St. ANTONY UNIVERSAL COLLEGE

There is no wealth above the wealth of Education

St. Antony Universal College

Full-Time   Part-Time   E-Learning   Distance

Physical Address: 30 Simpson Street, Windhoek
Website: auc.edu.na   Email: admissions@auc.edu.na

TEL: (+264) 6140 0232/6140 2311
CELL: (+264) 818 854 919   FAX: (+264) 6140 2405
POSTAL: P. O. Box 61042, Katutura

PROSPECTUS

Short Courses and Corporate training Programmes Also Available

Masters **Programme**   *Degree* **Programme**   *Diploma* **Programme**   *Certificate* **Programme**

FOREWORD

The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.

- Dr. Martin Luther King, Jr.

The world has seen a spring of many tertiary educational institutions over the past 500 hundred years, but in Africa, the establishment of solid educational institutions can be said to be in its infancy, being more prominent as the different countries got their independence within the past 80 years and realized the power and long term effects of guided knowledge which can only be attained through formal education.

Sadly, for the past 50 or so years, formal education began as a privilege of the financially elite and then those that were considered 'intellectually capable' regardless of whether they were determined to make a difference in their own lives and in the lives of others.

We saw the need and decided to step in.

At St Antony Universal College, we have opened our doors to all that want to get a tertiary education based more on their current determination more than their past educational performance. We are confident that such individuals are more capable of bringing feasible and substantial changes of situations, not only to themselves but as well as to their society at large. This is also seen in our almost 50 programs which are appropriate within the developing landscape of Namibian political, economic and social spectrums.

We firmly believe in a responsible, compassionate and respectful operation of business in line with the Namibian Harambe values. In that light we envisage that we can be a leading tertiary training centre, adequately providing progressive and flexible legal and commercial education within Namibia and the SADC region.

As a Christian based organisation, we also believe in conservative Christian values that will aid in not just producing focused intellects but also wholesome individuals of impeccable characters and future leaders of high ethical levels supported by the perfectionist quality and inspiring professionalism in our service delivery.

That is why it is easy for us to know that in all we do, our focus will be achieving excellence:

For God and Country

WELCOME NOTE

The branches of the tertiary educational tree have spread from Gabarone and reached Windhoek and has opened its doors for you, in 2018.

What are you waiting for?

The St. Antony Universal College is now firmly based in Windhoek West in a safe and well looked after campus.

On offer are programs from Certificate to Masters Level in fields such as Law, Pre-school education and Business. These courses will be offered via three modes of study:

- Full Time
- Part Time
- Distance (with single contact sessions each month)

All these will be delivered by competent and driven lecturers who will make the learning experience bearable as well as beneficial.

We certainly looking forward to having you as part of the family and that you let us impact you in a life changing custom. Ensuring that you receive excellent service pillared with integrity, accountability and professionalism.

For detailed or additional information, contact us on these details below:

Telephone: +26461400232
Cell phone: +264818854919
Fax: +26461402405

MISSION

AUC provides broad access to those who seek opportunities to study Law, Education, Commerce and Social Sciences in Namibia and the region through a focus on morality and social justice. We empower students to put their learning into action on campus and in the community.

VISION

AUC will be a leading tertiary education institution in the provision of innovative and flexible education in Namibia and the region, always upholding the principles of quality and professionalism in tertiary education services.

VALUES

We do our business by serving the nation with responsibility, compassion and respect for divergent views to compliment national values. We will be open, frank and serving with excellence, integrity, accountability and professionalism.
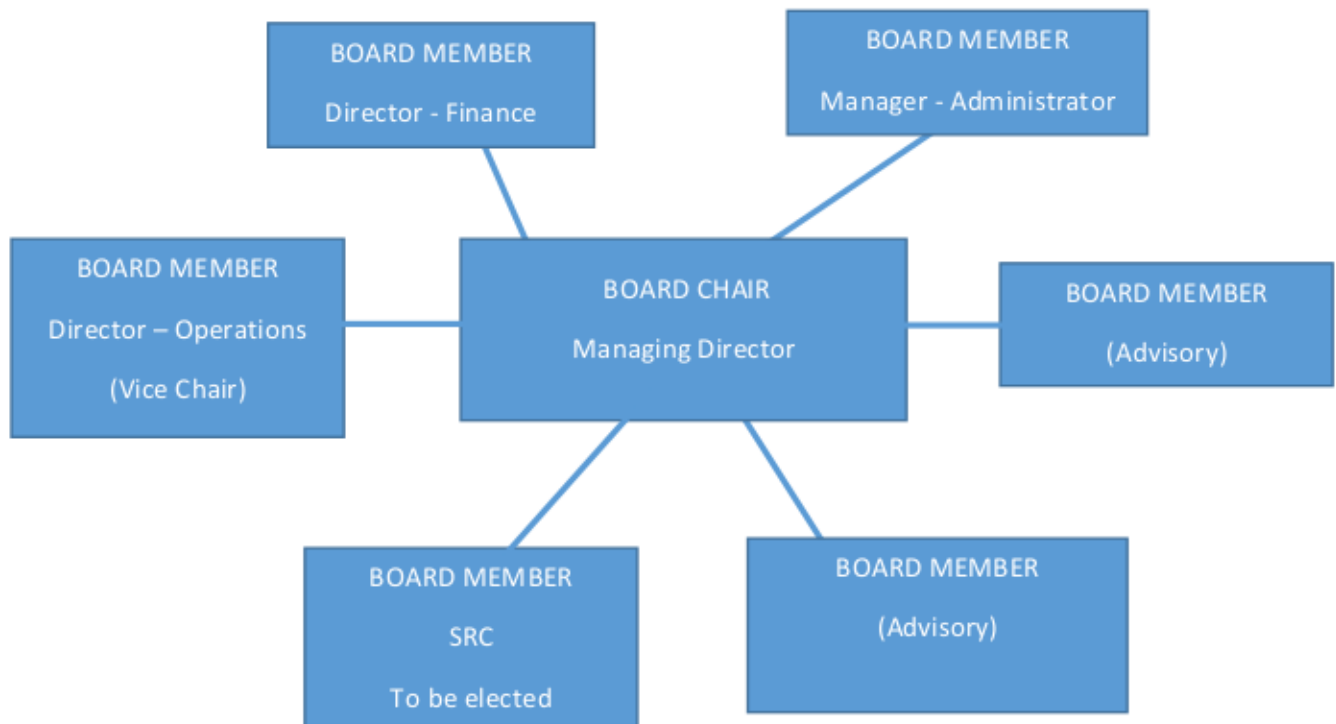
GOALS

- Enrol, educate, and graduate the most deserving, promising, and diverse student body possible.
- Provide all students (undergraduate, graduate, professional) with an education that is innovative, distinctive, and of the highest quality, and that inspires in them a zest for learning.
- Recruit, nurture, and retain diverse citizens who are outstanding scholars, teachers and excellent staff members who provide outstanding support to institutional departments and students.
- Strengthen the public engagement of the college's education, research, and clinical programs with local, national, and international communities, consonant with its stature as an academically distinguished private college with a public mission.
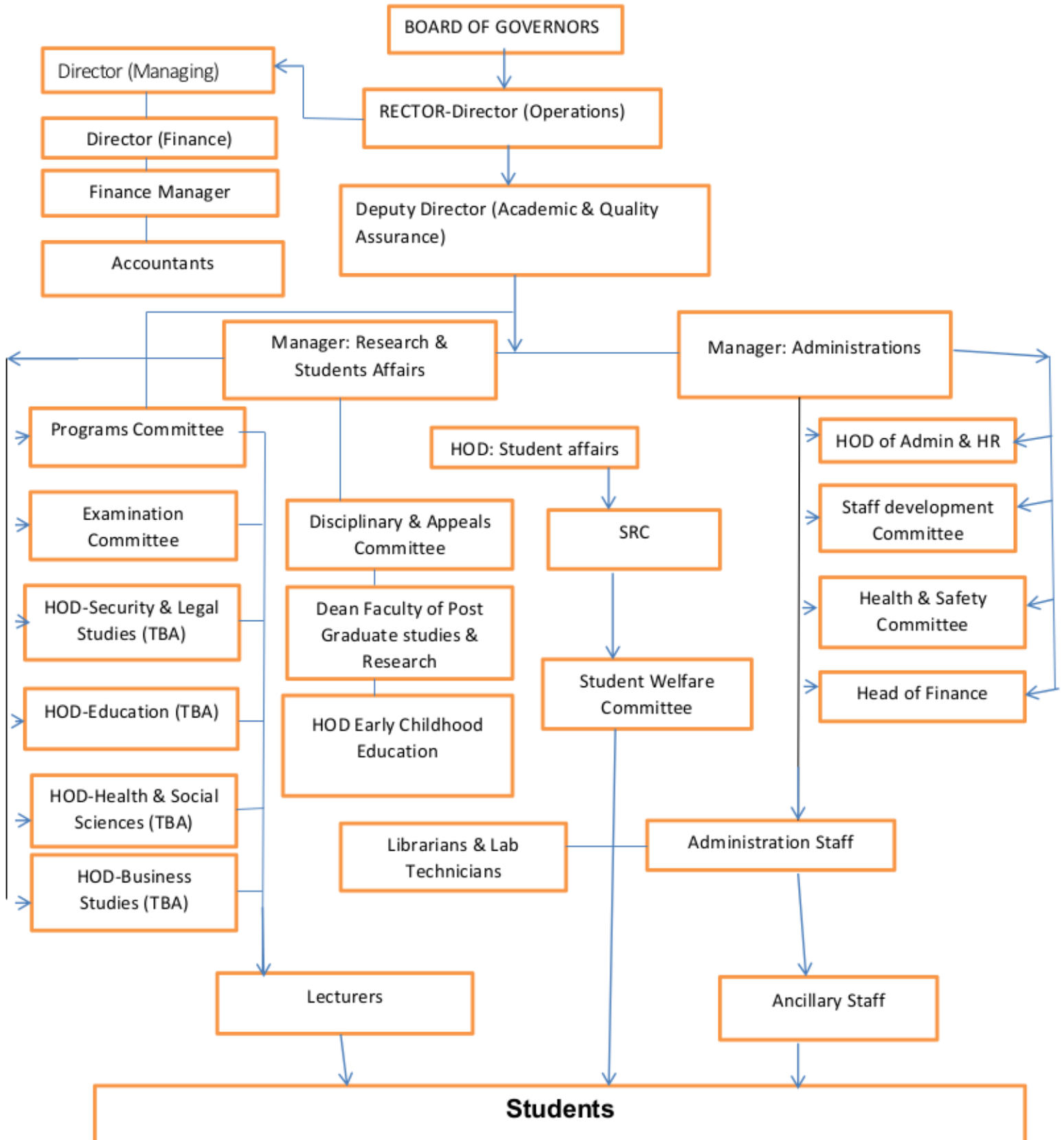
OBJECTIVES

- Increase the size and quality of departments in strategically important academic areas.
- Create and sustain a culture that supports teaching excellence in all academic units.
- Maintain and selectively strengthen in cost effective ways the core infrastructures for research, scholarship, and creativity, including in particular libraries and shared research facilities.
- Broaden the diversity of faculty through new hires and enhanced retention efforts which then strengthens institutional structures that promote pedagogical innovations both centrally and within faculties and programs.
- Provide a more unified and shared educational experience for AUC undergraduates.
- Strengthen institution-wide services for the administration and support of research (including government, foundation, and industry funding)

BOARD MEMBER

Director - Finance

BOARD MEMBER

Manager - Administrator

BOARD MEMBER

Director – Operations

(Vice Chair)

BOARD CHAIR

Managing Director

BOARD MEMBER

(Advisory)

BOARD MEMBER

SRC

To be elected

BOARD MEMBER

(Advisory)

College Organogram

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                          BOARD OF GOVERNORS

Director (Managing)              RECTOR-Director (Operations)

Director (Finance)

Finance Manager                  Deputy Director (Academic & Quality
                                 Assurance)

Accountants
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Manager: Research & Students Affairs		Manager: Administrations

Left column:
- Programs Committee
- Examination Committee
- HOD-Security & Legal Studies (TBA)
- HOD-Education (TBA)
- HOD-Health & Social Sciences (TBA)
- HOD-Business Studies (TBA)

Middle column:
- HOD: Student affairs
- Disciplinary & Appeals Committee
- Dean Faculty of Post Graduate studies & Research
- HOD Early Childhood Education
- SRC
- Student Welfare Committee
- Librarians & Lab Technicians

Right column:
- HOD of Admin & HR
- Staff development Committee
- Health & Safety Committee
- Head of Finance
- Administration Staff

Lecturers

Ancillary Staff

Students

COURSES AT A GLANCE

PROGRAMME LEVEL & DURATION		TITLE	NQF LEVEL	EXAMINING BOARD
CERTIFICATE PROGRAMMES DURATION: 12 MONTHS	1	CERTIFICATE IN LAW	4	AUC
	2*	CERTIFICATE IN EARLY CHILDHOOD	4	AUC
	3	CERTIFICATE IN BOOKEEPING AND ACCOUNTING	4	AUC
	4	CERTIFICATE IN SECURITY MANAGEMENT	4	AUC
	5	CERTIFICATE IN PURCHASING AND SUPPLY CHAIN MANAGEMENT	4	AUC
	6	CERTIFICATE IN TRAVEL AND TOURISM	5	AUC
	7	CERTIFICATE IN BUSINESS INFORMATION SYSTEM	5	AUC
	8	CERTIFICATE IN BUSINESS MANAGEMENT	5	AUC
	9	CERTIFICATE IN HUMAN RESOURCES MANAGEMENT	5	AUC
	10	CERTIFICATE IN SALE AND MARKETING MANAGEMENT	5	AUC
	11	CERTIFICATE IN HIV AIDS MANAGEMENT	4	AUC
	12	CERTIFICATE IN COMMUNITY DEVELOPMENT	5	AUC
	13	CERTIFICATE IN OFFICE ADMINISTRATION	1 TO 5	NTA
	14	CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY	4 & 5	NTA
DIPLOMA PROGRAMMES DURATION: 2 YEARS	1	DIPLOMA IN LAW	6	AUC
	2	DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY	6	AUC
	3	DIPLOMA IN PURCHASING AND SUPPLY CHAIN MANAGEMENT	6	AUC
	4	DIPLOMA IN SECURITY MANAGEMENT	6	GUC
	5*	DIPLOMA IN EARLY CHILDHOOD	6	AUC
	6*	DIPLOMA IN EVENTS MANAGEMENT	6	AUC
	7	DIPLOMA IN PUBLIC HEALTH	6	AUC
	8	DIPLOMA IN CRIMININOLOGY	6	AUC
	9	DIPLOMA IN COURT ADMINISTRATION	6	AUC
	10	DIPLOMA IN HUMAN RESOURCES MANAGEMENT	6	AUC
	11	DIPLOMA IN BUSINESS MANAGEMENT	6	AUC
	12	DIPLOMA IN TRANSPORT PLANNING AND MANAGEMENT	6	AUC
	13	DIPLOMA IN ACCOUNTING	6	AUC
	14	DIPLOMA IN TRAVEL TOURISM MANAGEMENT	6	AUC

	15	DIPLOMA IN SALES AND MARKETING MANAGEMENT	6	AUC
BACHELORS DEGREE PROGRAMMES	1	BED. (HONS) EDUCATIONAL MANAGEMENT & LEADERSHIP	8	AUC
	2*	BED (HON) IN EARLY CHILDHOOD	8	AUC
	3	BBA (HON) IN ENTREPRENEURSHIP	8	AUC
	4	BBA (HON) IN OCCUPATIONAL HEALTH AND SAFETY	8	AUC
DURATION: 4 YEARS	5	BBA (HON) IN SECURITY	8	AUC
	6	BCOM (HON) PURCHASING AND SUPPLY CHAIN MANAGEMENT	8	AUC
	7	BA (HON) IN ENVIRONMENTAL AND PUBLIC HEALTH	8	AUC
	8	(LLB) BACHELOR OF LAWS	8	ZAOU
	9	BACHELOR OF SCIENCE IN POLICING AND LAW	8	ZAOU
MASTERS' DEGREE PROGRAMMES	1	MED IN ADMINISTRATION AND LEADERSHIP	9	AUC
	2*	MED IN EARLY CHILDHOOD	9	AUC
	3	MED IN INCLUSIVE EDUCATION	9	AUC
	4	MED IN CURRICULUM STUDIES	9	AUC
DURATION: 2 YEARS	5	MA IN ENVIRONMENTAL AND PUBLIC HEALTH	9	AUC
	6	MBA IN FINANCE	9	AUC
	7	MBA IN MARKETING	9	AUC
	8	MBA IN HUMAN RESOURCE MANAGEMENT	9	AUC
	9	MBA IN GLOBAL BUSINESS	9	AUC
	10	MBA IN FORMATION TECHNOLOGY AND SYSTEMS	9	AUC
	11	(LLM) MASTER'S DEGREE IN LAWS	9	ZAOU

CERTIFICATE IN LAW
(LEVEL 4)

QUALIFICATION TITLE: Certificate in Law (Level 4)

Description of the Qualification

1.1 Purpose

This qualification is to capacitate learners to perform a multitude of functions in a commercial environment. A learner that acquired this qualification will be capable to perform as an office manager. The qualification has two specialisation modules which offer the learner some latitude to specialise in two different fields. The type of operations in an office environment often dictates whether the services rendered require registered legal practitioners or whether practitioners trained in paralegal studies would suffice.

1.2 Outcomes of the Qualification

On achieving this Qualification, the learner will be able to:

i.   Apply fundamental knowledge and understanding of law to a specific problem within the Namibian legal context.

ii.   Apply appropriate technology in order to conduct legal research on behalf of a legal or paralegal practitioner.

iii.   Communicate with internal and external clients in a paralegal or legal workplace.

iv.   Range: Communication refers to both written and oral communication.

v.   Guide and refer clients in a paralegal context.

vi.   Assist in solving problems in a paralegal context by working in a team and individually.

vii.   Provide administrative and organisational support in an office environment.

viii.   Exercise ethical conduct, values and professionalism when dealing with internal and external clients.

1.3 Entry Requirements

The following are the entry requirements of this qualification

1.3.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.3.2   Mature Age Entry

i.   Minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.

ii.   Recognition of Prior Learning RPL is available as an entry option.

1.4 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 120 credits and who have met the requirements of the compulsory selection.

1.5 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents.

1.6 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.6.1 Assessment

i. Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.

ii. Whereas the continuous assessment shall constitute 40% , the final examination assessment shall constitute 60%

iii. The Certificate shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.6.2 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.7 Transition Arrangements

This is a new qualification and it is not replacing any old qualification

1.8 PROGRAMME STRUCTURE

Course structure (NQF Level 4 Certificate)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	4	CL 101	15	Introduction to court procedures	4	CL 104	15
Criminal law	4	CL 102	15	Law of Delict	4	CL 105	15
Business Communication	4	BS100	15	Contract law	4	CL 106	15
Commercial law	4	CL 103	15	Customer Service	4	CS 107	15
Total semester credits		60					60
Total credits for year 1							120

CERTIFICATE COURT ADMINISTRATION

(LEVEL 4)

QUALIFICATION TITLE: **Certificate Court Administration (Level 4)**

Description of the Qualification

1.1 Purpose

The qualification will also facilitate access to, mobility and progression within education and training as well as progression for learners who were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Continuing Education and Training and also those who have worked in the security industry or related field for many years, but have not obtained a formal qualification. The qualification also stands as to assist those who wish to extend their range of skills and knowledge of this field of study so that they can become competent law enforcement officials.

