



UNIVERSITY OF CAPE TOWN



CONTINUING EDUCATION

Professional Development &
Opportunities for Studying while Working

Compiled by the Centre for Open Learning
Centre for Higher Education Development

2010

CONTINUING EDUCATION

Professional Development & Opportunities for Studying while Working

This handbook is aimed at mature adults and working people considering further studies at the University of Cape Town (UCT). It provides information about many of the programmes and courses currently offered by UCT to prospective students who wish to improve their skills or qualifications while continuing to work. As this handbook *does not* contain a complete listing of all such courses offered in any given year, please enquire from the relevant department directly if you cannot find information about any course or qualification in which you are interested.

Details listed may change from time to time, therefore it is important to contact the department concerned to confirm the information provided in this handbook.

You will need to select your course or programme carefully to match your personal needs and be realistic about how much you can fit in around your existing schedule and commitments.

The handbook is divided into two sections:

Section A provides information about units and departments offering non credit-bearing courses (often termed short courses) which may be orientated towards professional development, executive capacity building or general interest. These courses generally do not offer credits which can be accumulated towards a full qualification. Different units and departments will require different entry requirements and courses may or may not be assessed. Certificates may be issued for attendance or completion.

Section B provides information about formal degree or diploma programmes which are designed to allow students to study while continuing to work. They may offer lectures/seminars in the afternoons or evenings, or have flexible modes of delivery (e-learning, block release or part-time) which make it possible for working people to study. These courses are generally credit-bearing and upon successful completion can lead to the attainment of a formal University of Cape Town qualification.

The bookmarks lists courses and programmes that makes provision for working people.

Please note: There are also programmes of *full-time study* at UCT which have been designed to assist professionals who wish to acquire new skills for career change or career conversion—for example, the Accounting or Actuarial conversion courses offered through the Commerce Faculty and the vocationally-directed post-graduate programmes in management—these are NOT included in this brochure but you could enquire directly with the faculty.

SECTION A

NON CREDIT-BEARING COURSES

You do not have to apply through the central admissions offices at UCT to participate in these courses. Administration of the courses is done through the individual department or unit.

All details, and any enquiries about these courses, should be made directly to the unit or department concerned – details are listed in each case.



FACULTY: Centre for Higher Education Development

UNIT: Centre for Extra-Mural Studies

FIELD/FOCUS: Public and continuing education courses with the aim of promoting lifelong learning. The Centre for Extra-Mural Studies strives to make the educational resources of the University available to a wide range of people.

PROFILE OF LEARNERS:

- Adults living and working in and around Cape Town
- Working people who wish to upgrade skills and learning
- Institutions or organisations who need to develop training which meets the particular needs of their employees or workplace.

COURSE/S:

1) Summer School

Annual programme run every January which offers up to 60 courses over two weeks. The courses are grouped into themes: Arts & Humanities; History, Philosophy & Contemporary Studies; Science & Conservation; Language and Practical Art & Writing courses.

2) Public open courses which run during the year

A selection of courses is offered every year. In 2010, there will be courses on astronomy; basic and more advanced & specialist business writing courses and introductory language courses.

3) Customised programmes run in-house for organisations

Our Centre can offer expertise in learning needs assessment and curriculum development for organisations which need specialist or general skills development appropriate to a particular context or group of learners. Customised courses can only be developed and run for a minimum of 12 people.

ADMISSION REQUIREMENTS:

In most cases, our courses do not have admission requirements.

EXIT LEVEL/OUTCOMES:

No formal exit outcomes, but some courses may issue Certificates of Attendance or Completion.

PROGRAMME FOR 2010:

- Astronomy excursions to Sutherland
- Improving your written English
- Writing reports, letters and minutes
- Introductory language courses
- Power writing
- Communicating science.

See website for details or e-mail us.

CONTACT INFORMATION:

Tel: 021 650 2888

Fax: 021 650 2893

Email: ems@uct.ac.za

Web address: <http://www.ems.uct.ac.za>

FACULTY: Commerce

UNIT: Centre for Actuarial Research

FIELD/FOCUS: AIDS modelling and population projection

PROFILE OF LEARNERS:

Demographers at statistical agencies in Southern Africa, individuals in provincial and local authorities tasked with projecting populations, actuaries, users of HIV/AIDS models, post-graduate students in a field cognate to demography, and academic staff

COURSE/S:

Population projection incorporating the demographic impact of HIV/AIDS

COURSE DETAILS:

Day 1: Introduction to population projection and estimation

Day 2: HIV/AIDS epidemiology and modelling, finding and understanding information about HIV/AIDS, and introduction to Spectrum

Day 3: Spectrum and EPP packages (used by UNAIDS/WHO)

Day 4: ASSA2003 AIDS and demographic model: 'lite', 'full' and provincial models for South Africa

Day 5: Calibrating ASSA2003 to other populations, projecting orphans, uncertainty analysis and other applications of HIV/AIDS models

ADMISSION REQUIREMENTS:

Applicants must be proficient in Excel and ideally have had some training in quantitative demographic (or actuarial) methods. Enrolment is subject to a maximum of 40 participants. Depending on demand, individuals may register for single days or combinations of days.

EXIT LEVEL/OUTCOMES:

The course offers an in-depth introduction to population projection and modelling the demographic impact of HIV/AIDS. Emphasis will be placed on the development and exercise of practical skills.

PROGRAMME FOR 2010:

June or July (TBA)

CONTACT INFORMATION:

Contact: Zerina Matthews

Tel: 021 650 5475

Fax: 021 650 5937

Email: zerina.matthews@uct.ac.za

Web address: http://www.commerce.uct.ac.za/Research_Units/CARE/Courses/ShortCourse.asp

FACULTY: Commerce

UNIT: Graduate School of Business – Executive Education

FIELD/FOCUS: Short courses offered by the Executive Education unit are designed to add value to the individual and to the sponsoring organisation. The unit has a strong focus on leadership development, which is based on a good understanding of the crucial role of personal mastery. Development is also offered in specialist fields such as strategy, marketing, operations, project management and finance. We draw on a considerable range of expertise in delivering these courses, using local and international resources from the private, public and academic sectors.

PROFILE OF LEARNERS:

Aimed at executives and managers at all levels, from all sectors, and with a strong international representation of delegates, the GSB has evolved an approach that simulates the challenges faced every day.

COURSE/S:

Short courses on a range of topics are offered. These courses are grouped under the following areas: leadership development, strategy and strategic issues, organisational effectiveness, financial management, marketing, project management, manufacturing and operations, and specialist and industry specific.

ADMISSION REQUIREMENTS:

Unless specified, there are no formal entry requirements.

EXIT LEVEL/OUTCOMES:

These programmes are holistic, multi-disciplinary and research-based, and encourage participants to develop their ability to think critically and innovatively. Delegates also develop the ability to learn continuously from application and experience.

PROGRAMME FOR 2010:

Consult the website: <http://www.gsb.uct.ac.za/execed> for schedule of courses.

CONTACT INFORMATION:

Tel: 021 406 1490

Fax: 021 406 1462

Email: execed@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za/execed>

UNIT: Commerce

FACULTY: Institute for Monitoring and Evaluation

FIELD/FOCUS: Offers short courses in monitoring and evaluation, and a certificate programme

PROFILE OF LEARNERS:

Individuals who have to do programme evaluation in their jobs, but have not had formal training in this field.
Individuals who have had formal training, but need to refresh their knowledge and skills.
Graduates who want to use their social research skills for a career in programme evaluation.

