



UNIVERSITY
OF
JOHANNESBURG

DEPARTMENT OF
BUSINESS MANAGEMENT

**DEPARTMENT OF BUSINESS MANAGEMENT
NON-SUBSIDISED PROGRAMMES (NSP)**

SHORT LEARNING PROGRAMMES (SLP) 2026

**The Future
Reimagined**

SHORT LEARNING PROGRAMMES (SLP) 2026



UNIVERSITY OF JOHANNESBURG

VISION:

To be an international University of choice, anchored in Africa and the global south, dynamically shaping a sustainable future.

MISSION:

To transform and serve humanity through innovation and the collective and collaborative pursuit of knowledge.

VALUES:

Impact:

Positive societal impact is the key purpose that drives our collective and collaborative academic and organisational activities. Making a difference is what we stand for.

Innovation:

Pushing boundaries in knowledge generation, in technology, in the way we teach and learn, in the way we do research, and in the way we collaborate, defines the way we do things to achieve our societal impact and sustainability vision.

Inclusivity:

Harnessing differences and diversity, applying multiple perspectives to solving problems, caring for others, and collaborating in pursuit of a shared vision, characterises our institutional ethos. We see inclusivity as strength.

Integrity:

Honesty, transparency, accountability, openness, fairness, social justice, and a commitment to truth, underpin all our endeavours. We earn trust through integrity.

Disclaimer: The University reserves the right, at any time, should circumstances dictate, to amend, or withdraw any of the opportunities on offer.

DEPARTMENT OF BUSINESS MANAGEMENT

NON-SUBSIDISED PROGRAMMES (NSP)

The Department of Business Management's mission is to be the leader in the scientific and practical development of managers.

All programmes offered by the Department of Business Management are developed and constantly updated to ensure that right knowledge, insight, and skills are taught, enabling students to understand the world of business and its related environments.

The aim is for students to be able to engage and interact with, and apply the information acquired to real-life situations in their ever-changing working environment.

In addition, some of these programmes offer students the unique opportunity to continue their studies into some formal programmes at UJ.

SHORT LEARNING PROGRAMMES (SLPS)

Short Learning Programmes (SLPs) equip business professionals and individuals with essential skills to enhance workplace effectiveness. They also promote career growth, personal development, and address a clear market need. Additionally, the corresponding SLPs may provide module credit for the equivalent module in the Higher Certificate in Business Management.

OFFERING

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SHORT LEARNING PROGRAMME

BUSINESS DECISION-MAKING

- Qualification code: for online/distance offering: SL1BD1T (1st semester) & SL1BD2T (2nd semester)
- Qualification code: for contact/hybrid offering: SL1BD1Q (1st semester) & SL1BD2Q (2nd semester)

PURPOSE

The purpose of the SLP Business Decision-Making is to support a young manager in recognizing and applying decision-making methodologies using the available 4IR principles applicable to a work environment. The module will introduce the student to key decision-making models including a decision tree, a payoff matrix, a ratio analysis, a break-even analysis, an economic order quantity model and various Artificial Intelligence models. The module is focused on improving a business situation where an expected level of performance is not being achieved.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

ENTRANCE REQUIREMENTS FOR SHORT LEARNING PROGRAMMES (SLPS)

- A National Senior Certificate (NSC) with certificate endorsement is needed for admission.
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ASSESSMENTS

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MODULE CREDITS

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APPLICATION CLOSING DATE

**24 February 2026 (1st semester) |
15 July 2026 (2nd semester)**

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SHORT LEARNING PROGRAMME (SLP)

INTRODUCTION TO BUSINESS LAW

- Qualification code for online/distance offering: SL11L1T (1st semester) & SL11L2T (2nd semester)
- Qualification code for contact/hybrid offering: SL11L1Q (1st semester) & SL11L2Q (2nd semester)

PURPOSE

The purpose of the SLP Introduction to business Law is to acquire basic knowledge and reflective understanding of the prescribed substantive law. Students will be introduced to basic requirements for a valid contract and the consequences of contracts.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