1.2 Outcomes of the Qualification

On achieving this Qualification, the learner will be able to:

i.   Administer a legal office with proficiency.

ii.   Apply legal principles to drafting legal documents.

iii.   Interpret basic legal concepts in any legal environment.

iv.   Complete projects within agreed time frames and according to budgets and professional standards.

v.   Utilise essential managerial skills that lead to informed decision making.

vi.   Implement information and communication technology practices in a work environment.

vii.   Contribute meaningfully to corporate social responsibility in an organisation

1.3 Entry Requirements

The following are the entry requirements of this qualification

1.3.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.3.2   Mature Age Entry

i.   Minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.

ii.   Recognition of Prior Learning RPL is available as an entry option.

1.4 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 120 credits and who have met the requirements of the compulsory selection.

1.5 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents.

1.6 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.6.1 Assessment

i. Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.

ii. Whereas the continuous assessment shall constitute 40% , the final examination assessment shall constitute 60%

iii. The Certificate shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.6.2 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.7 Transition Arrangements

This is a new qualification and it is not replacing any old qualification

1.8 PROGRAMME STRUCTURE

Course structure (NQF Level 4 Certificate)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	4	CL 101	15	Introduction to court procedures	4	CL 104	15
Criminal law	4	CL 102	15	Human Resource Management	4	CL 105	15
Customer care	4	BS100	15	Records Management	4	CL 106	15
Financial Management	4	CL 103	15	Administration of estates.	4	CS 107	15
total semester credits		60					60
total credits for year 1							120

CERTIFICATE IN SECURITY MANAGEMENT (LEVEL 4)

QUALIFICATION TITLE: **Certificate in Security Management (Level 4)**

Description of the Qualification

1.9 Purpose

This qualification is an entry-level qualification and recognises the key competencies required of security personnel who are able to work in a variety of security contexts. This qualification will be for individuals who want to enter the security industry and develop competencies in standard security practices such as access and egress control, security response and patrols, asset protection and visible
security operations.

Holders of this Qualification will operate mainly in the security sector, within a range of contexts, including rural, urban, corporate, mass gatherings, homes and businesses. It will provide the learner with the competencies needed to undertake a range of security related processes and practices at an entry level. This qualification will entail that persons involved in the security environment will be able to practice the necessary knowledge, skills and attitudes to operate in a professional manner. The qualification will also enhance their career opportunities within the security environment.

1.10 Outcomes of the Qualification

On achieving this Qualification, the learner will be able to:

i. Have the competence in Safeguarding premises, assets, information and personnel.
ii. Demonstrate in-depth knowledge of how to. Interact with customers and people.
iii. Display knowledge of how to operate security equipment.
iv. Apply sound administrative management principles.
v. Utilise essential managerial skills that lead to informed decision making.
vi. Discuss the current legal framework pertaining to the security industry is adhered to and efforts to increase awareness of same are made.

1.11 Entry Requirements

The following are the entry requirements of this qualification

1.11.1 Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.11.2 Mature Age Entry

i. Minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.
ii. Recognition of Prior Learning RPL is available as an entry option.

1.12 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 120 credits and who have met the requirements of the compulsory selection.

1.13 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents

1.14 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.14.1 Assessment

i.   Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.

ii. Whereas the continuous assessment shall constitute 40%, the final examination assessment shall constitute 60%

iii. The Certificate shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.14.2 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.15 Transition Arrangements

This is a new qualification and it is not replacing any old qualification

PROGRAMME STRUCTURE

Course structure (NQF Level 4 Certificate)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	4	CSM 101	15	Introduction to court procedures	4	CSM 104	15
Criminal law	4	CSM 102	15	Risk Management	4	CSM 105	15
Customer service	4	CSM 100	15	Principles of Management	4	CSM 106	15
communication and IT	4	CSM 103	15	Law of evidence	4	CSM 107	15
total semester credits		60					60
total credits for year 1							120

CERTIFICATE IN ACCOUNTING
(Level 5)

Proposed qualification title: Certificate in Accounting

Description of the whole Qualification

1.1 Purpose

Accounting is a key component of the general management of an organisation. The funds of any organisation or business need to be correctly managed by skilled financial practitioners to ensure the healthy financial status of a company. The programme is aimed at providing learners with a comprehensive range of competencies and skills to meet the demands of the financial business sector.

Accountants are responsible for various financial operations such as evaluating profitability and minimising risk to reach successful financial objectives. St Antony's Certificate will assist learners to master financial skills and advance your abilities within this branch of a business environment.

The purpose of this qualification is to provide the learners with the skills, competence, knowledge and understanding to become an accounting professional. This enables learners to develop work relevant competence, as an aid to employment and career progression. It also enables learners to progress further, using the excellent progression routes on to the ACCA or CIMA qualifications. The qualification also allows learners access to lifelong professional development and support, through the opportunity to take up full membership of accounting profession.

This programme will benefit those who would like to enter the job market, those who have been working within the field or running own businesses but have limited financial and accounting management experience. Successful candidates will also be granted access to other St Antony's Programmes on NQF level 6

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Describe, explain, and integrate fundamental concepts underlying accounting, finance, management and economics

- Use information to support business processes and practices, such as problem analysis and decision making

- Apply quantitative skills to help analyze and solve business problems and to take advantage of business opportunities

- Apply oral and written communication skills

- Describe and explain the ethical and social responsibilities of accountants in ensuring the integrity of financial information

- Develop an understanding of internal control issues and the effects of the regulatory environment on financial reporting
- Apply knowledge of generally accepted accounting principles and managerial accounting theories to business organizations, state and local governments, and non-profit organizations
- Use analytical techniques to arrive at conclusions from financial information for the purpose of decision-making

1.3 Award of Certificate

An NQF Level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Accounting

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to computing and Information Processing	5	ICT111	15	Business Law	5	BUS 121	15
Business Communication	5	BUS112	15	Principles of Economics	5	BUS122	15
Business Mathematics	5	BUS114	15	Principles of Management	5	BUS113	15
Principles of Accounting	5	ACC111	15	Financial Accounting	5	ACC121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

CERTIFICATE IN BUSINESS INFORMATION SYSTEMS (Level 5)

Qualification title: Certificate in Business Information Systems

Description of the whole Qualification

1.1 Purpose

Working in the world of information systems can be exciting and rewarding, as businesses become more and more reliant on information systems to support innovation, decision making and day-to-day operations. The creative use of information systems can transform organisations, and successful enterprises require hybrid professionals and analysts who can evaluate and use the tools, gauge the risks and provide the key insights and sound direction required for business planning. Business Information systems qualification at certificate level will allow students to acquire a range of competencies related to information and communication technology as well as a range of related skills. The main purpose of this qualification is to provide learners with vocational knowledge, skills and competencies appropriate to technology based solutions in the business environment.

This qualification develops students' understanding of the business challenges of an enterprise, and their ability to conceive and manage solutions which are increasingly Information and Communications Technology dependent. Students will integrate skills of problem solving and information systems modelling with knowledge of business processes and environments. The course will enable students to consult on, support or develop the technological platforms of an enterprise to achieve competitive advantage, building a career in roles ranging from systems developer to business manager.

This qualification will give students a clear perspective of the current nature and practice of business information systems. The qualification will provide the learner with a range of fundamental knowledge and competencies in business information systems. Successful candidates will be able to progress to other St Antony's Programmes on NQF level 6.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Demonstrate an understanding of the fundamental aspects and inter-disciplinary nature of information systems in organisations.

- Understand the basic concepts and technologies used in the field of management information systems

- Have the knowledge of the different types of management information systems

- Understand the processes of developing and implementing information systems

- Be aware of the ethical, social, and security issues of information systems

- Understand the role of information systems in organizations, the strategic management processes, and the implications for the management

- Develop an understanding of how various information systems work together to accomplish the information objectives of an organization
- Learn about the importance of managing organizational change associated with information systems implementation
- Use the application software skills such as analyzing spreadsheets, creating database, and Web browsing, that they have learned in other courses to apply to real-world business problems.

1.3 Award of certificate

An NQF Level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Business Information Systems

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.8.1   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.9 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computers and Information Processing	5	ICT111	15	Computer Programming and Optimisation	5	ICT123	15
Business Communication	5	BUS112	15	Principles of Accounting	5	ACC11	15
Business to Maths	5	BUS114	15	Principles of Management	5	BUS13	15
Fundamentals of Information systems	5	ICT121	15	E-Commerce	5	ICT122	15
Total Semester Credits			**60**				60
Total Credits for Year 1							**120**

CERTIFICATE IN BUSINESS MANAGEMENT
(Level 5)

Qualification title: Certificate in Business Management

Description of the whole Qualification

1.1 Purpose

Certificate in Business Management is designed to meet the needs of both employed and unemployed individuals who wish to become involved in various business administration activities. It serves to integrate and develop business management practices and facilitate capacity building and human resource development in management education for socio-economic development. The qualification provides affordable access to management education for learners from previously disadvantaged communities and empowers successful learners with management skills and competencies necessary to steer progress and provide leadership in the business environment. It also promotes equity and redress by increasing the representation of qualified minority, especially women, in business organisations, while recognised for career and economic needs of learners who are seeking gainful employment.

The programme will develop learner's competence in order to consistently use a variety of business, managerial and personal skills and strategies in the conceptualisation of new ventures. Future growth in Namibia must come from small and medium enterprises. This qualification is ideally structured to empower individuals to participate meaningfully in this process. The programme aims to optimise individual and team efforts in an organisation and to develop the appropriate skills and knowledge required for the development and continued success of a business.

It is intended to develop sustainable businesses by way of imparting specific business related skills. Namibian small business industry is essential within the current economic and socio-political climate. A high business failure rate can be attributed to the lack of business and/or entrepreneurial skills

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Identify, define and analyse problems and identify or create processes to solve them;
- Exercise critical judgement in creating new understanding;
- Critically assess existing understanding and recognise the need to regularly challenge all knowledge;
- Identify and apply new ideas, methods and ways of thinking;
- Respond effectively to problems in a business environment
- Advance reasoned and factually supported arguments effectively in written work and oral presentation;
- Work effectively with others, capitalising on their different thinking, experience and skills;

- Identify and evaluate social, cultural, global, ethical and environmental responsibilities and issues;
- Demonstrate skills in time management.

1.3 Award of Certificate

An NQF Level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Business Management

1.4 Admission requirements

1.4.1 Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2 Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computing & Information Processing	5	ICT111	12	Principles of HRM	5	HRM111	15
Business Communication	5	BUS 112	12	Business Law	5	BUS121	15
Business Maths	5	BUS114	12	Principles of Economics	5	BUS122	15
Principles of Business Management	5	BUS113	12	Organisational Behaviour	5	BUS123	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

CERTIFICATE IN HUMAN RESOURCES MANAGEMENT (Level 5)

Qualification title: Certificate in Human Resources management

Description of the whole Qualification

1.1 Purpose

Human Resource Management is a critical support structure in any workplace that ensures that the highest quality staff is sourced for the particular needs of the organisation. In all honesty a company's name is only as good as the people working for it and the intelligence, quality and attributes that they bring to the table. With this in mind it's not just necessary for a company to have good employees, but to be able to spot good talent when it walks through the door and this is exactly where effective training in the field of human resource management comes in.

St Antony Universal College has developed a dynamic course that caters for the needs of the student who wants to build a successful career in Human Resource Management. This programme provides students with a wide range of competencies, knowledge and understanding of personnel management. This programme will allow the successful candidate to practice basic personnel management functions. The programme introduces learners who have a preference to work within the personnel management sector, to the specialised field of human resource management and development.

Personnel issues require professional practitioners with a sound knowledge of personnel management. The programme will produce knowledgeable, skilled personnel managers who are able to contribute to improved productivity and efficiency within the work environment. The content of the programme is of a high academic standard, empowering students with a foundation of general management skills which can also be used to build further management-related competencies. Successful candidates will also be granted access to other St Antony's Programmes on NQF level 6 and 7.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Demonstrate an advanced discipline-specific knowledge in core areas of business.
- Synthesise relevant principles and concepts in a business context.
- Propose integrated solutions to business problems using theoretical knowledge, technical skills, critical and/ or creative thinking.
- Apply principles of social responsibility when critically evaluating situations and making business decisions.
- Communicate complex disciplinary information for the intended audience and purpose: (a) orally and, (b) in writing.

- Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
- Develop, implement, and evaluate employee orientation, training, and development programs.

1.3 Award of certificate

An NQF level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Human Resources Management

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Introduction to Computers & Information Processing	5	ICT 111	15	Business Law	5	BUS121	15
Business Communication	5	BUS112	15	Principles of Economics	5	BUS122	15
Business Maths	5	BUS114	15	Principles of Management	5	BUS113	15
Principles of HRM	5	HRM111	15	Personnel Management	5	HRM121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

CERTIFICATE IN SALES AND MARKETING
(Level 5)

Qualification title: Certificate in Sales and Marketing

1. Description of the whole Qualification

1.1 Purpose

Marketing and Sales Management is a fundamental aspect of business since it directly contributes to revenue growth by generating sales. The competitive business arena today demands the professional skills of Marketing and Sales Managers to implement strategies to gain market share, attract new customers and increase sales of current products or services. The purpose of the programme is to provide students with the elementary but broad theoretical concepts of marketing, as well as guiding them through the entry-level application of marketing concepts. Students will ultimately realise that marketing is more than just an advertising campaign and that it is a way of structuring organisations to ensure that effective product-related services are designed to provide real value to customers, motivate purchases and fulfil customer needs.

St Antony's programme is structured to expose graduates to a broad set of core competencies and management knowledge together with the ability to handle the practical demands they will face in a sales and marketing environment.

A certificate in Marketing & Sales Management will benefit applicants in career path and open new doors of opportunity in the significant industry of marketing. For those who are working within the field of marketing or would like to specialise in marketing management, they will gain the relevant expertise to plan and direct marketing strategies that will positively impact profitability of a business or organisation. Successful candidates will also be granted access to other St Antony's Programmes on NQF level 6 and 7.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Design and develop marketing solutions for current retail environments by employing appropriate marketing strategies.
- Apply knowledge of basic management skills to maximize employee productivity.
- Evaluate and apply marketing practices to create measurable results to meet marketing objectives.
- Use foundational skills and knowledge to remain current with marketing and management strategies and trends and employ them in new business environments.
- Solve elementary marketing problems in organisations.
- Access, process and manage elementary marketing information.

- Demonstrate an elementary understanding of the economic context and systems within which organisations operate and link these to marketing opportunities.
- Utilize effective communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

1.3 Award of certificate

An NQF level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Sales and marketing

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computing and information processing	5	ICT 111	15	Business Law	5	BUS121	15
Business Communication	5	BUS 112	15	Principles of Economics	5	BUS122	15
Business maths	5	BUS114	15	Principles of Management	5	BUS113	15
Principles of Marketing	5	MKT111	15	Selling and Sales Management	5	MKT121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

CERTIFICATE IN TRAVEL AND TOURISM
(Level 5)

Qualification title: Certificate in Travel and Tourism

1.1 Purpose

The tourism industry is a unique example of a sector that continues growing, expanding and diversifying even in the wake of intensifying economic and political pressures on a global basis. More nations than ever before have become enormously dependent on tourism to fuel both local and national economies – the industry is at all times crying out for talented, dedicated and resourceful professionals. A qualification in travel and tourism provides the perfect platform for applicants interested in joining one of the world's most dynamic, enjoyable and secure industry sectors.

St Antony's certificate in tourism will take candidates through each of the most crucial areas of travel & tourism as a career. The course content begins with a broad introduction to the concept of modern tourism, including why tourism in general has grown and evolved so hugely over recent decades. The qualification will equip students with a variety of tourism products and services, along with the management of tours in both inbound and outbound capacities.

Successful candidates will find themselves in a privileged position, where world travel and exploration becomes an everyday part of their chosen career. Whether it's joining an established tour operator, beginning a private company or working with a specialist travel firm in the world, an incredible array of exciting career opportunities immediately opens up. In addition to lucrative opportunities, successful candidates will also be granted access to other St Antony's Programmes on NQF level 6 and 7.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Design and develop travel and tourism solutions for current tourism destinations by employing appropriate strategies.
- Apply knowledge of basic management skills to maximize employee productivity.
- Evaluate and apply marketing practices to create measurable results to meet tourism objectives.
- Use foundational skills and knowledge to remain current with travel and tourism trends and employ them in new business environments.
- Access, process and manage elementary tourism information.
- Establish a rapport with travel and tourism customers
- Demonstrate an elementary understanding of the economic context and systems within which hospitality organisations operate and link these to travel and tourism opportunities.
- Utilize effective communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

1.3 Award of certificate

An NQF level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Travel and Tourism

1.4 Admission requirements

1.4.1 Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2 Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computing and information processing	5	ICT 111	15	Business Law	5	BUS121	15
Business Communication	5	BUS 112	15	Principles of Economics	5	BUS122	15
Business maths	5	BUS114	15	Principles of Management	5	BUS113	15
Introduction to Tourism	5	TVL111	15	Tourism Destinations	5	TVL121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

CERTIFICATE IN PURCHASING AND SUPPLY CHAIN MANAGEMENT (Level 5)

Qualification title: Certificate in Purchasing and Supply Chain Management

1. Description of the whole Qualification

1.1 Purpose

Purchasing and supply Management qualification at certificate level will allow students to   acquire a range of competencies related to purchasing and stores management as well as a range of related skills. The main purpose of this qualification is to provide learners with vocational knowledge, skills and competencies appropriate to procurement and stores management environment.

The programme is aimed at learners in a business environment who have a preference to work within the purchasing and stores sector. The qualification is structured in such a way that it exposes learners to a broad set of core competencies. The programme will be of benefit to learners who want to enter the job market, or have been working, but have limited procurement and stores experience. The programme aims to impart knowledge of management, together with the ability to deal with the practical demands placed on practitioners in the purchasing and supply as well as inventory management environment.

The purpose of the qualification is to develop learners with a wide range of professional, vocational and industry-specific intellectual competencies, knowledge and practical skills to be able to critically analyse, interpret and understand purchasing and supply chain management principles, processes and procedures. The learner should be able to take decisions in the context of a purchasing and/or supply chain organisation, to analyse relevant information, and produce innovative responses based on informed judgement to concrete but often unfamiliar problems. The qualification will provide the learner with a range of fundamental knowledge and competencies in the purchasing and flow of products and services. Successful candidates will be able to progress to other St Anthony's Programmes on NQF level 6.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Source relevant purchasing and supply chain information, evaluate, select and analyse appropriate information, and effectively communicate and disseminate this information.
- Apply detailed purchasing and supply chain knowledge, concepts, principles and theories in context.
- Apply relevant models, procedures, tools and techniques that are available to a logistics and supply chain manager to establish effective and efficient solutions to problems.
- Apply sound financial management principles in a purchasing and supply chain environment.
- Utilise quantitative approaches in decision making.