COURSE/S:

In past, the unit has run various short courses including: Introduction to monitoring and programme evaluation, Outcomes and Impact and Monitoring. A certificate, consisting of the following short courses, is also presented:

Introduction to monitoring and programme evaluation (3 days)

Needs assessment (1 day)

Implementation evaluation (2 days)

Evaluating outcomes and impact (3 days)

Monitoring (2 days)

Measures and data management (3 days)

Quantitative evaluation methods (3 days)

Qualitative data collection and analysis (3 days)

Writing an evaluation report (1 day)

Apart from the short courses that constitute the certificate, we also present the following specialised short courses for people who are interested in training evaluation:

Training evaluation (3 days)

The Success Case Method (1 day)

The Certificate in Monitoring and Programme Evaluation, plus a written evaluation report, could constitute some of the prerequisites for the Masters degree in monitoring and programme evaluation.

ADMISSION REQUIREMENTS:

Anyone who works in the area of monitoring and programme evaluation, or is interested in knowing more about this area, will be admitted to the short courses.

EXIT LEVEL OUTCOMES:

Exit level outcomes for each short course are specified on our website.

PROGRAMME FOR 2010:

Short courses are advertised in the press and on the website. In-house short courses are presented on demand.

CONTACT INFORMATION:

Contact person: Professor J Louw-Potgieter

Tel: 021 650 5218

Fax: 021 689 7570

Email: joha.louw-potgieter@uct.ac.za

Web address:

http://www.commerce.uct.ac.za/Organisations/Institute_for_Monitoring_and_Evaluation/ShortCourses.asp

FACULTY: Engineering and the Built Environment

UNIT: Continuing Professional Development

FIELD/FOCUS: Engineering and built environment

PROFILE OF LEARNERS:

Practising engineers and related professionals

COURSE/S:

Architecture and urban conservation courses

Chemical engineering courses

Project management courses

Property development courses

Courses for the South African Institution of Mechanical Engineering

Courses for the Transport Studies programme

Courses for the Urban Infrastructure Design and Management programme

Courses for the Conservation of the Built Environment programme.

ADMISSION REQUIREMENTS:

Unless specified for a particular course, there are usually no entry requirements.

EXIT LEVEL/OUTCOMES:

Certificates of attendance or successful completion are issued, depending on the course requirements.

In terms of the agreements between the Engineering Council of South Africa (ECSA) and other international engineering bodies, South African registered professionals will be obliged to keep abreast of developments and knowledge in their fields of expertise in order to maintain and demonstrate their competence. As from January 2006, all ECSA registered persons are required to undertake and record CPD activities as a prerequisite to renewal of their professional registration. All CPD courses are registered with ECSA for CPD points.

PROGRAMME FOR 2010:

Architectural and Urban Conservation: theory and practice

Architectural and Urban Conservation: skills development

Architectural and Urban Conservation: researching and assessing local environments

Business Writing for Professionals in Industry

Commercial Property Valuation

Introduction to Project Management

Executive Guide to Project Management

Project Management: principles and methods for use in business

Project Management: principles, methods and practice

Property Development for Beginners

Property Investment Analysis

Process Mineralogy

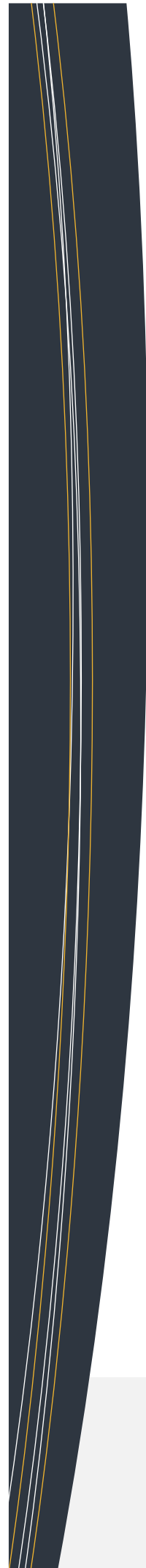
Energy and Climate Change

Energy Modelling and Analysis

Hydrometallurgical engineering courses

Management of Health and Safety Risks/Hazards

Placing Design central to Urban Decision Making.



Transport Studies programme: Integrated land use – transport planning
Inter-modal public transport planning and economics
Urban Infrastructure Design and Management
Conservation and the Built Environment
History of Conservation
Conservation Disciplines & Practices
Law of Conservation & Development
Surveying Measuring & Recording Heritage Resources
Researching & Assessing Heritage Resources.

Urban Infrastructure Design and Management:

Community development
Developing cities: issues and strategies
Integrated urban water management
Municipal infrastructure management
Sustainable urban systems
Urban renewal.

Conservation and the Built Environment:

History of Conservation
Conservation Disciplines & Practices
Law of Conservation & Development
Surveying Measuring & Recording Heritage Resources
Researching & Assessing Heritage Resources.

CONTACT INFORMATION:

Contact person: Heidi Tait or Sandra Jemaar
Tel: 021 650 5793
Fax: 021 650 2669
Email: ebe-cpd@uct.ac.za

Web address: <http://www.cpd.uct.ac.za/>

FACULTY: Health Sciences

UNIT: Division of Nursing and Midwifery, School of Health and Rehabilitation Sciences

FIELD/FOCUS: Sexual assault forensic nursing training

PROFILE OF LEARNERS:

Nurses or other health professionals who wish to be able to function with sensitivity when dealing with survivors of sexual assault and to gain advanced intellectual and clinical competencies in providing victims and survivors of sexual assault with holistic care in collaboration with other team members.

COURSE:

Sexual assault forensic nursing short course

ADMISSION REQUIREMENTS:

Diploma or degree in nursing or other health related qualification (those with current registrations with the SANC or the HPC).

EXIT LEVEL/OUTCOMES:

At the end of the short course (both the theoretical and clinical component) the practitioner will be able to provide a high quality, coordinated holistic sexual assault care which meets the needs of the rape survivors (adult and child), the needs of the criminal justice system and the community needs. For detailed outcomes please contact the course convener.

PROGRAMME FOR 2010:

Two weeks in September.

CONTACT INFORMATION:

Contact person: Dr Sinegugu Duma

Tel: 021 406 6582/6321

Fax: 021 406 6323

Email: sinegugu.duma@uct.ac.za

Web address: <http://web.uct.ac.za/depts/nursing>

FACULTY: Humanities

UNIT: Schools Development Unit

FIELD/FOCUS: Teacher training – professional development

PROFILE OF LEARNERS:

The course is aimed at teachers who do not have the time to commit to a full year of study. All courses are accredited.

COURSE/S:

Below is a selection of courses on offer. The Schools Development Unit reserves the right to cancel a course if there are not enough applicants, and to offer different courses as dictated by demand and need. Please consult the SDU website for updates.

SCHOOL SECTOR:

Mathematics
Financial mathematics for teachers
Transformation geometry for FET teachers
Mathematical literacy: some content and pedagogic guidelines for curriculum advisors
Sciences
A journey through evolution and genetics
Industrial chemistry for FET teachers
Mechanical properties for FET teachers
Fundamentals of inquiry
Lifeskills
Stress management in the context of schools
Cognition and learning for teachers
School management
Policy evaluation.

ADMISSION REQUIREMENTS:

Courses for teachers are designed for qualified teachers. Courses may require that teachers already have existing content knowledge. Enquire directly about each course.

Courses for Department of Education officials have been designed for their specific needs. The Policy Evaluation course serves the needs of the officials who evaluate school management systems. The Mathematical Literacy course for curriculum advisors (CAs) includes a comprehensive section on what support teachers need from CAs.

FET COLLEGE SECTOR:

Curriculum and Classroom Management for Mathematics and Math Literacy NCV Lecturers
Classroom Management for NCV Lecturers

ADMISSION REQUIREMENTS:

These courses are designed to assist lecturers to cope with the challenges presented by the introduction of NCV classes into colleges. Please enquire directly about these courses.

EXIT LEVEL/OUTCOMES:

A continuing education certificate will be issued to students who successfully complete all course tasks.

PROGRAMME FOR 2010:

Please contact the unit for details about the schedule.

