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Course Catalogue
2015 | 2016

CONTINUING EDUCATION
UNIVERSITY OF PRETORIA
Continuing Education at University of Pretoria Trust (CE at UP) has a proud track record going back fifteen years as the provider of a single point of integration for the delivery of all short learning programmes presented by the University of Pretoria (UP). These programmes, which are aimed at meeting the need for continued adult and professional education in South Africa and Africa, are sourced from a wide variety of departments, centres and institutes across the University.

As a public institution, UP cherishes its role of contributing to the wellbeing and future growth and development of South Africa and Africa. Strengthening our impact on economic and social development locally, regionally and further afield is therefore one of our core strategic objectives, in which CE at UP plays a pivotal role.

In 2014, more than 500 short courses across 20 fields of study were offered through CE at UP. While the graduates delivered by UP annually constitute our most visible and direct contribution to socio-economic development, the relevance, impact and benefits of ongoing professional development and life-long learning for skills development, maintaining a competent workforce and providing in the human capital needs of the country can hardly be overstated. This is the domain of CE at UP which, together with their contribution to the long term financial sustainability of UP through the significant third stream income generated by their activities, clearly illustrates their importance for the University and the communities it serves.

Since its launch in 2000, more than 260 000 delegates from over 6 000 organisations in the private and public sectors benefitted from their courses, and CE at UP being a provider of world-class training, has an international footprint in 61 countries.

I trust that the readers of this catalogue will find a short course particularly suited to their specific professional or developmental needs and will join the thousands of successful CE at UP alumni in South Africa and beyond our borders.

My sincere congratulations to CE at UP on a very successful 15 years. By continuing and expanding their activities and by embracing new technologies and modes of knowledge creation and dissemination in their unique entrepreneurial style, they will continue to enhance the University’s positive impact on the South African and the global economy for years to come.

Prof CM de la Rey
Vice-Chancellor and Principal: University of Pretoria and Chairperson: Enterprises at University of Pretoria Trust
Having played a profound part in the history of South Africa for more than 100 years, the University of Pretoria (UP) boasts a rich history of lasting legacy – a legacy that endures. Through this structure, CE at UP is making a significant impact on the careers and professional development of thousands of delegates both in the commercial and governmental sectors.

One of the many highlights in this regard was the expansion of CE at UP’s footprint locally and globally to include 61 countries – a true provider of world-class training – recognising the vital importance of an environment that pivots around the constant promotion and advancement of post-qualification knowledge and skills.

It is clear that South Africa is moving forward and is slowly cementing itself as a globally competitive nation. One of the major obstacles, however, is the high unemployment rate, coupled with the shortage of skills. The University of Pretoria realises the importance of this issue and has created platforms such as this to contribute to equipping government and the private sector with the necessary skills to promote economic development and take our country forward.

Through this structure, CE at UP is making a significant contribution in terms of developing skills and empowering the labour force – with initiatives such as these, where universities work and collaborate together with the public and private sectors, I believe that business can contribute to the country’s economic growth.

Message from the CEO

In synergy with the University’s long-term strategy, we are committed to long-term thinking – the decisions we make today will shape the entity for years to come. With the triangular model of science, industry and government and our commitment to the four pillars of UP 2025 – quality, relevance, diversity and sustainability – CE at UP is well-positioned to further explore opportunities for innovation, to optimise collaboration and continue to be a destination for knowledge – enterprise amplified.

Mr Deon Herbst
Chief Executive Officer
Continuing Education at University of Pretoria Trust

Companies can therefore request in-house training with tailor-made content, individuals can keep abreast of new developments in their industries through our CPD courses, or training can be completed online, at your leisure, in the comfort of your own home.

Scheduled courses

Scheduled courses are specifically designed to meet the educational needs of our broader communities and we are open to all potential delegates. These courses are presented continuously throughout the year. In fact, at any given time we schedule in excess of 100 courses during a three-month period. This affords any new delegate the ability to peruse the variety of courses on offer and plan in advance which courses they would like to attend.

Corporate solutions

Corporate solutions are custom designed for in-house training within organisations. These are client-specific courses which are geared towards companies who need to up-skill their staff. They are strategically developed to address the specific training needs expressed by a particular company or industry. We can design a basic course to introduce your newly appointed staff members to a specific topic, or can provide thought-leading training to your executive committee members. Such courses can be presented on one of the various university campuses, on-site at your premises or at any other chosen venue.

e-Learning courses

e-Learning courses are interactive online learning programmes. We recognise that many professionals would like to continue honing their knowledge and skills, but often struggle to find the time to attend formal lectures. Our e-Learning courses offer interactive media elements, message boards, forums and online assessments.

CPD courses

We offer CPD courses and seminars that are presented by thought-leading academics from the University for professionals who need to continuously update their knowledge and acquire CPD points in adherence with the regulations of their respective professional bodies.

Our local and international footprints

We take our courses right to delegates’ doorsteps with training that occurs either on one of the University’s seven local campuses, or alternatively anywhere across South Africa.

Today, however, our footprint also reaches well beyond the African continent. Choosing South Africa as their preferred destination of study and the University as their preferred education provider, delegates from more than 61 countries have been attending our courses during a three month period. This affords any new delegate the ability to peruse the variety of courses on offer and plan in advance which courses they would like to attend.

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To register online visit www.ce.up.ac.za
Undertake to study one of CE at UP’s ground-breaking Agricultural and Food Sciences short courses to learn more about the production of food (from soil, plants, animals and climates right through to the processing of food) and the technologies that are employed to improve food preservation.

Sufficient, healthy and sustainable food is, and will continue to be, one of the most pressing concerns of our time – not only in South Africa, but also in Africa as a whole. Experts predict that surface water will decrease by as much as 60 per cent in the next 60 years, and as a matter of urgency, it will become increasingly important to employ new and effective approaches to sustainable development.

Covering topics such as sustainable food production, plant and animal disease, environmental threats and soil fertility, our courses will enable you to gain an in-depth understanding of the dynamics within the field and equip you with the necessary skills to contribute to the food security of our continent.
Course Catalogue Sub-Category: Agriculture

Course Number: P002209
Course Title: Artificial Insemination (AI) of Cattle
Contact Days: 3
Course Leader Name: Prof Edward Cottington Webb
Brief Description: This is an introductory course on Artificial Insemination (AI) of cattle. The basic anatomy and physiology of the female reproductive system are discussed, as well as the basic endocrinology and reproductive cycles in bovines. The course includes a 60 per cent practical component and serves as entrance requirement for the advanced course for subsequent registration as inseminators of cattle. Basic knowledge of cattle management and production is a recommendation.

Course Number: P001742
Course Title: Basic Potato Pathology
Contact Days: 2
Course Leader Name: Dr Jacquie van der Waals
Brief Description: This course covers the basic principles of plant pathology and epidemiology of diseases. The most common pathogen types, fungal, viral and bacterial diseases on potatoes in South Africa, and the disease triangle will be discussed. At the end of the course, delegates will know the climatic conditions under which each disease develops, and be able to recommend control or management options for each disease and pest.

Course Number: P002074
Course Title: Communication for Rural Innovation Development
Contact Days: 10
Course Leader Name: Dr Tsakani Ngomane
Brief Description: This course is designed to help generate and enhance extension and advisory services through communication for rural development. Agricultural extension and advisory services must provide an effective linkage between farmers and/or home makers, agricultural research and crucial sources of information. Different communication methods may be used to help role-players to increase competence, form sound opinions and make better decisions for increased productivity.

Course Number: P002825
Course Title: Land Rehabilitation: Reclamation and Restoration
Contact Days: 3
Course Leader Name: Dr Wayne Truter
Brief Description: The course will teach the principles of rehabilitating the natural environment disturbed by any development such as surface mining, improper agricultural land management practices or any form of pollution. The objective is to reinstate appropriate land uses or agricultural potential. This course will teach people the interrelationships between environmental factors and their importance in rehabilitating or reclaiming the potential of a degraded or disturbed environment.

Course Number: P001451
Course Title: Milk Goat Management
Contact Days: 4
Course Leader Name: Prof Edward Donkin
Brief Description: This training course aims to promote the use of milk goats as a source of high-quality protein for small-scale farmers in developing areas. Milk goats have been used successfully in this manner in many parts of the world because they are more appropriate than cattle for milk production in small-scale farming.

Course Catalogue Sub-Category: Food Sciences

Course Number: P002964
Course Title: Food Security and Nutrition
Contact Days: 10
Course Leader Name: Dr Sheryl Hendriks
Brief Description: This is a training and capacity building programme for public officials and community development practitioners who will facilitate the implementation of the envisaged household food and nutrition security programme. The learning programme will use active and participatory learning in a two-week module that will include group work, lessons, illustrative activities and feedback sessions.
CE at UP’s interdisciplinary Built Environment, Property, Urban and Regional Planning short courses offer you the opportunity to develop a greater understanding of strategic sustainable development that will ensure that Africa continues to develop in such a way that its inhabitants, economies and larger environments can benefit continuously.

With South Africa and the greater African continent rapidly developing and with sustainability and responsible growth being emphasised more and more across the globe, there is a growing demand for experts in the Built Environment, Property, Urban and Regional Planning industries.

If you pursue this field of study, you will be equipped with the latest knowledge that can easily be applied within these emerging markets, taking into account aspects such as neighbourhood and city planning, supporting infrastructure (such as water and energy supply), landscape architecture, public parks, transportation systems and much more.
Course Catalogue Sub-Category: Construction Law

Course Number: P003274
Course Title: Adjudication Practice in Managing Construction Disputes
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
Brief Description: This workshop in Adjudication Practice is specifically designed to equip delegates with a practical understanding and working knowledge of the relevant legal principles, contractual provisions and ad hoc adjudication practice across the various standard form construction contracts. Project stakeholders will then be able to manage construction disputes during the execution of projects in the South African construction industry.

Course Number: P003275
Course Title: Construction Contract Claims – Avoidance and Management in the South African and International Construction Industry
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: A practical and intensive training workshop that has been designed to provide delegates with an awareness of the importance of construction contracts and the legal principles applicable to, and commonly found in, such contracts. Delegates will gain an understanding and increased confidence with regards to the avoidance, management and administration of their construction projects during this two-day workshop.

Course Number: P003342
Course Title: Construction Contract Administration and Management
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: This practical and intensive training programme has been designed to provide delegates with an understanding of the importance of construction contracts. It takes delegates through the project life cycle equipping them to determine the inherent risks associated with each stage of the life-cycle and to understand the contractual tools at their disposal to avoid cost and time over-runs, without the need to sacrifice quality.

Course Number: P001896
Course Title: Construction Contracts
Contact Days: 5
Course Leader Name: Mr Hoffie Cruywagen
CPD: ✔
Brief Description: The objective of the Advanced Course in Construction Contracts is to equip learners with specialist knowledge on construction contract law and construction contracts as in use in South Africa. This includes an in-depth study of the JBCC, GCC, NEC and FIDIC contracts and examination of case studies. After completion of the course, delegates should be able to administer construction projects that are based on any one of these contracts.

Course Number: P002828
Course Title: Construction Adjudication
Contact Days: 16
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: Construction adjudication is progressively becoming more entrenched as a procedure for resolving construction disputes across the South African construction industry. A definite need has arisen for construction and legal professionals who advise, assist and/or represent parties to adjudications, already practice or intend on practicing as adjudicators, to be formally trained in the practice of construction adjudication. This course is presented in cooperation with MDA Consulting (Pty) Ltd.

Course Number: P003273
Course Title: Dispute Management and Resolution Techniques and Practice in Standard Form
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
Brief Description: This workshop in construction dispute management and resolution techniques typically applied across the construction industry is designed to equip delegates with a practical understanding and working knowledge of relevant legal principles, contractual provisions and dispute management mechanisms. Combining these across the various standard-form construction contracts, enables project stakeholders to manage disputes during execution of projects.

Course Number: P003151
Course Title: Fédération Internationale Des Ingénieurs-Conseils 1999 (1st edition) Standard Form Construction Contracts
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: This workshop in the application of the FIDIC 1999 (1st edition) across the Southern African development community's construction industry, is designed to equip delegates with a practical understanding and working knowledge of relevant legal principles, contractual provisions and management mechanisms. These should combine to enable execution of projects within time, to budget and in compliance with the employer's technical requirements and specifications.

Course Number: P00272
Course Title: General Conditions of Contract for Construction Works 2010
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: A practical consideration of the application of the GCC 2010 across the Southern African construction industry. The course is specifically designed to provide delegates with a practical understanding and working knowledge of relevant legal principles, contractual provisions and management mechanisms. These combine in the GCC 2010 to enable execution of projects within time, to budget and in compliance with employer's technical requirements and specifications.

Course Number: P003152
Course Title: JBCC: Contract Administration
Contact Days: 2
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: The aim of this course is to further develop construction practitioners’ skills and knowledge relating to the processes of building contract administration, the use of standard form contracts and checklists, with reference to the JBCC PBA and NSA contracts, compared to FIDIC, GCC and NEC. This is particularly pertinent in an environment where many South African construction practitioners use more than one standard agreement and are sometimes required to work in other countries.

Course Number: P003153
Course Title: JBCC: Principal Building Agreement/Subcontract Agreement
Contact Days: 1
Course Leader Name: Prof Marthinus Maritz
CPD: ✔
Brief Description: The aim of this course is to provide background on construction law; the need for 'standard' contracts; managing contractual risk, dispute avoidance and resolution; application of performance and payment criteria. It includes an introduction about the JBCC; a history of contracts; background to the law of contracts; and the concept of 'risk management' as applied to the choice of contract and the application of professional appointments and building contracts.
This course provides delegates with knowledge of the principles of property management. After completion of the course, delegates will have an understanding of the various property management functions: financial management, maintenance management, risk management, tenant installation, management of operating costs. It also provides an introduction to the principles of facilities and asset management and the marketing of management services.

**Course Catalogue Sub-Category: Construction Procurement and Project Management**

- **Course Number:** P002977
- **Course Title:** Construction Mentorship
- **Contact Days:** 20
- **Course Leader Name:** Mr Hendrik Prinsloo
- **Brief Description:**
  The purpose of this course is to furnish participants with the acumen that will allow them to act as construction mentors to emerging construction companies and to be able to register as a construction mentor. The programme will equip mentors with knowledge about site management; construction technology; financial management; risk, contract and project management; and an understanding of communication and report writing.

- **Course Number:** P002837
- **Course Title:** Construction Procurement
- **Contact Days:** 3
- **Course Leader Name:** Mr Caswell Mthombeni
- **CPD:**
  - Offering candidates an overview of South African public sector procurement, this programme places a special focus and emphasis on procurement for construction and engineering projects. The course also provides candidates with valuable skills with regards to planning, implementation and management of construction and engineering projects and tenders in accordance with the requirements of the Construction Industry Development Board Act (CIDB Act 38 of 2000).

**Course Catalogue Sub-Category: Property and Real Estate**

- **Course Number:** P000120
- **Course Title:** Introduction to Property Management
- **Contact Days:** 3
- **Course Leader Name:** Prof Christiaan Cloete
- **Brief Description:**
  This course provides delegates with knowledge of the principles of property management. After completion of the course, delegates will have an understanding of the various property management functions: financial management, maintenance management, risk management, tenant installation, management of operating costs. It also provides an introduction to the principles of facilities and asset management and the marketing of management services.