- Demonstrate an elementary understanding of the economic context and systems within which organisations operate and link these to marketing opportunities.
- Utilize effective communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

1.3 Award of Certificate

An NQF Level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Purchasing and Supply Chain Management

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computers and Information Processing	5	ICT111	15	Business Law	5	BUS121	15
Business Communication	5	BUS112	15	Principles of Economics	5	BUS122	15
Business Maths	5	BUS114	15	Principles of Management	5	BUS113	15
Principles of Purchasing	5	PS111	15	Logistics and materials Flow	5	PS122	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

CERTIFICATE IN COMMUNITY DEVELOPMENT
(Level 5)

Qualification Title: Certificate in Community Development

Description of the whole qualification

1.1 Purpose

Communities and neighborhoods, large and small alike, not only have many opportunities but also face challenges and obstacles. How to take advantage of the opportunities and also minimize risks and challenges is paramount to those who live in these neighborhoods and communities. It is the responsibility of community development scholars and practitioners to help inform and support efforts that are most likely to help communities seize opportunities and avoid or minimize the downside. This qualification will equip learners with necessary skills to develop their communities thereby uplifting their livelihoods to foster community betterment.

1.2 Outcomes of qualification

- Situate yourself in the context of community.

- Summarize various conceptualizations of community.

- Analyse *development* as it applies to community development work.

- Formulate a systems view when thinking of community development.

- Consider the challenges, such as conflicting world views and broken interpersonal relationships that influence the ability to build a sense of community.

- Examine the issues of power relationships and community norms that affect the change process needed for communities to develop.

- Examine the effectiveness of different approaches to community development in terms of their transformative powers

1.3 Award of Certificate

An NQF level 5 Certificate will be awarded upon meeting all program requirements of the qualification

FIELD: Health and Social Sciences

SUBFIELD: Community Development

1.4 Admission Requirements

1.4.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.4.2 Mature Age Entry

- 25 years old, 3 years relevant working experience & Grade 10 Certificate.
- Recognition of Prior Learning RPL is available as an entry option.

1.4.3 Special Entry

- A prospective student with an NQF level 3 certificate from a recognized education institution

1.4.4 Duration of study

For the full time (face–to-face) delivery mode, a minimum of one year and maximum of two years of enrolment is required. For the distance delivery mode, a minimum of two years and maximum of three years of enrolment is required.

1.5 Program Structure

Semester 1			
Module	**Level**	**Code**	**Credits**
Social Administration & Management	5	**Sam 101**	**20**
Business Communication	5	**Bcm 102**	**20**
Principles of human diversity	5	**Phd 103**	**20**
Community Health	5	**Ch 104**	**20**
Psychology in Society	5	**Pys 105**	**20**
Project management and logistics	5	**Pml 106**	**20**
Entrepreneurship Administration	5	Epa 107	**20**
Social dimensions of health	5	Sdh 108	**20**
Total Credits			**160**

CERTIFICATE IN HIV/AIDS MANAGEMENT
(Level 4)

Qualification Title: CERTIFICATE IN HIV/AIDS MANAGEMENT

Description of the whole qualification:

1.1 Purpose

The purpose of this programme is to provide students with the skills to have the most impact on both consulting and personal projects. This course is intended to enable lay people and/or health care workers to help individuals and/or groups to approach the HIV/AIDS pandemic and any other dread disease in an integrated way so that the condition may be managed satisfactorily. The care worker will be able to assist those suffering from or living closely with such conditions as HIV/AIDS and/or other dread disease to understand and accept the condition and take positive and necessary steps to enrich the quality of life of the sufferer and deal with the consequences of the pandemic.

The Certificate course in HIV/AIDS management is intended for people involved in community based programs for the management of the HIV/AIDS pandemic. These may be social workers, workers in trade unions, community-based organizations (CBO), self-help groups (SHG) and faith based organizations (FBO). The student should have adequate formal education to communicate in English and be actively participating in community programs. This Certificate training shall create a critical mass of resourceful people equipped with the necessary knowledge, skills and attitudes to effectively deal with both the infected and affected members of communities who are threatened by the scourge.

1.2 Outcomes of the qualification

On completion of the course, the student should be able to:

a) Demonstrate an understanding in communicating with individuals and groups to generate understanding of the HIV/AIDS or other dread disease pandemic.

b) Provide knowledge of the causes and effects of infectious diseases including all sexually transmitted diseases to individuals and groups to combat occurrence

c) Engage with individuals and groups to encourage behavior change.

d) Develop an enhanced understanding of professionalism in HIV/AIDS management

e) Demonstrating an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation is evidenced when working as a team member of the multidisciplinary healthcare team

f) Serve as Community Educators, Program Assistants for the HIV/AIDS Management affairs in the government establishments, corporate sector and national/international NGOs.

g) understand the basic facts concerning HIV/AIDS;

h) understand and be skilled in pre- and post-test HIV counselling;

i) understand the psycho-social needs of and issues surrounding those affected or infected;

j) understand HIV/AIDS workplace policy and issues;

k) Understand terminal-care counselling.

1.3 Award of the Diploma

An NQF Level 4 Certificate will be awarded upon meeting all requirements of the qualification

Field: Health Science and Social Services

Subfield: Promotive Health and Development Services (HIV/AIDS Management)

1.4 Admission requirements

1.4.1 Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of **20 points** on the St. Antony Universal College evaluation scale.

1.4.2 Mature Age Entry

For mature age entry, the following shall apply

i. 25 years old, 1 year relevant working experience & Grade 10 Certificate.

ii. Recognition of Prior Learning RPL is available as an entry option.

1.4.3 Special Entry

A prospective student with an NQF Level 3 from a recognized educational institution or NQA evaluated equivalent qualification will be considered and exempted on the modules already covered.

1.5 Program Structure

Semester I	Level	Code	Credits	Semester II	Level	Code	Credits
1. HIV/ AIDS Management	4	HIV01	20	1. Epidemiology and diagnosis of HIV/AIDS	4	HIV05	20
2. Community development	4	HIV02	20	2. Pre- and post-test counselling	4	HIV06	20
3. Health and Nutrition	4	HIV03	20	3. Communication Skills	4	HIV07	20
4. Population, poverty and human development	4	HIV04	20				
Total Semester Credit			**80**				**60**
Total credits for the whole course							**140**

CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT (LEVEL 4)

Qualification Title: Certificate in Early Childhood Development (Level 4)

Level of qualification: 4

Total credits available: 140

Total credits required: 140

	Compulsory	Elective
Level 4 credits:	140	None
Minimum total credits required:	140	0

Rationale of the Programme

Purpose

The main purpose of this proposed qualification is to prepare teachers and highly qualified professionals who can provide significant learning experiences for young children. The Early Childhood programme develops skills in teachers who can work effectively with all children in early childhood education settings.

Outcomes for whole qualification

Upon graduation, candidates should be able to:

Use multiple planning and pre-writing strategies to identify and organize a limited number of ideas to support a single purpose (such as posting to a discussion board in a hybrid class, writing to report student progress to family and staff, to inform, to get things done, to express feelings and ideas, or to persuade others) and produce legible, grammatically correct, and comprehensible ECD related documents.

Use several simple revision strategies to monitor writing, to make revisions based on review and feedback from others, and to produce required early childhood lesson plans and documents

Make edits of grammar, spelling, sentence structure, language usage, and text structure with the help of tools such as vocabulary lists, dictionaries, grammar checklists, and graphic organizers to produce accurate records and reports in an Early Childhood setting

Recall and use sufficient early childhood vocabulary, grammar, sentence types, and registers in order to communicate effectively in the workplace.

Apply a range of strategies (including attention to appropriate register, repetition of information, adjustments in pace, tone, volume, eye contact, and body language based on listener's response and needs) to monitor and enhance effectiveness of communication with students, family members, and co-workers

Recall and use mathematical procedures appropriate to monitoring a child's development and learning and provide accurate information on charts, plans and reports.

Define, select, and organize a variety of common mathematical data, measure with appropriate tools, describe patterns, and/or appropriate procedures effectively to plan lessons, complete an order form and create environmental designs for early childhood education

Communicate solutions to problems orally, with visual representations, in writing, by entries in a table or appropriate graph, chart, or with basic statistics in an early childhood setting

Organize a collection of artefacts in an electronic platform (Power Point) that demonstrate competency in the Early Childhood Education program outcomes

Admission Requirements

Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of **20 points** on the St. Antony Universal College evaluation scale

Mature Age Entry

- Years old, 3 years relevant working experience & Grade 10 Certificate.
- Recognition of Prior Learning RPL is available as an entry option.

Detailed qualification requirements

PROGRAMME STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Information Communication Technology	4	ICT101	14	Play and Children's Development	4	PCD106	14
Nutrition, Health and First Aid	4	NHF102	14	Child Psychology	4	CHP107	14
Music, Games and dances	4	MGD103	14	Language Development	4	LAD108	14
Parental Involvement	4	PAI104	14	Foundations of Early Childhood	4	FEC109	14
Theories of Child Development	5	TCD105	14	Child Development	5	CHD110	14
Total Semester Credits			70				70
Total Credits for Year 1							140

DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT (LEVEL 5)

Qualification Title:	Diploma in Early Childhood Development (Level 5)

Level of qualification:	5
Total credits available:	265
Total credits required:	265

	Compulsory	Elective
Level 1 credits:	140	0
Level 2 credits:	125	0
Minimum total credits required:	265	0

Purpose

There is an urgent need for qualified early childhood teachers in Namibia. The government's free education initiative has seen enrolment in early childhood education increasing exponentially. This proposed qualification aims to address this increasing demand of ECD teachers by producing competent staff who can deliver the desired results.

Outcomes for whole qualification

Holders of this qualification are able to:

- Find employment in the diverse range of early childhood settings available, both nationally and internationally.

- Demonstrate knowledge and skills in a range of areas and will be well placed for further study towards an early childhood teaching qualification.

- Demonstrate a competent, respectful, nurturing teaching style to meet children's needs.

- Develop appropriate educational practices for young children that foster the growth of skills in problem solving, decision-making, critical thinking, communication and emerging literacy.

- Use appropriate teaching strategies, including identification, selection and preparation of materials and methods to address children's individual differences in development and educational levels, culture and learning styles.

- Recognize and respect unique characteristics of families and demonstrate appropriate strategies to support and address family needs.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

PROGRAMME STRUCTURE

Level 1 course structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Information Communication Technology	4	ICT101	14	Play and Children's Development	4	PCD106	14
Nutrition, Health and First Aid	4	NHF102	14	Child Psychology	4	CHP107	14
Music, Games and dances	4	MGD103	14	Language Development	4	LAD108	14
Parental Involvement	4	PAI104	14	Foundations of Early Childhood	4	FEC109	14
Theories of Child Development	5	TCD105	14	Child Development	5	CHD110	14
Total Semester Credits			70				70
Total Credits for Year 1							140

Level 2 course structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Computer Application in Education	5	CAE201	15	Observation & Assessment of Young Children	5	OAC206	15
Professional Ethics in Early Childhood Education	5	PCE202	15	Administration and Management of Early Childhood Centres	5	AME207	15
Infant and Toddler Care		ITC203	15	Practicum	5	PRA208	20
Introduction to Design of Early Childhood Environment	5	ICE204	15				
Curriculum Panning and Design	5	CPD05	15				
Total Semester Credits			75				50
Total Credits for Year 2							125

DIPLOMA IN EVENTS MANAGEMENT
(LEVEL 6)

Qualification Title:	Diploma in Events Management (Level 6)

Level of qualification: 6

Total credits available: 378

Total credits required: 378

Minimum total credits required: 378

	Compulsory	Elective
Year 1 Credits	123	0
Year 2 Credits	135	0
Year 3 Credits	120	
Total Credits	378	0

Purpose

This course is designed for students to explore the profession of special event and festival management and learn how to plan, implement and evaluate special events with a service learning approach. This means that students will learn foundational concepts and professional skills of event management through meaningful involvement in community events. Essential topics will include event planning, coordination, sponsorship, programming, marketing, communications, vender management, volunteer management, risk management, event research and event evaluation.

Outcomes for whole qualification

- Holders of this qualification are able to:
- Demonstrate an understanding of how special events are defined and classified
- Outline the scope and impact of special events
- Develop a professional perspective of the needs of a variety of stakeholders (including the board of directors, politicians, government agencies, non-profit organizations, sponsors, vendors, the media, the participants, etc.)
- Develop an enhanced understanding of professionalism in events management
- Identify and acquire a full range of resources (e.g., community, industrial, natural, human service, fiscal, technological) to ensure successful event management

- Apply basic event management concepts and skills (e.g., planning, coordinating, staffing, financing, marketing, programming, risk management, evaluation, etc.) to a community event at hand

Credit recognition and transfer

Students can transfer into this qualification provided that they are doing a similar qualification at Level 6 with a recognised University or College. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the University, warrant exemption from some courses. Each case will be considered on its own merit.

PROGRAMME STRUCTURE

Year 1 Course Structure (NQF Level 4 Certificate)

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Entrepreneurship	4	ENT101	12	Employability	4	EMP106	12
Introduction to Events Management	4	IEM102	12	Event Operations and Logistics	4	EOL107	12
Organizational Behaviour	4	ORB103	12	Introduction to Accounting	5	ITA108	12
Information Technology	5	INT104	12	Communication	4	COM109	12
Events Planning	4	EVP105	12	Level 1 Portfolio	4	POT110	15
Total Semester Credits			60				63
Total Credits for Year 1							123

Year 2 Course Structure (NQF Level 5 Diploma)

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
				Choice of five (5) modules PLUS project POT212			
Law and Events Management	5	LEM201	12	Small Business Management	5	SMB206	12
Risk Management	5	RIM202	12	Facilities and Events Management	5	FEM207	12
Events Greening	5	EVG203	12	Purchasing and Supply Management	5	PSM208	12
Financial Management	5	FIM204	12	Music and Entertainment Event Management	5	MEE209	12
Advertising and Sponsorship	5	AAS205	12	Human Relations	5	HUR210	12
				Project Management	5	PRM211	12
				Level 2 Portfolio	5	POT212	15
Total Semester Credits			60				75
Total Credits for Year 2							135

6.3 Year 3 Structure (NQF Level 6 Diploma)

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Internship	6	INT301	60	Research Project	6	REP302	60
Total Semester Credits			60				60
Total Credits for Year 3							120

DIPLOMA IN ACCOUNTING
(Level 6)

Qualification title: Diploma in Accounting

Description of the whole Qualification

1.1 Purpose

Accounting is a key component of the general management of an organisation. The funds of any organisation or business need to be correctly managed by skilled financial practitioners to ensure the healthy financial status of a company. The programme is aimed at providing learners with a comprehensive range of competencies and skills to meet the demands of the financial business sector.

The purpose of this qualification is to provide the learners with the skills, competence, knowledge and understanding to become an accounting professional. This enables learners to develop work relevant competence, as an aid to employment and career progression. It also enables learners to progress further, using the excellent progression routes on to the ACCA or CIMA qualifications. The qualification also allows learners access to lifelong professional development and support, through the opportunity to take up full membership of accounting profession.

The programme will produce knowledgeable, skilled Accounting Officers who are able to contribute to improved productivity and efficiency in the industry. The content of the programme is of a high academic standard, empowering students with a foundation of general management skills which can also be used to build further industry specific competencies. Successful candidates will also be granted access to progress to programmes at NQF level 6 and 7 within the college as well as other related institutions.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Describe, explain, and integrate fundamental concepts underlying accounting, finance, management and economics
- Use information to support business processes and practices, such as problem analysis and decision making
- Apply quantitative skills to help analyze and solve business problems and to take advantage of business opportunities
- Draw up   financial statement s for small and medium size businesses following the International Financial Reporting Standards.
- Utilise accounting ratios to analyse the performance of a business
- Describe and explain the ethical and social responsibilities of accountants in ensuring the integrity of financial information
- Develop internal financial control systems for small size organisations
- Apply knowledge of generally accepted accounting principles and managerial accounting theories to business organizations, state and local governments, and non-profit organizations

- Use analytical techniques to arrive at conclusions from financial information for the purpose of decision-making

1.3 Award of diploma

An NQF Level 6 diploma will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Accounting

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.4.3   Special entry

A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will enrol directly into Year 2 of the programme

1.5 PROGRAM STRUCTURE

Level 1

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to computing and Information Processing	5	ICT111	15	Business Law	5	BUS 121	15
Business Communication	5	BUS112	15	Principles of Economics	5	BUS122	15
Business Mathematics	5	BUS114	15	Principles of Management	5	BUS113	15
Principles of Accounting	5	ACC111	15	Financial Accounting	5	ACC121	15
Total Semester Credits			60				60
Total Credits for Year 1							120

Level 2

Semester 1				Semester 2			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Organisational Behaviour	6	BUS 211	15	Strategic management	6	BUS 221	15
Cost And Management Accounting	6	ACC 211	15	Financial Accounting II	6	ACC221	15
Auditing	6	ACC212	15	Quantitative Methods	6	BUS222	15
Financial Management	6	ACC213	15	Computerised Accounting	6	ACC 222	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

DIPLOMA IN BUSINESS MANAGEMENT
(Level 6)

Qualification title: Diploma in Business Management

Description of the Qualification

1.1 Purpose

The qualification provides an integrated practical approach to all elements of business management. It prepares graduates to work in supervisory and middle management levels in various organisational settings. It focuses on the strategic and integrated skills and concepts that will provide the learner with skills to manage organisations within the changing global environment.

1.2 Outcomes of the proposed qualification

On completion of the programmes, the student is to be able to:

- Manage the expectations of the stakeholders who are directly and indirectly involved in the operations of the business

- Asses the internal and external environment in which the business operates and contextualise the organisation's plans and strategies

- Apply management techniques including innovation, consultation, influence and persuasion in order to achieve targets effectively.

- Evaluate the organizational procedures and techniques that can be used in developing and improving organisational performance

- Apply quantitative techniques to come up with short term, medium term and long term goals of the organisation.

- Manage behaviour of employees in organisational setting taking into consideration their diverse backgrounds.

- Apply a range of techniques to create a conducive work environment that motivates employees

- Asses the changing needs of customers on the market and suggest the products and services to address the needs.

1.3 Award of Diploma

An NQF Level 6 Diploma will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Business management

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.4.3   Special entry

A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will go directly into Year 2 of the programme.