CONTACT INFORMATION:

Contact person: Gail September
Tel: 021 650 3276
Fax: 021 650 5330
Email: gail.september@uct.ac.za

Anthea Roberts
Short Course Manager
Email: anthea.roberts@uct.ac.za

Web address: <http://www.sdu.uct.ac.za>

FACULTY: Law

UNIT: UCT Law@Work: The Professional Development Project

FIELD/FOCUS: The Professional Development Project offers seminars, lectures, short courses and certificate courses of post-graduate standard.

PROFILE OF LEARNERS:

Professional members of the legal and other professions who want to acquire specialist knowledge or update their knowledge in specific fields of law.

COURSE/S:

Short courses and workshops which were offered in 2009:

Entertainment law
Understanding contracts for effective control and reading and writing legal language
Labour law
Sectional title scheme management
Legal writing
Compliance management
Sports law
International tax law
Securitisation
The Consumer Protection Act
International tax law
Introduction to administrative justice
The Companies Act, 2008: Taking Stock III
Business writing and legal documents
Taxation of investment structures
Taxation of employee share ownership plans & share based plans
Recent amendments to FAIS
Pension law: death and disability workshop.

ADMISSION REQUIREMENTS:

These are specified for each course.

EXIT LEVEL/OUTCOMES:

The course attendee should have a good working knowledge (practical and theoretical) of the subject covered by the course.

PROGRAMME FOR 2010:

The following core short courses will be repeated, but please consult the website for details of other courses, workshops and seminars that will be conducted during 2010:

Administrative justice
Compliance management
Contracts – understanding and drafting
Entertainment law
Labour law
Legal writing
Sports law.

The Project has also established relationships with *Paddocks* and *GetSmarter* and they have a variety of courses on offer, and can also provide customised courses in certain fields on request.

CONTACT INFORMATION:

Contact person: Iréna Wasserfall or Shani Vavruch

Tel: 021 650 5621, 021 6505413

Fax: 021 650 5662

Email: irena.wasserfall@uct.ac.za or shani.vavruch@uct.ac.za

Web address: <http://www.law.uct.ac.za/> (look under professional short courses)

FACULTY: Science

UNIT: Disaster Mitigation for Sustainable Livelihoods Project (DiMP)

FIELD/FOCUS: Environmental & Geographical Science, Disaster Risk Management

PROFILE OF LEARNERS:

Development practitioners, disaster risk managers and associated professionals

COURSE/S:

Disaster and Development: Reducing Risk – Protecting Livelihoods

Community Risk Assessment: Focus on Informal Settlements

ADMISSION REQUIREMENTS:

Unless specified, there are usually no entry requirements.

EXIT LEVEL/ OUTCOMES:

Certificates of attendance or successful completion are issued, depending on the course requirements. If you are interested in gaining a formal qualification in adult education at UCT, you can elect to do extra work in these short courses in order to earn credit towards the UCT Diploma in Education (Adult Education).

PROGRAMME FOR 2010:

Disasters and development

Reducing risks–protecting livelihoods (November/December year-end vacation)

Community Risk Assessment:

Focus on informal settlements (in November/December year-end vacation)

CONTACT INFORMATION:

Contact person: Sylvia Prime

Tel: 021 6502987/4115

Fax: 021 6891217

E-mail: sylvia.prime@uct.ac.za

Web address: <http://www.egs.uct.ac.za/research.html>

SECTION B

CREDIT-BEARING COURSES AND FULL PROGRAMMES



All the listings in this section are courses or programmes that lead to the attainment of a formal UCT qualification. Many are post-graduate programmes, and they all have very specific academic entry requirements, and sometimes specified work experience. Most of them require you to register for a full degree or diploma, which may run part-time, on a block release system or be offered after working hours. Sometimes it is possible to register for a single credit-bearing course – this is indicated in the detailed entries.

REGISTERING AT UCT

You would need to register with UCT through central admissions as well as gain acceptance for your particular area of study with the faculty and programme of your choice.

What should you do:

1. Identify which programme/courses you are interested in studying. Gather information about whether this course is what you are looking for – consider the content of the course, outcomes, level, intensity and workload, timing of the course programme delivery as well as cost. Start with this booklet, then explore further on the UCT and departmental websites for this information or contact the unit/department directly.
2. Then find out from the department or unit directly whether you are eligible for admission into this programme.
3. Finally apply formally to UCT (there is a non-refundable application fee).

UCT Admissions Office

Level 3, Kramer Building, Middle Campus

Tel: 021 650 2128

Fax: 021 650 5189

Email: admissions@bremner.uct.ac.za

Please note that most programmes have very clearly specified dates by when you have to register, and for full programmes these dates tend to be the end of the year before you intend taking up study.

RECOGNITION OF PRIOR LEARNING (RPL)

If you do not have the required formal educational qualifications specified by the programme of your choice, but you believe that your age, work and life experiences have provided you with equivalent levels of learning, you may apply for admission through the Recognition of Prior Learning (RPL) process. *This does not mean that you will be accepted for study in the programme of your choice, but it does ensure that a broad range of your knowledge and skills will be taken into account when considering your application.*

Applying using the RPL method means a considerable amount of work for the candidate in the preparation of materials, completion of various exercises and sometimes taking admissions tests – the specific requirements will be determined by the staff of the faculty to whom you will be referred.

If you are interested in utilising the RPL method for admission to UCT, we suggest the following:

- Establish what course, degree or programme you are interested in and find out exactly what the entry requirements are. To do this, contact the departmental secretary of the course in question, or the faculty office in which the department is based.
- Complete a UCT application form by the closing date for applications of the year before you wish to enrol for study, and submit it together with a *covering letter informing the admissions staff* that you plan to seek an RPL route into the programme.
- Compile all the documentation of about your existing education qualifications and identify on which grounds you do not currently qualify
- Write a two to three page letter of motivation which outlines a profile of yourself, why you are interested in this particular course of study and in what way your work or life experiences have prepared you for this course of study.
- Send this letter to the programme leader of the course of study you wish to follow, *by October of the year before you wish to enrol for study.*

CONTACT INFORMATION

For more information on RPL generally at UCT, and for assistance in completing the RPL process, please contact staff in HAESDU in the Centre for Higher Education Development at the following:

Linda Cooper: 021 650 3999, or linda.cooper@uct.ac.za

Salma Ismail: 021 650 3253, or salma.ismail@uct.ac.za

FACULTY: Centre for Higher Education Development

UNIT: Centre for Open Learning: Third Term

FIELD/FOCUS: Offers University of Cape Town-accredited courses to local and international students and the general public during the University's winter and summer vacations.

PROFILE OF LEARNERS:

University undergraduate students

COURSE/S:

The Third Term Division offers a variety of UCT-accredited courses determined before each block. Please visit the website for information on what is being offered.

ADMISSION REQUIREMENTS:

Courses are open to UCT students and students from other higher education institutions. Students must ensure that they have the necessary course requirements to do the courses on offer during summer or winter vacations. It is the responsibility of the student to check if the courses will be credited towards their study programmes.

EXIT LEVEL OUTCOMES:

Gain degree credit on completion of course.

PROGRAMME FOR 2010:

See website for details.

CONTACT INFORMATION:

Tel: 021 650 2634/4127

Fax: 021 650 5497

Email: col-ched@uct.ac.za

Web address: <http://www.uct.ac.za/continuinged/summerterm/courses/>

FACULTY: Commerce

UNIT: Department of Accounting

FIELD/FOCUS: Financial Management specialises in the instruction of finance in three areas, Capital Markets and Derivatives, Corporate Finance and Accounting. The level is set beyond that of a specialised MBA in Finance.

PROFILE OF LEARNERS:

Middle and senior managers in the worlds of finance, namely accounting, banking, insurance, asset management, corporate finance and financial management.

COURSE/S:

Financial Management (Honours)

Common first year with a second year that consists of two modules (advanced capital markets and advanced corporate finance) with a research paper or a half-thesis.