- **Course Number:** P000771
- **Course Title:** Lease Negotiation
- **Contact Days:** 2
- **Course Leader Name:** Prof Christiaan Cloete
- **Brief Description:**
  Equipping delegates with a basic knowledge of the legal principles of contract law and the lease agreement, the impact of the Consumer Protection Act on the lease agreement, principles of negotiation, the unique nature of the leasing of offices, shopping space and industrial property, respectively and common problems encountered in lease administration, this programme is positioned to form a solid foundation of knowledge in lease negotiation.

- **Course Number:** P00398
- **Course Title:** Introduction to Estate Agency
- **Contact Days:** 7
- **Course Leader Name:** Prof Christiaan Cloete
- **Brief Description:**
  This course provides an overview of the salient aspects of estate agency. This course (with the short courses in lease negotiation, property management, and property investment and finance), provides the required background for the professional examination for estate agents. On passing this exam, registration as a non-principal estate agent by the Estate Agency Affairs Board can transpire.

- **Course Number:** P001100
- **Course Title:** Introduction to Property Development and Investment
- **Contact Days:** 5
- **Course Leader Name:** Prof Christiaan Cloete
- **Brief Description:**
  Offering an overview of all the relevant aspects of property development and investment, this course enables delegates to explain the principles of property development and investment; town planning principles; the property development process; the time value of money; feasibility principles; location studies; property finance; development of offices and shopping centres; property tax and investment.

**Course Catalogue Sub-Category: Shopping Centre Management**

- **Course Number:** P000109
- **Course Title:** Programme for the Commercial Property Practitioner (CCPP)
- **Contact Days:** 7
- **Course Leader Name:** Prof Christiaan Cloete
- **Brief Description:**
  The Programme for the Commercial Property Practitioner (CCPP) is a correspondence course, presented in cooperation with South African Property Owners Association (SAPOA). This is South Africa's premier qualification for practitioners and brokers involved in office, retail and industrial leasing, as well as selling, management and investment. Experienced academic staff and leading figures in the industry provide a strong functional base for the programme.

- **Course Number:** P000100
- **Course Title:** Advanced Shopping Centre Leadership
- **Contact Days:** 4
- **Course Leader Name:** Prof Christiaan Cloete
- **Brief Description:**
  The Advanced Programme in Shopping Centre Leadership (ACSCCL) is a correspondence course, presented in cooperation with the South African Council of Shopping Centres. It is designed to enhance the managerial and business acumen of senior managers in the shopping centre industry. It provides delegates with the skills to strategically position shopping centres as a vital component of the retail and property industry.
Establishment processes, settlement planning, planning policies, and legal aspects of planning.

This course is presented in cooperation with the South African Council of Shopping Centres.

**Course Title:** Fundamentals of Shopping Centre Marketing

**Course Leader Name:** Prof Christiaan Cloete

**Brief Description:**
The course on Fundamentals of Shopping Centre Marketing provides delegates with knowledge of the following aspects at an introductory level: marketing, the nature of retailing, market segmentation, shopping centre merchandise planning, customer communication, defining the processes of market channels, marketing budgets and the development of a strategic marketing plan. This course is specifically structured to enable delegates to master the principles of shopping centre management.

**Course Catalogue Sub-Category:** Town and Regional Planning

**Course Title:** Introduction to Urban and Regional Planning

**Course Leader Name:** Dr Petrus Coetzee

**Brief Description:**
This course is specifically structured to enable delegates to acquire new and additional skills in the integrated and multi-faceted nature of urban and regional planning. It increasingly requires the inputs, active participation and involvement of role-players such as those involved in integrated development plans, spatial development frameworks, land use management and zoning processes, township establishment processes, settlement planning, planning policies, and legal aspects of planning.

**Course Title:** Shopping Centre Management

**Course Leader Name:** Prof Christiaan Cloete

**Brief Description:**
The course in Shopping Centre Management (CSM) is presented in cooperation with the South African Council of Shopping Centres. It provides essential education in management and development. Delegates have to meet certain performance criteria and their participation in and contribution to a specially formulated project is evaluated. The course provides an exceptional opportunity for delegates to master the principles of shopping centre management.

To register online: visit www.ce.up.ac.za
CE at UP has a wide variety of Business Management and Entrepreneurship short courses compiled by our academic experts that will furnish you as aspiring and successful entrepreneur with the practical knowledge and tools to propel your businesses and brilliant new ideas.

Entrepreneurs are making a difference not only to their immediate families and communities, but as the business leaders and employers of the future, they also contribute significantly to economic growth.

With topics that range from start-ups, small businesses and the use of communication technologies to financial skills, advanced business management and mentorship programmes, our courses will empower you to envisage, plan and initiate business proposals and processes that could not only stimulate local economies, but also address poverty and unemployment through entrepreneur-focused initiatives in South Africa and the continent.
Managing a business. Delegates are exposed to the basic concepts, tools and skills required as well as the difficulties experienced when managing innovative business processes. This course in business process management provides an overview of the art and science of resource management.

Businesses experience constant pressure from competitors and this forces them to continually evolve by redesigning, implementing and managing innovative business processes. This course in business process management provides an overview of the art and science of managing a business. Delegates are exposed to the basic concepts, tools and skills required as well as the difficulties experienced when introducing business process management into an organisation.

Course Catalogue Sub-Category: General Management

Course Number: P000160
Course Title: Business Rescue Decision-Making
Contact Days: 3
Course Leader Name: Prof Marius Pretorius
Brief Description: This experiential workshop aims at exposing participants to ‘rescue situations’ and decision-making to drive the turnaround process. Extensive coverage is given to operations, marketing, sales, HR, strategy and management during a ‘rescue’. The focus is on decision-making and reflecting on the results of the decisions made. Through simulation and group work, two to three facilitators support and enable experiential learning.

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Course Number: P000741
Course Title: Corporate Venturing
Contact Days: 5
Course Leader Name: Prof Johannes van Vuuren
Brief Description: This programme introduces delegates to the corporate venturing process, resulting in new venture plans. These plans serve as a basis for new venture creation and consequently lead to corporate entrepreneurship in established firms. The following will be taught in the course: creativity and opportunity identification; corporate venturing; and corporate entrepreneurial marketing, finance and human resource management.

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Course Number: P001282
Course Title: Business Process Management (BPM)
Contact Days: 6
Course Leader Name: Mr Wesley Niemann
Brief Description: Businesses experience constant pressure from competitors and this forces them to continually evolve by redesigning, implementing and managing innovative business processes. This course in business process management provides an overview of the art and science of managing a business. Delegates are exposed to the basic concepts, tools and skills required as well as the difficulties experienced when introducing business process management into an organisation.

Course Catalogue Sub-Category: Computer and Information Literacy

Course Number: P002460
Course Title: ICT for Entrepreneurship
Contact Days: 11
Course Leader Name: Dr Hossana Twinomurinzi
Brief Description: This course stimulates ordinary people to harness the power of computing and the South African power of Ubuntu in starting and seeing through entrepreneurial ventures. It takes advantage of the national drive to instigate an entrepreneurial culture in South Africa and the opportunities available to anyone willing to venture out. The course utilises collaborative computing techniques to apprise individuals and groups in the fundamental aspects to successfully start a business.

Course Number: P000148
Course Title: Entrepreneurship and Small Business Management
Contact Days: 5
Course Leader Name: Prof Johannes van Vuuren
Brief Description: This short course empowers delegates with the skills required to start a venture. Specific skills covered include: motivation, creativity, opportunity identification, and risk-taking. Furthermore, role-models and case studies, as well as marketing, financial and human resources management, are discussed. Delegates develop and write their own business plans, using their own unique ideas, as the course progresses.

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Course Number: P001423
Course Title: Event Management
Contact Days: 3
Course Leader Name: Dr Felicite Fayer-Wessels
Brief Description: Designed to provide people who are interested in event coordinating with an overview of the event management process, this course covers events management in a variety of industries with relevant case studies and practical guidelines forming an integral part of the course.

Course Number: P001424
Course Title: Advanced Event Management
Contact Days: 18
Course Leader Name: Dr Felicite Fayer-Wessels
Brief Description: Event management is a fast growing profession and the industry trends are continually evolving. The scope of work required by corporate clients has greatly expanded; from year-end functions to product launches. Gain the skills and knowledge required to bring a concept to life and execute seamless, memorable events. The programme will not only provide delegates with a competitive edge, but will also teach them about the creative and business aspects of events management.

Course Number: P001810
Course Title: Business Management
Contact Days: 5
Course Leader Name: Dr Chulks Eresia-Eke
Brief Description: The course introduces first-time or aspiring managers to the fundamentals of business management, techniques for motivating staff and how to develop marketing material. Delegates will also gain theoretical and practical knowledge of basic managerial competencies, and will gain knowledge and skills that will form the foundation for more effective and efficient workplace performance as well as enhanced organisational productivity.

Course Number: P003388
Course Title: Advanced Co-operative and Mentorship Programme
Contact Days: 9
Course Leader Name: Prof Johannes van Vuuren
Brief Description: The Advanced Co-operative Training and Mentorship programme focuses on establishing basic entrepreneurial and management skills that facilitate the start-up of the co-operative. Delegates are offered an introduction to entrepreneurship, the need for achievement (performance motivation); identification of opportunities; how to calculate prices and do quotations; basic business English; basic IT skills; how to successfully acquire and complete a tender; and many more useful skills required for the dynamic modern SME environment.

Course Number: P003405
Course Title: Financial Skills for Small Business Entrepreneurs
Contact Days: 5
Course Leader Name: Dr Alex Antoinites
E-Learning: -
Brief Description: Lack of financial literacy and/or business skills is often identified as the primary challenge in entrepreneurship. This online course helps delegates make sense of financial terms and concepts. In addition to this, delegates learn how to identify and manage the common challenges in business and are taught about the key measures and influencers of business performance.

Course Number: P001123
Course Title: Retail Pharmacy Development
Contact Days: 1
Course Leader Name: Dr Chris Lombard
Brief Description: This programme will enable merchandisers and in-store sales consultants to build brands through effective merchandising and brand representation, increase sell-out and to contribute to the overall store performance. Among other things, delegates will be taught practical sales and merchandising skills such as how to conduct a floor-walk or ‘eye-ball check’; determining out-of-stocks; verifying and correcting shelf health standards and identify opportunities for cross merchandising.

To register online: visit www.ce.up.ac.za
Owning and running a business can be a daunting and difficult task. Entrepreneurs battle with cash flow, keeping employees and retaining customers. This course intends to address the management component which keeps a business afloat.

**Course Catalogue Sub-Category: Entrepreneurship**

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<td>P0002999</td>
<td>Effective Enterprise Risk Management</td>
<td>Dr Chuks Eresie-Eke</td>
<td>5</td>
<td>Delegates will be equipped with the relevant knowledge of principles, tools and techniques that would engender overall improved performance in enterprise risk management. The generic content of the course will enable ease of contextual application across a wide variety of industries. Upon completion, delegates will be able to drive improved organisational performance through better risk management processes that are in line with global best-practices.</td>
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<td>P000344</td>
<td>Starting MY Business</td>
<td>Dr Alex Antoinites</td>
<td>5</td>
<td>This course intends to equip delegates with the necessary skills required to start a business that is aligned with their passion. Our approach is practical, opportunity-driven and flexible. Although this programme is presented in a formal class environment, our methodology is practical, visual and encourages participation and engagement by exposing the prospective entrepreneur to different methods of learning. The course is presented by highly skilled, equipped and internationally exposed lecturers in the field of entrepreneurship.</td>
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<td>P000345</td>
<td>Managing MY Business</td>
<td>Dr Alex Antoinites</td>
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<td>Owning and running a business can be a daunting and difficult task. Entrepreneurs battle with cash flow, keeping employees and retaining customers. This course intends to address the management component which keeps a business afloat. Live case studies will be presented everyday to enhance the learning experience.</td>
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<td>P003081</td>
<td>Starting a Business</td>
<td>Prof Johannes van Vuuren</td>
<td>5</td>
<td>This business start-up training will focus specifically on introducing the concepts and principles of entrepreneurship and small business management to the delegate that will equip him/her to start a business. Skills critical to long-term viability, such as the content, strategies and processes of entrepreneurship, creativity, innovation and opportunity recognition as well an introduction to basic business skills are included in this programme.</td>
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<td>P003209</td>
<td>Starting MY Business Online and in My Own Time</td>
<td>Dr Alex Antoinites</td>
<td>5</td>
<td>This online course equips delegates with the necessary skills to start their own business, in their own time, customised to their own needs and aligned with their passion. It’s not an ‘off-the-shelf’ offering, but customised to serve every delegate’s personal needs. The approach is practical, opportunity driven and flexible (no textbooks, no boring cases). An online coaching service is offered to assist delegates to turn their unique business idea into reality.</td>
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<td>P003344</td>
<td>Growing MY Business</td>
<td>Dr Alex Antoinites</td>
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<td>This course focuses on the growth phase of a business and will encapsulate innovation as a core driver of growth. This will assist entrepreneurs in establishing newness and high flying business entities that will make a significant difference in the market environment. This course is presented on an advanced level of thinking and application, but caters for all branches of industry in reshaping a business towards profitable growth.</td>
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**Course Catalogue Sub-Category: Professional Development**

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<td>P001794</td>
<td>Office Management and Secretarial Development</td>
<td>Mrs Neeltjie du Plessis</td>
<td>18</td>
<td>A secretarial role requires an extremely organised individual with the ability to work well under pressure, multi-task and effectively co-ordinate tasks in a fast-paced environment. Gain the skills and the knowledge required for becoming an efficient office assistant by learning office strategies that include flexibility in prioritising daily tasks, keeping and organised work environment and completing tasks within a shorter period of time.</td>
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CE at UP offers stimulating opportunities through our Education and Teacher Development short courses that will equip you with the necessary skills to optimise your practical knowledge in basic and further education.

As one of the cornerstones of our country, and especially Africa, more and more light is being cast on the importance of developing and investing in education and the provision of well-prepared teachers. Teachers need useful tools and relevant skills so that they not only have a larger positive impact on their learners and schools, but also on their communities.

You can enrol for courses that cover issues from school readiness and early childhood development to classroom leadership and the legal aspects of education to help drive such initiatives further and invest in the progress of your own community or beyond.
Course Catalogue Sub-Category: Education Management

Course Number: P001699
Course Title: Classroom Leadership and Education Management
Contact Days: 9
Course Leader Name: Prof Rika Joubert
CPD: 
Brief Description: This course provides practice-oriented activities, case studies as well as the necessary theoretical foundation to develop outstanding competence in classroom management and discipline. It includes self-development of teachers; school management and leadership actions; school climate and school culture; planning, policy-making, problem-solving and decision-making; and leading and motivating people.