1.5 Program Structure

Year 1

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computing & Information Processing	5	ICT 111	15	Business Law	5	BUS121	15
Business Communication	5	BUS 111	15	Principles of Economics	5	BUS 122	15
Business Mathematics	5	BUS 112	15	Principles Marketing	5	MKT111	15
Principles Of Business Management	5	BUS 113	15	Financial Accounting	5	ACC 121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

Year 2

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Organisational Behaviour	6	BUS 211	15	Entrepreneurship	6	BUS 221	15
Project Management	6	BUS 212	15	Strategic Management	6	BUS 222	15
Human Resources Management	6	HRM 211	15	Quantitative Methods	6	BUS 223	15
Purchasing and Supply Management	6	PS 211	15	Management Information Systems	6	BUS 224	15
Total Semester Credits			**60**				**60**
Total Credits for Year 2							**120**

- Analyze the business environment to understand the major forces which may impact on the organizations operations.
- Utilize information and communication technology to produce relevant documents
- Demonstrate ability to use statistical models in aiding decision making to solve organizational problems.
- Assess the transport and logistics management processes and procedures and   make recommendations for improvements.
- Develop procedures for coordination of Transport and logistics Management with other functional areas, such as sales, marketing, finance, production, or quality assurance.
- Design a plan for implementation of transport and logistics management strategies in line with changing market conditions, new business opportunities, or cost reduction strategies.
- Apply financial management concepts, models and processes related to transport management.
- Review and update transport practices in accordance to changing financial economic environment
- Asses health and safety hazards in transport industry and recommend measures to mitigate the hazards
- Assess the link between transport management, outsourcing, lead times, freighting and forwarding, shipping and customs clearance.
- Demonstrate ability to forecast demand or create supply that ensure availability of transport in line with proposed annual budgets

1.1 Award of Diploma

An NQF level 6 Diploma will be awarded upon meeting all the requirements of the qualification.

DIPLOMA IN TRANSPORT AND LOGISTICS MANAGEMENT (Level 6)

Qualification title: Diploma in Transport and Logistics management

Description of the whole Qualification

1.2 Purpose

This Diploma In Transport and Logistics Management at St Anthony Universal College seeks to develop professionals with well-rounded managerial, professional and industry specific intellectual competencies, knowledge and skills to be able to identify, analyse, evaluate, critically reflect on and solve complex problems within the Transport Management field. They should be able to make managerial decisions in the context of Transport and analyse, synthesize and evaluate information; communicate these decisions, ideas and/or opinions using appropriate academic, professional or occupational standards.

The programme aims at equipping learners with knowledge, skills and attitudes that will enable them to effectively operate as managers in Transport Operations and Transport Planning. This qualification will contribute towards the intended outcomes by providing learners with a range of broad based knowledge, theory and practice in fields such as transport management, transport economics, business research, and financial management which are critical in the transport and logistics industry. Furthermore, it will specifically provide the learners with integrated knowledge, theory and practice of transport management principles, processes, procedures and systems to equip them to operate in an integrated regional and global economy.

The programme will produce knowledgeable, skilled Transport and Logistics Managers who are able to contribute to improved productivity and efficiency in the industry. The content of the programme is of a high academic standard, empowering students with a foundation of general management skills which can also be used to build further industry specific competencies. Successful candidates will also be granted access to progress to programmes at NQF level 6 and 7 within the college as well as other related institutions

1.3 Outcomes of the qualification

On Completion of the course, students should be able to:

Field: Business and Commerce

Subfield: Transport and Logistics

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.4.3   Special entry

A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will enroll directly into Year 2 of the programme.

1.5 PROGRAM STRUCTURE

YEAR 1

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computers & Information Processing	5	ICT 111	15	Law of business and carriage	5	TRN 121	15
Business Communication	5	BUS112	15	Logistics and material flow	5	TRN 122	15
Business Maths	5	BUS114	15	Principles of Management	5	BUS113	15
Transport and society	5	TRN111	15	Transport Economics	5	TRN 122	15
Total Semester Credits			60				60
Total Credits for Year 1							120

Year 2

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Organisational behaviour	6	BUS 211	15	Marketing management	6	MKT211	15
Transport policy and planning	6	TRN 211	15	Passenger Transport Management	6	TRN 221	15
Introduction to intelligent transport systems	6	TRN 212	15	Quantitative Methods	6	BUS223	15
Purchasing and supply management	6	PS211	15	Transport safety	6	TRN 222	15
Total Semester Credits			60				60
Total Credits for Year 2							120

DIPLOMA IN HUMAN RESOURCES MANAGEMENT (Level 6)

Qualification title: Diploma in Human Resources management

Description of the whole Qualification

1.1 Purpose

Human resources management is concerned with the acquisition, development and retention of talent needed by the organisation. The diversity of backgrounds from which people who work in organisations come from requires specialised skills to manage them in line with an organisation's vision mission and strategy. Human Resources Management is a specialised discipline which deals with effective management of people to enable attainment of organisational goals. This function can be performed by people who have acquired the relevant skills in the recruitment, training and development, performance management, compensation, motivational and retention of staff.

The diploma in human resources management seeks to develop skills for people who will work in the lower and middle management positions of the Human Resource Management department in both private and public sector organisations. St Antony Universal College has developed a dynamic course that caters to the needs of the student who wants to build a successful career in Human Resource Management. This programme provides students with a wide range of competencies, knowledge and understanding of personnel management. This programme will allow the successful candidate to practice tactical human resources management functions. The programme introduces learners who have a preference to work within the personnel management sector, to the specialised field of human resource management and development.

The programme will produce knowledgeable, skilled personnel managers who are able to contribute to improved productivity and efficiency within the work environment. The content of the programme is of a high academic standard, empowering students with a foundation of general management skills which can also be used to build further management-related competencies. Successful candidates will also be granted access to progress to programmes at NQF level 6 and 7 within the college as well as other related institutions.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Demonstrate an advanced discipline-specific knowledge in core areas of business.
- Analyse the business environment to establish the context in which human resources management roles can be executed.

- Demonstrate mastery of relevant theories and practices of the core functions of human resources management that is human resources planning , recruitment and selection , training and development , performance management , compensation and rewarding and industrial relations

- Synthesise the internal and external environmental factors affecting human resources activities of an organisation.

- Apply technical and tactical human resources management skills effectively solve organisational problems

- Demonstrate ability to design, implement and evaluate training and development programmes for organisational staff.

- Demonstrate ability to utilise   information technology to capture , store and retrieve data for human resources management decision

- Evaluate the significant role of human resources management strategy to the achievement of organisational strategy.

- Demonstrate understanding of the application of principles of employment equality, corporate social responsibility, and ethic in the discharge of human resources duties.

1.3 Award of Diploma

An NQF level 6 Diploma will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Human Resources Management

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.

- Recognition of Prior learning (RPL) is available as an entry option.

1.4.3   Special entry

 A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will enrol directly into Year 2 of the programme.

1.5 PROGRAM STRUCTURE

YEAR 1

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computers & Information Processing	5	ICT 111	15	Business Law	5	BUS121	15
Business Communication	5	BUS112	15	Principles of Economics	5	BUS122	15
Business Maths	5	BUS114	15	Principles of Management	5	BUS113	15
Principles of HRM	5	HRM111	15	Personnel Management	5	HRM121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

Year 2

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Organisational behaviour	6	BUS 211	15	Strategic management	6	BUS222	15
Human Resources Planning	6	HRM 211	15	Labour relations	6	HRM 221	15
Labour Law (Namibian cases)	6	HRM 212	15	Quantitative Methods	6	BUS223	15
Human Resources Development	6	HRM213	15	Human resources information systems	6	HRM222	15
Total Semester Credits			**60**				**60**
Total Credits for Year 2							**120**

DIPLOMA OCCUPATIONAL HEALTH AND SAFETY (Level 6)

Qualification Title: Diploma Occupational Health and Safety

Description of the whole qualification

1.1 Purpose

This qualification is designed to accommodate the needs of a wide cross section of industry personnel. Its evidence of the attainment of an intermediate level of workplace health and safety knowledge as well as recognizing competencies associated with a range of workplace safety and health issues from specific industries. The program thus meets industrial demands for competent health and safety personnel.

1.2 Outcomes of qualification

i. Identify hazards in the home or workplace that pose a danger or threat to their safety or health, or that of others.

ii. Control unsafe or unhealthy hazards and propose methods to eliminate the hazard.

iii. Present a coherent analysis of a potential safety or health hazard both verbally and in writing, citing the Ontario Occupational Health and Safety Regulations as well as supported legislation.

iv. Discuss the role of health and safety in the workplace pertaining to the responsibilities of workers, managers, supervisors.

v. Indicate a comprehension of the changes created by WHMIS legislation in everyday life.

vi. Identify the decisions required to maintain protection of the environment, home and workplace as well as personal health and safety.

1.3 Award of Diploma

An NQF level 6 Diploma will be awarded upon meeting all program requirements of the qualification

FIELD: Health and Social Sciences

SUBFIELD: Occupational Health and Safety

1.4 Admission Requirements

1.4.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a   combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.4.2   Mature Age Entry

• 25 years old, 3 years relevant working experience & Grade 10 Certificate.

• Recognition of Prior Learning RPL is available as an entry option.

1.4.3   Special Entry

- A prospective student with an NQF level 5 certificate from a recognized education institution or NQA evaluated equivalent qualification will go directly to level 2 (year 2)

1.5 Duration of study

For the full time (face–to–face) delivery mode, a minimum of two years and maximum of three years of enrolment is required. For the distance delivery mode, a minimum of three years and maximum of four years of enrolment is required

1.6 Program Structure

Level I courses

Semester 1			
Module	Level	Code	credits
Business Communication and health	5	BCH101	16
Introduction to Chemistry	5	CHEM 102	16
Food hygiene and safety	5	FHS 103	16
Biostatistics and Research Methods	5	BRM104	16
Safety principles and practice	5	SPP105	16
Semester 2	**Level**	**Code**	**Credits**
Biology Essentials for Safety & Health	6	BESH106	16
Introduction to Industrial Psychology	5	ITIP107	16
Risk Management for Safety & Health	6	RMSH108	16
Industrial Toxicology	6	IT 109	16
Occupational health & safety management systems	5	OHSM110	16
Total Credits for year 1			80

Level 2 courses

Semester 1			
Module	Level	Code	Credits
Health Administration and Management	6	HAM201	16
Occupational hygiene management	6	OHM202	16
Principles of health and safety law	6	PHSL203	16
Environmental Management	6	EM204	16
Health information systems	6	HIS205	16
Total			80
Semester 2	**Level**	**Code**	**Credit**
Industrial attachment	6	IAT 206	30
Total program credits			**270**

DIPLOMA IN PUBLIC HEALTH
(Level 6)

Qualification Title: Diploma in Public Health

Description of the whole qualification:

1.1 Purpose

There is an urgent need of public health professionals across Namibia due to the cross-cutting issues in health sector. The Diploma in Public Health is designed to educate candidates interested in public health and/or health profession training in the broad basic concepts in public health education, practice. The primary focus of public health education is to improve health and quality of life through the population-based prevention and treatment of disease and other physical and mental health conditions, through surveillance of cases and the promotion of health behaviours. To effectively combat these, we need public health professionals.

1.2 Outcomes of the qualification

On completion of the course, the student should be able to:

- Identify opportunities to promote and protect public health based on an understanding of the influence of public health policy, public health advocacy and the scope of public health disciplines and functions.
- Assess and monitor the health of communities and populations at risk.
- Improve and enhance quality of life through application of health promotion and disease prevention technology.
- To assure that all populations have access to appropriate cost effective care and evaluating the effectiveness of that care.
- To fulfil societies interest in assuring conditions in which people can be healthy.

1.3 Award of the Diploma

An NQF Level 6 Diploma will be awarded upon meeting all requirements of the qualification

Field: Health and Social Sciences

Subfield: Public Health

1.4 Admission requirements

1.4.1 Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of **20 points** on the St. Antony Universal College evaluation scale.

1.4.2 Mature Age Entry

For mature age entry, the following shall apply

iii. 25 years old, 1 year relevant working experience & Grade 10 Certificate.

iv. Recognition of Prior Learning RPL is available as an entry option.

1.4.3 Special Entry

A prospective student with an NQF Level 4 or level 5 from a recognized educational institution or NQA evaluated equivalent qualification will go directly to Level 2 (Year 2).

2 Program Structure

Level 1 Course Structure

YEAR ONE							
Semester I				**Semester II**			
	Level	**Code**	**Credits**		**Level**	**Code**	**Credits**
2.1 Introduction to Public Health	5	PH01	10	3 Biostatistics	6	PHS2	10
3.1 Introduction to Primary Health Care	5	PH02	10	4 Improving Human Services	6	PH05	10
4.1 Introduction to Basic Sciences	5	PHS1	10	5 Health Policy and Behaviour Change	6	PH06	10
5.1 Introduction to Infectious Diseases	6	PH03	10	6 Health Communication	6	PH07	10
6.1 Fundamentals of Epidemiology	6	PH04	10	7 Drugs, Alcohol, Crime & Public Policy	6	PH08	10
7.1 Introduction to Information Technology	5	**ICT101**	10	8 Domestic Violence	6	PH09	10
Total Semester Credit			**60**				**60**
Total credits for Year 1							**120**

Level 2 Course Structure

YEAR TWO							
Semester I				**Semester II**			
	Level	Code	Credits		Level	Code	Credits
● Psychiatry & the Law	6	PH11	10	9 Environmental Health	6	PH16	10
● Global Corporate Citizenship: Legal, Ethical and Social Issues	6	PH12	10	10 Gender, Culture, Poverty & Health	6	PH17	10
● Bioethics	6	PHS3	10	11 Human Sexual Behaviour	6	PH18	10
● Women & Mental Health	6	PH13	10	12 Psychology of Eating Disorders & Obesity	6	PH19	10
● Health Psychology	6	PH14	10	13 Global Health Policy	6	PH20	10
● Health Promotion	6	PH15	10	14 Public Health Attachment	6	PH21	30
Total Semester Credit			**60**				**80**
Total credits for Year 1							**140**

DIPLOMA IN MARKETING MANAGEMENT
(Level 6)

Qualification title: Diploma in Marketing Management

Description of the whole Qualification

1.1 Purpose

Marketing Management is one the key functions in both manufacturing and service offering organisations. Its role is to draw in and retain customers for the business. Marketing directly contributes to revenue generation and growth of the business. The purpose of the programme is to develop the learner's technical skills in selling, marketing, advertising, distribution, retail and supply chain management. The programmes incorporate a range but broad theoretical concepts of marketing and practical approaches to build sustained understanding of the field. Students will ultimately realise that marketing is more than just an advertising campaign and that it is a way of structuring organisations to ensure that effective product-related services are designed to provide real value to customers, motivate purchases and fulfil customer needs.

St Anthony's Universal College Diploma in Marketing Management programme is structured to expose graduates to a broad set of core competencies and management knowledge together with the ability to handle the practical demands they will face in a sales and marketing environment. The Diploma in Marketing Management Qualification is designed to produce graduates who will work in lower and middle management positions within the marketing function in both manufacturing and service organisations. Successful candidates will also be granted access to progress to NQF level 7 of related programmes at St Anthony's Universal College and other similar institutions.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Analyse the business environment and establish the context within which organisational marketing activities will be undertaken

- Design and develop marketing solutions for current retail environments by employing appropriate marketing strategies.

- Apply knowledge of marketing practices to ensure customer satisfaction with products and services of the organisation

- Apply marketing strategies to ensure achievements of organisational goals.

- Utilise market research skills to understand the market trends

- Contribute to the design of need satisfying products and services

- Design marketing communication strategy for the organisation

- Apply Communication, problem solving and decision-making skills to solve range of problems faced by the organisation.

- Use technology to promote efficiency in the marketing function.

1.3 Award of Diploma

An NQF Level 6 Diploma in Marketing Management will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Marketing

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

– The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
– Recognition of Prior learning (RPL) is available as an entry option.

1.4.3   Special entry

A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will go directly into Year 2 of the programme

1.5 Programme Structure

Year 1

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computing and information processing	5	ICT 111	15	Business Law	5	BUS 121	15
Business Communication	5	BUS 111	15	Principles of Economics	5	BUS122	15
Business maths	5	BUS112	15	Principles of Management	5	BUS113	15
Principles of Marketing	5	MKT111	15	Sales Management	5	MKT 121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

Year 2

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Financial Accounting	6	ACC 121	15	Marketing Communications	6	MKT 221	15
Marketing Management	6	MKT 211	15	Consumer Behaviour	6	MKT 222	15
Supply Chain Management	6	PS 212	15	Quantitative Methods	6	BUS 223	15
Customer Service	6	MKT 213	15	Digital Marketing	6	MKT223	15
Total Semester Credits			**60**				**60**
Total Credits for Year 2							**120**

DIPLOMA IN PURCHASING AND SUPPLY CHAIN MANAGEMENT (Level 6)

Qualification title: Diploma in Purchasing and Supply Chain Management

Description of the whole Qualification

1.1 Purpose

Purchasing and supply Management qualification at Diploma level will allow students to acquire a range of competencies related to purchasing and stores management as well as a range of related skills. The main purpose of this qualification is to provide learners with Technical knowledge, skills and competencies appropriate to procurement and supply chain management environment.

This qualification reflects the need for purchasing, manufacturing and logistics professionals in an environment that is becoming increasingly reliant on inter-dependency across the supply chain in order to increase efficiencies. The qualification provides an integrated practical approach to all elements of the supply chain. This qualification assumes that a first Diploma and work integrated learning have been completed within a functional area of the supply chain. It will focus on the strategic and integrated skills and concepts that will provide the learner with an understanding of operational research and strategic management to enable him/her to manage a globally integrated supply chain.

The purpose of the qualification is to develop middle and senior management in the supply chain who will be responsible for the buying, making or moving of products for a specific organisation. The learner will be able to deal with the process of planning, implementing and controlling its operations with the purpose of maximising value and reducing total cost across the entire value chain focusing on speed, quality and satisfying customer requirements. The qualification will provide the learner with a range of supply chain management competencies that will focus on the integration of multiple elements of the supply chain. This Advanced Diploma will provide learners with strategic competencies focusing on strategic management, operational research and systems thinking that provides for the optimisation of the supply chain. The qualification integrates supply and demand management within and across companies.

The learner will gain understanding of essential terminology, concepts, and strategies related to demand management, procurement and supply planning, material requirements planning, capacity requirements planning, sales and operations planning, master scheduling, performance measurements, supplier relationships, quality control, and continuous improvement. Successful candidates will be able to progress to other St Anthony Universal College programmes as well as similar institutions on NQF level 7.

1.2 Outcomes of the qualification

On Completion of the course, students should be able to:

- Source relevant purchasing and supply chain information, evaluate, select and analyse appropriate information, and effectively communicate and disseminate this information.
- Apply detailed purchasing and supply chain knowledge, concepts, principles and theories in context.

- Apply relevant models, procedures, tools and techniques that are available to a logistics and supply chain manager to establish effective and efficient solutions to problems.
- Apply sound financial management principles in a purchasing and supply chain environment.
- Utilise quantitative approaches in decision making.
- Analyze all the elements of the supply chain in terms of integration of the elements and the efficiency of the whole supply chain.
- Develop strategies to improve the management of functions within the supply chain, supply chain efficiencies and organizational competitiveness.
- Develop plans to implement the supply chain management strategies.
- Establish strategic relationships with all stakeholders within the supply chain.

1.3 Award of Certificate

An NQF Level 6 Diploma will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Purchasing and Supply Chain Management

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.
- Certificate in purchasing and supply management.