ADMISSION REQUIREMENTS:

Honours degree holders, with at least two years' relevant work experience. Often a CA or MBA will additionally be held. Most students come from accounting, capital markets or finance backgrounds.

EXIT LEVEL/OUTCOMES:

BCom (Honours) in Financial Management, MCom in Financial Management.

PROGRAMME FOR 2010:

Starting mid-February, lectures are held twice a week (Tuesday evenings and Saturday mornings) for two-and-a-half hours, with assignments generally at every class due for the next class. This lasts for two months, after which we progress to Financial Analysis. The second half of the year is group work on case studies in corporate finance.

CONTACT INFORMATION :

Contact person: Waleda Salie
Tel: 021 650 3144
Fax: 086 544 6109
E-mail: waleda.salie@uct.ac.za

Web address: http://www.commerce.uct.ac.za/accounting/programs/Masters_Financial_Management/

FACULTY: Commerce

UNIT: Department of Information Systems

FIELD/FOCUS: Information Systems and Information Technology

PROFILE OF LEARNERS:

This course is part of a modular post-graduate programme intended for students who have had significant commercial work experience and are currently working in Information Technology (IT) or intend to work in IT in a professional capacity. It aims to impart state-of-the-art knowledge and appreciation in the areas of cyber law, investigation processes, computer and Internet technologies, corporate governance and the management of investigations. It is highly relevant for anyone involved in computer security and the investigation of high technology crime.

COURSE:

Post-graduate diploma in Computer Forensics

The course covers the following major areas:

Legal Principles: South African ICT Act, international cyber law, handling of evidence, laws relating to privacy and interception of data.

Technology: Operating system principals (Windows and UNIX) relating to computer crime, storage principals, analysis of data, preservation of evidence, other technologies (PDA, cell phone, encryption).

Project Management: Includes types of high technology crime, detection and prevention intrusions, management of investigations, reporting, chains of custody and psychological aspects of computer crime.

Corporate Governance: Theories and models of corporate governance, history of corporate governance legislation and regulations, corporate governance in South Africa, how corporate governance extends in the domains of IT, how computer forensics support IT governance to ensure corporate governance.

Research methodology: Project.

ADMISSION REQUIREMENTS:

The course is suitable for a variety of candidates and includes:

Applicants who have completed a three-year Information Systems or Computer Science degree at undergraduate level. Candidates should have at least two years' relevant work experience.

Applicants who hold a university of technology diploma in information systems or computer science, a UNISA diploma in datametrics, or who have three years' relevant IT experience and wish to progress to more advanced study.

Applicants who do not possess a tertiary qualification in IT, but who have significant practical experience in the field (five years or more), and who wish to formalise their knowledge.

Graduates in fields such as law or auditing, who have relevant commercial experience and who need a qualification in the field of computer forensics.

EXIT LEVEL/OUTCOMES:

Post-graduate diploma

The world of high technology crime is changing rapidly. Intended for candidates with business work experience, this programme addresses developments in the field of computer forensics like legal principals, investigation techniques, technologies relevant to computer and high technology crime, storage technologies, operating system principals, computer and Internet security principals, evidence analysis and the management of investigations.



PROGRAMME FOR 2010:

Commencing in January 2010, successful candidates will complete the coursework in December 2010 and their work-related project in the course of 2011, or may convert to an Honours programme, subject to entrance requirements and other prerequisites. The Honours degree would normally be completed in a further year of study and include the submission of a technical report.

From January to November there are four full-time weeks, one in January, one in April, one in July and one in September. These are intensive and candidates will attend Monday through Friday from 08:30 until late.

A variety of assignments, papers and presentations will be required of students throughout the programme. Some of this work will be completed in groups.

One examination of three hours is written in November. Candidates are also continuously assessed for their attendance, participation and contribution during the year.

CONTACT INFORMATION:

Contact person: Freda Parker
Tel: 021 650 4028
Fax: 021 650 2280
Email: freda.parker@uct.ac.za

Web address: <http://www.commerce.uct.ac.za/InformationSystems/Courses/INF4016W/>

FACULTY: Commerce

UNIT: Department of Information Systems

FIELD/FOCUS: Information Systems and Information Technology

PROFILE OF LEARNERS:

This course is intended for graduates or diploma holders in the IS/IT or business industry who would like to develop knowledge in Enterprise Systems and Business Process Management.

COURSE/S:

Post-graduate diploma in Enterprise Systems and Business Process Management

The aim of this postgraduate diploma stream is to introduce students to the principles and practices of Business Process Management (BPM), Strategic ICT management, Enterprise Systems and Business Process Integration, enabling the application and integration of these principles to BPM and integration projects. It is highly relevant for the roles of Business Process Experts, ERP Business Analysts, Enterprise Systems Managers or Systems Integrators.

Major coursework outcomes:

In relation to business process management (BPM) the student will be able to:

- Understand the evolution of BPM and the associated role of IS professionals.
- Identify and evaluate process improvement opportunities and compile sound business cases.
- Apply systems thinking skills and business process modelling skills and use modelling software.
- Apply process redesign principles to business processes.
- Understand the future direction of BPM, including new technological approaches such as SOA and BPEL.

In relation to strategic management, the student will be able to:

- Understand IS strategy and the use of ICT as a strategic tool.
- Incorporate an enterprise architecture approach to the translation of strategy into infrastructure.
- Classify different ICT technologies from an enterprise architecture perspective.
- Propose valuing and funding methods for ICT projects and services.
- Evaluate the organisational impact of IT.
- Identify privacy and security ethical concerns and risks.
- Understand and apply IT Project Management frameworks at the organizational level.
- Understand and evaluate the current Top IS Issues as well as Knowledge Management and Business Intelligence Initiatives.

In relation to enterprise systems: The student will be able to:

- Grasp the interaction between enterprise systems and business, from a technical, organisational and strategic perspective.
- Understand the practices, trends and risks associated with enterprise system evaluation, acquisition, implementation, upgrading, support and usage.
- Use an ERP system and understand how changes are managed, customising is performed, transactions are processed, integration occurs and how reports are created.
- Understand core business processes across sales, materials management, accounting and human resources and how enterprise systems can support and integrate them.
- Be aware of the role business enterprise systems play in changing business processes.

ADMISSION REQUIREMENTS:

Applicants should be matriculated with a university exemption pass (or equivalent) and have at least one of the following:

A three-year relevant undergraduate degree or diploma and at least three years' relevant commercial experience,
OR
Five or more years relevant, high-quality full-time IT or business analysis work experience.

Please note: Places are limited and candidates may be screened through a written test and/or interviews. Candidates without prior degrees are required to write the National Benchmark AQL test as well as a departmental entrance exam. All candidates are evaluated on a competitive basis and a limited number of places will be offered to the highest scoring candidates. Having the minimum prerequisites above does therefore not guarantee acceptance.

EXIT LEVEL/OUTCOMES:

Post-graduate diploma programme coursework takes one year's part-time study. Following that students can obtain the post-graduate diploma by completing a work-related project.

Alternatively, if students obtain a sufficiently high academic standard in the coursework component (65%), they may be invited to convert to the part-time Honours programme, which takes a further year (effectively nine months) and which is primarily oriented towards research and the production of a technical report (thesis).

PROGRAMME FOR 2010:

Four full-time weeks spread throughout the year.

Two examinations written at mid-year and in November.

Optional SAP TERP10 course work and certification exam end-November.

CONTACT INFORMATION:

Contact Person: Freda Parker

Tel: 021 650 4028

Fax: 021 650 2280

Email: freda.parker@uct.ac.za

Web address: <http://www.commerce.uct.ac.za/InformationSystems/Courses/INF4012W/>

FACULTY: Commerce

UNIT: Department of Information Systems

FIELD/FOCUS: Information Systems and Information Technology

PROFILE OF LEARNERS:

The course is intended for students who have had significant commercial work experience and are currently working in Information Technology (IT), or intend to work in IT in a professional capacity. It aims to impart state-of-the-art knowledge and appreciation in the areas of system delivery, project management, relevant technologies and strategic IT management. It is highly relevant for the roles of systems analysts, business analysts, architects, project managers, system development managers, IT strategists and IT entrepreneurs.