Course Catalogue Sub-Category: Education Law

Course Number: P001881
Course Title: The Legal Aspects of Creating Safe Schools
Contact Days: 2
Course Leader Name: Prof Rika Joubert
CPD: 
Brief Description: Quality education is meaningless unless learners are able to pursue their educational rights in an environment that is both safe and secure. We know that as a result of violence, learners and educators are often too scared to attend school, to go to the toilets or to move around on the school premises. This course aims to equip delegates with the knowledge and skills to create a safe school environment.

Course Catalogue Sub-Category: Early Childhood Development

Course Number: P002593
Course Title: School Readiness Assessment
Contact Days: 1
Course Leader Name: Ms Theresa van den Berg
CPD: 
Brief Description: A child’s readiness for school encompasses the whole range of physical, social, emotional, language and cognitive skills that children need to thrive. This short course will ensure an understanding of a child’s development (early childhood years) and the criteria for school readiness in terms of early literacy, auditory, numeracy, mathematical language, perceptual, sensory, co-ordination, as well as basic life/coping skills (including emotional regulation).

Course Number: P002916
Course Title: Early Childhood Development
Contact Days: 10
Course Leader Name: Dr Stephan de Beer
Brief Description: This course is designed to respond to the needs of the caregivers of young children (i.e. child minders, day care givers) who had little or no training in the past. The course will make carers aware of opportunities and risks, will provide guidelines and develop basic skills for the work they do.

Course Catalogue Sub-Category: Leadership

Course Number: P003061
Course Title: Leadership Programme for Principals on Optimising Whole Brain® Learning for the Digital Age
Contact Days: 2
Course Leader Name: Prof Ann-Louise de Boer
Brief Description: Principals are expected to be the drivers of change to optimise technology in the classroom. This workshop introduces school principals to the strengths of Whole Brain® facilitation of learning and its application in the class room. As leaders of diverse teams of teachers, principals will learn to understand the thinking preferences of individual teachers and the impact thereof on effective teaching for effective learning.

Course Catalogue Sub-Category: Mathematics

Course Number: P002113
Course Title: Mathematical Literacy
Contact Days: 9
Course Leader Name: Dr Lucia van Putten
CPD: 
Brief Description: The purpose of this course is to provide teachers with the knowledge and skills necessary to teach Grades 10–12 Mathematical Literacy. This course will focus on the practical, day-to-day teaching of this subject and will present the content in such a way as to be used by the teachers in their lesson planning.

Course Number: P003424
Course Title: Circle Geometry for Grade 11 Mathematics Teachers
Contact Days: 2
Course Leader Name: Prof Gerrit Stols
Brief Description: This course will help Grade 11 Mathematics teachers to visualise, understand and enjoy Geometry. It offers text, videos, interactive sketches and assessment items and captures the essence of mathematics: mathematicians as pattern hunters searching for hidden relationships, exploring interesting properties of circles and then proving them. The course will also help teachers to teach Grade 11 Circle Geometry more effectively as described in the CAPS document.

Course Number: P003425
Course Title: GeoGebra for High School Mathematics Teachers
Contact Days: 1
Course Leader Name: Prof Gerrit Stols
Brief Description: This course will help high school Mathematics teachers to use GeoGebra effectively. GeoGebra is freely available for non-commercial users. The software is used in schools and classrooms worldwide to make mathematics more understandable for learners. GeoGebra could be used to enhance learners understanding of geometry, statistics, functions, transformation of functions, transformation geometry and calculus.

Course Number: P003426
Course Title: Microsoft Word for High School Mathematics Teachers
Contact Days: 1
Course Leader Name: Prof Gerrit Stols
Brief Description: Microsoft Word has many hidden features that could make Mathematics teachers more effective and professional. Mathematics teachers can use Microsoft Word to type any complex mathematical equations, draw graphs, create tables, use pen features, and to do complex calculations. This course will help high school Mathematics teachers to use Microsoft Word to prepare professional worksheets, tests and exam papers fast and effectively. It will also help teachers to use shortcut keys and AutoCorrect commands to type fast and effectively and write in Word using digital ink.

Course Number: P000263
Course Title: Basic Mathematics
Contact Days: 5
Course Leader Name: Miss Rita Moller
Brief Description: This course is compiled to address problems first-year students typically may encounter when they have mathematics as subject in their undergraduate studies. The Basic Mathematics bridging course focuses on basic knowledge and applications that are considered as important pre-requisites for all the study programmes at the University of Pretoria that include mathematics as a subject. The content comprises matric or Grade 12 Mathematics.
### Course Catalogue Sub-Category: Skills Development

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<tr>
<td>P002217</td>
<td>Mathematics for FET Educators with an Emphasis on Foundational Concepts and Enquiry Teaching</td>
<td>60</td>
<td>Mrs Batshe Mofolo-Mbokane</td>
<td></td>
<td>This is a dynamic course aimed at equipping current Grade 10–12 Mathematics educators with skills on problem-solving and mathematical manipulations as well as basic proofs. Although this course is based on Grade 10–12 learning outcomes, it is very flexible and will be refined by the group of educators. This course will enhance the knowledge of the current, ‘in job educators’ to perform better at their work.</td>
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<td>P002995</td>
<td>Foundation Phase Mathematics</td>
<td>5</td>
<td>Dr Marie Botha</td>
<td></td>
<td>This course is designed to develop foundation phase Mathematics. Applicants will be taught the following: learning, development and acquisition and application of mathematical knowledge, concepts, skills and processes for foundation phase; the use of strategies, techniques, resources and material in the planning for learning in foundation phase mathematics; and assessment guidelines for foundation phase mathematics.</td>
</tr>
<tr>
<td>P003094</td>
<td>Optimising Whole Brain® Learning for the Digital Age</td>
<td>7</td>
<td>Prof Ann-Louise de Boer</td>
<td></td>
<td>This series of courses combines the strengths of Whole Brain® facilitation of learning with the development of skills to implement a wide spectrum of educational technologies, from classroom to computer to mobile technologies in a planned way to optimise learning. The blended model of presentation allows participants to assimilate the course content to be able to apply it in their own environments.</td>
</tr>
<tr>
<td>P003095</td>
<td>Advanced Course in Optimising Whole Brain® Learning for the Digital Age</td>
<td>4</td>
<td>Prof Ann-Louise de Boer</td>
<td></td>
<td>This advanced course focuses on mastering the art of designing and developing Whole Brain® learning activities with free online/computer applications. Delegates will be able to understand and apply design principles; storyboard a learning activity with mind maps the Whole Brain® way; develop Whole Brain® computer-based learning activities; and develop Whole Brain® learning activities with freely available applications such as Google Apps, Word. etc.</td>
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<tr>
<td>P002661</td>
<td>Supporting Learners with Barriers to Learning in Ordinary Schools</td>
<td>2</td>
<td>Dr Suzanne Bester</td>
<td></td>
<td>The objective of this workshop is to equip learning support educators with basic knowledge and skills relating to reading and writing problems, language problems, mathematics problems (such as Dyslexia, Aphasia, Dysgraphia and Dyscalculia), curriculum adaptation/differentiation and the development of individual Education Support Programmes to manage and support learners with learning disabilities in the learning support classroom context.</td>
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<td>P002993</td>
<td>Train the Trainer: Delivery Skills</td>
<td>3</td>
<td>Prof Pieter Spaap</td>
<td>✔</td>
<td>This is a dynamic course aimed at educating current Grade 10–12 Mathematics educators with skills on problem-solving and mathematical manipulations as well as basic proofs. Although this course is based on Grade 10–12 learning outcomes, it is very flexible and will be refined by the group of educators. This course will enhance the knowledge of the current, ‘in job educators’ to perform better at their work.</td>
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<td>P001006</td>
<td>Instructional Practices in Science Education (IPISE)</td>
<td>6</td>
<td>Ms Dipiteng Ndalane</td>
<td>✔</td>
<td>This course provides essential pedagogical content knowledge that drives innovative classroom practices, based on the demands of the national curriculum studies document. Participants will gain a better understanding of the national policy on sciences, participate in practical work in the form of experiments, acquire the skills and knowledge to prepare lesson plans and receive help on implementing these activities at their various schools.</td>
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<td>P003165</td>
<td>Preparation for the HPCSA Board of Psychology National Examination and Refresher on Ethics and Legislation</td>
<td>2</td>
<td>Dr Suzanne Bester</td>
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<td>This workshop is for aspirant counsellors, psychometrists and psychologists who will help attendees prepare for the Board of Psychology Examination. The workshop will provide knowledge on the relevant acts and Ethical Code for Psychologists that govern their profession. Various case studies will be utilised to facilitate understanding and application of ethical and practice principles.</td>
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<td>P002037</td>
<td>Creative Curriculum and Course Design</td>
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<td>Prof William Fraser</td>
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<td>This programme covers the foundations of curriculum and instructional design. It provides valuable information to programme managers and instructional designers about the development of teaching and learning programmes against selected objectives and outcomes, paradigms of thinking and advanced instructional strategies such as discovery learning, problem solving, problem-based and constructivist learning.</td>
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<td>P001770</td>
<td>Creative Thinking for Educators</td>
<td>3</td>
<td>Dr Alta Engelbrecht</td>
<td></td>
<td>Teachers constantly challenge learners to be more creative, but often fail to teach them creativity. Lateral thinking distinguishes extraordinary teachers from ordinary teachers. Each person is also born with specific brain dominance. Knowing our preferred way of thinking and practicing other thinking styles such as analysing, feeling, judging, deciding, creating, believing and foreseeing, sets us free to understand ourselves and others.</td>
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### Course Catalogue Sub-Category: Teacher Development

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and to create a new, fresh and creative classroom environment in which learners can experience language on a whole different level.

In our technological era, ‘talk and chalk’ is no longer the ideal teaching approach, instead teachers should use every single resource available to engage learners in active learning. Language teachers will be shown and taught how to use technology in a positive manner works, question papers, recording and calculation of marks) their classrooms. Specific attention will be paid to Microsoft Word, Excel and PowerPoint; GeoGebra and PhET, and tablets and interactive whiteboards.

This course is designed to help foundation phase language teachers, school leaders and curriculum advisers to plan and implement effective and sustainable languages programmes in schools. The course will equip teachers with practical language skills in using English for teaching. Other sections include the facilitation of reading and writing skills for English as an additional language and building teachers’ capacity in teaching Setswana and Sepedi.

In view of the enormous changes that are taking place in our education system, it is more important than ever for educators to have a working knowledge of those aspects of the law that apply to the school situation. The intention is not to train participants to be lawyers, but to inform them of the critical aspects of the law that apply to the teaching situation, and to protect the human rights of all parties concerned in legal situations that may arise in schools.

This is a dynamic course aimed at enhancing the knowledge, skills and practice of Grade 10–12 educators of Physical Science. The course is specifically designed for educators who are currently facilitating these levels and will enhance their teaching skills when engaging with practical work and strengthen their ability to use enquiry-based pedagogy in order to better serve the needs of the learners in this essential subject.

This course deals with the integration of ICT (Information and Communication Technology) in Mathematics and Science Education. It will prepare Mathematics and Science teachers to use ICT inside (for enhancing teaching and learning) and outside (preparing worksheets, question papers, recording and calculation of marks) their classrooms. Specific attention will be paid to Microsoft Word, Excel and PowerPoint; GeoGebra and PhET, and tablets and interactive whiteboards.

In our technological era, ‘talk and chalk’ is no longer the ideal teaching approach, instead teachers should use every single resource available to engage learners in active learning. Language teachers will be shown and taught how to use technology in a positive manner and to create a new, fresh and creative classroom environment in which learners can experience language on a whole different level.

To register online: visit www.ce.up.ac.za
With CE at UP’s short courses in Environmental and Natural Sciences, you can expect to learn more about how the natural sciences integrate into a wide range of disciplines that all impact on the economics, politics, sociology, psychology and ethics of our communities (and ultimately, greater regions).

Africa is rich and diverse in natural resources and, consequently, large organisations with international footprints are attracted to the continent, hoping to expand and gain access to more resources. Having large conglomerates and multinationals invest in South Africa and Africa may prove greatly beneficial for the economy, but what about the impact on the natural environment?

With topics that range from physics, chemistry, biology, geology and geography to resource technology, engineering, resource conservation and population dynamics, you will be educated in environmental and technological issues which, in turn, will enable you to ascertain environmental impacts, risks or benefits of the imminent changes that are bound to take place.
Course Catalogue Sub-Category: Energy

Course Catalogue Sub-Category: Environment Management

Course Catalogue Sub-Category: Mining

Course Catalogue Sub-Category: Seed Science

Course Catalogue Sub-Category: Water Quality Management and Effluent Treatment

Course Catalogue Sub-Category: Food and Agriculture

Course Catalogue Sub-Category: Environmental Impact Assessment Administration

Course Catalogue Sub-Category: Compliance and Valuation in the Minerals Industry

Course Catalogue Sub-Category: Diamonds and their Primary and Secondary Sources
Introduction to GIS Standards

Course Number: P001609
Course Title: Introduction to GIS Standards
Contact Days: 2
Course Leader Name: Dr Serena Coetzee

Brief Description:
A number of standards have been adopted and/or adapted for use in SA by the local SABS mirror committee, SC 71E, Geographic standardisation information. The aim is to set standards for information concerning objects or phenomena that are directly or indirectly associated with a location relative to the earth. These standards specify methods, tools and services for the acquisition, processing, management, analysis, access, presentation and transfer of geographic information in digital format between different users, systems and locations. Upon the completion of this course, delegates will have gained an in-depth understanding of these standards as well as their applications.

Introductory Geographic Information Systems

Course Number: P001820
Course Title: Introductory Geographic Information Systems
Contact Days: 9
Course Leader Name: Mrs Sanet Eksteen

Brief Description:
The purpose of this programme is to teach the theory and practical components of a Geographic Information System (GIS). It will introduce GIS and explain the use of GIS in research, problem solving and decision-making. The programme includes a strong practical component to strengthen the understanding of the theoretical concepts. This mainly distance learning course is an evaluated programme and will include compulsory workshops and continuous assessments.

Geographic Information Systems

Course Number: P000776
Course Title: Geographic Information Systems
Contact Days: 4
Course Leader Name: Mrs Erika Pretorius

Brief Description:
This course provides delegates with essential theoretical and practical foundations to design a new GIS (Geographic Information Systems) project. Important skills that will be acquired during this course include: collection of data from various sources; building an integrated GIS database; analysing the data; and communicating the results. The course not only deals with the software but participants will also be able to do a GIS project using ArcGIS.

Advanced Geographic Information Systems

Course Number: P002086
Course Title: Advanced Geographic Information Systems
Contact Days: 13
Course Leader Name: Mrs Erika Pretorius

Brief Description:
After completion of this course delegates will be able to explain the difference between various data models; use advanced methods for data acquisition and management; analyse data using vector and raster methods in multi-criteria analysis; understand some advanced topics in raster data analysis; and design and implement a GIS project. Successful completion of the introduction to GIS is required for admission to this programme.