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APPLICATION CLOSING DATE

3 March 2026 (1st semester) |

21 July 2026 (2nd semester)

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SHORT LEARNING PROGRAMME (SLP)

LABOUR RELATIONS

- Qualification code for online/distance offering: SL1LL1T (1st semester) & SL1LL2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1LL1Q (1st semester) & SL1LL2Q (2nd semester)

PURPOSE

The purpose of the SLP Labour Relations is to provide students with an overview of the historical development of labour/employment relations in the South African context and to explain the system of collective bargaining and dispute resolution mechanisms provided for by the legislation. The module further addresses grievance procedures, disciplinary actions, and retrenchment procedures in the workplace.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

Students who wish to apply for module credits should note that, according to UJ policy, a maximum of 50% of credits will be awarded, regardless of the number of SLP modules completed. Relevant UJ Policies apply.

ENTRANCE REQUIREMENTS FOR SHORT LEARNING PROGRAMMES (SLPS)

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SHORT LEARNING PROGRAMME (SLP)

MANAGEMENT PRINCIPLES

- Qualification code for online/distance offering: SL1MP1T (1st semester) & SL1MP2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1MP1Q (1st semester) & SL1MP2Q (2nd semester)

PURPOSE

The purpose of the SLP Management Principles is to provide the student with an introduction to management practices and approaches. These principles adjust to the relevance of existing 4IR and individuals in managerial positions.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

Students who wish to apply for module credits should note that, according to UJ policy, a maximum of 50% of credits will be awarded, regardless of the number of SLP modules completed. Relevant UJ Policies apply.

ENTRANCE REQUIREMENTS FOR SHORT LEARNING PROGRAMES (SLPS)

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15 July 2026 (2nd semester)**

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SHORT LEARNING PROGRAMME (SLP)

HUMAN RESOURCE MANAGEMENT

- Qualification code for online/distance offering: SL1HR1T (1st semester) & SL1HR2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1HR1Q (1st semester) & SL1HR2Q (2nd semester)

PURPOSE

The purpose of the SLP Human Resource Management is to provide the learner with an overview of the various motivational theories that can be applied in HRM, discuss job analysis, job description, job specification, workforce planning, recruitment, and training & development. Finally, the module introduces the learner to the notion of leadership and its range of styles. In relation to this discussion, power and conflict dynamics impacting HRM are discussed.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

Students who wish to apply for module credits should note that, according to UJ policy, a maximum of 50% of credits will be awarded, regardless of the number of SLP modules completed. Relevant UJ Policies apply.

ENTRANCE REQUIREMENTS FOR SHORT LEARNING PROGRAMMES (SLPS)

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SHORT LEARNING PROGRAMME (SLP)

FINANCIAL RISK

- Qualification code for online/distance offering: SL1FI1T (1st semester) & SL1LL2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1FI1Q (1st semester) & SL1FI2Q (2nd semester)

PURPOSE

The purpose of the SLP Financial Risk module is to introduce students to financial risk, types of risks, risk terminology used in the financial sector, sources of financial risk, risk frameworks, risk identification, measurement, and risk management. This will also introduce students to know how to solve or manage financial risks and be creative in formulating new methods or ways to solve financial risks.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

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SHORT LEARNING PROGRAMME (SLP)

MARKETING MANAGEMENT

- Qualification code for online/distance offering: SL1MK1T (1st semester) & SL1MK2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1MK1Q (1st semester) & SL1MK2Q (2nd semester)

PURPOSE

The purpose of the SLP Marketing Management module is to provide an introductory orientation towards the principles of Marketing.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

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SHORT LEARNING PROGRAMME (SLP)

ACCOUNTING ASPECTS

- Qualification code for online/distance offering: SL1AC1T (1st semester) & SL1AC2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1AA1Q (1st semester) & SL1AA2Q (2nd semester)

PURPOSE

The purpose of the SLP Accounting Aspects is to introduce Accounting Aspects and the business process. In doing so the module consists of theory and practical components concentrating on the identification process to understand the theory of accounting and introduction to the financial statements within Artificial Intelligence components. This module further provides the student with understanding and insights into 4IR in accounting and its processes.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