COURSE/S:

Post-graduate diploma in Distributed Commercial Information Systems

The world of the IT professional is changing rapidly. Intended for candidates with business work experience, this programme addresses developments such as graphical user interfaces, prototyping, event-driven systems, object orientation, components, middleware, client server, web-based systems and electronic commerce against the deeper enduring principles of strategic IT management, system delivery methods and techniques, and project management. A central principle is that of linked business and IT architectures.

Major modules include:

State-of-the-Art System Delivery/Development Methods and Techniques: Object-orientated systems analysis using UML, patterns, architectures, iterative methodologies, agile methods.

Technology: Architectures, database, communications, client/server, operating systems, LANs, WANs, Internet, XML, service oriented architecture, agents, middleware and security.

Project Management: Includes project definition, scoping, feasibility, estimating, risk management, planning, critical path and critical chain methods, execution, quality management, people management, monitoring, reporting.

Strategic Management of IT: Business and IT alignment, inter-organisational systems, architecture-based management, outsourcing, e-commerce, customer-operated systems, knowledge management, IT futures, innovative business models.

ADMISSION REQUIREMENTS:

Applicants should have a matric with a university exemption pass (or equivalent) and have at least one of the following:

A three-year undergraduate degree in information systems or computer science and at least three years' relevant commercial experience,

OR

A degree in another field (e.g. BCom, BSc, LLB) plus at least three years' relevant commercial experience with some IT exposure,

OR

A university of technology diploma or BTech in IS or a Unisa diploma in Datametrics plus at least three years' relevant commercial experience,

OR

Five or more years' relevant, high-quality full-time IT work experience.

Please note: Places are limited and candidates may be screened via written test and/or interviews. Candidates without prior degrees are required to write all Alternative Admissions Research Project (AARP) tests as well as a departmental test. All candidates are evaluated on a competitive basis and a limited number of places will be offered to the highest scoring candidates. Having the minimum prerequisites above does not therefore guarantee acceptance.

EXIT LEVEL/OUTCOMES:

Post-graduate diploma programme coursework takes one year's part-time study. Students may stop at that point and obtain the post-graduate diploma by completing a work-related project.

Alternatively, if students obtain a sufficiently high academic standard in the course work component (65%), they may be invited to convert to the part-time Honours, which takes a further year (effectively nine months) and which is primarily oriented towards research and the production of a technical report (thesis).

PROGRAMME FOR 2010:

From January to November, there are two evening sessions per week (Mondays and Thursdays). Thursday evenings are plenary sessions with all candidates present and include a taught component (lecture/workshop/demonstration, etc.) and student presentations of work assigned. Duration is normally three hours. Guests from industry or within the University may be present or critique at these sessions to add richness. Monday evening sessions involve students in groups of about four working on assignments and research topics. Students are assigned to new groups for each module to provide wide exposure and variety.

There are two full-time weeks, one in January and one in July. These are intensive and candidates will attend Monday through Friday from 08:30 until late.

CONTACT INFORMATION:

Contact person: Freda Parker
Tel: 021 650 4028
Fax: 021 650 2280
Email: freda.parker@uct.ac.za

Web address: <http://www.commerce.uct.ac.za/InformationSystems/Courses/INF4015W/>

FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Business management

PROFILE OF LEARNERS:

This course prepares managers and leaders to move into, and through, junior management through transformative learning. It is designed to equip individuals below middle management with the skills and the confidence to handle the complexities in their business (and wider) environments and to manage their own continuing learning and development.

COURSE/S:

Associate in Management

The AIM programme is offered as a modular programme that consists of three two-week, full-time modules over one year. In between modules the delegates are required to complete individual and group assignments, and private study. Contact is maintained with the School throughout the year and during inter-modular periods. Reliable electronic access (Internet and e-mail) is necessary at all times. Examinations may be scheduled during inter-modular periods. Regional test centres are arranged for students who reside outside Cape Town.

ADMISSION REQUIREMENTS:

AIM is designed for high potential emerging managers and leaders with at least five years' working experience and a strong commitment to personal advancement. Previous tertiary qualifications are *not* necessary.

Due to the intensity of the AIM programme, applicants need to demonstrate a high level of personal motivation, stamina and initiative. In addition applicants must show a willingness to work in a group situation and an ability to tolerate and manage pressure and conflict.

The application process includes completion of:

Nine mini-essays

Detailed CV

Two referee reports (professional context only)

Entrance test (Learning Diagnostic Test) as arranged by the School Interview.

Closing date for applications: December 15, 2009

EXIT LEVEL/OUTCOMES:

All successful participants graduate with a NQF 5 level qualification from the University of Cape Town's Faculty of Commerce.

PROGRAMME FOR 2010:

Module 1: 24 February–13 March 2010

Module 2: 22 May–05 June 2010

Module 3: 25 September–09 October 2010

CONTACT INFORMATION:

Tel: 021 406 1338/9, 021 406 1175, 021 406 1491

Fax: 021 421 5693

Email: info@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za>

FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Executive management

PROFILE OF LEARNERS:

The only programme of its kind in South Africa, the Executive MBA is targeted at senior and executive managers and leaders who want to move their careers and lives on to another level.

COURSE/S:

Executive MBA

The Executive MBA programme consists of six learning modules. Each module comprises a two-week, full-time residential block followed by a 14-week, part-time inter-modular block carried out in the student's workplace. The modular design spreads the programme over two years so that participants are absent from their workplace for a total of only 12 weeks over that time.

ADMISSION REQUIREMENTS:

Admission to the Executive MBA is highly selective and enrolment is limited. The programme aims to develop a cadre of senior management professionals who have the conceptual facilities, the cultural empathy and the practical capabilities to build exceptional careers, exceptional organisations and ultimately, exceptional nations and candidates are assessed with this in mind.

EXIT LEVEL/OUTCOMES:

Executive MBA

PROGRAMME:

Module 1: 18 March to 3 April 2009

Module 2: 4 to 17 July 2009

Module 3: 17 to 30 October 2009

Module 4: 30 January to 12 February 2010

Module 5: 15 to 28 May 2010

Module 6: 27 August to 10 September 2010

CONTACT INFORMATION :

Contact person: Pat Boulton or Lynn de Villiers

Tel: 021 406 1338/9, 021 406 1175, 021 406 1491

Fax: 021 421 5693

E-mail: info@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za>

FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Management

PROFILE OF LEARNERS:

The programme gives students the tools they need to create their own opportunities and succeed in the fast-paced world of today, whether in a small, new business or an established corporation. It is designed to develop students both personally and professionally.

COURSE/S:

Master of Business Administration (MBA)

The modular programme covers exactly the same curriculum as the full-time programme, but is paced to suit the needs of students who want to continue working while studying, and accommodate those who live outside the Western Cape wishing to study at UCT. Students on the modular programme attend three two-week blocks each year for two years at the Graduate School of Business, and are set assignments to complete in the between-module periods.

ADMISSION REQUIREMENTS:

Admission to the MBA programme is highly competitive and selective.

All applicants are required to write the Graduate Management Admissions Test (GMAT). The GSB is the only business school in South Africa that insists on GMAT as a criterion for entry, believing that it is an important international benchmark and points to problems that a student is likely to encounter especially on the quantitative course.

Work experience, background, occupational career pattern, letters of reference by employers and other qualified referees will also be considered as part of an application. These criteria may, from time to time, override the GMAT score. Admission to the programme is also guided by considerations such as whether the applicant will make a contribution to the programme as well as benefit from it. Applicants should preferably have work experience.