GIS Professional Practice

Course Number: P002954
Course Title: GIS Professional Practice
Contact Days: 5
Course Leader Name: Dr Serena Coetzee

Brief Description:
This course covers the professional practice as prescribed by the South African Council for Professional Land and Technical Surveyors (PLATO). Topics include professionalism, professional ethics and practices, social responsibility, partnerships, client relationships, PLATO legislation and rules, legislation relevant to geomatics (e.g. Promotion of Access to Information Act, Spatial Data Infrastructure Act) and the role of international associations and societies in geomatics.

Introduction to QGIS

Course Number: P002067
Course Title: Introduction to QGIS
Contact Days: 3
Course Leader Name: Mrs Erika Pretorius

Brief Description:
This short course will focus on an introduction to Geographic Information Systems (GIS) whilst using the free open source Quantum GIS (QGIS) software. Introductory GIS theory will be taught followed by the basic tools and functionality of the software, including more advanced functions. Participants will get hands-on experience of the software as well as GIS in order to gain a clear and concise understanding of its usage.
CE at UP offers you thought-leading short courses in Financial Science and Economics that provides the perfect backdrop against which you can gain a better understanding of and practical experience in a variety of financial disciplines.

In 2013, Africa was the continent with the fastest growing economy and with experts forecasting 6 per cent growth in GDP per annum between 2013 and 2023, it is expected to remain the case for some time to come. With so many opportunities to capitalise on, our resources and high international commodity prices, as Africans we can steer our economies and promote economic transformation both locally and abroad.

With topics that include auditing, financial development and forensic accounting, you will also be enlightened on other relevant issues from how diseases like Ebola can affect economies or what it means to be regarded as Africa’s biggest economy.
### Course Catalogue Sub-Category: Accounting

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P001655</td>
<td>Introduction to Basic Bookkeeping</td>
<td>5</td>
<td>Ms Louana Venter</td>
<td>This short course provides delegates with a basic understanding of bookkeeping, principles and terminology, the effect of transactions on the accounting equation, recording of transactions in the subsidiary journals, posting to the ledger and drawing up of the trial balance. Delegates will also gain an understanding of bank reconciliation statements, inventory systems and inventory methods widely used in practice.</td>
</tr>
<tr>
<td>P002163</td>
<td>Preparation for Tertiary Accounting</td>
<td>4</td>
<td>Ms Cornelia Joynt</td>
<td>This bridging course aims to provide a fundamental basis in accounting to all aspiring BCom students. Mathematical calculations form part of a great deal of accounting calculations. It is often experienced that students lack mathematical abilities and this hinders their performance in accounting. A component in this course aims to address mathematical skills needed to do certain accounting calculations.</td>
</tr>
<tr>
<td>P002586</td>
<td>Accounting Assist for First Year Students</td>
<td>1</td>
<td>Ms Cornelia Joynt</td>
<td>Some first-year students require more assistance (even after utilising the resources at their disposal at the University such as tutorials and seeking assistance from lecturers during consultation hours) to understand the science of Accounting. This course is designed to help tertiary students in their first year of accounting master basic principles of more advanced topics such as Value Added Tax, internal control measurements and year-end adjustment calculations.</td>
</tr>
<tr>
<td>P002675</td>
<td>Accounting Assist for First Year Students – Financial Literacy</td>
<td>1</td>
<td>Mrs Lorna van Pletsen</td>
<td>This course was developed after the need for assistance was voiced by first-year students in Accounting. They find it increasingly difficult to adjust to the pace in Accounting, especially if their mathematical skills are limited. The course aims to assist students in Accounting so that their assessment tasks might be attempted with greater confidence and better results. A component in this course addresses mathematical skills needed to do certain Accounting calculations.</td>
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### Course Catalogue Sub-Category: Auditing

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</thead>
<tbody>
<tr>
<td>P000021</td>
<td>Internal Auditing</td>
<td>5</td>
<td>Mr Rudrik du Bruyn</td>
<td>Sharpen your skills and knowledge of internal auditing, internal control, internal auditing standards, internal auditing techniques, reporting, information technology auditing, audit relationships, risk-based auditing and control self-assessment. This short course is aimed at internal auditors, with or without formal qualifications or experience in auditing, who work in an internal audit environment.</td>
</tr>
<tr>
<td>P001780</td>
<td>Performance Auditing</td>
<td>2</td>
<td>Mr Jacobus Janse van Rensburg</td>
<td>The Performance Auditing course is intended to inform internal auditors about how economy, efficiency and effectiveness apply to performance auditing. The course provides delegates with the practical guidelines required when carrying out performance audit engagements. Information such as the scope and objectives of a performance audit, performance audit methodology, economical procurement of resources and efficient utilisation of resources are included.</td>
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</table>

### Course Catalogue Sub-Category: Econometrics

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<tbody>
<tr>
<td>P002923</td>
<td>Introduction to Computable General Equilibrium (CGE) Modelling</td>
<td>5</td>
<td>Dr Heinrich Bohllmann</td>
<td>Computable general equilibrium (CGE) modelling has become an indispensable tool for policymakers and analysts to measure the economy-wide impact of proposed policy changes. This course will teach participants the principles of CGE modelling. In addition, participants will receive practical training on the University of Pretoria’s General Equilibrium Model (UPGEM) and GEMPACK solution software.</td>
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### Course Catalogue Sub-Category: Economics

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<tr>
<td>P000500</td>
<td>Econometrics for the Practitioner</td>
<td>5</td>
<td>Prof Renee van Eyden</td>
<td>A basic introduction to the concepts of regression (ordinary least squares estimation) and statistical inference, violations of the classical linear regression model and the consequences of these violations, and practical ways of detecting (diagnostic testing) and solving these problems are included in this course. The aim is to reconcile economic theory with practice, thereby empowering delegates with analytical skills and a hands-on approach to decision-making processes.</td>
</tr>
<tr>
<td>P000991</td>
<td>Econometric Analysis of Panel Data</td>
<td>5</td>
<td>Prof Renee van Eyden</td>
<td>This course is of an applied nature and focuses on hands-on experience in estimation, interpretation and evaluation of economic relationships within a panel data context. Static linear model in a panel data setting, fixed effects (FE) model, the least squares dummy variable (LSDV) estimator, one-way and two-way error component models, pooling of slope and intercept coefficients vs. only pooling the slopes, etc. are just some of the topics discussed in this course.</td>
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### Course Catalogue Sub-Category: Internal Auditing

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<tr>
<td>P000537</td>
<td>Econometric Analysis of Co-Integration</td>
<td>5</td>
<td>Prof Renee van Eyden</td>
<td>This course addresses modelling techniques for time-series data when unit roots are present in the data. An overview of the technical characteristics of time-series data and the concept of stationarity is provided; the econometric techniques of co-integration and error-correction models are revised in single equations (residual-based co-integration), with emphasis on their empirical application; and the notion of multivariate co-integration is discussed and applied.</td>
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### Course Catalogue Sub-Category: Financial Literacy

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<tr>
<td>P000021</td>
<td>Economic Indicators: Monitoring the South African Economy</td>
<td>5</td>
<td>Mr Frederik Scholtz</td>
<td>This course in Economic Indicators focuses on the available data sources and appropriate techniques to measure the macroeconomic performance of the South African Economy. The central focus of the course is on extracting meaningful information from the different types of economic indicators available, and meaningful interpretation of the information in order to compile an informed opinion on the state of economic performance.</td>
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</table>
## Course Catalogue Sub-Category: Financial Management

### Financial Management
- **Course Number:** P000037
- **Course Title:** Financial Management
- **Contact Days:** 5
- **Course Leader Name:** Prof John Hall
- **Brief Description:** The course aims to refresh and improve delegates’ financial skills as managers. It is designed for managers who need a better understanding of the principles and practical applications of financial management in order to achieve the objectives of the organisation. The course covers financial ratio analysis, time value of money, capital budgeting, cost of capital and the financing decision, and working capital management.

### Financial Management for Non-Financial Managers
- **Course Number:** P000113
- **Course Title:** Financial Management for Non-Financial Managers
- **Contact Days:** 5 (Also presented as an online course)
- **Course Leader Name:** Prof John Hall
- **E-Learning:** Yes
- **Brief Description:** In the corporate world knowledge of financial management should not be limited to financial managers. An understanding of the principles and practical application of financial management techniques for profitable business management will benefit both managers and aspiring financial managers alike. This course is designed for anyone looking to gain better knowledge regarding financial management.

### Cost and Management Accounting
- **Course Number:** P001625
- **Course Title:** Cost and Management Accounting
- **Contact Days:** 5
- **Course Leader Name:** Dr Elda du Toit
- **Brief Description:** The course is designed to help individuals in the private and public sector to understand the costing process and how to determine costs. It also covers the management of funds by means of budgets and the use of management accounting information to make informed and accountable decisions. Topics such as absorption, variable, job and process costing; traditional cost allocation versus activity-based costing; and cost-volume-profit relations will be discussed.

## Course Catalogue Sub-Category: Forensic Accounting

### Fraud Examination: Preparation for the International CFE Examination
- **Course Number:** P000553
- **Course Title:** Fraud Examination: Preparation for the International CFE Examination
- **Contact Days:** 10
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** The course will lead to an understanding of the roles of accountants, auditors, lawyers and fraud examiners; create an awareness of the relevant legislation that governs economic crime, including common law aspects and the law of evidence; sensitize participants on all aspects of employee and management fraud; expose participants to a wide range of case studies relating to economic crime; provide guidance on investigative techniques and tools; and expose participants to best practices in fraud risk management.

### Fraud Risk Management
- **Course Number:** P000851
- **Course Title:** Fraud Risk Management
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** This course provides delegates with an understanding of fraud and corruption to enable them to support their organisations with initiatives such as fraud risk management strategies. Steps have been taken internationally to combat fraud and corruption on a broad front. This includes putting in place international protocols and the necessary legal frameworks. Delegates will be able to link these protocols and frameworks to organisation-specific strategies.

### Money Laundering Detection and Investigation
- **Course Number:** P002863
- **Course Title:** Money Laundering Detection and Investigation
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** On a national and international level, commercial crime poses a significant threat to the stability of financial systems and democratic institutions. As the offence can be committed negligently, organisations and their employees are well advised to implement risk mitigating procedures and ensure compliance with the requirements of South African anti-money laundering legislation. This course will provide insight into these matters.

## Course Catalogue Sub-Category: Economic Crime Schemes

### The Investigation of Civil Disputes
- **Course Number:** P003180
- **Course Title:** The Investigation of Civil Disputes
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** In South Africa a relatively new field awaits a fraud examiner, namely the investigation into the liability for and subsequent quantification of damages. Who caused the damage? Who should take responsibility for the loss? And what is the amount which can be claimed? The objective of this course is to provide the delegate with sufficient practical and legal knowledge to enter this exciting field.

### The Investigation of Financial Crime
- **Course Number:** P003181
- **Course Title:** The Investigation of Financial Crime
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** The workplace is often rife with economic crime perpetrated via the use of technology. This practically-orientated course will deal with a number of investigation methodologies, techniques and tools which can lead to the more effective investigation of these crimes. A case study approach, with ample opportunities for group-related activities, will be followed.

### Prevention and Detection of Procurement and Contract Fraud
- **Course Number:** P000352
- **Course Title:** Prevention and Detection of Procurement and Contract Fraud
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** The course is aimed at employees who have regular interaction with the procurement and contracting of goods and services in order to assist them in identifying fraud and corruption, and in putting mechanisms in place to prevent these criminal activities. After completion they will be able to identify the fraud risks in procurement and contracting processes, and advise on effective proactive preventive measures aimed at limiting fraud and related offences.

### Law for Commercial Forensic Practitioners
- **Course Number:** P003178
- **Course Title:** Law for Commercial Forensic Practitioners
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** This course deals with the legal issues which may have an impact on the functions of a practitioner in the fraud and corruption environment. Legal issues and resultant risks may arise from the screening of potential employees up to the recovery of an entity’s losses. This course deals with pertinent legal issues which may arise in the prevention, detection and the investigation of irregular conduct in the workplace.

### Economic Crime Schemes
- **Course Number:** P003179
- **Course Title:** Economic Crime Schemes
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** Economic crime has always been a major risk in the workplace and technological advances have increased the opportunities to commit these types of crimes. This course will focus on economic crime schemes directed against organisations and perpetrated by employees, management or third parties, and the red flags which may be indicative of the scheme.

### Basic Financial Investigation
- **Course Number:** P003182
- **Course Title:** Basic Financial Investigation
- **Contact Days:** 5
- **Course Leader Name:** Adv Hannes Bezuidenhout
- **Brief Description:** As economic crimes continue to increase, forensic practitioners must expand their detection and investigative skills in order to stay ahead in this field. This course has been developed to enable delegates to conduct a basic financial investigation. The concept of money banking systems and the nature of certain trading entities and basic financial investigative techniques will be taught.