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SHORT LEARNING PROGRAMME (SLP)

CORPORATE GOVERNANCE & COMPLIANCE MANAGEMENT

- Qualification code for online/distance offering: SL1CG2T (1st semester) & SL1CG2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1CG1Q (1st semester) & SL1CG2Q (2nd semester)

PURPOSE

The purpose of the SLP Corporate Governance and Compliance Management module is to provide the student with the necessary knowledge and understanding of the South African corporate legal system as well as the corporate governance concept within a business and its financial environment. It is further aimed at providing students with up-to-date knowledge and insight related to ongoing global best practices on ensuring the efficient management of a company, including the recommendations of King IV.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

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SHORT LEARNING PROGRAMME (SLP)

BUSINESS WRITING & COMMUNICATIONS

- Qualification code for online/distance offering: SL1BW1T (1st semester) & SL1BW2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1BW1Q (1ST semester) & SL1BW2Q (2nd semester)

PURPOSE

The purpose of this module is how one communicates effectively in an organization. Managing an organization's corporate identity and image is a good way of communicating both internally and externally, however, there are different factors influencing both concepts. It is important to keep in mind that an organization does not only communicate with its employees, but it also communicates externally with its customers and target audience. This entails a good understanding of customer relations, telephone etiquette as well as mass communication. If an employee does not communicate with the customer in the correct manner, the organization runs the risk of losing that customer.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

Students who wish to apply for module credits should note that, according to UJ policy, a maximum of 50% of credits will be awarded, regardless of the number of SLP modules completed. Relevant UJ Policies apply.

ENTRANCE REQUIREMENTS FOR SHORT LEARNING PROGRAMMES (SLPS)

- A National Senior Certificate (NSC) with certificate endorsement is required for admission.
- Students are required to have access to a suitable electronic device with data or a suitable internet connection as all study material is accessed electronically and semester assessments need to be submitted via UJ's Learning management System (Moodle).

OFFERING

The University will determine whether to offer an SLP based on the level of interest received. A minimum of 20 registered students is required for any SLP to be offered. Various modes of delivery are available, as outlined below:

Distance Learning:

In distance mode, lectures may be delivered synchronously (real-time online sessions) or through scheduled discussion forums. Contact sessions are not a requirement in this mode.

Hybrid Learning:

In hybrid mode, lectures may be conducted either face-to-face in a classroom setting or via live online sessions.

Note for 2026 Offering:

For the 2026 offering of these SLPs, students will have the option to attend non-compulsory online evening classes. These sessions will be pre-recorded and made available via the UJ Learning Management System (Moodle). Students will be able to study at their own pace; however, meeting assessment due dates is compulsory, as no extensions will be granted.

Students who wish to apply for module credits should note that, according to UJ policy, a maximum of 50% of credits will be awarded, regardless of the number of SLP modules completed. Relevant UJ Policies apply.

ASSESSMENTS

Students must complete at least three semester summative assessments and one final summative assessment (examination). Semester assessments must be submitted via the University's Learning Management System (LMS). Exam entrance requirements apply, and the final assessment will be a formal examination.

MODULE CREDITS

Students who have successfully completed SLPs and wish to apply for module credit towards the Higher Certificate in Business Management should note that all applications are subject to UJ policies. Please be aware that a maximum number of module credits applies, regardless of the number of SLPs completed.

APPLICATION CLOSING DATE

3 March 2026 | 21 July 2026 (2nd semester)

Disclaimer: The University reserves the right, at any time, should circumstances dictate, to amend, or withdraw any of the opportunities on offer.

SHORT LEARNING PROGRAMME (SLP)

FUNDAMENTALS OF FINANCIAL SERVICES

- Qualification code for online/distance offering: SL1FS1T (1st semester) & SL1FS2T (2nd semester)
- Qualification code for contact/hybrid offering: SL1FS1Q (1st semester) & SL1FS2Q (2nd semester)

PURPOSE

The module aims to provide knowledge to the students about the fundamentals of the financial markets. The qualification is structured to expose learners to different financial markets and their structure and the different investment instruments tradable in these markets. The knowledge they acquire through this module places them in a position to make informed decisions involving financial assets investment choices and understand the risks in the financial markets. The students will be further introduced to financial instruments, such as futures, options, and other derivatives for trading, funding, and investments. It will enable the learner to understand and apply risk measures in a simulated environment and explain the terms used in relation to financial markets and the financial market system.

