (LLB) or Bachelor of Art (BA) with a major in international relations	ADSAML1 - Africa and Marine Law	R7,500
Advanced Short Course in Business Rescue Practice (76790)	6 months	An LLB or equivalent bachelor's degree incorporating a study of company law. Alternatively, an equivalent South African National Qualifications Framework (NQF) level 8 qualification.	ASCB018 - Business Rescue Practice	<i>Please note that this programme or course is administered through the Law Society of South Africa. All students interested in doing this course should please contact the Law Society of SA directly for their applications to be processed from their end, please follow this link https://www.lssalead.org.za/ to contact the Law Society.</i>
Advanced Short Course in Intellectual Property Management and Innovation (76818)	Six Months	B-Degree or substantial relevant practical experience in a legal or related environment (such as practitioners specialising in intellectual property law)	ADIPMNF - Intellectual Property Management and Innovation	R9,138

COURSES

Courses	Duration	Admission Requirement	Modules	Cost
Course In Agricultural and Food Law of South Africa (77076)	Six months	Applicants should have a Bachelor's degree (LLB or BProc and/or any other appropriate degree). Applicants who do not have a Bachelor's degree may apply for admission on the basis of relevant practical experience or prior learning	AFLN480 - Agriculture and Food Law AFLN481 - Agriculture and the Agricultural Industry	R15,800
Course in Anti-Corruption and Commercial Crime Investigation (7246X)	One year	Senior Certificate or an equivalent applicable NQF level 4 qualification and/or experience as approved by the Director: Centre for Criminological Sciences.	CCCI01K - Legal Contexts and Procedures for Anti-Corruption and Commercial Crime Investigations CCCI02L - Operationalise Anti-Corruption and Commercial Crime Investigations PCCI02B - Apply Legal Procedures and Precedents to Anti-Corruption and Commercial Crime Investigations	R12,534
Course in Corporate Law (76917)	12 months	LLB, BProc degree or an equivalent NQF qualification or substantial relevant practical experience in a legal or related environment Prospective students who have any other appropriate degree or the necessary knowledge to register for the course may make written submissions with the necessary supporting documents to the LEAD course coordinators for submission to the university for consideration.	CCPL01D - Course in Corporate Law	<i>Please note that this programme or course is administered through the Law Society of South Africa. All students interested in doing this course should please contact the Law Society of SA directly for their applications to be processed from their end, please follow this link https://www.lssalead.org.za/ to contact the Law Society.</i>

Course in Deceased Estates Practice (76252)	12months	B-Degree or an equivalent NQF qualification or substantial relevant practical experience in a legal or related environment	WTRE01B - Wills, Trusts and Reporting the Estate WTRE02C - Liquidation and Distribution	Please note that this programme or course is administered through the Law Society of South Africa. All students interested in doing this course should please contact the Law Society of SA directly for their applications to be processed from their end, please follow this link https://www.lssalead.org.za/ to contact the Law Society.
Course in Law for the Music Industry (77035)	One year	Applicants must have a Senior Certificate or equivalent NQF 4 qualification.	CLTMI01 - Course in Law for the Music Industry	R7,020
Course in Practical Labour Law (72710)	One year	Senior Certificate an equivalent NQF level 4 or qualification	CPLL01D - Practical Labour Law	R10,444
Course in Practical Research Skills for Legal Professionals (77131)	Six months	Applicants should have a Diploma or Bachelor's degree (LLB or BProc and/or any other appropriate diploma or degree). Applicants who do not have a Diploma or Bachelor's degree may apply for admission on the basis of relevant practical experience or prior learning.	CPRP01A - Practical Research Skills for Legal Professionals	R7,000
Course in Security Practice (72486)	One year	Senior Certificate or an equivalent applicable NQF level 4 qualification and/or experience as approved by the Director of the Centre for Criminological Sciences	CSPR013 - Introduction to Security Practice CSPR024 - South African Criminal Law and Common Law Offences in the Security Environment CSPR035 - Applied Contexts and Procedures for Investigations in the Security Industry	R12,765
Course in the Introduction to Corporate Governance (71978)	Six months	Senior Certificate or the equivalent of a NQF level 4 qualification and have at least three years working experience	CICG01E - Introduction to Corporate Governance	R6,201