### Activity-based costing; and cost-volume-profit relations will be discussed.

## To register online: visit www.ce.up.ac.za
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<tr>
<td>P00612</td>
<td>Investigation and Management of Cyber and Electronic Crime</td>
<td>5</td>
<td>Adv Hannes Bezuidenhout</td>
<td>Explore the legal and practical issues affected by online criminal conduct and the successful acquisition of electronic evidence. This course is designed to empower attendees involved with the investigation, litigation and/or risk management of cyber and computer-related crime. A case study approach will be used to foster practical learning, equipping delegates to understand the basics of the governing legalities and technicalities.</td>
</tr>
<tr>
<td>P000886</td>
<td>Interviewing Skills for Fraud Examiners and Auditors</td>
<td>5</td>
<td>Adv Hannes Bezuidenhout</td>
<td>The success of any investigation, whether criminal, civil, disciplinary, audit or compliance related, is directly linked to the amount of information that is obtained, often from witnesses. This course contains some role-playing that is structured to enable interviewers to obtain more reliable information from interviewees in an ethical and lawful manner to ensure the eventual admissibility of the information in a court or disciplinary hearing.</td>
</tr>
<tr>
<td>P003368</td>
<td>Agricultural and Rural Finance</td>
<td>10</td>
<td>Prof Johann Kirsten</td>
<td>The objective of the course is to provide the context and a deeper understanding of what is needed to reach out to smallholder families and low-income rural households sustainably and to serve them with an appropriate range of financial products and services. The course is pitched at a managerial, rather than an operational, level, and is geared specifically to equip those who are responsible for agricultural finance units to provide strategic guidance for the development of their units.</td>
</tr>
<tr>
<td>P001703</td>
<td>Business Taxation</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>This short course covers the theoretical and practical aspects of taxing small, medium and large businesses in the context of developing countries in Africa, especially focusing on the income tax issues raised by taxing business income. Candidates should comply with the minimum module requirements and a selection and approval process will be followed before access to the course will granted.</td>
</tr>
<tr>
<td>P001704</td>
<td>International Taxation and Tax Treaties</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>This short course provides the theoretical and practical aspects of international taxation for delegates who have had little exposure to international taxation. It examines alternative regimes for taxing residents on foreign source income and taxing foreign investors on domestic source income. Basic aspects of transfer pricing, e-commerce, tax harmonisation, tax competition and international tax treaties are discussed. (Entry to course is subject to selection and approval.)</td>
</tr>
<tr>
<td>P001707</td>
<td>Value-Added Taxation</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>This course provides an examination of the fundamental issues in designing and implementing a value-added taxation (VAT) system. It deals with the economic, legal, administrative and inter-jurisdictional aspects of VAT. The application of VAT to financial transactions, e-commerce, insurance and real property transactions is also covered. (Entry to course is subject to selection and approval.)</td>
</tr>
<tr>
<td>P001710</td>
<td>Fiscal Decentralisation and Sub-National Government Finance</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>In this course an African context is applied to: the policy and practical issues to be considered in the context of fiscal decentralisation; expenditure and revenue assignment; intergovernmental transfers; capital financing, borrowing and debt; appropriate sources of revenue for subnational government; and policy and administrative issues regarding property tax as a source of revenue. (Entry to course is subject to selection and approval.)</td>
</tr>
<tr>
<td>P001711</td>
<td>Introduction to Tax Analysis and Revenue Forecasting</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>This course equips participants with the necessary mathematical and computer skills required to master revenue forecasting techniques. Prospective candidates must have at least an undergraduate degree or tertiary qualification of a similar stature. A general knowledge of Windows software programmes and statistical packages such as e-views will be an advantage.</td>
</tr>
<tr>
<td>P001712</td>
<td>Advanced Tax Analysis and Revenue Forecasting</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>This course provides delegates with the macro-foundations of revenue forecasting, tax elasticity, GDP-based estimating models, as well as statistical analysis and micro-simulation techniques for revenue forecasting. Specific models for different types of tax (i.e. personal income tax, company tax, VAT, excise taxes and trade taxes) are also discussed and evaluated. (Entry to course is subject to selection and approval.)</td>
</tr>
<tr>
<td>P002444</td>
<td>Fiscal Regimes for Mining and Petroleum</td>
<td>5</td>
<td>Prof Riel Franzsen</td>
<td>This course covers the theoretical and practical aspects of taxing the exploitation of natural resources in the context of developing countries in Africa – especially focussing on petroleum taxes and mineral severance taxes. Apart from reviewing the theory for taxing the exploitation of natural resources, this course also deals with the various options (i.e. different types of taxes) available to countries. (Entry to course is subject to selection and approval.)</td>
</tr>
<tr>
<td>P002924</td>
<td>Graduate Programme in Advanced Taxation</td>
<td>15</td>
<td>Mrs Karen Stark</td>
<td>This course offers an opportunity for individuals with basic formal education in taxation to obtain detailed knowledge of the subject. The course will cover specific principles of the tax system in South Africa, for use in the financial or public sector or for entrepreneurs wanting to manage their own businesses. After successful completion of the programme candidates may enrol for the Post Graduate Course in Advanced Taxation.</td>
</tr>
</tbody>
</table>
## Course Description and Registration

### Post Graduate Programme in Advanced Taxation

**Course Number:** P002925  
**Course Title:** Post Graduate Programme in Advanced Taxation  
**Contact Days:** 15  
**Course Leader Name:** Mrs Karen Stark  
**Brief Description:**  
This course offers an opportunity for individuals with prior formal education in taxation to acquire an in-depth understanding and practical application of the South African tax system for use in the financial or public sector or for entrepreneurs wanting to manage their own businesses. This course is also aimed at Professional Tax Practitioners and Chartered Accountants who would like to enhance and update their technical tax knowledge.

### Graduate Programme in the Principles and Practical Application of Taxation

**Course Number:** P002926  
**Course Title:** Graduate Programme in the Principles and Practical Application of Taxation  
**Contact Days:** 15  
**Course Leader Name:** Mrs Karen Stark  
**Brief Description:**  
This course offers an opportunity for individuals with prior formal education in taxation to acquire an in-depth understanding and practical application of the South African tax system for use in the financial or public sector or for entrepreneurs wanting to manage their own businesses. This course is also aimed at Professional Tax Practitioners and Chartered Accountants who would like to enhance and update their technical tax knowledge.

### Customs and Excise Taxes

**Course Number:** P003265  
**Course Title:** Customs and Excise Taxes  
**Contact Days:** 3  
**Course Leader Name:** Ms Evadne Bronkhorst  
**Brief Description:**  
The Course in Customs and Excise Taxes offers an opportunity for individuals with prior formal education or experience in taxation to acquire a basic knowledge of customs and excise taxes in a South African context. This course is aimed at Tax Professionals, entrepreneurs and public sector employees commencing with import and/or export activities. Some of the topics covered are the import and export processes and managing risks relating to customs and excise taxes.

**Notes**

To register online: visit [www.ce.up.ac.za](http://www.ce.up.ac.za)
CE at UP has developed a selection of short courses that will equip you with requisite yet innovative tools to better your management and leadership skills in the field of General Management and Responsible Leadership.

Whether it is to lead staff and inspire them with a vision and a mission that they could embody even without the need for micro-management, or to equip employees with the ability to produce groundbreaking products and services, these skills are critical to the success of any enterprise.

Having a strong command of only one of the two fields of management or leadership is not sufficient to effectively propel a workforce towards amplified success, so in response we offer you courses that range from management development, global leadership and corporate governance to effective stakeholder management, total quality management and retail leadership.
**Course Catalogue Sub-Category: Corporate Ethics**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P000860</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Corporate and Ethics Governance</td>
</tr>
<tr>
<td>Contact Days</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Mrs Kato Plant</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Poor corporate governance and unethical behaviour have a significantly negative impact on professional service delivery, reputation and, ultimately, profit. The King III Report stipulates that a company should run a sound business operation, live by ethical standards and build a culture of integrity. After attending this course, delegates will understand the requirements of sound corporate governance, legal compliance and ethics management at an operational level.</td>
</tr>
</tbody>
</table>

**Course Catalogue Sub-Category: Executive Management**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P000869</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Senior Management Programme</td>
</tr>
<tr>
<td>Contact Days</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Prof Michael Ward</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Senior level managers are responsible for keeping a larger group of people motivated, inspired and encouraged in effort to maintain a healthy working environment. Gain the skills required in effectively leading a diverse workforce. This course covers the business, finance, innovation strategy and leadership aspects that equip delegates with the tools that will enable them to be analytical and creative decision-makers in the work environment.</td>
</tr>
</tbody>
</table>

**Course Catalogue Sub-Category: General Management**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P000287</th>
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</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Contract Management</td>
</tr>
<tr>
<td>Contact Days</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Mr Wesley Niemann</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Effective contract managers have an in-depth understanding of the industry and business in which they operate, and they possess great interpersonal skills, negotiation skills and the ability to establish and maintain powerful business relationships. This course in Contract Management equips managers, controllers and officers with the necessary practical skills to manage and administer contracts for goods and services.</td>
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<thead>
<tr>
<th>Course Number</th>
<th>P000825</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>Contact Days</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Mr Wesley Niemann</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>The ability to prepare and conduct negotiations at all levels is critical in any business environment. This short course in Negotiation Skills equips delegates with the framework which forms the basis for any type of negotiation. A substantial portion of the course is dedicated to giving delegates the opportunity to apply the principles that they have learned and to observe and critique others while simulated negotiations are performed.</td>
</tr>
</tbody>
</table>

**Course Catalogue Sub-Category: Foundation Management**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P0000870</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Management Development Programme</td>
</tr>
<tr>
<td>Contact Days</td>
<td>20</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Prof Michael Ward</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>This programme develops the skills of managers functioning at a middle-management level to enable them to perform their management responsibilities in an effective and efficient manner within a changing and competitive business environment. Through this programme, managers acquire the management competencies necessary to deal with contemporary South African management challenges, functional and cross-functional business processes.</td>
</tr>
</tbody>
</table>

**Course Catalogue Sub-Category: General Management**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P000871</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Foundation Management</td>
</tr>
<tr>
<td>Contact Days</td>
<td>20</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Dr Chuks Eresia-Eke</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>This programme equips delegates with the knowledge and skills to integrate and synergise organisational activities on the basis of a profound understanding of the value chain perspective. This will optimise productivity, improve employee relations, enhance service delivery and customer satisfaction. Anchored on key contemporary management principles, the programme has a strong practical bias that aids critical management thinking and decision-making.</td>
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</tbody>
</table>

**Course Catalogue Sub-Category: Organisational Governance, Business Ethics and Sustainability**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P001106</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Cultural Intelligence and Global Leadership</td>
</tr>
<tr>
<td>Contact Days</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Prof Derick de Jongh</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Cultural intelligence is perceived as a key competence for managers, who want to effectively interact with people in a diverse and global workplace. The term 'cultural intelligence' is mainly described in literature as comprising of three major dimensions, i.e. a cognitive dimension, a motivational dimension and a behavioural dimension. This can also be transcribed as the way a person thinks or feels about or acts in the presence of someone from another culture. Upon the completion of this course, delegates will possess a thorough understanding of how to harness cultural intelligence to expedite their organisational objectives.</td>
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**Course Catalogue Sub-Category: Strategic Management Principles**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P001285</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Strategic Management Principles</td>
</tr>
<tr>
<td>Contact Days</td>
<td>4</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Dr Adolf Vogel</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>The course covers basic strategic management principles, skills and tools and is aimed at middle-management and business owners who require knowledge of strategic management. Participants will understand and apply the strategic management process; execute the elements of the process, such as internal and external environmental analyses; master the use of tools for analysis; determine broad and narrow strategies; and be able to debate leadership issues.</td>
</tr>
</tbody>
</table>

**Course Catalogue Sub-Category: Supervisory Management**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P001481</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td>Contact Days</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Mr Wesley Niemann</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Managers and supervisors often have to manage various employees and aspects of the business simultaneously and this can place great stress on those in these positions. This course in Supervisory Management equips delegates with the skills to be successful in a supervisory position. Planning and organising, managing staff and conflicts and effective leadership form part of this informative short course.</td>
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**Course Catalogue Sub-Category: Effective Stakeholder Management**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>P001595</th>
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</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Effective Stakeholder Management</td>
</tr>
<tr>
<td>Contact Days</td>
<td>5</td>
</tr>
<tr>
<td>Course Leader Name</td>
<td>Dr Chuks Eresia-Eke</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>This course equips participants with the knowledge and capacity to correctly identify and analyse stakeholder, evaluate and prioritise vested interests, and manage relevant relationships. Given the increasing awareness and value of different publics, knowledge acquired through the course would lend itself to the maximisation of results and minimisation of problems in the quest for the sustainability of organisational endeavours.</td>
</tr>
</tbody>
</table>
To register online: visit www.ce.up.ac.za

GENERAL MANAGEMENT & RESPONSIBLE LEADERSHIP

Course Number: P001651
Course Title: Outcomes-Based Monitoring and Evaluation Implementation
Contact Days: 5
Course Leader Name: Dr Chuks Eresia-Eke
Brief Description: This course has been developed by one of the authors of arguably the only textbook on monitoring and evaluation written from an African perspective. It aims to equip delegates with a framework for understanding and implementing monitoring and evaluation activities in the work environment. The course leans upon the results-based management approach with particular emphasis on the results chain components of inputs, activities, outputs, outcomes and impacts.

Course Number: P001618
Course Title: Leadership Development for Middle Managers
Contact Days: 7
Course Leader Name: Prof Ann-Louise de Boer
Brief Description: Through classroom activities, experiential learning and questionnaires delegates will discover not only how they themselves think, but how others think. With the tools and techniques from this programme they will be able to tap into the strengths of their team’s thinking preferences. Participants will be empowered with on the job applications of core competencies enhancing their ability to lead teams more effectively.

Course Number: P003394
Course Title: Thinking Accelerator for Personal Development
Course Leader Name: Prof Ann-Louise de Boer
E-Learning: 8
Brief Description: The Thinking Accelerator® online course featuring HBDIinteractive® immerses participants into the concepts, principles and applications of Hermann International’s Whole Brain methodology through a blended learning experience that can rapidly scale to meet today’s complex business challenges. Beyond just raising awareness about thinking preferences, the Thinking Accelerator® featuring HBDIinteractive® guides participants through the action-planning and problem-solving processes, helping them apply Whole Brain® Thinking immediately to real-life work challenges for better results.

Course Catalogue Sub-Category: Retail Management

Course Number: P002691
Course Title: Retail Management Development
Contact Days: 20
Course Leader Name: Dr Chris Lombard
Brief Description: The rationale for the Retail MDP is to equip current middle-managers with the skills to become effective in pursuing the organisational goals of excellence within their own organisations in the wholesale and retail sector. The Retail MDP should also provide an avenue for managers in the wholesale and retail sector to further their development. The course will focus on management versus leadership; strategic human resource management and planning; performance management; supply chain operations and so forth.

Course Number: P002045
Course Title: Retail Leadership Development
Contact Days: 10
Course Leader Name: Dr Chris Lombard
Brief Description: This course is aimed at managers in the retail environment who would like to enhance their managerial competence in the retail environment. The focus is on techniques and concepts applicable to this challenging environment such as understanding the retail environment as a system; aligning individual areas of responsibility with the regional strategy; applying suitable leadership techniques and approaches to achieve the desired results, etc.

Course Catalogue Sub-Category: Strategic Management

Course Number: P003311
Course Title: Change Management and Leadership to Ensure Successful Change
Contact Days: 5
Course Leader Name: Dr Chris Lombard
Brief Description: This programme will focus on enabling managers to align themselves with best practice in managing successful change as well as how to lead through productive influence in times of change. The challenges of change in the modern era require of managers to apply a holistic approach to change management. Successful change requires an accountability fit – therefore a cadre of managers that own the change process.
CE at UP has developed specialised short courses in Human Health that provide you with a choice selection of topics within various medical professions to not only combat human resources issues in the health care industry, but also strengthen the industry as a whole through skills development.

South Africa has been a leader of the human health care field since Professor Barnard’s first heart transplant in 1967, and since then our surgeons and nurses have become extremely sought after, some having been offered positions at the most prestigious medical centres in South Africa, Africa and further afield.

From a host of courses to choose from, including aerospace medicine, communication pathology, dentistry, general health care management, public health, HIV and AIDS, nursing, sport and education, we equip you with the best possible industry skills and continued professional development opportunities.

Our CPD courses are recognised by professional bodies such as the Health Professions Council of South Africa (HPCSA).
Infection Control in Health Care Facilities

Course Catalogue Sub-Category: Monitoring and Evaluation

Course Title: Monitoring and Evaluation of HIV and AIDS Programmes

Course Number: P000950
Contact Days: 5
Course Leader Name: Prof Andy Beke
Brief Description: This course offers intensive training that will cover the fundamental concepts and tools for monitoring and evaluating HIV and AIDS programmes. The course will include sessions on the role of strategic information in decision-making, monitoring and evaluation frameworks, indicators, information systems, evaluation design, developing monitoring and evaluation plans, calculating and interpreting indicators and facilitating the use of strategic information.

Contact Days: 15
Course Leader Name: Prof Andy Beke

Forensic Nursing

Course Catalogue Sub-Category: Monitoring and Evaluation

Course Title: Programme in Urology

Course Number: P002859
Contact Days: 6
Course Leader Name: Dr Tanya Heyns
Brief Description: This course will provide nurses with evidence-based knowledge to guide interaction within the multi-disciplinary team when acting as an advocate for patient care.