- NQF Level: 5
- Credits: 12
- Duration: Six (6) months
- Part-time studies
- Choice of offering: Contact or on-line classes depending on demand

Students who wish to apply for module credits should note that, according to UJ policy, a maximum of 50% of credits will be awarded, regardless of the number of SLP modules completed. Relevant UJ Policies apply.

ENTRANCE REQUIREMENTS FOR SHORT LEARNING PROGRAMMES (SLPS)

- A National Senior Certificate (NSC) with certificate endorsement is required for admission.
- Students are required to have access to a suitable electronic device with data or a suitable internet connection as all study material is accessed electronically and semester assessments need to be submitted via UJ's Learning management System (Moodle).

OFFERING

The University will determine whether to offer an SLP based on the level of interest received. A minimum of 20 registered students is required for any SLP to be offered. Various modes of delivery are available, as outlined below:

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Note for 2026 Offering:

For the 2026 offering of these SLPs, students will have the option to attend non-compulsory online evening classes. These sessions will be pre-recorded and made available via the UJ Learning Management System (Moodle). Students will be

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APPLICATION CLOSING DATE

3 March 2026 (1st semester) | 21 July 2026 (2nd semester)

Disclaimer: The University reserves the right, at any time, should circumstances dictate, to amend, or withdraw any of the opportunities on offer.

APPLICATION AND MONEY MATTERS

APPLICATION

Should you wish to apply for one of our qualifications please follow these steps:

- Log onto the UJ website: www.uj.ac.za;
- Click on "Applications Now Open to: Admission + Aid."
- Follow the prompts for applying online.

OR contact our department on:

- Email: bmshtortcourses@uj.ac.za
- Call: (+27) 11 559 1959/1928

You should be able to view your application status after three to four working days. Where fees are quoted, it is based on estimates and includes all on-line study material, registration fee and ICT levies. Final fees can only be confirmed towards the end of November for the next academic year.

UJ official registration dates for the first semester is between mid-January and early February and for second semester mid-June - July, then you are able to register for a qualification.

Please note: Applying for a qualification is not the same as registering. You need to apply first, be accepted for a Programme, and then, only during the UJ official registration dates between mid-January and early February can you register for a qualification. However,, you will not be allowed to register unless you have paid your minimum registration fees and have finalized the debit order arrangements as per UJ requirements. This process could take in excess of 5 to 7 working days.

WHERE COMPANIES UNDERTAKE TO PAY FOR STUDENTS (BURSARIES OR LOANS)

Obtain an official letter from the Company/ Institution responsible for payment on an official letterhead that has the following information:

- Confirmation of bursary/loan granted,
- Student details (initials, surname, and student number),
- Name of qualification and list of modules and academic year.
- Name and designation of financial person within the Company responsible for processing payments.
- Signature, designation, and the contact details of the person authorizing this on behalf of the Company.

Companies responsible for payment of more than one student can send one letter but each student's details must be contained in this letter, and each student must bring the original letter on the registration date to UJ when registering.

STUDENTS REGISTER ONLINE

All enquiries about this matter can be referred to in the Student Finance Division (Bursaries and Loans) on 011 559 1370.

Registration cannot take place without financial unblocking.

After registration, students will be able to access the UJ system and have access to register modules, financial statements, etc.

The student financial invoice/statement in an official document and it is accepted as such by SARS.

These short courses are perfect for individuals looking to quickly upskill in areas like leadership, business management, project management, risk management, general management, or financial literacy — without committing to a full qualification.

WHETHER YOU WANT A FULL QUALIFICATION OR JUST ONE OR TWO POWERFUL MODULES, UJ IS HERE TO HELP YOU BUILD YOUR FUTURE, YOUR WAY."