1.4.3   Special entry

 A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will go directly into Year 2 of the programme

1.5 Program Structure

YEAR 1							
Semester 1				**Semester 2**			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Introduction to Computers and Information Processing	5	ICT111	15	Business Law	5	BUS121	15
Business Communication	5	BUS112	15	Principles of Economics	5	BUS122	15
Business to Maths	5	BUS113	15	Principles of Purchasing	5	PS121	15
Principles of Management	5	BUS111	15	Logistics and materials Flow	5	PS122	15
Total Credits for 1st semester			**60**	**Total credits for 2nd Semester**			**60**

YEAR 2							
Semester 3				**Semester 4**			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Purchasing and Supply Management	6	PS211	15	Negotiation	**6**	PS221	15
Supply chain management	6	PS212	15	Purchasing and supply information systems	**6**	PS222	15
Financial Accounting	6	ACC 121	15	Sourcing	**6**	PS223	15
Marketing Management	6	MKT 211	15	Customer Service	**6**	MKT 213	15
Total Credits for 3rd Semester			**60**	**Total Credits for 3rd Semester**			**60**
Total Credits for the 4 Semesters							**240**

DIPLOMA IN TRAVEL AND TOURISM MANAGEMENT (Level 6)

Qualification title: Diploma in Travel and Tourism Management

Description of the whole Qualification

1.1 Purpose

According to the Namibian Tourist Statistical Report of 2015, Namibia has come a long way in its tourism development since independence and is relatively a small tourism market in world terms. Namibia is much admired internationally for its efforts of growing a vigorous and dynamic tourism sector in a sustainable way. Tourism is the most competitive economic sector globally. Namibia is among the most competitive tourist destination in Africa by 2017, as measured by the World Economic Forum Travel and Tourism Competitiveness Index. This growth has to come through an increase in tourism arrivals. Effective management of tourist arrival, stay and departure require manpower with requisites skills and competencies. The qualification aims to develop skills and capabilities in travel and tourism management and to develop ability to deal with complex real world problems, as well as to identify global trends and tourist needs.

The programme is aimed at preparing learners for managerial roles in international, regional and national travel and tourism organizations such as hotels, restaurant, resorts, theme parks and cruise lines. It will familiarize learners with the content and basic theories in the social sciences and business at intermediate levels to provide them with a deeper understanding and appropriate methods for seeking resolution of problems. The qualification will contribute to the improvement and development of entrepreneurial knowledge and skills producing learners who are able to think critically and creatively.

St Anthony's Universal College Diploma in Travel and Tourism Management will take candidates through each of the most crucial areas of travel & tourism as a career. The course content begins with a broad introduction to the concept of modern tourism, including the growth and evolvement of tourism over recent decades. The qualification will equip students with a variety of tourism products and services, along with the management of tours in both inbound and outbound capacities.

Successful candidates will work in various positions in the travel and tourism industry. The programme prepares candidates to assume positions like, Guesthouse Managers, Travel Agents Managers, Accommodation Managers in Hotels, and Front Office Administrators in Hotels and Officers in the Ministry Of Environment And Tourism. Successful candidates will be able to progress to NQF level 7 programmes at St Anthony Universal College and other related institutions.

1.2 Outcomes of the qualification

- Design and develop travel and tourism solutions for current tourism destinations by employing appropriate strategies.
- Apply knowledge of basic management skills to maximize employee productivity.
- Evaluate and apply marketing practices to create measurable results to meet tourism objectives.

- Evaluate the current trends in international tourism and align organisational strategies
- Access, process and manage elementary tourism information.
- Establish a rapport with travel and tourism customers
- Assess the impact of political and economic context of a country on its tourism industry
- Utilize effective communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Apply relevant skill to manage tourism business like travel agents, guesthouse and departments in a hotel.
- Advise tourists on the attractions in Namibia, southern Africa and globally

1.3 Award of Diploma

An NQF level 5 Certificate will be awarded upon meeting all the requirements of the qualification.

Field: Business and Commerce

Subfield: Travel and Tourism

1.4 Admission requirements

1.4.1   Normal Entry

The normal entry to the program shall be a Namibia Senior secondary Certificate (Ordinary Level or Higher or a combination of both) or equivalent qualification(s) with a minimum of five subjects including English Language with a Grade C or better in not more than three Examination sittings.

1.4.2   Mature entry

- The applicants should be 25 years with a minimum of 3 years relevant working experience and Grade 10 Certificate.
- Recognition of Prior learning (RPL) is available as an entry option.

1.4.3   Special entry

A prospective student with an NQF Level 4 certificate from a recognised educational institution or NQF evaluated equivalent qualification will be admitted. Holders of related NQF Level 5 qualifications will go directly into Year 2 of the programme

1.5 PROGRAM STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Computing and information processing	5	ICT 111	15	Business Law	5	BUS121	15
Business Communication	5	BUS 112	15	Principles of Economics	5	BUS122	15
Business maths	5	BUS114	15	Principles of Management	5	BUS113	15

Introduction to Tourism	5	TTM111	15	Tourism Destinations I	5	TTM121	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

Year 2

Semester 1				Semester 2			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Financial Accounting	6	ACC 121	15	Entrepreneurship	6	BUS 221	15
Tourism Destinations II	6	TTM211	15	Tourism development	6	TTM221	15
Guesthouse management	6	TTM 212	15	Hospitality Management	6	TTM222	15
Tourism Marketing	6	TTM 213	15	Travel and Tourism Information Systems	6	TTM223	15
Total Semester Credits			**60**				**60**
Total Credits for Year 1							**120**

DIPLOMA IN LAW
(LEVEL 6)

QUALIFICATION TITLE: DIPLOMA IN LAW LEVEL 6

Description of the Qualification

1.1 Purpose.

This course is designed to provide the learners with the knowledge and skills necessary to enter the legal profession it is intended to equip employees of government departments and agencies with foundational knowledge in basic principles of law. It is also intended to provide legal foundation to members of the private sector. Further the course is designed in such a manner so as to provide legal support service in the public and private sector. It is also fashioned so as to stimulate interest in and facilitate entry into law degree study for learners previously denied such opportunities, by acquiring qualifications for admission into further advanced legal studies at Bachelor's and Master's degree level.

1.2 Outcomes of the Qualification

At the conclusion of the programme, the candidates should be able:

- to explain the nature of legal institutions, rules, concepts and principles and to locate them within their historical, socio-economic and political contexts;
- to manipulate legal research tools to find and research the law and apply the law creatively to legal problems;
- to demonstrate competence in oral and written legal arguments;
- to work effectively as individuals and as a part of a group in creatively addressing legal issues and simulated and real legal problems;
- to demonstrate competence in basic legal research and acquire necessary skills to enable them to undertake further advanced legal studies;
- to show awareness of ethical responsibilities of lawyers to the courts and society in general;
- To develop a commitment to justice and the promotion of human rights within Namibia.

1.3 Entry Requirements

The following are the entry requirements of this qualification

1.3.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.3.2 Mature Age Entry

- minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.
- Recognition of Prior Learning RPL is available as an entry option.

1.4 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 240 credits and who have met the requirements of the compulsory selection.

1.5 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents.

1.6 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.6.1 Assessment

- Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.

- Whereas the continuous assessment shall constitute 40% , the final examination assessment shall constitute 60%

- The Diploma shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.6.2 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.7 Transition Arrangements

This is a new qualification and it is not replacing any old qualification

1.8 PROGRAMME STRUCTURE

Year one course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	6	DL101	15	Dispute Resolution	6	DL104	15
Criminal Law	6	DL102	15	Administrative Law	6	DL105	15
Communication Skills	6	CS100	15	Business Law	6	DL106	15
Introduction to Computers	6	DL103	15	Civil Procedure	6	DL107	15
Total semester credits			60				60

Total credits for 1 Year							120

Year two course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Criminal procedure	6	DL201	15	Insurance law	6	DL205	15
Law of evidence	6	DL202	15	Law of obligations	6	DL206	15
Labour law	6	DL203	15	Research project	6	DL207	15
Intellectual property law	6	DL204	15		6	DL208	15
Total semester credits			60				60
Total credits for 1 Year							120

DIPLOMA IN COURT ADMINISTRATION (LEVEL 6)

QUALIFICATION TITLE: DIPLOMA IN COURT ADMINISTRATION LEVEL 6

Description of the Qualification

1.1 Purpose

The intention of the qualification is to:

The qualification will also facilitate access to, mobility and progression within education and training as well as progression for learners who were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Continuing Education and Training and also those who have worked in the security industry or related field for many years, but have not obtained a formal qualification. The qualification also stands as to assist those who wish to extend their range of skills and knowledge of this field of study so that they can become competent law enforcement officials.

1   Promote the development of knowledge, skills and values that are a prerequisite in the private and public policing field.

2   Assist learners to realise their full potential in this field.

3   Provide opportunities for people to progress to levels of recognition and possible progression to higher levels of learning within the safety and security industry.

4   Contribute to the professionalising of private and public law enforcement.

5   Provide a qualification that would assist industry leaders to establish a clear career path for law enforcement practitioners.

1.2 Outcomes of the Qualification

On achieving this Qualification, the learner will be able to:

- Communicate effectively in a range of routine and complex public and private sector settings.

- Utilise knowledge and administrative skills to recognise and pursue public and private sector objectives.

- Apply the principles of individual rights to facilitate the investigation of crime scenes.

- Recognise and solve public relations and communication problems.

- Apply sound administrative management principles.

- Complete projects within agreed time frames and according to budgets and professional standards.

- Utilise essential managerial skills that lead to informed decision making.

- Implement information and communication technology practices in a work environment.

- Contribute meaningfully to corporate social responsibility in an organisation.

1.3 Entry Requirements

The following are the entry requirements of this qualification

1.3.1 Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.3.2 Mature Age Entry

- minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.
- Recognition of Prior Learning RPL is available as an entry option.

1.4 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 240 credits and who have met the requirements of the compulsory selection.

1.5 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents.

1.6 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.6.1 Assessment

- Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.
- Whereas the continuous assessment shall constitute 40% , the final examination assessment shall constitute 60%
- The Diploma shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.6.2 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.7 Transition Arrangements

This is a new qualification and it is not replacing any old qualification

1.8 PROGRAMME STRUCTURE

Year one course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	6	DCA101	15	Civil Procedure	6	DCA104	15
Criminal law	6	DCA102	15	Customer Service	6	DCA105	15
Communication Skills	6	CS100	15	Financial Accounting	6	DCA106	15
Introduction to Computers	6	DCA103	15	Law of Evidence	6	DCA107	15
total semester credits			60				60
total credits for year 1							120

Year two course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Human resource management	6	DCA201	15	Constitutional law	6	DCA205	15
Procedure in criminal law	6	DCA202	15	Purchasing and supply	6	DCA206	15
Public Relations	6	DCA203	15	Research project	6	RP200	30
Records Management	6	DCA204	15				60
total semester credits			60				
total credits for year 1							120

DIPLOMA IN CRIMINOLOGY (LEVEL 6)

QUALIFICATION TITLE: DIPLOMA IN CRIMINOLOGY LEVEL 6

Description of the Qualification

1.1 Purpose.

This course is designed to provide the learners with the knowledge and skills necessary to enter the legal profession; it is intended to equip employees of government departments and agencies with foundational knowledge in basic principles of criminology. It is also intended to provide legal foundation to members of the public sector particular members of intelligence agencies, police and other arms of national defence. It is also fashioned so as to stimulate interest in and facilitate entry into the criminology degree for learners previously denied such opportunities.

1.2 Outcomes of the Qualification

Learners who have achieved this qualification will have obtained the skills to: Think laterally, critically and creatively when dealing with crime and victimisation.

- Balance victim and offender rights within the framework of the Namibian Constitution and the Bill of Rights and the

- Develop skills and knowledge to deal more effectively with a range of crime and victimisation problems in the social and economic environment.

- Develop and implement appropriate strategies/programmes focusing on specific crime and victimisation problems.

- Evaluate the effectiveness of the strategies/programmes using appropriate measuring techniques.

- Generate the ability to contribute to knowledge in the field of crime and victimisation.

- Handle cultural diversity as well as human and environmental rights in a sensitive manner.

- Develop skills to enhance their social status and employability.

- Develop entrepreneurial skills.

- Work and communicate with others as a member of a multi-disciplinary team

- Use science and technology ethically, effectively and responsibly when dealing with crime and victimisation without harming society, the environment or individuals.

- Prepare them for lifelong learning

1.3 Entry Requirements

The following are the entry requirements of this qualification

1.3.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.3.2   Mature Age Entry

- minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.
- Recognition of Prior Learning RPL is available as an entry option.

1.4 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 240 credits and who have met the requirements of the compulsory selection.

1.5 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents.

1.6 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.6.1   Assessment

- Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.
- Whereas the continuous assessment shall constitute 40% , the final examination assessment shall constitute 60%
- The Diploma shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.6.2   Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.7 Transition Arrangements

This is a new qualification and it is not replacing any old qualification

1.8 PROGRAMME STRUCTURE

Year one course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	6	DC101	15	Introduction to criminal Law	6	DC104	15
Crime and Policing	6	DC102	15	Crime prevention and control	6	DC105	15
Communication Skills	6	CS100	15	penology	6	DC106	15
Introduction to Computers	6	DC103	15	sociology	6	DC107	15
			60				60
total semester credits							
total credits for year 1							120

Year two course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Criminal procedure	6	DC201	15	Victimology	6	DC205	15
Law of evidence	6	DC202	15	Fraud and money laundering prevention	6	DC206	15
Forensics	6	DC203	15	Research project	6	RP200	15
Specific offences	6	DC204	15	+			15
			60				60
total semester credits							
total credits for year 2							120

DIPLOMA IN SECURITY MANAGEMENT
(Level 6)

QUALIFICATION TITLE: DIPLOMA IN SECURITY MANAGEMENT 6

Description of the Qualification

1.1 Purpose

This qualification is an entry-level qualification and recognises the key competencies required of security personnel who are able to work in a variety of security contexts. This qualification will be for individuals who want to enter the security industry and develop competencies in standard security practices such as access and egress control, security response and patrols, asset protection and visible security operations.

Holders of this Qualification will operate mainly in the security sector, within a range of contexts, including rural, urban, corporate, mass gatherings, homes and businesses. It will provide the learner with the competencies needed to undertake a range of security related processes and practices at an entry level. This qualification will entail that persons involved in the security environment will be able to practice the necessary knowledge, skills and attitudes to operate in a professional manner. The qualification will also enhance their career opportunities within the security environment.

1.2 Outcomes of the Qualification

On achieving this Qualification, the learner will be able to:

- Have the competence in Safeguarding premises, assets, information and personnel.

- Demonstrate in-depth knowledge of how to interact with customers and people.

- Display knowledge of how to operate security equipment.

- Show aptitude on how to Conduct security applications and operations within the ambit of the law

- Apply sound administrative management principles.

- Utilise essential managerial skills that lead to informed decision making.

- Explain how principles of giving evidence in a court of law are applied according to current legal prescripts.

- Ensure the current legal framework pertaining to the security industry is adhered to and efforts to increase awareness of same are made.

- Ensure that Legal prescripts are adhered to when dealing with security matters and matters of ethics are followed and applied.

1.3 Entry Requirements

The following are the entry requirements of this qualification

1.3.1   Normal Entry

The normal entry requirement to the programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), if the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 20 points on the St. Antony Universal College evaluation scale

1.3.2   Mature Age Entry

- •   minimum age is 25 years old plus 3 years relevant working experience & Grade 10 Certificate.
- •   Recognition of Prior Learning RPL is available as an entry option.

1.4 Summary of the Qualification requirements

This qualification will be awarded to candidates with a minimum of 240 credits and who have met the requirements of the compulsory selection.

1.5 Credit Recognition and Transfer

Students can transfer into the qualification provided that they are doing a similar qualification at level 5 with a recognised University or College. Transferred credits cannot be more than 50% and will be done on a course by course basis after assessing the similarity of course contents.

1.6 Special arrangements

The delivery mode will include full time lecturers, tutorials, industrial attachment and self-study.

1.6.1   Assessment

- • Assessment shall be both the course work and the Research paper shall be in accordance with the general regulations of St. Antony Universal College.
- • Whereas the continuous assessment shall constitute 40% , the final examination assessment shall constitute 60%
- • The Diploma shall be awarded in accordance with the general regulations of St. Antony Universal College.

1.6.2   Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the proviso that they hold certain qualifications, which in the professional view of the college warrant exemption of such course(s). Each case will be considered on its own merits. Details will be reflected in the programme regulations.

1.7 Transition Arrangements

 This is a new qualification and it is not replacing any old qualification

1.8 PROGRAMME STRUCTURE

Year one course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Introduction to Law	6	DCA101	15	Corruption prevention and control	6	DCA104	15
Introduction to Criminal law	6	DCA102	15	Legal concepts in security management	6	DCA105	15
Business Communication	6	CS100	15	Financial Accounting	6	DCA106	15
Introduction to information technology	6	DCA103	15	Organisational behaviour	6	DCA107	15
total semester credits			60				60
total credits for year 1							120

Year two course structure (NQF Level 6 Diploma)

Semester	1			Semester	2		
MODULE	LEVEL	CODE	CREDITS	MODULE	LEVEL	CODE	CREDITS
Criminal psychology	6	DCA201	15	Security Management	6	DCA205	15
Law of Evidence	6	DCA202	15	Risk Management	6	DCA206	15
Principles of Management	6	DCA203	15	Research project	6	RP200	30
Criminal procedure	6	DCA204	15				60
total semester credits			60				
total credits for year 2							120

BACHELOR OF ARTS HONOURS DEGREE IN ENVIRONMENTAL AND PUBLIC HEALTH

Qualification Titles: Bachelor of Arts Honours Degree in Public Health

Level of qualification: 8

Total credits available: 604

Total credits required: 532

	Compulsory	Elective	Total Credits
Year 1 Credits	132		
Year 2 Credits	140		
Year 3 Credits	140		
Year 4 Credits	84	108	
Subtotals	496	108	
Total Credits for Qualification			604

Purpose

This course aims for students to develop critical and analytic skills as applied to contemporary global public health and health science studies and research. It provides students with advanced knowledge in specific areas of public health and health science from a global context. The course develops students' ability to do research in the public health science domain. This entails the writing of a research proposal, applying suitable research methods, data collection and analysis techniques, to report findings, to draw conclusions and to make recommendations.

Outcomes for whole qualification

Upon graduation, candidates should be able to:

i. Demonstrate skill in critical and analytical thinking.

ii. Communicate effectively both orally and in writing with a variety of audiences.

iii. Be sensitive and astute observers.

iv. Commit to being educated consumers of health information.

v.	Apply skills and tools acquired to an array of roles in the realm of employment contributing directly or indirectly to public health.
vi.	Develop the knowledge and skills in applied health sciences, laboratory works on applied health sciences and their application.
vii.	Introduce and enhance the knowledge and practical skills in public health, primary health, health systems development, health economics, nutrition and environmental health.
viii.	Train and develop the skills on epidemiological aspects of diseases and health system.
ix.	Develop skills in designing, analysing and evaluating applied public health science research and management.
x.	Enhance the knowledge and practical skills in dealing with human resource development and existing issues in public health management.
xi.	Develop the research and scientific writing skills through the introduction of term paper and thesis.
xii.	Ensure the skilful, practical and leading human resources through the community diagnosis and comprehensive field practices.
xiii.	Develop the extracurricular competencies through training, seminar and exposure

Admission Requirements

Normal Entry

The normal entry requirement to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 25 points on the Namibia University of Law and Professional Studies' evaluation scale

Mature Age Entry

25 years old, 3 years relevant working experience & Grade 10 Certificate.