Contact Days: 5
Course Leader Name: Dr Nicolaas Claassen

Occupational Hygiene Legal Knowledge

Course Catalogue Sub-Category: Monitoring and Evaluation

Course Title: Occupational Hygiene Legal Knowledge

Course Number: P002984
Contact Days: 5
Course Leader Name: Dr Nicolaas Claassen
Brief Description: This course will provide occupational hygiene assistants, technologists and hygienists with the required legal and working knowledge to understand and apply the Occupational Health and Safety Act 85 of 1993. Department of Labour Approved Inspection Authority (AIA) requirements, applicable SANS and ISO standards and documentation referred to in the related regulations, such as regulations on asbestos, lead, hazardous chemical substances, biological agents, etc. will also be covered.

Contact Days: 5
Course Leader Name: Dr Nicolaas Claassen

Infection Control in Health Care Facilities

Course Catalogue Sub-Category: Monitoring and Evaluation

Course Title: Infection Control in Health Care Facilities

Course Number: P002769
Contact Days: 5
Course Leader Name: Prof Andy Beke
Brief Description: This course introduces health care workers on current and evidence-based methods of infection control in health care facilities. Participants will be equipped with knowledge of infection control principles, and develop an attitude of enhanced vigilance and compliance, as well as appropriate skills for the design, implementation and practice of infection control.
Course Catalogue Sub-Category: Radiography

Course Number:  P003266
Course Title:  Introduction to Radiography Research
Contact Days:  2
Course Leader Name:  Dr Jacques du Toit
Brief Description:
The aim of this course is to introduce postgraduate students to the basic concepts of qualitative and quantitative research in radiography in preparation for proposal writing or more advanced courses in research methodology. Delegates will be taught about the following concepts: research problem/question, literature review, methodological paradigm, methodological approach (qualitative vs quantitative), research design, research method, induction/deduction, research ethics and so forth.

Course Number:  P001506
Course Title:  Mammography
Contact Days:  10
Course Leader Name:  Ms Erika Ahrens
Brief Description:
The intention of this course is to provide delegates with sufficient information to be able to perform mammography examinations of the highest quality and to become an effective member of the Breast Care Team, therefore providing an optimal service to patients. The ever expanding field of Mammography has led to a need for trained professionals. Quality training and competency is critical for any radiographer who plans to pursue the specialty of mammography.

Course Catalogue Sub-Category: Research

Course Number:  P001697
Course Title:  Basic Biostatistics for Health Researchers
Contact Days:  2
Course Leader Name:  Prof Brendan Girdlër-Brown
Brief Description:
The course will cover basic concepts: descriptive statistics, hypothesis testing and confidence intervals, statistical tests for comparing groups, regression analysis and sample size planning. The course will focus on principles and exercises not requiring the use of statistical software. The course is presented by a clinician and researcher who can identify with problems faced by other researchers and clinicians.
CE at UP hosts a wide range of Human Resources Development and Labour Relations short courses, and whether you are new to the field, or a seasoned expert, there is a course that could be perfect for you.

South Africa’s labour legislation is often credited as one of the most comprehensive and progressive in the world. However, labour forces do face a unique set of challenges. Sufficient investment into human resource development can overcome many of the obstacles in the way and thus contribute to the overall performance and success of organisations.

Providing organisations, and human resource practitioners in particular, with all-inclusive guidelines for how to settle disputes and/or promote fairness in the workplace, our courses cover topics from employment equity and supervisory development to performance management and employee wellness.
### Course Catalogue Sub-Category: Employee and Employer Empowerment Programmes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Leader Name</th>
<th>Contact Days</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P000005</td>
<td>Employee Assistance Programmes</td>
<td>Prof Lourie Terblanche</td>
<td>4</td>
<td>Providing delegates with the essential knowledge and skill set required for employee assistance programmes (EAPs). This course equips delegates to become valued EAP co-ordinators in private companies, government departments and service-providing organisations.</td>
</tr>
<tr>
<td>P000070</td>
<td>Human Resources Management</td>
<td>Ms Nasima Carim</td>
<td>5</td>
<td>Human Resources practitioners as well as other interested individuals will obtain basic knowledge of the various fields within Human Resources. This short course focuses on a systems-approach to Human Resources Management (HRM), career development, job analysis, design and evaluation, human resources planning, recruitment and selection, performance management, training and development and new trends in the HRM field.</td>
</tr>
<tr>
<td>P0001791</td>
<td>Programme in Human Resources Management</td>
<td>Ms Nasima Carim</td>
<td>15</td>
<td>This programme is based on a systems-approach to Human Resources Management (HRM) and covers all the application fields of HRM. It aims to ensure that HRM practitioners will be able to operate more effectively in their organisations. This programme is a first step for HR practitioners to formalise their training in the field of Human Resource Management. It is in the process of formal registration with the South African Board of Personnel Practice (SABPP) (HR-ETQA).</td>
</tr>
<tr>
<td>P0003131</td>
<td>Expatriate and International Mobility Management</td>
<td>Prof Pieter Schaap</td>
<td>3</td>
<td>The Expatriate and International Mobility Management course presents delegates with personalised and practical knowledge into the complexities of managing their company's global human resources. The course will also provide delegates with insight into practical case studies, tools and solutions that will facilitate sustained expatriate adjustment and performance.</td>
</tr>
<tr>
<td>P0003191</td>
<td>Employment Equity</td>
<td>Ms Nasima Carim</td>
<td>12</td>
<td>Not only is employment equity a legislative requirement, but equity is the cornerstone for sustainable growth in South African organisations. This course provides delegates with an integrated approach towards employment equity in the workplace. Specific focus will be placed on various tools and processes that form part of a broad approach towards employment equity. Most Human Resources practitioners will benefit from this course.</td>
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</tbody>
</table>

### Course Catalogue Sub-Category: Labour Relations

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Leader Name</th>
<th>Contact Days</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00031371</td>
<td>Labour Relations Management (LRM) Practice</td>
<td>Dr Paul Smit</td>
<td>3</td>
<td>This course will equip delegates with the knowledge and practical skills that are required to effectively deal with discipline, dismissal and poor performance in the workplace within the framework of the Labour Relations Act and applicable case law.</td>
</tr>
<tr>
<td>P0001372</td>
<td>Labour Dispute Resolution (LDR) for Labour Relation Practitioners</td>
<td>Dr Paul Smit</td>
<td>3</td>
<td>Upon the completion of this course, delegates will gain knowledge and practical skills which will enable them to act as applicants and/or respondents in conciliation or arbitration procedures before the CCMA. In addition, the course will provide delegates with the working knowledge of legal requirements for industrial action, guidelines for dealing with industrial action, aspects of law and case law related to labour dispute resolution and industrial action.</td>
</tr>
<tr>
<td>P000168</td>
<td>Workplace Employment Relations</td>
<td>Dr Paul Smit</td>
<td>3</td>
<td>This course will provide learners with knowledge and practical skills that are required to effectively participate in workplace-level employment relations within the framework of applicable labour laws and employment relations policies and procedures, with due regard for the promotion of trust in employment relationships.</td>
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</table>

To register online: visit [www.ce.up.ac.za](http://www.ce.up.ac.za)
### Course Catalogue Sub-Category: Skills Development

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>P001960</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>Employee Wellness</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>3</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Prof Lourie Terblanche</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Empowering delegates with advanced knowledge on employee wellness programmes, this course focuses on the application of interpersonal skills to improve employee productivity and enhance employee social functioning, how to conduct a wellness survey, how to build a business case for wellness, gain management support, integrate services and efforts and monitor and celebrate success.</td>
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<tr>
<th>Course Number:</th>
<th>P001972</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>Advanced Employee Assistance Programmes</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>2</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Prof Lourie Terblanche</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Providing delegates with an advanced knowledge and skill set that is required to efficiently co-ordinate employee assistance programmes (EAPs). After completing this course delegates will be equipped with the advanced skills needed to become valued EAP co-ordinators in private companies, government departments and service-providing organisations.</td>
</tr>
</tbody>
</table>
The short courses offered by CE at UP’s specialists offer you an opportunity to gain a deeper and encompassing understanding within the field of Information and Communication Technology as software and applications continually gain new functionality and hardware evolves into more and more compact platforms.

The South African Electrotechnical Export Council (SAEEC) estimates that IT and Telecommunications currently generate about R26 billion in revenue per annum in South Africa alone. With connectivity continuously increasing and technology advancing, there is a body of incontrovertible evidence that ITC is not only paving the way for substantial growth in South Africa, but also into Africa.

Whether you need to maintain technological momentum by increasing your knowledge and/or stay abreast of the latest developments in the ICT sector, or whether you wish to become an expert Java programmer, we have the ideal course for you.
Course Catalogue Sub-Category: Business and Systems Analysis

Course Number: P000270
Course Title: Business and Systems Analysis
Contact Days: 5
Course Leader Name: Dr Lizette Weilbach
Brief Description:
This course develops the analysis and design skills of systems and business analysts. Theoretical concepts are supplemented by practical work in the form of a comprehensive case studies and assignments. Delegates gain knowledge of the basic concepts of systems life-cycle and development methodologies, as well as object modelling (using UML), data modelling and process modelling.

Course Number: P000274
Course Title: Advanced Business Analysis
Contact Days: 5
Course Leader Name: Dr Lizette Weilbach
Brief Description:
Business Analysts learn how to use various fact-finding techniques for gathering information about the system's problems, opportunities and directives. The course also teaches analysts how to write requirements and prepare documents to be presented to the project stakeholders. A prerequisite is the completion of the Course in Business and Systems Analysis or relevant information in systems experience.

Course Number: P002000
Course Title: Programme in Business Analysis
Contact Days: 19
Course Leader Name: Dr Lizette Weilbach
Brief Description:
This is a comprehensive programme in all aspects of business analysis. Not only theoretical, the programme focuses on the application of the theory and is aimed at providing the attendee with practical knowledge and toolsets which are applicable and usable in the work place. This programme is endorsed by the International Institute of Business Analysis (IIBA) and firmly based on the knowledge areas as described by the Business Analysis Body of Knowledge (BABOK).

Course Catalogue Sub-Category: Competitive Intelligence

Course Number: P000679
Course Title: Advanced Competitive Intelligence
Contact Days: 8
Course Leader Name: Marietjie Schutte
Brief Description:
This course provides delegates with techniques and insights on competitive intelligence that will serve them in the corporate environment. Delegates will have an understanding of the manner in which a CI strategy should be formulated, as well as the relationship between strategy and CI; be able to set up and manage CI capability in an organisation; and be able to collect and analyse information for CI purposes.

Course Catalogue Sub-Category: Computer and Information Security

Course Number: P000330
Course Title: Information Security Management
Contact Days: 5
Course Leader Name: Prof Hendrik Venter
Brief Description:
This course provides delegates with knowledge on the management action, which must address the implementation and maintenance of processes, procedures and other issues such as organisational culture. These processes and issues include the identification of information security needs and the implementation of strategies to meet those needs. International standards and guidelines, such as those from the OECD, ISO, ACM and IEEE, are discussed in the course.

Course Number: P002570
Course Title: Digital Forensics and Investigations
Contact Days: 5
Course Leader Name: Prof Hendrik Venter
Brief Description:
Digital Forensics and Investigations is a short course to teach the basic theoretical concepts of digital forensics as well as the practical side of digital forensics, i.e. how to conduct digital forensic investigations. This course is designed for a wide range of people such as law enforcers, crime investigators, managers in larger organisations, technical personnel in larger organisations, and anyone else interested in a general background of digital forensics.

Course Number: P002748
Course Title: Technology Neutral Analysis and Design using UML and URDAD
Contact Days: 5
Course Leader Name: Friedemann Solms
Brief Description:
This course will provide candidates with the knowledge on how to use the URDAD methodology for service-oriented technology neutral analysis and design. This includes scoping, capturing functional and non-functional requirements for a service, use-case/service contract specification, responsibility allocation, and (business) process specification. Candidates will generate documentation from an URDAD/UML model.

Course Number: P002785
Course Title: Digital Government: ICT Governance
Contact Days: 5
Course Leader Name: Prof Hendrik Venter
Brief Description:
Digital Government provides context to assess and deal with investments and risks to corporate information assets and the underlying ICT infrastructure. The management of IT has emerged as an essential element of corporate governance and success. IT Governance can deliver on the long-time management paradox of encouraging and leveraging the ingenuity of human capital, while ensuring compliance with the overall vision, principles and strategy of the enterprise.
Course Catalogue Sub-Category: Information Technology Management

Course Number: P001546
Course Title: Information Technology Management Programme
Contact Days: 24
Course Leader Name: Prof Ian Strydom
Brief Description: Providing an excellent appreciation of the key aspects involved in managing the Information and Communication Technology resource, this course is ideal for emerging and newly appointed managers and team leaders in all branches of ICT. Experienced IT managers and CIOs will benefit from the course as an update of their knowledge and a confirmation of the best practices, strategic and practical considerations in the field of business use of information technology.

Course Number: P003126
Course Title: Data Science and Big Data Analytics
Contact Days: 5
Course Leader Name: Dr Nixon Muganda Ochana
Brief Description: This course provides practical foundation-level training that enables immediate and effective participation in big data and other analytics projects. It includes an introduction to big data and the Data Analytics Lifecycle to address business challenges that leverage big data. The course provides grounding in basic and advanced analytic methods and an introduction to big data analytics technology and tools.

Course Catalogue Sub-Category: Information Systems

Course Number: P002816
Course Title: Introduction to Enterprise Architecture Concepts
Course Leader Name: Prof Alta van der Merwe
E-Learning: 
Brief Description: This online course provides delegates with a concise and fundamental overview and critical enterprise architecture concepts. This is done by means of case studies, focusing on core concepts and ideas behind architecture, using enterprise architecture frameworks and linking this knowledge back to notational styles and finally the application of these styles. This is a fundamental course that equips participants with general understanding of enterprise architecture and how it may be applied.

Course Number: P002310
Course Title: Introduction to Database Design
Course Leader Name: Prof Alta van der Merwe
E-Learning: 
Brief Description: This online course provides delegates with basic and fundamental knowledge of designing simple databases by means of Entity Relationship Diagrams and the implementation of these designs in a Relational Database Management System. Delegates attending the course will also be introduced to the fundamentals of Structured Query Language (SQL), how to design simple small-scale databases and functionally apply SQL to implement and manipulate such databases.

Course Catalogue Sub-Category: IT Project Management

Course Number: P000275
Course Title: IT Project Management
Contact Days: 1
Course Leader Name: Dr Lizette Weilbach
E-Learning: 
Brief Description: From the implementation of new software to the upgrading of existing hardware, this course aims to equip you with the theoretical and practical knowledge to run an information systems project. At the end of this course, the delegate should be able to scope, plan, execute and run and control an information systems project, as the course runs through the project life cycle and addresses the knowledge areas of Project Management Body of Knowledge (PMBOK).

Course Catalogue Sub-Category: Knowledge Management

Course Number: P000666
Course Title: Basic Information and Knowledge Management
Contact Days: 12
Course Leader Name: Ms Maria-Marié Schutte
Brief Description: This programme provides delegates with knowledge of a variety of practical aspects regarding the implementation of information and knowledge management in an organisation. It also entails a discussion on knowledge processes, but focuses specifically on the knowledge of new creation. The programme includes a discussion on the contribution of a variety of scholars to the development of knowledge management.