Applicants should have an undergraduate degree or an equivalent qualification recognised by the University of Cape Town Senate. Examples include membership of the Chartered Institute of Management Accountants (CIMA) and Chartered Institute of Secretaries (CIS). In certain cases, non-degreed applicants may be considered. If an applicant does not have a degree, they are required to have a record of career achievement and proven academic ability. Applications should include a case study – details of which are provided during the application process. Applicants should be fluent in English.

Closing date for applications for each year: November of the preceding year.

EXIT LEVEL/OUTCOMES:

Masters degree

PROGRAMME:

Modular MBA schedule for 1st year

Module 1: 31 January–21 February 2009

Module 2: 30 May 2008–13 June 2009

Module 3: 26 September–10 October 2009

CONTACT INFORMATION:

Tel: 021 406 1338/9, 021 406 1175, 021 406 1491

Fax: 021 421 5693

Email: info@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za>

FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Management development

PROFILE OF LEARNERS:

The PDBA programme is offered as a modular programme which consists of three two-week, full-time modules over one year. The post-graduate diploma in business administration is positioned as a management development programme between the AIM and MBA programmes. The programme is designed for the following individuals who are considering a change in career or career advancement:

Middle managers

Junior managers with proven leadership abilities

Specialised individuals; moving to general management.

COURSE/S:

Post-graduate diploma in Business Administration (PDBA)

ADMISSION REQUIREMENTS:

Applicants should be at least 25 years old and have a minimum of three years' relevant work experience. A graduate level qualification or National Qualifications Framework (NQF) level 6 equivalent is a requirement. Applicants without a degree are also considered. Due to the intensity of the programme applicants need to demonstrate a high level of personal motivation, stamina and initiative. In addition applicants must show a willingness to work in a group situation and an ability to tolerate and manage pressure and conflict.

Closing date for applications: November 30, 2009

EXIT LEVEL/OUTCOMES:

PDBA is a management development programme at a post-graduate, post-work experience, pre-Masters level. The qualification is registered at the NQF level 7 and is aligned closely with that of the GSB MBA to facilitate articulation to the MBA.

PROGRAMME:

Module 1: 3 February–20 February 2010

Module 2: 8 May–22 May 2010

Module 3: 28 August–11 September 2010

CONTACT INFORMATION:

Tel: 021 406 1338/9, 021 406 1175, 021 406 1491

Fax: 021 421 5693

Email: info@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za>

FACULTY: Commerce

UNIT: Graduate School of Business; Corporate Learning Department

FIELD/FOCUS: Management Development

PROFILE OF LEARNERS:

The Corporate Learning Associate in Management (AIM) in Management Practice is targeted at junior managers and supervisors who are interested in accelerating their development with subsequent career advancement. It is designed to equip individuals, through systemic thinking and action learning, with the skills and the confidence to handle the complexities and ambiguities in their business environments and to manage their own continuing learning and development.

COURSE/S:

The Associate in Management in Management Practice consists of four compulsory learning modules. The first three modules comprise a one-week, full-time residential block followed by a 14-week, part-time inter-modular block carried out in the students' workplace to allow management development to become organisational development. The fourth (non-contact) module comprises an action learning technical report. Modular design spreads the programme over approximately 18 months so that participants are absent from their workplace for a total of just three weeks over that time.

ADMISSION REQUIREMENTS:

Applicants should be at least 25 years old and have a minimum of three years' relevant management experience. A matriculation certificate or equivalent is required. Due to the intensity of the programme, applicants need to demonstrate a high level of personal motivation, stamina, self-discipline and initiative. In addition, applicants must show a willingness to work in a group situation and an ability to tolerate and manage pressure and conflict. Emphasis is placed on the social learning process.

Application deadline: upon request

EXIT LEVEL/OUTCOMES:

A NQF5 Associate in Management in Management Practice Certificate, (120 credits).

Management development programme at a post-graduate, post-work/management experience, pre-postgraduate diploma level.

PROGRAMME FOR 2010:

Programmes are customised and client-specific and begin upon adequate demand.

CONTACT INFORMATION:

Contact person: Wilma Adams

Tel: 021 406 1274

Email: corporate.learning@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za/cl>

FACULTY: Commerce

UNIT: Graduate School of Business; Corporate Learning Department

FIELD/FOCUS: Management Development

PROFILE OF LEARNERS:

The Corporate Learning Postgraduate Diploma in Management (Management Practice) is targeted at talented middle to senior managers who are interested in career advancement and lifelong learning. It is designed to equip individuals, via systemic thinking and action learning, with the skills and the confidence to handle the complexities and ambiguities in their business environments and to manage their own continuing learning and development.

COURSE/S:

The Post-graduate Diploma in Management (Management Practice) consists of four compulsory learning modules. The first three modules comprise a one-week, full-time residential block followed by a 14-week, part-time inter-modular block carried out in the students' workplace to allow management development to become organisational development. The fourth (non-contact) module comprises an action learning technical report. Modular design spreads the programme over approximately 18 months so that participants are absent from their workplace for a total of just three weeks over that time.

ADMISSION REQUIREMENTS:

Applicants should be at least 25 years old and have a minimum of five years' relevant management experience. A graduate level qualification or National Qualifications Framework (NQF) level 6 equivalent is a requirement. Applicants without a degree are also considered via Recognition of Prior Learning (RPL). Due to the intensity of the programme, applicants need to demonstrate a high level of personal motivation, stamina, self-discipline and initiative. In addition, applicants must show a willingness to work in a group situation and an ability to tolerate and manage pressure and conflict. Emphasis is placed on the social learning process.

Application deadline: upon request

EXIT LEVEL/OUTCOMES:

NQF7 postgraduate diploma (120 credits).

Includes a management development programme at a post-graduate, post-work/management experience, and pre-Masters level.

PROGRAMMES FOR 2010:

Programmes are customised and client-specific and begin upon adequate demand.

CONTACT INFORMATION:

Contact person: Wilma Adams

Tel: 021 406 1274

Email: corporate.learning@gsb.uct.ac.za

Web address: <http://www.gsb.uct.ac.za/cl>

FACULTY: Commerce

UNIT: School of Management Studies

FIELD/FOCUS: The central theme of the programme is training evaluation—how one goes about determining the quality or value of a training intervention.

PROFILE OF LEARNERS:

The programme is aimed at students who want to pursue a career in human resource development. It is also aimed at people who are currently working in training, as this programme will enable them to make their training initiatives more effective.

COURSE/S:

Honours in training evaluation

The central theme of the programme is effective training—how to judge the merits of training. In this programme you will learn how to apply specific methods, principles and models to find out if a training programme works and how it works.

The programme consists of two parts: a coursework section and a research project. The following modules make up the coursework component:

- Introduction to programme evaluation
- Research design for training evaluation
- Training needs analysis
- Programme design
- Evaluation models for training
- Statistics for training evaluation.

ADMISSION REQUIREMENTS:

To qualify for selection into the programme, applicants should have a bachelor's degree and knowledge of social research methods/statistics. Academic performance and the University's employment equity policy are also taken into account.

Applications must be done by November of the year preceding the year for which the application is being made.

EXIT LEVEL/OUTCOMES:

BCom (Hons)

PROGRAMME STRUCTURE:

One year, full time programme (February to November)

Classes are scheduled from 10h00–12h00 and 14h00–16h00 on Mondays only, to enable people who work full time to do this programme. All learning activities, like lecturer consultation, research project work, etc. are scheduled for Mondays.

CONTACT INFORMATION:

Contact person: Carren Duffy

Tel: 021 650 3428

Fax: 021 689 7570

Email: fazeela.felton@uct.ac.za or carren.duffy@uct.ac.za

Web address: <http://www.commerce.uct.ac.za/managementstudies/Courses/BUS4100W/>

FACULTY: Commerce

UNIT: School of Management Studies

FIELD/FOCUS: Programme evaluation is the systematic inquiry to improve and determine the value of programmes, policies, projects, communities, organisations and persons in the quest for social betterment. Monitoring usually refers to tracking the implementation and overall progress of the programme.