26 Prospective applicants should pass the entry Aptitude Test of the Namibia University of Law and Professional Studies.

Special Entry

Candidates who have successfully completed National Diploma /Advanced Diploma in Public Health or have obtained equivalent qualifications may apply for direct entry into Level III (Year 3) of the degree programme.

Direct entry into Level III (Year 3) of the programme is subject to availability of places.

Successful completion of the Work Related Learning component at Level IV (Year 4) is compulsory for all candidates

PROGRAMME STRUCTURE

Level 1 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Introduction to Public Health	5	IPH101	12	Pathology and First Aid	5	FOE107	12
Anatomy and Physiology	5	AAP102	12	Toxicology and Entomology	5	BIO108	12
Pharmacology, Pharmacy and Biochemistry	5	PPB103	12	Biostatistics and Computer Application II	5	IHS109	12
Microbiology and Immunology	5	MAI104	12	Basic Epidemiology I	5	BAE110	12
Communication Skills	5	COS105	12	Public Health	5	GHP111	12
Biostatistics and Computer Application I	5	BCA106	12				
Total Semester Credits			72				60
Total Credits for Year 1							132

Level 2 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Basic Epidemiology II	6	BAE201	14	Applied Epidemiology II	6	APE206	14
Health Systems Development I	6	HSD202	14	Medical Sociology and Anthropology	6	MSA207	14
Introduction to Sociology and Anthropology	6	ISA203	14	Environmental and Occupational Health	6	EOH208	14
Applied Epidemiology I	6	APE204	14	Food and Nutrition I	6	FON209	14
Health Promotion and Education	6	HPE205	14	Applied Health Promotion and Education	6	HPE210	14
Total Semester Credits			70				70

| Total Credits for Year 2 | | | | | | | 140 |

Level 3 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Applied Environmental and Occupational Health I	7	AEO301	14	Research Methodology	7	REM306	14
Food and Nutrition II	7	FON302	14	Family Health	7	FAH307	14
Human Resource Development	7	HRD303	14	Applied Child Health	7	ACH308	14
Primary Health Care in Namibia	7	PHC304	14	Applied Environmental and Occupational Health II	7	EOH309	14
Health System Development II	7	HSD305	14	Community Diagnosis	7	COD310	14
Total Semester Credits		70					70
Total Credits for Year 3							140

Level 4 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module (A choice of one elective module PLUS Dissertation	Level	Code	Credits
Public Health Attachment	8	PHA401	48	Health Planning and Policy Development	8	HPD402	36
				Health Economics	8	HEE403	36
				Dissertation	8	DIS404	36
Total Semester Credits		48					72
Total Credits for Year 4							120

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Public Health. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

BACHELOR OF EDUCATION HONOURS DEGREE IN EARLY CHILDHOOD DEVELOPMENT

Qualification Title: Bachelor of Education Honours Degree in Early Childhood Development

Level of qualification: 8

Total credits available: 507

Total credits required: 507

	Compulsory	Elective
Level 1 credits:	120	0
Level 2 Credits	120	0
Level 3 Credits	120	0
Level 4 credits:	147	0
Minimum total credits required:	507	0

Rationale of the Programme

Purpose

The main purpose of this proposed qualification is to prepare teachers and highly qualified professionals who can provide significant learning experiences for young children.

Outcomes for whole qualification

Upon graduation, candidates should be able to:

- Strengthen and augment the competencies of teachers and other educational personnel working with young children with ages from birth to 8 years old;
- Investigate historical, current and projected issues central to early childhood education;
- Relate research on the growth, development and education of young children with practice in current early childhood educational programs

1.3 Admission Requirements

Normal Entry

The normal entry requirement to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 25 points on the Namibia University of Law and Professional Studies' evaluation scale

Mature Age Entry

25 Years old, 3 years relevant working experience & Grade 10 Certificate.

Special Entry

- Candidates who have successfully completed NQF Level 6 Diploma in Education or have obtained equivalent qualifications plus 3 years teaching experience may apply for direct entry into Level III (Year 3) of the degree programme.
- Direct entry into Level III (Year 3) of the programme is subject to availability of places.
- Successful completion of the Work Related Learning component at Level IV (Year 4) is compulsory for all candidates

Regulations for the qualification

Summary of qualification requirements

This qualification will be awarded to candidates who have successfully completed all the subjects and are credited with a minimum of 507 credits in the Bachelor of Education Honours Degree in Early Childhood Development and have passed the course work and final examinations, and who have met the requirements of NQF 8

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Education. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

PROGRAMME STRUCTURE

LEVEL 1 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Sociological Foundations	5	ECEH101	12	Play and Children's Development	5	ECEH107	12
Historical and Philosophical Foundations	5	ECEH102	12	Observation and Assessment of Young Children	5	ECEH106	12
Information Communication Technology	5	BED103	12	Creative Arts	5	ECEH210	12
Parental Involvement	5	PAI104	12	Child Development	5	ECEH111	12
Theories of Child Development	5	ECEH201	12	Nutrition, Health and Safety	5	ECEH402	12
Total Semester Credits			60				60
Total Credits for Year 1							120

LEVEL 2 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Computer Application in Education	6	BED110	12	Special Needs and Inclusive Education	6	ECEH110	12
Language Arts	6	ECEH206	12	Expressive Art	6	ECEH211	12
Professional Ethics in Early Childhood Education	6	BED201	12	Introduction to Design of Early Childhood Environment	6	ECEH203	12
Infant and Toddler Care	6	ECEH109	12	Instructional Media and Technology	6	BED108	12
Curriculum Planning and Design	7	ECEH103	12	Social Sciences	6	BED208	12
Total Semester Credits			60				60
Total Credits for Year 2							120

LEVEL 3 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Research Methods and Statistics	7	BED101	12	Financial Appreciation in Education	7	FED101	12
Science for Beginners	7	ECEH206	12	Contemporary Issues in Education	7	EFA101	12
Emergent Literacy Development	7	ECEH207	12	Management of Earth Childhood Programmes	7	ECEH203	12
Mathematics for Beginners	7	ECEH204	12	Instructional Media and Technology	7	BED108	12
Guidance and Counselling	7	ECEH104	12	Early Childhood Education and the law	7	BED208	12
Total Semester Credits			60				60
Total Credits for Year 3							120

LEVEL 4 COURSE STRUCTURE

Module	Level	Code	Credits	Module	Level	Code	Credits
Entrepreneurship Skills	8	BED205	25	Research Project	8	RP401	36
Introduction to School Administration	8	EFA305	25	Teaching Practice	8	ATT407	36
Teaching and Learning Skills & Micro Teaching	8	BED106	25				
Total Semester Credits			75				72
Total Credits for Year 4							147

BACHELOR IN BUSINESS ADMINISTRATION HONOURS DEGREE IN ENTREPRENEURSHIP

Qualification Title:	Bachelor in Business Administration Honours Degree in Entrepreneurship

Level of qualification: 8

Total credits available: 504

Total credits required: 504

	Compulsory	Elective
Level 1 credits:	120	0
Level 2 credits:	132	0
Level 3 credits:	132	0
Level 4 credits:	120	0
Minimum total credits required:	504	0

Purpose

This programme aims to equip students with a comprehensive practical and theoretical understanding of entrepreneurship. The students will learn about key economic, financial, and psychological knowledge-bases to provide them with some of the tools to effectively manage and lead people at work and engage in activities such as business creation and product/business development. The degree will prepare students for work in large/multinational and small-to-medium sized organisations that are global in nature, innovative, entrepreneurial and digitally cutting-edge.

Students can also expect to develop transferable skills in critical-thinking, reflection, time-management, leadership, written/verbal communications, and numeracy, and to undertake research on an individual and group basis

Outcomes for whole qualification

Holders of this qualification are able to:

- demonstrate an appreciation of the broad environment in which business operates
- contribute effectively to the successful operation of a business, particularly in the area of their chosen specialisation
- apply analytical skills, relevant theory and logical thought to decision making processes within a business
- communicate effectively in a business environment, both verbally and in writing
- demonstrate commitment to ethical and socially responsible business practice
- demonstrate good understanding of theory and practice in their chosen specialisation
- apply specialist skills to analyse issues and develop appropriate reports or other documentation relevant to the area of specialisation

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Business Administration specializing in   Entrepreneurship or a related field. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

Admission Requirements

The normal entry requirement to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 25 points on the Namibia University of Law and Professional Studies' evaluation scale

Mature Age Entry Requirements

- 25 years old, 3 years relevant working experience & Grade 10 Certificate.

Exemption

Here will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the University, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

Programme Structure

Level 1 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Business Communication	5	BUC101	15	Employability	5	EMP105	15
Entrepreneurship I	5	ENT102	15	Introduction to Accounting	5	INA106	15
Public Relations in Business	5	PRB103	15	The Business Plan	5	TBP107	15
Information Technology	5	INT104	15	Level 1 Portfolio	5	POT108	15
Total Semester Credits			60				60
Total Credits for Year 1							120

Level 2 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Commercial Law	6	COL201	12	Entrepreneurship in Developing Countries	6	EDC206	12
Entrepreneurial Leadership	6	ENL202	12	Managing Enterprise Risk	6	MER207	12
The Business Strategy	6	TBS203	12	Marketing the Enterprise	6	MTE208	12
Small Business Management	6	SBM204	12	Financial Management	6	FIM209	12
Human Resources Management	6	HRM205	12	Enterprise Operations	6	ENO210	12
				Level 2 Portfolio	6	POT211	12
Total Semester Credits		60					72
Total Credits for Year 2							132

Level 3 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
The Business Environment	7	TBE301	12	Opportunity-Centred Entrepreneurship	7	OCE306	12
Globalization, Development, and Sustainability	7	GDS302	12	Organisational Behaviour	7	ORB307	12
Wellness and Health Behaviour	7	WHB303	12	Mentoring Coaching, and Counselling	7	MCC308	12
Entrepreneurship and Networking	7	EAN304	12	Research Methods	7	REM309	12
Business Information Systems	7	BIS305	12	Principles of Project Management	7	PPM310	12
				Level 3 Portfolio	7	POT111	12

Total Semester Credits	60				72
Total Credits for Year 3					132

Level 4 Course Structure

Semester 1				Semester 2			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Internship	8	INT301	60	Research Project	8	REP302	60
Total Semester Credits			60				60
Total Credits for Year 4							120

BACHELOR OF BUSINESS ADMINISTRATION HONOURS DEGREE IN SECURITY MANAGEMENT

Qualification Title: Bachelor of Business Administration Honours Degree in Security Management

Level of qualification: 8

Total credits available: 488

Total credits required: 488

	Compulsory	Elective
Level 1 credits:	114	0
Level 2 credits:	123	0
Level 3 credits:	121	0
Level 4 credits:	130	0
Minimum total credits required:	488	0

Purpose

The main purpose of the proposed qualification is to provide to   prospective students with:

- Key concepts and theoretical approaches that have developed and are developing in risk and security management and the wider social sciences.
- Methods of dealing with the changing nature of risk and security management.
- The development of risk and security management strategies.
- Methodologies and techniques relevant to risk and security management.

Outcomes for whole qualification

Holders of this qualification are able to:

- Use techniques appropriate to risk and security management
- Identify and define complex problems without guidance and apply appropriate knowledge and skills to their solution.
- Review and evaluate evidence to support conclusions and recommendations.
- Integrate and apply different theoretical positions relevant to risk and security management to problems in the production of essay and project work.
- Demonstrate how risk, security, criminological and criminal justice research can inform the practice and development of risk and security professionals
- Use evidence-based reasoning to reflect on practical, theoretical and ethical issues involved in risk and security management
- Gather, retrieve and synthesise different sources of information to develop reasoned arguments.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Security Management. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Business Communication	5	BUC101	12	Principles of Management	5	POM106	12
Introduction to Psychology	5	ITP102	12	Criminal Law	5	CRL107	12
Security Management I	5	SEM103	12	Financial Accounting	5	FIA108	15
Information Communication Technology	5	ICT104	12	Principles of Corruption and Crime Prevention	5	PCP109	12
Enterprise Risk and Loss Control	5	ERL105	12	Business Law	5	BUL110	15
Total Semester Credits			60				66
Total Credits for Year 1							126

YEAR 2 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Security Management II	6	SEM201	12	Emergency and Crisis Management	6	ECM206	12
Company Law	6	COL202	12	Law of Evidence	7	LOE207	12
Fraud and Money Laundering	6	FML203	12	Industrial Safety	6	INS208	12
Organisational behaviour	6	ORB204	15	Auditing Procedures	6	AUP209	12
Criminal Psychology	6	CRP205	12	Security Intelligence and Forensic Investigations	6	SFI210	12
Total Semester Credits			60				60
Total Credits for Year 2							120

6.0.3 YEAR 3 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Information System Security	7	ISS301	15	Security Operations Management	7	SOM306	12
Personal Security	7	PES302	12	Leadership and Security Management	7	LSM307	12
Ethics in Security	7	EIS303	15	Entrepreneurship	7	ENT308	12
Business Continuity Strategy	7	BCS304	12	Research Proposal	7	REP309	18
Industrial Relations	7	INR305	12				
Total Semester Credits			66				54
Total Credits for Year 3							120

6.0.4 YEAR 4 COURSE STRUCTURE

Module	Level	Code	Credits	Module	Level	Code	Credits
Industrial Attachment	8	INA401	60	Dissertation	8	IDIS402	60
Total Credits for Year 3							120

BACHELOR OF COMMERCE HONOURS DEGREE IN PURCHASING AND SUPPLY CHAIN MANAGEMENT

Qualification Title:	Bachelor of Commerce Honours degree in Purchasing and Supply Chain Management

Level of qualification: 8

Total credits available: 500

Total credits required: 500

	Compulsory	Elective
Level 1 credits:	120	0
Level 2 credits:	120	0
Level 3 credits:	140	0
Level 4 Credits:	120	0
Minimum total credits required:	500	0

Purpose

The development of this programme was inspired by a specific demand from industry to meet the clear need to upskill current personnel who have shown the aptitude and track record of competence in supply chain operations to aspire to a degree level qualification. This programme represents the outcome of a close, respectful, responsive and productive collaboration with a number of industry partners locally and internationally. The programme seeks to support and guide participants by providing a learning environment that leverages their existing knowledge, skills and experience to enable them to achieve a broader management perspective and related strategic insights.

Outcomes for whole qualification

Holders of this qualification are able to:

After completing this programme, students should be able to:

- Identify the fundamental theories and concepts and methods that inform supply chain management within a variety of organisational settings and in a variety of disciplines.

- Demonstrate detailed knowledge and understanding of specialised areas pertaining to different supply chain functions.

- Display specialized technical, analytical and creative skills which are fundamental to problem solving and decision making.

- Apply knowledge in a variety of enterprise settings.

- Transfer and apply skills developed to a range of situations including the workplace and further study.

- Cultivate skills in problem identification, research design, data analysis and problem solving and exploit those skills to enhance innovation and facilitate process optimization
- Display interpersonal skills, knowledge, confidence and capability to engage effectively with peers, and other relevant personnel, teams and groups.
- Display professional competence and effectiveness when engaging in management/leadership roles.
- Enable graduates to facilitate sustainable improvements at the personal and enterprise level through effective work systems and improved knowledge management.
- Display appropriate competence and skill to achieve personal goals and targets and engage in continuous professional development and reflective learning.
- Build the management and leadership capabilities of individuals and enterprises
- Acknowledge role and capacity to effect change responsibly in enterprise, professional, academic and societal contexts.
- Be able to synthesise various theories, concepts, issues, problems and as a result develop and articulate ideas, views and insights pertaining to supply chain management.
- Recognise the importance of ethics sustainability and internationalisation in global business.
- Acknowledge the importance of continuous development and reflection as a lifelong activity.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Commerce. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the University, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

Admission Requirements

Normal Entry

The normal entry requirement to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 25 points on the Namibia University of Law and Professional Studies' evaluation scale

Mature Age Entry

- 25 years old, 3 years relevant working experience & Grade 10 Certificate.

Special Entry

- Candidates who have successfully completed Higher National Diploma /Advanced Diploma or Degree in Business Studies or have obtained equivalent qualifications from a recognised University may apply for direct entry into Level III (Year 3) of the degree programme.
- Direct entry into Level III (Year 3) of the programme is subject to availability of places.
- Candidates who have successfully completed the following qualifications will normally be exempted from Level I on a module-by module basis.
  - Diploma of the Institute of Bankers
  - Diploma Business Studies
  - Diploma in Marketing
  - Diploma in Accountancy
  - Diploma in Purchasing Management
  - Diploma in Education
  - Diploma in Personnel/Human Resources Management
  - Diplomas Real Estate Management
  - Diploma in Business Administration
  - Any other relevant tertiary qualifications
  - Successful completion of the Work Related Learning component at Level IV (Year 4) is compulsory for all candidates.

PROGRAMME STRUCTURE

Year 1 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Principles of Management	5	POM101	10	Business Statistics	5	BUS107	10
Organisational Behaviour	5	ORB102	10	Supply Chain Management	5	SCM108	10
Microeconomics	5	MIC103	10	Inventory and Total Quality Management	5	IQM109	10
Introduction to Purchasing and Supply	5	IPS104	10	Negotiation	5	NEG110	10

Information Technology	5	INT105	10	Customer service in the supply chain	5	CSC111	10
Business Communication	5	BUC106	10	Macroeconomics	5	MAC112	10
Total Semester Credits			60				60
Total Credits for Year 1							120

Year 2 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Quantitative methods	6	QUM101	12	Product design and development	6	PDD106	12
Business Law	6	BUS102	12	Human Resources Management	6	HRM107	12
Strategic Purchasing and Supply	6	SPS103	12	Financial Accounting	6	FIA108	12
Marketing Management	6	MAM104	12	Consumer Behaviour	6	COB109	12
Logistics and Transportation.	6	LAT105	12	Retail Brand Management	6	RBM10	12
Total Semester Credits			60				60
Total Credits for Year 2							120

Year 3 Course Structure

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Retail Buying and Merchandising	7	RBM301	14	Strategic Management	7	STM306	14
Sales and Distribution Management	7	SDM302	14	Change Management	7	CHM307	14
Entrepreneurship	7	ENT303	14	Operations Management	7	OPM308	14
Managerial Accounting	7	MAA304	14	Research methods	7	REM309	14
Public Relations	7	PUR305	14	E –Commerce	7	ECO310	14
Total Semester Credits			70				70
Total Credits for Year 3							140

Year 4 Course Structure

Semester 1				Semester 2			
Module	**Level**	**Code**	**Credits**	**Module**	**Level**	**Code**	**Credits**
Internship	8	INT301	60	Research Project	8	REP302	60
Total Semester Credits			60				60
Total Credits for Year 4							120

BACHELOR OF BUSINESS ADMINISTRATION HONOURS DEGREE IN OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

Qualification Title: Bachelor of Business Administration Honours Degree in Occupational Health and Safety Management

Level of qualification: 8

Total credits available: 522

Total credits required: 522

	Compulsory	Elective
Level 1 credits:	135	0
Level 2 credits:	135	0
Level 3 credits:	132	0
Level 4 Credits	120	0
Minimum total credits required:	522	

Purpose

The purpose of this programme is to develop skills and competencies in health and safety officers who will promote health & safety in the workplace and in the nation at large and further build the skills of senior health officers to enable them to analyse and understand the business environment in which they operate in order to come up with up-to-date health & safety strategies

Outcomes for whole qualification

Holders of this qualification are able to:

- Plan and lead occupational health and safety management initiatives in the business environment.
- Demonstrate an understanding of the disciplines that are involved in occupational health and safety management.
- Demonstrate an understanding of how toxicity and other hazards enter the human body.
- Discuss the scope of occupational hygiene as a discipline concerned with the identification, evaluation, and control of work hazards.
- Apply principles of organisational behaviour and principles of management in the workplace environment where OHS are a critical concern.
- Competently articulate international and Namibian law in occupational health and safety management.
- Relate human anatomy and physiology to occupational hazards and risk control.
- Conduct action research in real workplace situations in reaction to typical problems.