Course Catalogue Sub-Category: Mobile Applications

Course Number: P003327
Course Title: Mobile Application Development
Contact Days: 5
Course Leader Name: Dr Neil Croft
Brief Description: Focussing on delivery of robust mobile business applications and integration with enterprise systems, this course places the following facets under the microscope: creating intuitive, reliable software using activities, services and intents; designing LUs that work seamlessly with a range of phones and tablets; managing data with content providers and the SQLite database; and integrating applications with enterprise web and location-based services.

Course Number: P003328
Course Title: Mobile Site Development
Contact Days: 1
Course Leader Name: Dr Neil Croft
Brief Description: Describing industry best practises for mobile site development, this course covers the basics of handset detection, analytics and mobile site code generation. The mobile web refers to access to the world wide web, i.e. the use of browser-based Internet services, from a handheld mobile device, such as a smartphone or a feature phone, connected to a mobile network or other wireless network.

Course Number: P003329
Course Title: Mobile Marketing and Mobile Advertising
Contact Days: 1
Course Leader Name: Dr Neil Croft
Brief Description: This course describes the mobile marketing and advertising industry. Mobile marketing is marketing on or with a mobile device, such as a smart phone, tablet etc. Mobile marketing can provide customers with time and location sensitive, personalised information that promotes goods, services and ideas. Specific areas of interest include: SMS, MMS, PUSH Services, App-based, in-game, mobile web, QR Codes, Bluetooth, proximity systems, location-based services, instant messaging and so forth.

Course Number: P003330
Course Title: Mobile Technologies and their Uses
Contact Days: 1
Course Leader Name: Dr Neil Croft
Brief Description: With mobile technologies continually evolving, and considering that we are consistently looking for faster and more secure communication networks, this course provides an overview of current and future trends. Understanding these technologies and their application is critical to business success. Specific areas of interest include GSM, GPRS, 3G, LTE, SMS, MMS, UDD, WAP OSA, NFC, RFID and so forth.

Course Number: P003343
Course Title: E-skills for Entrepreneurs
Contact Days: 4
Course Leader Name: Mrs Riana Steyn
Brief Description: This course is a great way for entrepreneurs and small business owners to understand the importance of technology in their businesses. It will help to optimise their communications skills through technology and how to use social media as a marketing tool. This course will focus on the introduction levels to computing concepts and will also focus on the intermediate levels of computer skills needed to effectively run a business.

To register online: visit www.ce.up.ac.za
Course Catalogue Sub-Category: Network Administration

Course Number: P000226
Course Title: Cisco-Certified Networking Associate (CCNA Ver 5.0 Exploration)
Contact Days: 39
Course Leader Name: Prof Gerhardus Hancke
Brief Description:
The CCNA course (R&S Ver 5.0) incorporates theoretical aspects and practical application, while providing students with the skills and hands-on-experience to design, install, operate and maintain networks. The course covers a complete range of networking concepts and features where students have access to the building blocks of Local and Wide Area Networks (LANs and WANs), such as wireless access points, switches and routers.

Course Number: P001680
Course Title: Cisco-Certified Networking Professional (CCNP1) Building Scalable Internetworks
Contact Days: 10
Course Leader Name: Prof Gerhardus Hancke
Brief Description:
Our Cisco-Certified Networking Professional (CCNP) Course (ROUTE Implementing Cisco IP Routing) teaches delegates to create an efficient and expandable enterprise network. It also covers the installation, configuration, monitoring and troubleshooting of network infrastructure equipment. The course curriculum builds on Cisco CCNA® courses with more complex network configurations, diagnosis and troubleshooting.

Course Catalogue Sub-Category: Programming

Course Number: P002721
Course Title: Programming with C
Contact Days: 5
Course Leader Name: Prof Hendrik Venter
Brief Description:
This course confers a sound knowledge of basic computer programming. The theory of the basic concepts as well as design methods are investigated. The C programming language is used to implement the concepts. The course will give a very brief introduction to the C++ object-oriented language for the purpose of showing the transition from a structure language like C to an object-oriented programming (OOP) language like C++.

Course Number: P002722
Course Title: Introduction to C# (C Sharp)
Contact Days: 5
Course Leader Name: Prof Hendrik Venter
Brief Description:
The theory of the basic concepts, as well as design methods, are investigated. The C# object oriented programming (OOP) language is used to implement the concepts. The course also focuses on software engineering best practices and concepts are presented in the context of basic code examples. This course will provide delegates with a sound knowledge of basic and visual computer programming.

Course Number: P002723
Course Title: Advanced C# (C Sharp)
Contact Days: 5
Course Leader Name: Prof Hendrik Venter
Brief Description:
Advanced concepts, theory as well as design methods are investigated. The C# object oriented programming (OOP) language is used to implement advanced concepts in the context of working programmes, rather than in basic code examples. This course also focuses on Internet programming on the .NET platform as well as the software engineering best practices. This course confers a sound knowledge of advanced and visual computer programming.

Course Number: P002724
Course Title: Software Design Patterns
Contact Days: 5
Course Leader Name: Prof Andries Engelbrecht
Brief Description:
This course introduces delegates to the essentials of design patterns as applied in software design. It introduces design patterns as identified by Gamma, Helm, Johnson and Vlissides in 1995 (referred to as GoF). Visualisation of the patterns will be done in the Unified Modelling Language (UML). The following UML diagrams will be discussed to illustrate the design patterns: Structural – Class and Object, Behavioural – State, Activity and Sequence and Communication interaction diagrams.
CE at UP offers you various tailored short courses in Language, Arts and Culture that not only illuminates human behaviour and ideologies, but also offers insight into diverse cultures and mannerisms.

From concepts of mother tongue, multilingualism and code switching, South Africa (and Africa in particular) boasts a rich and diverse cultural cocktail that provides the perfect backdrop against which to undertake such studies. With the South African Department of Arts and Culture being committed to create tens of thousands of jobs through their 28 heritage projects, the time is also ripe to advance within this industry.

Whether you have the need to acquire any of our own South African languages or whether you are planning to expand your business reach through popular commerce languages, up-skill your writing abilities (both creative and academic) or learn something entirely new like sign language, we have a host of offers to equip you with the relevant skills.
Course Catalogue Sub-Category: Languages

Course Number: P002052
Course Title: Afrikaans for Beginners
Contact Days: 10
Course Leader Name: Ms Sulène Pilon
Brief Description: The Afrikaans for Beginners course is ideal for individuals with no or very little knowledge of Afrikaans. It will improve delegates' ability to speak in such a manner that they are able to communicate comfortably. Participants will be introduced to the grammar and vocabulary of Afrikaans with specific emphasis on communication skills required for various practical situations. The course provides a solid basis for reading, writing and speaking of Afrikaans.

Course Number: P001366
Course Title: isiZulu (Zulu) for Beginners
Contact Days: 24
Course Leader Name: Mrs Linda Hall
Brief Description: With eleven official languages in South Africa, being able to speak multiple languages is very helpful. One of the most commonly used is isiZulu and this beginner’s course is ideal for those who have no prior knowledge of isiZulu and who would like to gain basic communicative skills in the language. The course will teach delegates suitable expressions and vocabulary for everyday situations as well as vocabulary that is regularly used in isiZulu.

Course Number: P001383
Course Title: French for Beginners
Contact Days: 28
Course Leader Name: Dr Stephan Mühr
Brief Description: French is spoken in three continents across the globe. This French for Beginners course is specially designed for learners with no previous knowledge of French. It teaches basic speaking and writing skills (language structure, vocabulary, and pronunciation) in the French language within the context of everyday life situations. It also provides learners with insight into the contemporary French culture and the role of French in the world's multilingual environment.

Course Number: P001379
Course Title: German for Beginners
Contact Days: 70
Course Leader Name: Dr Stephan Mühr
Brief Description: This is a language course for learners with no previous knowledge of German who wish to learn basic German. It provides learners with basic speaking and writing skills within the context of everyday life issues. Basic language structures, vocabulary and pronunciation, as well as the active usage of this language within a given context is taught. It also provides learners with insight into the contemporary German culture and the role of German in the world.

Course Number: P002967, P003109, P003175
Course Title: Japanese
Contact Days: 17
Course Leader Name: Prof Hendrik Stander
Brief Description: Whether you’re looking to learn Japanese for business, travel or personal purposes our Japanese courses will provide you with the knowledge and skills you need to communicate in this exciting language. CE at UP offers the Japanese Language Course in three parts so that you can either gain a basic understanding of the language, or continue learning to broaden your understanding of the language and culture. The first phase of the course (P002967) introduces delegates to the basics of the Japanese language and culture. Focus is placed on the practical use of the language and cultural awareness and delegates will learn Hiragana and Katakana (Japanese characters) for writing and reading. Delegates of this well-rounded course will develop basic communication skills in listening, speaking, reading and writing in Japanese. The second phase of the course (P003109) was designed for individuals with a basic understanding of Japanese. This course will develop ability and confidence in basic Japanese communication for everyday environments. Delegates will learn more about the traditional and contemporary aspects of Japanese culture and society. Various activities and materials (video, quiz etc.) will be used to introduce important forms of the Japanese language and the difference between formal and informal ways of speech will be explained. The last part of the elementary-level courses in the Japanese language (P003175) will further develop delegates' communication skills in speaking, listening, reading and writing. Delegates will have cultivated overall basic Japanese language ability, as emphasis has been placed on balancing accuracy, fluency, and complexity throughout the Japanese language course. Delegates will also have a broader understanding of the traditional and contemporary culture.

Course Number: P001419
Course Title: Basic Sign Language
Contact Days: 2
Course Leader Name: Prof Aletta Kritzinger
Brief Description: South African Sign Language (SASL) is the primary language used by deaf South Africans and enables hearing-impaired individuals to connect with others in a meaningful manner and overcome the barriers of hearing loss and deafness to interactive communication. Become proficient in the use of sign language to communicate with individuals with hearing loss through this short course that teaches basic sign language.

Course Number: P001210
Course Title: Spanish for Beginners
Contact Days: 28
Course Leader Name: Dr Stephan Mühr
Brief Description: Spanish is spoken in over 24 countries world-wide. The far-reaching influence of the Spanish language on commerce and societies stretches from South America to Europe. The Spanish for Beginners course develops delegates' ability and confidence in basic Spanish communication which can be used in everyday situations. The course encourages the exploration of the diverse Hispanic world, its way of life, customs and traditions.

Course Number: P000293
Course Title: Editing: Principles and Practice
Contact Days: 14
Course Leader Name: Mrs Idette Noomé
Brief Description: After a brief self-study revision of grammar, problems frequently found in South African writing are discussed. Register, tone, the structuring of arguments, and the division of material into sections are dealt with in detail and are practised. The course is intended to hone delegates’ skills in using language as a tool to present information. The course is largely workshop-based, with a few guest lecturers who are experienced in the field.

Course Catalogue Sub-Category: Literature

Course Number: P00293
Course Title: Creative Writing Winter School
Contact Days: 3
Course Leader Name: Prof Henning Pieterse
Brief Description: Our three day winter school in creative writing is a workshop-and-lecture-based programme facilitated by well-known, esteemed, prize-winning authors. The course has been designed to help stimulate creative input, expand existing ideas for literary texts and to improve existing texts. Delegates will have the opportunity to learn about basic and advanced tenets of various literary genres, as well as publishing and performing opportunities in these fields.

Course Catalogue Sub-Category: Skills Development

Course Number: P00225
Course Title: Getting the Message Across – Academic Reading, Writing and Presentation Skills
Contact Days: 5
Course Leader Name: Prof Rinelie Evans
Brief Description: Most places of work require that employees read vast amounts of text with insight, be able to interpret them and also comment critically in writing. The aim of the programme is to develop the reading and writing skills of the participants for professional development purposes. Participants will be enabled not only to read and comment critically in writing on policy and other official documents, but also to present findings in PowerPoint, abstract and article format.
The most difficult chapters to write for postgraduates compiling their research are: the introduction, the literature review, and the discussion sections. Demystifying these three chapters through learning the right way to write is the aim of this course. Mastery will replace mystery for participants. How does this happen? The skills and techniques that all competent writers have to learn will lead participants from one paragraph to the next and to the end of their thesis or manuscript – without stumbling.

Course Number: P002662
Course Title: Thesis and Dissertation Workshop
Contact Days: 2
Course Leader Name: Dr Jacques du Toit
Brief Description: A two-day workshop during which postgraduate students workshop and compile parts of their theses or dissertations. Specific attention will be paid to the logic and process of writing a thesis/dissertation; the research problem/question; the review of the related literature; the research design and methods; the research findings; the conclusion; proofreading and editing of the thesis; and lastly the defence.
CE at UP offers you a comprehensive range of Law and Human Rights short courses that are facilitated by some of the country’s most esteemed legal minds. South Africa’s sophisticated legal system encompasses many complexities and is constantly in need of specialist legal consultants that focus specifically on individual legal fields.

With the law and legal system also playing a vital role in ensuring that human rights are taken seriously and upheld by the government, law enforcement agencies and the community at large, the enforcement and upholding of human rights has become part of popular discourse.

To meet the needs of the constantly evolving South African legal system, we offer you solutions across-the-board with courses that range from competition law and medical law to ICT law and patent law.
To register online: visit www.ce.up.ac.za
## Course Catalogue Sub-Category: Labour Law

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Days</th>
<th>Course Leader Name</th>
<th>Brief Description</th>
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</thead>
<tbody>
<tr>
<td>P003428</td>
<td>Deceased Estates</td>
<td>13</td>
<td>Prof Linda Schoeman</td>
<td>This programme will focus on the planning of estates, the administration of estates, estates planning, the administration of insolvent estates and insolvent estates entities.</td>
</tr>
</tbody>
</table>

**Course Catalogue Sub-Category: Labour Law**

### Course Number: P000615
### Course Title: Disciplinary Enquiries at the Workplace
### Contact Days: 2
### Course Leader Name: Prof Stefan van Eck
### Brief Description:
Fair disciplinary enquiries have many positive effects in the workplace. Impartial disciplinary enquiries assist with the establishment of trust in management and also help avoid the consequences of an unfair dismissal referral as well as all the cost and time involved in litigation disputes. This two-day course is aimed at providing all participants such as initiators, representatives and chairpersons in a disciplinary enquiry, with valuable practical training on their respective roles and the functions during a disciplinary process.

### Course Number: P003028
### Course Title: The New Rules of Cross-Examination
### Contact Days: 3
### Course Leader Name: Prof Willem Gravett
### Brief Description:
Cross-examination is no longer a defensive maneuver in the courtroom. The new rules of cross-examination is an offensive series of tactics designed to enhance the cross-examiner’s theory of the case. Through practical tips and instructive real-life examples, delegates will learn straightforward, effective techniques to maximise the fact finder’s perception, minimise evasion by the witness and control the runaway witness.