PROFILE OF LEARNERS:

The programme is aimed at people who wish to enhance their expertise in monitoring and programme evaluation, specifically in the areas of human resource programme evaluation and public sector service delivery.

COURSE/S:

Masters in monitoring and programme evaluation

The programme consists of two parts: a coursework section and a research project. The coursework section consists of the following modules:

Principles of programme evaluation

Research design for impact evaluation

Statistics for evaluation

Human resource programme evaluation

Evaluating organisational behaviour

Monitoring and evaluating public sector performance and programmes.

The research project requires students to write a 20 000 word dissertation containing a full evaluation plan for an existing human resource or public sector programme.

ADMISSION REQUIREMENTS:

To qualify for selection into the programme you should have an Honours degree and knowledge of social research methods. Academic performance and the University's employment equity policy are also taken into account when we do student selection. Applications from September to November of year preceding that for which applications be made.

EXIT LEVEL/OUTCOMES:

The central theme of the programme is monitoring and programme evaluation, i.e. tracking the implementation and determining the value or worth of specific human resource interventions and public sector programmes. You will learn how to use models, principles and methods to find out whether a programme works or not. You will also acquire the skills to improve a programme that is not working too well.

PROGRAMME FOR 2010:

The Masters programme is a one-year, full-time programme. The course starts in February and ends in November. Classes are scheduled from 17:00 to 19:00 two days per week. All learning activities are scheduled to suit people who work full-time.

CONTACT INFORMATION :

Contact person: Prof J Louw-Potgieter

Tel: 021 650 5218

Fax: 021 689 7570

Email: joha.louw-potgieter@uct.ac.za

Web address: <http://www.commerce.uct.ac.za/Managementstudies/Courses/BUS5037W/>

FACULTY: Engineering & the Built Environment

UNIT: Centre for Transport Studies

FIELD/FOCUS: The Centre offers cross-departmental teaching and research in the field of transportation, with a focus on current urban passenger transport systems in South African cities.

PROFILE OF LEARNERS:

The transport field requires professionals from a broad range of disciplinary backgrounds. Recent graduates and in-service professionals with backgrounds in civil engineering, economics, geography, law, operations management, town planning, politics or sociology are potential candidates. However, applications will be considered from anyone with an interest in transport, and with suitable tertiary level qualifications.

COURSES:

In addition to research-based MScEng, MPhil and PhD degrees, the Centre for Transport Studies offers three taught post-graduate study options:

Master of Engineering in transport studies

This course requires the completion of three core courses totalling 60 credits, approved elective coursework totalling a minimum of 60 credits, and an approved 60 credit research project. (Progression to the research project is subject to the candidate performing significantly well in core coursework.)

Master of Philosophy in transport studies

This course requires the completion of three core courses totalling 60 credits, approved elective courses totalling a minimum of 60 credits, and an approved 60 credit research project. (Progression to the research project is subject to the candidate performing significantly well in core coursework.)

Post-graduate diploma in transport studies

This course requires the completion of three core courses totalling 60 credits and approved elective courses totalling a minimum of 60 credits.

The programme offers the following courses:

- Integrated land use-transport planning (MPhil/PGDip)
- Management of transport supply and demand (MPhil/PGDip)
- Transport modelling (MEng)
- Intermodal public transport planning and economics (MEng)
- Transport demand analysis and project assessment
- Rail planning and operations management
- Bus planning and operations management
- Local area transport planning, management and design
- Non-motorised transportation.

Courses consist of a preparatory assignment prior to an intensive contact week and course test at the University. This is followed by an assignment at home. Courses are taught by UCT academic staff, with selected inputs and support from leading experts in practice.

ADMISSION REQUIREMENTS:

MPhil and PGDip applicants with a university Honours or four-year Bachelor degree, and a suitable level of numeracy and writing skills have a good chance of acceptance onto the Programme. Students with a three-year Bachelor degree or a Bachelor of Technology degree need to demonstrate five years of relevant work experience post qualification in order to be considered. MEng applicants with a university Bachelor degree in engineering have a good chance of acceptance onto the Programme. Applicants with a Bachelor of Technology degree in engineering from an university of technology need to demonstrate five years of relevant work experience post qualification in order to be considered. The courses offered by the Centre are open to students wishing to undertake them for non-degree purposes, which is administered by the Continuing Professional Development unit.

EXIT LEVEL/OUTCOMES:

This is either a recognised UCT degree/diploma or points for continuing professional development.

PROGRAMME FOR 2010:

Core courses are offered every year. Elective courses are run either annually or biennially. Students can start the coursework component of the programme with any course. The programme can be completed in 18 to 24 months.

| Course | Contact week |
|---|-------------------------|
| Integrated Land Use-Transport Planning (END5038Z) | 25 January–1 February |
| Intermodal Public Transport Planning and Economics (END5045Z) | 8 March–15 March |
| Non-Motorised Transportation (END5039Z) | 12 April–19 April |
| Rail Planning and Operations Management (END5067Z) | 17 May–24 May |
| Transport Modelling (END5048Z) | 26 July–2 August |
| Management of Transport Supply and Demand (END5035Z) | 30 August–6 September |
| Bus Planning and Operations Management (END5068Z) | 4 October–11 October |
| Transport Demand Analysis and Project Assessment (END5047Z) | 15 November–22 November |

Notes:

1. The course on Local Area Transport Planning, Management and Design (END5036Z) is offered every second year, alternating with the course on Non-motorised Transportation (END5039Z).
2. The course on Rural Transport (END5046Z) will be offered in future years subject to request and adequate demand.

CONTACT INFORMATION:

Contact person: Ms Rowén Geswindt
Tel: 021 650 3499
Fax: 021 650 689 7471
Email: rowen.geswindt@uct.ac.za

Web address: <http://www.cfts.uct.ac.za>

FACULTY: Commerce

UNIT: School of Management Studies

FIELD/FOCUS: This Master's programme focuses on strategic people management – merging traditional organisational psychology and human resource management.

PROFILE OF LEARNERS:

The programme is aimed at people who work in the field of people management.

COURSE/S:

The central theme of the programme is the people manager as a strategic business partner. The programme consists of two parts: a coursework section and a research dissertation of 20 000 words.

The coursework section of the programme consists of six modules. Two modules are compulsory:

- Organisational context
- Research methods

And students can choose four of the following elective modules:

- HR programme evaluation
- Positive organisational behaviour
- Reward management and talent retention
- Psychological assessment
- Career psychology
- New worlds of work.

ADMISSION REQUIREMENTS:

A good Honours degree in Organisational/Industrial Psychology or Human Resource Management is a requirement for entrance. Candidates with other Honours degrees are not considered for this programme. Applications must be done by November of the year preceding the year for which the application is being made.

EXIT LEVEL/OUTCOMES:

Masters in Organisational Psychology

PROGRAMME STRUCTURE:

One year, full-time programme (February to November)

Classes are scheduled from 17:00–19:00, two days per week. Coursework assignments, research dissertations, presentations and supervisory meetings are scheduled to suit people who work full-time.

CONTACT INFORMATION:

Contact person: Dr Suki Goodman

Tel: 021 650 3778

Fax: 021 689 7570

Email: suki.goodman@uct.ac.za

Web address: <http://www.commerce.uct.ac.za/managementstudies/Courses/BUS5033W/>

FACULTY: Health Sciences

UNIT: Health Economics Unit, School of Public Health & Family Medicine

FIELD/FOCUS: Health Economics

PROFILE OF LEARNERS:

The course is designed for graduates in social or health sciences who have demonstrated an interest in public health and an interest in economics.