Regulations for the qualification

Summary of qualification requirements

This qualification will be awarded to people credited with a minimum of *532* credits, and who have met the requirements of the compulsory and elective sections

1. **Credit recognition and transfer arrangements**

   Students can transfer into this qualification provided that they have a Certificate in Security Management at NQF Level 5 or equivalent. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

Admission Requirements

Normal Entry

The normal entry requirement to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 25 points on the Namibia University of Law and Professional Studies' evaluation scale

Mature Age Entry

- 25 years old, 3 years relevant working experience & Grade 10 Certificate.

- Prospective applicants should pass the entry Aptitude Test of the Namibia University of Law and Professional Studies.

Special Entry

- Candidates who have successfully completed NQF Level 6 Diploma in Health and Occupational Safety or have obtained equivalent qualifications plus 3 years working experience may apply for direct entry into Level III (Year 3) of the degree programme.

- Direct entry into Level III (Year 3) of the programme is subject to availability of places.

- Successful completion of the Work Related Learning component at Level IV (Year 4) is compulsory for all candidates

Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the College, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Business Communication	5	BUC101	15	Organisational Health and Safety Management I	5	OHM105	15
Principles of Management	5	ITP102	15	Human Anatomy & Physiology	5	HAP107	15
Organisational Behaviour	5	ORB103	15	Occupational Hazards and Risk Control	5	OHC107	15
Introduction to Information Technology	5	IIT104	15	Legal Issues in Occupational Health and Safety	5	LHS108	15
				Level 1 Portfolio	5	POT109	15
Total Semester Credits			60				75
Total Credits for Year 1							135

YEAR 2 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Organisational Health and Safety Management II	6	OHM201	15	Ergonomics and Workflow plan	6	EWP205	15
Labour Law	6	LAL202	15	Food Safety and Nutrition	6	FAN206	15
Safe Work Practice and Procedures	6	SPP203	15	Human Resources Management	6	HRM207	15
Health & Safety and Social Leadership	6	HSL204	15	Security Management	6	SEM208	15
				Level 2 Portfolio	6	POT209	15
Total Semester Credits			60				75
Total Credits for Year 2							135

YEAR 3 COURSE STRUCTURE

Semester 1				Semester 2			
Module	Level	Code	Credits	Module	Level	Code	Credits
Environmental Sustainability Practice	7	ESP301	15	Mentoring, Coaching and Counselling	7	MCC306	15
Health and Safety and Organisation Strategy	7	HSS302	15	Research Methods	7	REM307	15
Wellness and Healthy Behaviour	7	WHB303	15	Principles of Project Management	7	PPM308	15
Security Intelligence	7	SEI304	15	Health and Safety Programme Training	7	HST309	15
Stress and Change Management	7	SCM305	15	Fundamentals of Business Finances	7	FBF310	12
Total Semester Credits			60				72
Total Credits for Year 3							132

YEAR 4 COURSE STRUCTURE

Module	Level	Code	Credits	Module	Level	Code	Credits
Industrial Attachment	8	INA401	60	Research Project	8	REP402	60
Total Semester Credits			60				60
Total Credits for Year 4							120

BACHELOR OF EDUCATION HONOURS DEGREE IN EDUCATIONAL MANAGEMENT AND LEADERSHIP

Qualification Title:	Bachelor of Education Honours Degree in Educational Management and Leadership	

		Compulsory	Elective
Level of qualification:	8		
Total credits available:	281		
Total credits required:	266		
Level 3 credits:		140	0
Level 4 credits:		96	30
Minimum total credits required:		236	30

Purpose

To develop students" ability to engage with theories, debates, policies and research in the field of leadership and management in education. To enable teachers to develop knowledge, skills and values needed to critically engage with the challenges they experience as teachers in these present times. The programme aims to provide management training and a formal qualification for education managers in schools and colleges, as well as for teachers and college lectures who seek promotion into managerial positions. The programme also aims to   prepare the educator for advanced research studies, such as a Master in Education degree.

1.1. Outcomes for whole qualification

Holders of the proposed qualification will be able to:

- initiate and effect change for the better in the area of education management
- Acquire knowledge and understanding about the learner and the teaching-learning process to bring effectiveness in the learning outcomes.
- Strengthen and augment the competencies of teachers and other educational personnel in the area of educational management

2. Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Education. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

3. Special arrangements

4.1 Academic advancement rules

This will be in accordance with the approved general regulations of the St. Antony Universal Collegeas well as specific approved Faculty regulations. A student wishing to pursue his/her studies leading to the Bachelor of Education Honours Degree in Educational Management and Leadership will not be permitted to re-register if he/she has not passed a minimum of modules equivalents as indicated below. A Student advances to the following academic level of study when at least the required number of the modules of the curriculum for a specific year has been passed. If a student passed only 1/3 of the full curriculum of a specific year, he/she may not register for any modules on the following year. In all cases prerequisite for modules have to be passed before a student can proceed to register for modules that require prerequisites.

Admission Requirements

- Candidates who have successfully completed NQF Level 6 Diploma in Education or have obtained equivalent qualifications plus 3 years teaching experience may apply for admission into the programme.
- Candidates with NQF 7 Level Bachelor's Degree in Education or an equivalent qualification may be admitted directly into the programme provided they would have covered teaching practice in their previous studies.

Level III (Year 3) Course Structure

Semester 1				Semester 2			
Module-Compulsory	Level	Codes	Credits	Module-Compulsory	Level	Codes	Credits
Research Methods and Statistics	7	RMS301	14	Introduction to Gender Issues	7	GEN306	14
ICT for enriching teaching and learning	7	ICT302	14	Operations Management in schools	7	OPM307	14
Curriculum Panning and Design	7	CPD303	14	Financial Appreciation in Education	7	FAE308	14
Communication for Educators	7	COE304	14	Philosophical Perspectives of Education	7	PPE309	14
Leadership and Organisational effectiveness in Education	7	LOE305	14	Human Resources Management in Education	7	HRM310	14
Total Semester Credits			70				70
Total Credits for Year 3							140

3.4 YEAR 4 COURSE STRUCTURE

Module-Core	Level	Codes	Credits	Module-Core	Level	Codes	Credits
Entrepreneurship Skills	8	ENT401	15	Research Project	8	RP401	36
Educational Technology	8	EDT402	15	**Electives (Choose any two modules)**			
Sociological Perspectives in Education	8	SPE403	15	Organizational Development and Change in Education	8	ODC402	15
School Management and Leadership	8	SML404	15	Guidance and Counselling	8	GAC403	15
				Human Rights in Education	8	HRE404	15
Total Semester Credits			60	Minimum Semester Credits			66
Total Credits for Year 4							126

MASTER OF EDUCATION
IN EDUCATIONAL ADMINISTRATION AND LEADERSHIP
M.ED. (EDUCATIONAL ADMINISTRATION AND LEADERSHIP)

Qualification Titles: Master of Education in Educational Administration and Leadership

Level of qualification: 9

Total credits available: 286

Total credits required: 286

	Compulsory	Elective
Level 8 credits:	0	None
Level 9 credits:	286	None
Minimum total credits required:	286	None

Purpose

The pressure of greater accountability for higher student achievement in an environment of uncertain and diminishing resources is a big challenge in Namibian schools, colleges and other learning institutions. Other challenges include fiscal responsibility within an aging infrastructure; meeting the learning needs of complex and diverse communities; oversight and implementation of state education mandates; and retention and replacement of highly qualified education personnel in a collective bargaining environment. This programme aims to address the challenges by producing highly skilled professionals who can run the educational institutions very smoothly and efficiently.

Outcomes for whole qualification

Upon graduation, candidates should be able to:

- Reflect on personal leadership practices and cultural perspectives and recognize their impact and influence on school effectiveness.
- Implement, and evaluate strategic practices based on various theories, models, and approaches for achieving organizational transformations.
- Analyze and evaluate the role of the strategic leader in planning and guiding the change process.
- Examine the dynamics of power and politics in organizational settings, with a focus on the interrelationships of leadership, human capital, vision, organizational culture, and privilege.
- Lead skilled facilitation of the change process including means of initiation, implementation, sustainability, evaluation, and continuous improvement.

- Develop methods and framework for building leadership capacity, coalitions and constituent support while working with resistance and conflict.
- Build a solid foundation through the integration of theory and practice in order to implement a planned change process in their home institution.

Admission requirements

- Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution
- Candidates without a Bachelor's degree but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Level 8 Bachelor's degree may also be considered for admission
- Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enroll (e.g. teaching experience for M.Ed. admission.)

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Education. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1 COURSE STRUCTURE

Codes	Core Modules	Credits
FCE101	Fundamental Concepts of Educational Research	20
PLD102	Psychology of Learning & Development	20
EDS103	Educational Studies	20
	Total	60

YEAR 1 SEMESTER 2 COURSE STRUCTURE

Codes	Core Modules	Credits
HEE104	History and Economics of Education	24
MER202	Methods of Educational Research	24
SOE203	Philosophy of Education	24
	Total	72

YEAR 2 SEMESTER 3 COURSE STRUCTURE

Codes	Core Modules	Credits
MER110	Guidance and Counseling	10
POE111	Tools & Techniques in Educational Research	18
PTE112	Perspectives in Teacher Education	18
ICT113	ICT in Education	18
	Total	64

YEAR 2 SEMESTER 4 COURSE STRUCTURE

Codes	Module (Core)	Credits
SOE211	Sociology of Education	18
EAL212	Educational Administration and Leadership	36
DIS216	Dissertation	36
	Total credits	90

MASTER OF EDUCATION
IN EARLY CHILDHOOD EDUCATION
M.ED. (EARLY CHILDHOOD)

Qualification Titles: Master of Education in Early Childhood Education

Level of qualification: 9

Total credits available: 286

Total credits required: 286

	Compulsory	Elective
Level 8 credits:	0	None
Level 9 credits:	286	None
Minimum total credits required:	286	None

1. Rationale of the Programme

1.1 Purpose

The main purpose of the proposed qualification is to prepare teachers and highly qualified professionals who can provide significant learning experiences for young children.

The program aims to:

- Strengthen and augment the competencies of teachers and other educational personnel working with young children with ages from birth to 8 years old.

- Investigate historical, current and projected issues central to early childhood education, adult education and inclusive education.

- Relate research on the growth, development and education of young children with practice in current early childhood educational programs.

- Produce competent and professionally trained early childhood educators grounded in Lasallian philosophy of education, adult educators and educators of children with special needs.

1.2 Outcomes for whole qualification

Upon graduation, candidates should be able to:

- undertake professional reflection,

- have achieved independence regarding academic decisions and discursive positioning,

- have achieved an enriched perspective on children and childhoods,

- have achieved a higher level of academic understanding of the professions of early childhood education and care, adult education and inclusive education across borders and across time and place,

- have achieved proficiency in critical analysis and research,

- have achieved improved personal articulation, in both spoken and written language, English as well as their respective mother tongue
- have improved their ability to initiate changing professional practices, policies and research.

Admission requirements

- Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution
- Candidates without a Bachelor's degree but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Level 8 Bachelor's degree may also be considered for admission
- Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enroll (e.g. teaching experience for M.Ed. admission.)

2. Regulations for the qualification

2.1 Summary of qualification requirements

This qualification will be awarded to candidates who have successfully completed all the subjects and are credited with a minimum of 286 credits in the Master of Education degree and have passed the course work and final examinations, and who have met the requirements of NQF 9.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Education. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1 COURSE STRUCTURE

Codes	Core Modules	Credits
FCE101	Fundamental Concepts of Educational Research	20
PLD102	Psychology of Learning & Development	20
EDS103	Educational Studies	20
	Total	60

YEAR 1 SEMESTER 2 COURSE STRUCTURE

Codes	Core Modules	Credits
HEE104	History and Economics of Education	24
MER202	Methods of Educational Research	24
SOE203	Philosophy of Education	24
	Total	72

YEAR 2 SEMESTER 3 COURSE STRUCTURE

Codes	Core Modules	Credits
MER110	Guidance and Counseling	10
POE111	Tools & Techniques in Educational Research	18
PTE112	Perspectives in Teacher Education	18
ICT113	ICT in Education	18
	Total	64

YEAR 2 SEMESTER 4 COURSE STRUCTURE

Codes	Module (Core)	Credits
SOE211	Sociology of Education	18
ECE213	Early Childhood Education	36
DIS216	Dissertation	36
	Total credits	90

MASTER OF EDUCATION
IN CURRICULUM STUDIES
M.ED. (CURRICULUM STUDIES)

Qualification Titles: Master of Education in Curriculum Studies

Level of qualification: 9

Total credits available: 286

Total credits required: 286

	Compulsory	Elective
Level 8 credits:	0	None
Level 9 credits:	286	None
Minimum total credits required:	286	None

Purpose

The Curriculum Studies program is designed for educators who wish to enhance their skills in teaching, curriculum development, or the administration of a department or educational program. It aims to equip leaders in a variety of educational settings with the skills necessary to develop, justify, evaluate, and modify curricula to better serve the needs of students, especially rural and marginalized students.

Outcomes for whole qualification

Upon graduation, candidates should be able to:

- Describe approaches to curriculum development and design
- Plan a course or session using an outcome based approach
- Write learning objectives/outcomes which communicate the intended learning to students and others
- Recognise factors which contribute to effective teaching and learning
- Outline implications of curriculum change
- Select appropriate strategies in changing a curriculum for your profession
- Make a more effective contribution towards curriculum design

Admission requirements

- Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution
- Candidates without a Bachelor's degree but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Level 8 Bachelor's degree may also be considered for admission
- Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enroll (e.g. teaching experience for M.Ed. admission.)

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1 COURSE STRUCTURE

Codes	Core Modules	Credits
FCE101	Fundamental Concepts of Educational Research	20
PLD102	Psychology of Learning & Development	20
EDS103	Educational Studies	20
	Total	60

YEAR 1 SEMESTER 2 COURSE STRUCTURE

Codes	Core Modules	Credits
HEE104	History and Economics of Education	24
MER202	Methods of Educational Research	24
SOE203	Philosophy of Education	24
	Total	72

YEAR 2 SEMESTER 3 COURSE STRUCTURE

Codes	Core Modules	Credits
MER110	Guidance and Counseling	10
POE111	Tools & Techniques in Educational Research	18
PTE112	Perspectives in Teacher Education	18
ICT113	ICT in Education	18
	Total	64

YEAR 2 SEMESTER 4 COURSE STRUCTURE

Codes	Module (Core)	Credits
SOE211	Sociology of Education	18
CUS212	Curriculum Studies	36
DIS216	Dissertation	36
	Total credits	90

MASTER OF EDUCATION
IN INCLUSIVE EDUCATION
M.ED. (INCLUSIVE EDUCATION)

Qualification Titles: Master of Education in Inclusive Education

Level of qualification: 9

Total credits available: 286

Minimum credits required: 286

	Compulsory	Elective
Level 8 credits:	0	None
Level 9 credits:	286	None
Minimum total credits required:	286	None

Purpose

The Inclusive Education program, is labour market oriented and aims to offer knowledge in the field of educational, political, philosophical, theoretical and historical, aspects of integration and a single special education and to offer knowledge and skills for the identification, evaluation and effective treatment of children with disabilities (special needs).

Outcomes for whole qualification

Upon graduation, candidates should be able to:

- Design, implement and present educational research at the level foreseen in carrying out postgraduate research and that they will evaluate research projects in Inclusive education.

- Develop their design and analysis of data with statistical techniques which are used in the research of Inclusive Education or in the design, implementation and presentation of advanced Qualitative Research.

- Carry out post graduate research in a specialist topic of Inclusive Education

- Analyse and explain the relationship between philosophy and education or understand the institutions. procedures and results of contemporary educational systems from a sociological perspective or examine/comment on/ discuss the theories and research questions of educational psychology and implement various theories of psychology in educational practice or develop essential attitudes as teachers in order to respond competently to multicultural differences.

- Identify and analyse the factors which lead to the development of the perception of disability, which is created by society and eventually reaches school systems, as well as the political, historical and sociological aspects of the development of Inclusive Education in Namibia and

abroad in addition to the basic characteristics of children with various disabilities and children who constitute minorities in a school setting.

- Differentiate teaching and materials in order to offer effective support to all the students of an inclusive class.
- Design and implement programmes, which can respond to the individual needs of children with disabilities and the wider demands of the curriculum and its approach to Inclusive education.
- Analyse and implement contemporary educational approaches suitable for children with physical and sensory disabilities and/or approach children with cognitive or mental disabilities within the school unit and/or identify the characteristics of children with psycho-emotional disabilities and design and implement techniques for the timely diagnosis and handling of such issues.
- Develop further advisory and communication skills for use with parents of children with disabilities in order for effective cooperation with them.
- Analyse and discuss contemporary theoretical opinions, trends and practices and/or specialist topics which concern or impact the theory and practice of Inclusive Education in Namibia, SADC region and abroad.
- Employ technology as a means to differentiate their teaching in an inclusive class and in educational practice organised in a school unit, and as a tool for disabled people to access knowledge.
- Become familiar with the school environment of Inclusive Education and acquire school experience through the implementation into practice the contents and core ideas of their studies.

Admission requirements

- Prospective candidates must be in possession of a good Level 8 Bachelor's degree with at least a C-grade average (i.e., 60-69% average), or a good Postgraduate Diploma from a recognized Institution
- Candidates without a Bachelor's degree but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Level 8 Bachelor's degree may also be considered for admission
- Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enroll (e.g. teaching experience for M.Ed. admission.)