PROGRAMMES

Courses	Duration	Admission Requirements	Modules	Cost
Programme in Advanced Labour Law (72737)	One year	Senior Certificate or an equivalent NQF level 4 qualification and students must have an advanced knowledge of industrial relations	CALL01R - Advanced Labour Law	R16,971
Programme in Classification of Media Content in South Africa (76960)	The short learning programme is 12 months in duration. 4 compulsory modules are offered in the first semester (or registration intake) and 4 compulsory modules in the second semester (or registration intake)	This programme is accessible to those who hold a National Senior Certificate (or its equivalent) and those who are granted access through a process of Recognition of Prior Learning according to Unisa policy. The practical implementation of recognition of prior learning is determined according to Unisa policy directives. Those candidates who have a legal qualification at NQF level 7 or 8 may be exempted/receive credit for the first module namely, Introduction to Law, according to the processes and procedures set by Unisa. Where a student wishes to gain entry or exemption from specific modules via the RPL process he/she must contact the administrator indicated below for information on the RPL process and the requirements in this regard.	PRMSA01 - Introduction to Selected Aspects of South African Law PRMSA02 - The Rights of a Child PRMSA03 - The Film and Publication Board - Nature, Scope and Purpose PRMSA04 - Child Development: Cognitive, Emotional and Social and the Protection of Children PRMSA05 - Cinematography, the Power of Film and Film Classification PRMSA06 - Gaming and Elements of New Media PRMSA07 - Diverse Issues Related to Classification PRMSA08 - Applied Classification: Work Integrated Learning	R14,504
Programme in Fundamentals Aspects of Children's Rights (77111)	The short learning programme is 12 months in duration. 3 compulsory modules are offered in the first semester (or registration intake) and 2 compulsory modules in the second semester (or registration intake).	In order to be admitted to the short learning programme a potential student must hold: A National Senior Certificate or its equivalent. Qualify according to the process of Recognition of Prior Learning in accordance with Unisa policy guidelines. Where a student wishes to gain entry via the RPL process he/she must contact the administrator indicated below for information on the RPL process and the requirements in this regard.	PRFAC12 - Children's Rights in the South African and International PRFAC13 - Children and Status Issues PRFAC15 - Aspects of Criminal Law Relating to Children PRFAC18 - Selected Aspects of the Children's Act 38 of 2005 PRFAC21 - Children's Rights and Education Law	R9,065
Programme in Security Management (72494)	One year	Course in Security Practice	PSMN01V - Security Related Law of Procedure and Evidence PSMN02W - Security Related Private and Statutory Law PSMN03X - Security Risk Management PSMN04Y - Advanced Security Related Investigations	R16,712

SHORT COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Short Course in Drafting of Contracts (77101)	One year	Senior Certificate or an equivalent NQF level 4 qualification; any relevant practical experience in legal or related environment any professional whose work involves contracts, or anyone in the legal professional industry. Post matric legal studies would be an added advantage.	SCDFT10 - Drafting of Contracts	R12, 000
Short Course in Pension Funds Law (72729)	12 months	B-Degree or substantial relevant practical experience in a legal or related environment (such as practitioners specialising in pension funds law)	CPFL01J - Pension Funds Law	R9,138
Short Course in Public Competition Law (77056)	Six months	A Bachelor's degree (e.g LLB or BProc or BLC or BJuris or BCom) or Diploma in law or equivalent work experience or work-based learning.	SCPUB01 - Public Competition Law	R9,000
Short Course in Refugee Law and Humanitarian Support (72877)	Six months	Senior Certificate or an equivalent NQF level 4 qualification	SCRL01A - Refugee Law and Humanitarian Support	R2,611





COLLEGE

OF SCIENCE
ENGINEERING
AND TECHNOLOGY

PROGRAMME

Courses	Duration	Admission Requirements	Modules	Cost
Programme in Industrial Engineering (76837)	One Year	A National Diploma in Engineering: Mechanical / Civil / Electrical /Chemical / Etc. / or other equivalent NQF-6 Engineering qualification.	DEFACJO - Design of Facilities and Jobs (Module C) IMPRSYS - Improving the System (Module F) OPERMAN - Operations Management (Module A) PRDEAPS - Product Design and Process Selection (Module B) TSTRUTS - The Start-up of the System (Module D) TSYSSIS - The System in Steady State (Module E)	R15,690

SHORT COURSES

Courses	Duration	Admission Requirements	Modules	Cost
Short course in I-SET Robotics Components and Pedagogy (76820)	Semester, 15 weeks per module	Senior certificate or an equivalent NQF level qualification Applicants are required to have their own computer and internet access. Only students with basic computer literacy skills will be allowed to register	CSR0B1E - I-SET Robotics Components and PedagogyContent:	R4,655
Short Course in I-SET Robotics Fundamentals (77067)	Semester, 15 weeks per module	Senior certificate or an equivalent NQF level qualification Applicants are required to have their own computer and internet access. Only students with basic computer literacy skills will be allowed to register	SCIRF01 - I-SET Robotics Fundamentals	R4,184
Short Course in I-SET Robotics Problem-solving, Data and Debugging (76984)	Semester Course 15 weeks	The credit calculation is based on the assumption that the student who enrolls is competent (on NQF 4) terms of the following outcomes or learning areas: The student is in possession of a certified National Senior Certificate, with English as a subject. Applicants require basic computer literacy skills and internet access. The student is competent in language, numeracy and communication skills. The student has the ability to learn from written material in English, which is the language of tuition. The student has the ability to communicate what has been learnt comprehensibly through a range of media (including digital). The student takes responsibility to manage learning and the learning environment. A teaching qualification is recommended, however not mandatory.	CSR0B2E - I-SET Robotics - Problem Solving, Data and Debugging	R4,655
Short Course in I-SET Robotics for the Future (77068)	Semester, 15 weeks per module	Educators and community leaders who require the relevant knowledge and skill to present robotics in education. Currently there is no formal module where this knowledge and skill are presented, taught and explored in a comprehensive, coherent and structured format. This course is theoretical. No practical work is included..	SCIFF01 - I-SET Robotics for the Future	R4,184