COURSE/S:

Post-graduate diploma in health economics

This is an online diploma course.

The course runs between February and November each year and takes two years to complete on a part-time basis. All students are required to complete all eight modules.

The modules are as follows:

YEAR ONE:

First semester:

Microeconomics for the health sector

Introduction to health economics and health policy (Health Economics I)

Second semester:

Economic evaluation

Priority setting, resource allocation and equity

YEAR TWO:

First semester:

Health economics II

Economics of health systems

Second semester:

Health economics III

Current developments in health economics

At the start of each module students will receive a login and password that will allow them to access the course materials from the programme's website. Course materials include formal materials such as books, journal articles and book chapters, and less formal materials such as study notes, learning questions, and commentary that will help students to maximise benefit from the formal materials. Students will also be assigned a tutor who can be contacted at any time with specific questions. Detailed feedback will be given on assignments. A one-week contact session will be offered annually which will give students the opportunity to interact with their fellow students and tutors and to broaden skills by engaging in 'real-life' case studies.

ADMISSION REQUIREMENTS:

The entry requirement is at least an undergraduate degree in economics, health and social sciences, or equivalent, from an approved university. Medical doctors and other medical graduates must have demonstrated an interest in public health and an interest in economics. Fluency in English, both written and spoken, is required.

As places are limited, the selection will be based primarily on academic merit and professional experience. Applicants must fill in the standard UCT application form relevant for the year of their proposed study, together with the Departmental Questionnaire, available on the Health Economics website.

**ASSESSMENT:**

Assessment takes the form of continuous assessment – there is no final examination. Students will be assessed on the basis of written assignments throughout the course. There are two assignments per module, each of which must be submitted for completion of each module. If a student fails an assignment (a mark of less than 50%) he or she may rewrite, but a maximum mark of 50% will be awarded. A sub-minimum of 40% is required for each assignment to complete a module. Each module is weighted equally in calculating the final mark for the diploma.

EXIT LEVEL/OUTCOMES:

Post-graduate diploma in health economics

PROGRAMME FOR 2010:

The 2010 course registrations are already closed.

If you are interested in this course you could enquire about registering for 2011. Prospective students need to submit their application no later than 31 October (in hard copy – electronic submissions are not accepted) in order to begin the course in the following year.

CONTACT INFORMATION :

Contact person: Latiefa Adams
Tel: 021 406 6558
Fax: 021 448 8152
Email: latiefa.adams@uct.ac.za

Web address: www.heu-uct.org.za

FACULTY: Health Sciences

UNIT: School of Health and Rehabilitation Sciences

FIELD/FOCUS: The programme aims to increase awareness and informed participation in disability issues at a teaching, research and policy level.

PROFILE OF LEARNERS:

The programme will be of benefit to disabled people in national and provincial governance structures; staff of provincial offices on the status of disabled people; disability activists; health professionals; social workers; teachers; service providers in public and private sectors; human resource managers; policymakers; lecturers and students in different faculties.

COURSE/S:

Post-graduate diploma

- Introduction to Disability as Diversity
- Critical Priorities in Disability, Diversity and Development
- Developing Critical Research Literacy
- Community-Based Development and Project Management.

MPhil in Disability Studies:

- Policy development and disability politics
- Disability and citizenship
- Research Methods
- An elective at the 500 level
- A minor dissertation of 30 000 words.

An elective course chosen from current modules offered in Social Development, African Gender Studies, Psychology, Sociology, Health and Rehabilitation Sciences or Public Health plus a minor dissertation.

ADMISSION REQUIREMENTS:

- 1) For post-graduate diploma:

A degree or equivalent in post-graduate study from any discipline.

OR

Recognition of prior learning: Candidates will be required to submit a personal portfolio through which their competencies will be assessed in order to qualify for admission on the basis of merit or expertise:

- a) Experience in the field of disability and development, or relevant work experience;
- b) Relevant course attendance in fields related to course content (certificates or diplomas);
- c) Critical thinking skills in writing and reading;
- d) Computer literacy (essential);
- e) A letter of support from the employer granting the student study leave for the block weeks and support in applying assigned tasks to work context as well as time for assignments.

- 2) MPhil

An approved four year tertiary qualification or equivalent in postgraduate study from any discipline. The Postgraduate Diploma in Disability Studies is a pre-requisite for entrance into the MPhil in Disability Studies. Students wishing to register for the MPhil in Disability Studies will need to obtain 60% for each course in the PG Diploma in Disability Studies.

EXIT LEVEL/OUTCOMES:

Post-graduate diploma, or a MPhil degree

The PG Diploma in Disability Studies programme aims to increase awareness and informed participation in disability issues at a teaching, research and community-based programme level. By the end of the course, students will be able to:

- Understand disability as diversity .
- Appreciate the shift in perspective from seeing disability as a welfare and charity issue to a human rights and development issue.
- Develop the capacity to interrogate the emotional responses related to disability issues.
- Apply new knowledge and skills in community-based development and research.

The MPhil in Disability Studies programme aims to increase awareness and informed participation in disability issues at a teaching, research, policy development and implementation level. By the end of the M. Phil students will be able to:

- Understand the different meanings of policy, the process of policy development and policy analysis in order to critically explore the integration of disability issues at all levels of governance and policy development process.
- Critically analyse and debate the concepts of disability, citizenship and service delivery related to policy implementation strategies by relevant stakeholders including civil society.
- Develop further research understanding and skills in quantitative and qualitative methodologies.
- Complete a research dissertation.

Programme structure (post-graduate diploma)

The programme comprises four taught courses over a period of one year. There will be four blocks per year to enable enrolment by participants from other provinces and rural areas. The blocks are two weeks in the first semester and one week in the second semester. Students are required to be on campus to participate full-time in all teaching weeks.

CONTACT INFORMATION:

Programme convenor: Assoc Prof T Lorenzo
Administrator: Zanele Magwa
Tel: 021 406 6401/ 406 6164
Fax: 021 406 6323
Email: theresa.lorenzo@uct.ac.za or ntombizanele.magwa@uct.ac.za

FACULTY: Humanities

UNIT: School of Education

FIELD/FOCUS: Education

PROFILE OF LEARNERS:

The courses are aimed at teachers, prospective teachers, adult educators, academics, community and workplace educators or trainers.

COURSE/S:

Diploma in Education (Adult Education)
Entry level – NQF 5

Admission requirements: Experience in the field. Matric or equivalent assessed through RPL
Two years part-time

Advanced Certificate in Education (ACE) in Adult Education (Adult Education)
Post-graduate level – NQF 6

Admission requirements: Diploma in education or any undergraduate degree or equivalent level of learning assessed through RPL
Two years part-time

Bachelor of Education (Honours)
Post-graduate level
Admission requirements: Degree and PGCE, or BEd degree
Two years part-time

Post-graduate diploma/Masters in Education
Post-graduate level

Admission requirements: Honours degree or equivalent level of learning assessed through RPL

One year (PGDip) or two years (MEd) part-time

Advanced Certificate in Education (Continuing Professional Teacher Development)
Post-graduate level – NQF 6

Specialisations offered:

Life orientation

Mathematical literacy

Mathematics (GET)

Mathematics (FET)

Science (GET Natural Sciences)

Science (FET Physical Sciences)

Foundation Phase literacy, numeracy and curriculum leadership/Intermediate Phase Language, mathematics and curriculum leadership

Education Management and Leadership Development.

All the courses are offered part-time over two years with lectures in the evenings, on Saturdays, or in school holidays.

Admission requirements: A recognised three year post-matriculation teachers' qualification(s), and at least a Head of Department position in a school in the case of Education Management and Leadership.

Two years part-time

CONTACT INFORMATION:

Contact person: Ingrid Thom

Tel: 021 650 2772

Fax: 021 650 3489

Email: hum-education@uct.ac.za

Web address: <http://www.uct.ac.za/depts/educate>