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1 COURSE STRUCTURE

Codes	Core Modules	Credits
FCE101	Fundamental Concepts of Educational Research	20
PLD102	Psychology of Learning & Development	20
EDS103	Educational Studies	20
	Total	60

YEAR 1 SEMESTER 2 COURSE STRUCTURE

Codes	Core Modules	Credits
HEE104	History and Economics of Education	24
MER202	Methods of Educational Research	24
SOE203	Philosophy of Education	24
	Total	72

YEAR 2 SEMESTER 3 COURSE STRUCTURE

Codes	Core Modules	Credits
MER110	Guidance and Counseling	10
POE111	Tools & Techniques in Educational Research	18
PTE112	Perspectives in Teacher Education	18
ICT113	ICT in Education	18
	Total	64

YEAR 2 SEMESTER 4 COURSE STRUCTURE

Codes	Module (Core)	Credits
SOE211	Sociology of Education	18
INE212	Inclusive Education	36
DIS216	Dissertation	36
	Total credits	90

MASTER OF ARTS DEGREE IN ENVIRONMENTAL AND PUBLIC HEALTH (MEPH)

Qualification Titles: **Master of Arts Degree in Public Health**

Level of qualification: 9

Total credits available: 352

Total credits required: 280

	Compulsory	Elective
Level 8 credits:	0	None
Level 9 credits:	208	72
Minimum total credits required:	208	72

Rationale of the Programme

1.1 Purpose

The main purpose of the programme is to prepare professionals for broad-based practice in public health, through the integration of core competencies in the five areas of knowledge basic to public health (behavioural sciences, biostatistics, epidemiology, environmental health science, and public health administration) with specialized knowledge, competencies, and expertise in a selected public health discipline area.

1.2 Outcomes for whole qualification

Upon graduation, candidates should be able to:

- Solve health-related problems within the financial, socio-cultural, environmental and political framework of Namibia and the SADC region.
- Design, conduct, analyze and interpret the results of relevant studies, projects and programmes.
- Plan, manage, monitor and evaluate interventions in the field of public health.
- Communicate public health messages to diverse audience effectively.
- Advocate sound public health policies and practices.

Admission requirements

(a) MBBS (Bachelor of Medicine & Bachelor of Surgery)

(b) BDS (Bachelor of Dental Surgery)

(c) M Pharmacy (Master's in Pharmacy)

(d) BSc Nursing (Bachelor of Sciences in Nursing)

(e) DVM (Doctor of Veterinary Medicine)

(f) Master's Degree in a relevant subject such as Anthropology, Business Administration, Economics, Human Nutrition, Microbiology, Physiology, Psychology, Public Health Engineering, Sociology, Statistics/Biostatistics and Zoology.

Regulations for the qualification

Summary of qualification requirements

This qualification will be awarded to candidates who have successfully completed all the subjects and are credited with a minimum of 280 credits in the Master of Arts degree in Public Health and have passed the course work and final examinations, and who have met the requirements of NQF 9

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they have a recognized qualification in Education. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

PROGRAMME STRUCTURE

YEAR 1 SEMESTER 1 COURSE STRUCTURE

Codes	Module	Credits
FPH 101	Foundations of Public Health	8
BAE102	Basic Epidemiology	8
BAB103	Basic Biostatistics	8
POD 104	Population Dynamics	8
CAP105	Computer Applications in Public Health	8
QRM106	Qualitative Research Methods	8
EOH107	Environmental and Occupational Health	8
SBH108	Social and Behavioural Sciences in Public Health	8
HSA109	Health Systems Analysis	8
	Total	72

YEAR 1 SEMESTER 2 COURSE STRUCTURE

Codes	Module	Credits
IRH110	Introduction to Reproductive Health	8
CHP111	Child Health programs and Interventions	8
AEB112	Applied Epidemiology and Biostatistics	8
CDC113	Communicable and Non-Communicable Disease Control	8
HEP114	Health Education and Health Promotion	8
HSM115	Health Systems Management	8
REP116	Research Process I and II	8
HEP117	Health Planning	8
	Total	64

YEAR 2 SEMESTER 3 COURSE STRUCTURE

Codes	Module (A choice of 3 elective modules should be taken)	Credits
HCF201	Health Care Financing	24
APN202	Applied Nutrition	24
HOM203	Hospital Management	24
AEB204	Advanced Epidemiology & Biostatistics	24
CBR205	Community-based Reproductive Health Interventions	24
HEP206	Health Policy	24
Minimum Credits		72

YEAR 2 SEMESTER 4 COURSE STRUCTURE

Codes	Module	Credits
ATT209	Attachment	36
DIS210	Dissertation	36
	Total	72

MASTER OF BUSINESS ADMINISTRATION IN FINANCE

Qualification Title:	Master of Business Administration in Finance

Level of qualification: 9

Total credits available: 315

Total credits required: 285

	Compulsory	Elective	Total
Level 1 credits:	140	0	140
Level 2 credits:	115	60	145
Minimum total credits required:	255	60	285

Purpose

A Master of Business Administration (MBA) in Finance prepares students for leadership roles in financial corporations, healthcare industries and government. The proposed qualification provides a comprehensive introduction to the field of sustainable finance with an analysis of the social, ethical and governance dimensions of different financial service sectors, and evaluates related initiatives from both private and public-benefit perspectives.

Outcomes for whole qualification

Holders of this qualification are able to:

- Use analytical and problem-solving skills in decision making.

- Be knowledgeable about the differences among global economies, institutions, and cultures and understand the implications these have on global management.

- Recognize and analyze ethical and legal problems within applied business situations, choose a resolution, and justify that ethical choice.

- Effectively contribute to the performance of a group as the group addresses practical business situations, and assume a leadership role as appropriate.

- Produce a coherent written statement and oral presentation of the analysis of a complex business issue.

- Acquire broad-based knowledge and skills necessary to fulfill their professional goals.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they are doing a similar qualification at Level 9 with a recognised University. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Year 1-Semester 1

Codes	Module-Core	
MS 103	Quantitative Methods	14
MS 105	Managerial Economics	14
MS 107	Accounting for Management	14
MS 109	IT for Managers	14
MS 111	Business Communication	14
	Total Semester 1 credits	**70**

Year 1-Semester 2

Code No.	Modules-Core	Credits
MS 104	Financial Management	14
MS 106	Marketing Management	14
MS 108	Business Research	14
MS 110	Operations Management	14
MS 114	E-Business	14
Total Semester 2 credits		70
Total Year 1 Credits		140

Year 2-Semester 3

Codes	Module –Core	Credits
MS201	Research Project	20
MS217	International Financial Management	15
MS219	Financial Markets and Institutions	15
MS221	Security Analysis and Investment Management	15
MS223	Corporate Tax Planning	15
Total Semester 3 credits		**80**

Year 2-Semester 4

Code	Module-Core	Credits
MS 202	Strategic Management	15
MS 204	Dissertation	20
Choose two (2) from the following		
MS 214	Project Planning and Analysis	15
MS 216	Mergers, Acquisitions and Corporate Restructuring	15
MS 218	Insurance and Risk Management	15
MS 222	Organizational Development	15
Total minimum Semester 4 credits		**65**
Minimum Credits for Year 2		**145**

MASTER OF BUSINESS ADMINISTRATION IN MARKETING

Qualification Title:	Master of Business Administration in Marketing

Level of qualification: 9

Total credits available: 345

Total credits required: 285

	Compulsory	Elective	Total
Level 1 credits:	140	0	140
Level 2 credits:	115	30	145
Minimum total credits required:	255	30	285

Purpose

This course examines the role of marketing in creating value for companies. It helps students answer the central question of marketing strategy - what value to provide and to whom - using the tools of segmentation, targeting, and positioning (STP) of brands. The course shows how central aspects of marketing mix programs - product, place, pricing, and promotion - all follow from an effective STP program, and how marketing support functions such as marketing research, advertising, and new product development can support effective marketing decisions. Emerging trends in digital marketing, competition and globalization are examined. The course emphasizes experience-based learning to develop the necessary marketing knowledge and skills among students.

Outcomes for whole qualification

Holders of this qualification are able to:

- Effectively utilize various human relation skills including leadership; oral and written communication; teamwork and collaboration.

- Demonstrate competence in applying the tools and techniques of business management, drawing on a broad-based knowledge of the major functions like accounting, economics, finance, information systems, marketing, strategy and management to solve complex business problems and make sound business decisions.

- Use qualitative and quantitative methods and analytic tools to diagnose business challenges, identify and analyze alternatives in a business context and leverage technology and analytic reasoning to cultivate new ways to successfully recognize, mitigate and solve problems.

- Demonstrate a thorough understanding of the internal structures and operations of businesses ranging in size from small to multinational.

- Demonstrate a thorough understanding of how the interplay between business and various external forces, both domestic and international, e.g., regulatory, competitive, environmental and non-governmental interest groups shape management decisions strategies and outcomes.

- Think critically and creatively in seeking solutions to practical and theoretical problems by using developed skills to evaluate information, solve problems and make sound decisions.
- Recognize legal and ethical problems that arise in the domestic and international environment and choose and defend solutions.

Electives

Advertising and Brand Management	• The objective of this course is to provide an understanding of the basic principles of advertising management and to develop an understanding of the brand concept and the operational aspects of managing a brand.	9	15
Business Intelligence and Applications	• Introduces students to the world of business intelligence gathering and effective usage of the collected intelligence	9	15
Retail Management	• Enables students to master the skills of retail management	9	15
Rural and Social Marketing	• In Namibia, three fourth of the population is rural and nearly one-third of the National income is generalized by rural areas, hence it becomes important for students of Marketing to understand the Psyche of Rural population, their needs, desires, aspirations and behaviour. Further, number of service generating organization are engaged in the Social Transformation Process like Educational Institutions, Hospitals and other Governmental and Non-Governmental organizations. These are marketing their services what principles they need to follow will be addressed by this course. Hence the course gives exposure to the students about Rural and Social Marketing Fundamentals.	9	15
Minimum Credits			30

4. Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they are doing a similar qualification at Level 9 with a recognised University. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

4.5 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the University, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Year 1-Semester 1

Codes	Module	
MS 103	Quantitative Methods	14
MS 105	Managerial Economics	14
MS 109	IT for Managers	14
MS 111	Business Communication	14
MS 113	Business Environment	14
Total Semester 1 credits		**70**

Year 1-Semester 2

Code No.	Modules	Credits
MS 104	Financial Management	14
MS 106	Marketing Management	14
MS 108	Business Research	14
MS 110	Operations Management	14
MS 114	E-Business	14
Total Semester 2 credits		**70**
Year 1 credits		**140**

Year 2-Semester 3

Codes	Module	Credits
MS201	Research Project	20
MS 209	Consumer Behaviour	15
MS 211	Sales and Distribution Management	15
MS 213	International Marketing	15
MS 215	Services Marketing	15
Total Semester 3 credits		**85**

Year 2-Semester 4

Code	Module-Core	Credits
MS 202	Strategic Management	15
MS 204	Dissertation	20
Choose any two from the following		
MS 206	Business Intelligence and Applications	15
MS 208	Retail Management	15
MS 210	Advertising and Brand Management	15
MS 212	Rural and Social Marketing	15
Minimum Semester 4 credits		**65**
Total Minimum credits for Year 2		**145**

MASTER OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT

Qualification Title: Master of Business Administration in Human Resource
Management

Level of qualification: 9

Total credits available: 315

Total credits required: 285

	Compulsory	Elective	Total
Level 1 credits:	140	0	140
Level 2 credits:	115	60	145
Minimum total credits required:	255	60	285

Purpose

The purpose of the Master of Business Administration degree in Human Resource Management is to provide the sought after skills for aspiring middle and senior management and to further develop and sharpen managerial skills of personnel already holding positions of authority and influence in corporate organisations who wish to grow up or climb up the organizational ladder. The programme aims to sharpen managers' capacities in research, interpretation, decision making, design, implementation, and monitoring and evaluation. The curriculum of the programme integrates skills and competencies of statistics, computer technology, research, and project planning and management.

Outcomes for whole qualification

On completion of the Course, the student must be able to:

- Demonstrate a deep understanding of principles, concepts, knowledge and skills/talents of efficient and effective organizational management.
- Engage in rigorous intellectual analysis, interpretation, criticism and problem-solving demonstrating analytical thinking skills and innovativeness on given case problems and problems on the ground
- Research, analyse and argue factually from situational evidence and recommend appropriate strategic courses of action
- Exercise morality and ethical behaviour in managing risks and ensuring effective corporate governance.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they are doing a similar qualification at Level 9 with a recognised University. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

Exemption

There will be recognition of prior learning (RPL) for students who want to enroll on the proviso that they hold certain qualifications, which in the professional   view of the University, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Year 1-Semester 1

Codes	Module-Core	
MS 101	Management Process & Organizational Behaviour	14
MS 103	Quantitative Methods	14
MS 105	Managerial Economics	14
MS 109	IT for Managers	14
MS 111	Business Communication	14
Total Semester 1 credits		**70**

6.2 Year 1-Semester 2

Codes.	Modules-Core	Credits
MS 106	Marketing Management	14
MS 104	Financial Management	14
MS 108	Business Research	14
MS 110	Operations Management	14
MS 112	Human Resources Management	14
	Total Semester 2 credits	**70**

Year 2-Semester 3

Codes	Module-Core	Credits
MS201	Research Project	20
MS207	Entrepreneurship and Small Business Development	15
MS 225	Compensation Management	15
MS 227	Industrial Relations and Labour Laws	15
MS 229	Training and Developments Systems and Practices	15
Total Semester 3 credits		**80**

Year 2-Semester 4

Code	Module-Core	Credits
MS 202	Strategic Management	15
MS 204	Dissertation	20
Choose any two from the following		
MS 220	Strategic Human Resource Management	15
MS 222	Organizational Development	15
MS 224	Team Building in Organizations	15
Minimum Semester 4 credits		65
Minimum Year 2 Credits		145

MASTER OF BUSINESS ADMINISTRATION IN GLOBAL BUSINESS

Qualification Title:	Master of Business Administration in Global Business
Level of qualification:	9
Total credits available:	300
Total credits required:	285

	Compulsory	Elective	Total
Level 1 credits:	140	0	140
Level 2 credits:	115	45	145
Minimum total credits required:	255	45	285

Purpose

The objective of the MBA program is to educate and prepare a diverse group of men and women with the knowledge, analytical ability, and management perspectives and skills needed to provide leadership to organizations competing in a world increasingly characterized by diversity in the workforce, rapid technological change, and a fiercely competitive global marketplace. The St. Antony Universal College MBA (Global Business) is designed to prepare students for careers in management and leadership in both the private and public sectors. Students acquire a comprehensive foundation in the fundamentals of business, the global environment in which they will   function, and the analytical tools for intelligent decision-making.

Outcomes for whole qualification

Holders of this qualification are able to:

- Carry out a detailed literature search of international business administration using relevant bibliographical resources from print and online resources.
- Discuss current conceptual and theoretical models, issues, and concerns in international business administration.
- Describe current practices, issues, and concerns in international business administration.
- Apply current business practices to the management of international businesses.
- Summarize significant differences in business practices in different parts of the world and understand how these differences affect managing companies in various countries.
- Evaluate and critique business practices in various countries throughout the world to determine the better practices in these countries and how they can be applied to other countries.
- Devise appropriate strategies for their own ongoing professional development and implementation of these strategies upon successful completion of the MBA (Global Business) degree.

Credit recognition and transfer arrangements

Students can transfer into this qualification provided that they are doing a similar qualification at Level 9 with a recognised University. Transferred credits cannot be more than 50%, and will be done on a course by course basis after assessing the similarity of course contents.

Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the University, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Year 1-Semester 1

Codes	Module-Core	
MS 101	Management Process & Organizational Behaviour	14
MS 103	Quantitative Methods	14
MS 109	IT for Managers	14
MS 111	Business Communication	14
MS 113	Business Environment	14
Total Semester 1 credits		**70**

Year 1-Semester 2

Code No.	Modules	Credits
MS 104	Financial Management	14
MS 106	Marketing Management	14
MS 108	Business Research	14
MS 110	Operations Management	14
MS 114	E-Business	14
Total Semester 2 credits		**70**
Year 1 credits		**140**

Year 2-Semester 3

Codes	Module-Core	Credits
MS201	Research Project	20
MS243	Export, Import Policies, Procedures, and Documentation	15
MS241	International Business Environment	15
MS245	WTO and Intellectual Property Rights	15
MS247	International Economics	15
Total Semester 3 credits		**80**

Year 2-Semester 4

Code	Module-Core	Credits
MS 202	Strategic Management	15
MS 204	Dissertation	20
Choose any two modules		
MS 206	Business Intelligence and Applications	15
MS 257	Global Competitiveness and Strategic Alliances	15
MS 234	Distribution and Logistics for International Business	15
Minimum Semester 4 credits		65
Year 2 Minimum Credits		145

MASTER OF BUSINESS ADMINISTRATION IN INFORMATION TECHNOLOGY AND SYSTEMS

Qualification Title:	Master of Business Administration in Information Technology and Systems

Level of qualification: 9

Total credits available: 315

Total credits required: 285

	Compulsory	Elective	Total
Level 1 credits:	140	0	140
Level 2 credits:	115	60	145
Minimum total credits required:	255	60	285

Purpose

A Master of Business Administration in Information Technology and Systems enables the student to get ahead in a rapidly changing technological environment. The programme gives the student a strong foundation in business management coupled with expertise in Information Technology - a valuable combination in today's highly technical and dynamic business world.

Outcomes for whole qualification

On completion of the qualification, students should be able to:

Demonstrate professionalism, self-awareness, leadership, and effective communication skills.

- Outline ethical issues and dilemmas that businesses often face.
- Apply knowledge and skills to solve business problems.
- Outline the concepts of information technology (IT) and how IT can improve organizational performance.
- Demonstrate a global perspective and an awareness of how cultural differences impact businesses.
- Possess the skills required to integrate concepts from various disciplines to identify and develop business strategies.
- Possess the skills required to work and lead effectively in a team-based environment.

4.5 Exemption

There will be recognition of prior learning (RPL) for students who want to enrol on the *proviso* that they hold certain qualifications, which in the professional view of the University, warrant exemption from some courses. Each case will be considered on its own merit. Details will be reflected in the programme Regulations.

PROGRAMME STRUCTURE

YEAR 1 COURSE STRUCTURE

Year 1-Semester 1

Codes	Module-Core	Credits
MS 101	Management Process & Organizational Behaviour	14
MS 103	Quantitative Methods	14
MS 105	Managerial Economics	14
MS 109	IT for Managers	14
MS 111	Business Communication	14
Total Semester 1 credits		**70**

Year 1-Semester 2

Code No.	Modules-Core	Credits
MS 102	Management of Technology, Innovation and Change	14
MS 104	Financial Management	14
MS 108	Business Research	14
MS 110	Operations Management	14
MS 114	E-Business	14
Total Semester 2 credits		**70**

Year 2-Semester 3

Codes	Module-Core	Credits
MS201	Research Project	20
MS205	Information Systems Management	15
MS233	Systems Analysis and Design	15
MS 235	Enterprise Resource Planning	15
MS 237	Network Applications and Management	15
Total Semester 3 credits		**80**

Year 2-Semester 4

Code	Module-Core	Credits
MS 202	Strategic Management	15
MS 204	Dissertation	20
	Choose any two from the following Electives	
MS226	Front End Design Tools	15
MS228	Software Project Management	15
MS230	Web Technologies	15
MS239	Database Management Systems	15
Minimum Semester 4 credits		65
Minimum Year 4 credits		145