### Course Number: P000608
### Course Title: Advanced Labour Law
### Contact Days: 13
### Course Leader Name: Prof Stefan van Eck
### Brief Description:
A comprehensive understanding of the labour law regarding both employees and employers’ rights is necessary for human resources or law practitioners. An excellent understanding of the labour law is provided by this course in Advanced Labour Law and delegates will be enabled to correctly implement the law in their organisation. The course provides delegates with valuable insights into labour law at an advanced level and also incorporates the most recent developments in this field of study.

## Course Catalogue Sub-Category: Medical Law

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Contact Days</th>
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<tbody>
<tr>
<td>P002894</td>
<td>Introduction to Medical Law</td>
<td>2</td>
<td>Prof Pieter Carstens</td>
<td>The course aims to introduce the scope, underlying principles and application of medical law to South African legal practitioners. The foundational legal principles will be discussed and explained with reference to the South African Constitution, common law, applicable case law, legislation, ethical considerations and policy documents. In addition the practical application of medical law in legal and medical practice will be explored.</td>
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</table>

**Course Catalogue Sub-Category: Public Law**

<table>
<thead>
<tr>
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<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0002063</td>
<td>Public International Law</td>
<td>6</td>
<td>Prof Erika de Wet</td>
<td>The Institute for International and Comparative Law in Africa in the Faculty of Law, University of Pretoria and the Department of Public Law hosts this course. Key topics which are covered during this training include sources of international law; states and territory; jurisdiction and immunity; state responsibility; international criminal law and international humanitarian law; international organisations; international peace and security; and sea and air law.</td>
</tr>
<tr>
<td>P002124</td>
<td>Air, Space and Telecommunications Law</td>
<td>10</td>
<td>Prof Erika de Wet</td>
<td>This seminar offers a unique opportunity to members of the civil service and industry to develop specialised skills in the mentioned areas of law. The seminar will be directed by a leading international expert in the field, Prof Dr Stephan Hobe, LL.M. (McGill), Director of the Institute of Air and Space Law at the University of Cologne, Germany. It will focus on the legal framework pertaining to air, space and telecommunications, including the relevant international treaties and their application within the South African context.</td>
</tr>
</tbody>
</table>
CE at UP offers you all-inclusive short courses in the field of Marketing, Communications and Customer Relations with an emphasis on integrated marketing, communications and customer-related activities.

Organisations are increasingly required to act from one central point and with a unified message with trends shifting away from traditional “below-the-line” and “above-the-line” marketing. Organisations now rather need to adopt “through-the-line” efforts through which they are compelled to incorporate both paid and unpaid methods across both traditional and new media channels.

In response to this shift in emphasis, paired with rapid technological developments and an increasing need for business intelligence, market research and customer satisfaction, we provide you with indispensable skills and relevant industry knowledge in order to stay on the cutting edge. Our courses range from presentation skills, report writing and customer surveys to sales, customer service excellence and radio broadcasting.
**Course Catalogue Sub-Category: Communication Skills**

**Course Number:** P000616  
**Course Title:** Presentation Skills for the Workplace  
**Contact Days:** 1  
**Course Leader Name:** Prof Heinrich Brand  
**Brief Description:** Good presentation skills are a sought-after competency in the modern workplace. This highly interactive, participative course provides delegates with knowledge and skills to become effective in delivering presentations of a varied nature. In addition to being more competent in the art and skill of delivering presentations, delegates also improve their communication, interpersonal as well as the technical skills required to compile effective presentations.

**Course Number:** P002783  
**Course Title:** Professional Communication @ Work  
**Contact Days:** 2  
**Course Leader Name:** Dr Johanna Slippers  
**Brief Description:** The course equips delegates with skills to engage in professional spoken, written and visual communication messages at work. Delegates will gain insight into their own communication style, interpersonal and intercultural communication, business etiquette, business presentations and effective written messages. The course provides sufficient opportunity to practise the mentioned skills.

**Course Number:** P001961  
**Course Title:** Report Writing  
**Contact Days:** 2  
**Course Leader Name:** Prof Adelia Carstens  
**Brief Description:** In private, public and academic contexts good report-writing skills have become essential for managers and employees. Although report formats are partially determined by in-house styles, analytical reports have a conventional format. This course is designed to equip the participants with the knowledge and skills to write professional and scientific reports that conform to conventional formats, and communicate the main message effectively and efficiently.

**Course Number:** P001966  
**Course Title:** Business Writing  
**Contact Days:** 3  
**Course Leader Name:** Prof Adelia Carstens  
**Brief Description:** Good writing is an important part of career success, yet few employees receive guidance with writing and formatting documents in the workplace. The objective of the course is to assist delegates in acquiring a set of general principles for optimal communication in professional contexts. In this course they will be assisted to write correct, concise, clear and professional business documents in traditional and new media.

**Course Number:** P002989  
**Course Title:** Professional Writing  
**Contact Days:** 5  
**Course Leader Name:** Prof Adelia Carstens  
**Brief Description:** The course in Professional Writing introduces the basics of business writing and progresses to designing reports and proposals that will assist you to reach your goal: feeling confident about your writing skills, and possessing the ‘currency’ to market yourself. This course is unique in that we combine best practices with empirical research to offer a professional product that reflects on the context in which the document will be read or used.

**Course Number:** P003119  
**Course Title:** Creating Award Winning Content for Radio  
**Contact Days:** 3  
**Course Leader Name:** Prof Yolanda Jordaan  
**Brief Description:** Whether you aspire to be a radio personality, or need to learn creative techniques to come up with content in your current environment, this course will give you the hands-on experience to create content that gets attention. The course provides theoretical and practical examples of identifying a target market and serving that market with relevant, award winning content. Delegates will learn demonstrable skills in creating content that connects effectively. This course is presented by Tuks FM.

**Course Number:** P003120  
**Course Title:** Introduction to Radio  
**Contact Days:** 1  
**Course Leader Name:** Prof Yolanda Jordaan  
**Brief Description:** This course targets people who want to pursue a career in radio, or people who intend to use radio as a communication medium. It looks at radio as a communication medium in South Africa, defines basic operations associated with radio stations, highlights the driving forces behind different types of radio stations, introduces the various departments within a radio station, looks at the basic structure of a radio station, and touches on the typical legislation that governs the radio industry.

**Course Number:** P001638  
**Course Title:** Customer Service Excellence  
**Contact Days:** 3  
**Course Leader Name:** Mr Wesley Niemann  
**Brief Description:** Delegates will learn how their roles, attitudes and interactions ultimately shape the client’s understanding and value assessment of the organisation. The course focuses on identifying and modelling customer service from a best-practice viewpoint. It will also look at how to motivate and maintain the morale of customer service staff and how to deliver consistently high-quality service excellence.

**Course Number:** P002145  
**Course Title:** Customer Experience Management  
**Contact Days:** 4  
**Course Leader Name:** Prof Andries Schreuder  
**Brief Description:** Increasingly, organisations are recognising that the complete experience enjoyed or endured by their clients is imperative to customer retention, growth and profitability. The course focuses on the development and execution of customer experience management (CEM) measurement, strategies and implementation. It provides a deeper understanding of the essentials of CEM for organisations wishing to increase customer retention, growth, loyalty and profitability. This course is presented by the University of Pretoria’s Department of Marketing Management in co-operation with Consulta.

**Course Number:** P003092  
**Course Title:** Customer Experience Practice  
**Contact Days:** 3  
**Course Leader Name:** Prof Andries Schreuder  
**Brief Description:** Customer experience management (CEM) has gained popularity as a mechanism for client loyalty and advocacy. However, many businesses are battling with the concrete implementation of these principles of CEM. This course focuses on the practical implementation of customer experience (CE) principles to enable designated practitioners in organisations to identify CE needs and to develop and implement CE programs relevant to their respective industries. This course is presented by the University of Pretoria’s Department of Marketing Management in co-operation with Consulta.

**Course Number:** P002897  
**Course Title:** Business and Marketing Research  
**Contact Days:** 2  
**Course Leader Name:** Prof Gustav Puth  
**Brief Description:** This course provides detailed discussion and practical applications of the basic principles and practices of business and marketing research. The importance, objectives, and principles or guidelines for designing and implementing a business or marketing research project are described. This course will be extremely useful for current and aspiring business and marketing research practitioners as well as for persons who are clients commissioning such research.

To register online: visit [www.ce.up.ac.za](http://www.ce.up.ac.za)
Course Number: P002898
Course Title: Questionnaire Design in Business and Marketing Research
Contact Days: 2
Course Leader Name: Prof Gustav Puth
Brief Description: This course focuses on the application of basic principles and methodologies of data collection instruments for business and marketing research. The module looks specifically at the practical elements of respondent behaviour in relation to the nature of the data being collected. The aim is to ensure that candidates clearly recognise the information needs of various research contexts, and to enable them to design appropriate data collection instruments and measurement techniques.

Course Number: P002899
Course Title: Current Trends in Marketing Theory and Practice
Contact Days: 2
Course Leader Name: Prof Gustav Puth
Brief Description: This course provides detailed discussion and practical applications of the current and emerging trends in marketing theory and practice and their implications for business and marketing research. The importance, objectives, and principles or guidelines for incorporating these trends in the planning and execution of business and marketing research projects are described.

Course Number: P002978
Course Title: Quantitative Research Designs and Sampling
Contact Days: 2
Course Leader Name: Prof Gustav Puth
Brief Description: This course is aimed at providing participants with the practical guidelines on how to plan for and execute the collecting of quantitative research data. Candidates will understand and apply the basic principles and applications of selecting an appropriate research design, design an appropriate sample for the study, and how to do this within the prescripts of the SAMRA Code of Conduct.

Course Number: P002979
Course Title: Planning and Conducting Qualitative Research for Business and Marketing Decisions
Contact Days: 2
Course Leader Name: Prof Gustav Puth
Brief Description: This course will enable candidates to understand and apply the basic principles and applications of qualitative research for business and marketing decisions. It will introduce key approaches to qualitative research and a range of techniques for gathering qualitative data. The aim is to enable candidates to evaluate and select appropriate techniques for given research contexts, and to plan for the collection of qualitative data.

Course Number: P002980
Course Title: Converting Research Findings into Business and Marketing Insight
Contact Days: 2
Course Leader Name: Prof Gustav Puth
Brief Description: Designed to encourage candidates to review research projects from the end user’s perspective, and to identify reporting priorities accordingly, this course aims to enable candidates to make clear links between the original business problem, research objectives and findings enabling them to evaluate and select approaches to the reporting and presentation of research findings so that those findings can be made actionable.

Course Number: P003001
Course Title: Preparing and Analysing Quantitative Data
Contact Days: 2
Course Leader Name: Prof Gustav Puth
Brief Description: Aimed at enabling candidates to understand and apply the basic principles and methodologies of data collection instruments for business and marketing research, this course looks specifically at the practical elements of respondent behaviour in relation to the nature of the data being collected. The aim is to ensure that candidates clearly recognise the information needs of various research contexts, and to enable them to design appropriate data collection instruments and measurement techniques.
CE at UP offers a complement of courses on topics within the field of Project and Risk Management that will empower you to make educated and rapid business or operational decisions. Effective management of projects, as well as all potential risks involved, are vital to every project’s individual success.

South Africa’s Project Management Institute explains that in a matter of a decade, “Africa has gone from being described as ‘The Hopeless Continent’ (Economist, 2000) to ‘The Hopeful Continent’ (Economist, 2013). This hopefulness may be attributed to sub-Saharan Africa being home to some of the fastest growing economies in the world; the improving business climate and interest from foreign investors; and transforming governments and governance.”

During this crucial stage of Africa’s development, a myriad of projects is being undertaken both within public and private sectors and is due to culminate in the continent being catapulted to greater success and development.

Renowned in the industry, more than 6 000 people have benefited from our project management courses since 2007.
Course Catalogue Sub-Category: Construction Procurement and Project Management

Course Number: P000010
Course Title: Comprehensive Project Management for Built Environment Practitioners
Contact Days: 20
Course Leader Name: Mr Riaan Jansen
CPD: ✓
Brief Description: The programme is unique in applying each of the nine PMBOK knowledge areas directly to the Built Environment and augmenting them with extensive coverage of the law of contracts, standard industry contracts for contractors, agreements for consultants, procurement processes and contract administration. The latest international knowledge is combined with local expertise and applied to the African environment to create a best practice reference base.

Course Number: P002955
Course Title: Advanced Programme in Project Management (Weekend Offering)
Contact Days: 16
Course Leader Name: Dr Michiel Bekker
CPD: ✓
Brief Description: This presentation of the APPM reduces the number of days candidates attend to eight Friday and Saturday classes. This arrangement makes it easier for candidates to obtain approval for absence from work and support for enrolling in the programme from their employers. This offering necessitates more self-study, and requirements for admission are stricter. A three year tertiary qualification and a PPM (Programme in Project Management) from a recognised tertiary institution is mandatory.

Course Number: P000031
Course Title: Project Management Principles and Practices
Contact Days: 3
Course Leader Name: Prof Herman Steyn
Brief Description: Project Management (PM) has become the fastest-growing form of management. How should projects be planned and controlled? What are the pitfalls? What are the latest trends? These are some of the issues that are addressed in this course. Upon successful completion, delegates will be able to utilise PM tools and techniques to manage projects in the work environment. The course earns credit towards the Programme in Project Management (PPM).

Course Number: P00058
Course Title: Programme in Project Management
Contact Days: 20
Course Leader Name: Prof Herman Steyn
Brief Description: An effective project manager is someone who is dynamic, organised, and assertive and possesses the ability to multi-task and to stick to tight budgets and deadlines. Often those in a project manager role find themselves working in a high-paced, deadline driven environment. Gain the skills that are required in ensuring that your projects are delivered seamlessly, on time and within any allocated budget by enrolling for this comprehensive course.

Course Number: P001098
Course Title: Programme in Project Management (Weekend Offering)
Contact Days: 16
Course Leader Name: Prof Herman Steyn
Brief Description: This presentation of the PPM has been designed to develop project management knowledge, skills and insight for all sectors of business and government. The course reduces the number of days candidates attend to eight Fridays and eight Saturday classes. This offering necessitates more self-study, and the requirements for admission are stricter. A bachelor’s degree from a recognised tertiary institution is mandatory.

Course Number: P000536
Course Title: Advanced Programme in Project Management
Contact Days: 20
Course Leader Name: Dr Michiel Bekker
Brief Description: The Advanced Programme in Project Management (APPM) takes delegates beyond the basic principles of project management. The focus is on mastering advanced concepts in project management and integrating modern technologies and management approaches into the life cycle of a project. The course contents are unique and will elevate delegates’ approach above that of general project management.

Course Number: P000725
Course Title: Project Management Principles and Practices in Organisations
Contact Days: 5
Course Leader Name: Mr Cornelis van Waveren
Brief Description: Many organisations turn to project management to help manage their daily business operations as well as individual and lone standing projects. This course will focus on the use of project management tools and techniques to manage projects in the working environment, the role of the organisation and the use of a project support office to help in the successful completion of projects.

Course Number: P001535
Course Title: Project Management Workshop
Contact Days: 1
Course Leader Name: Mr Cornelis van Waveren
Brief Description: Many individuals are involved in projects in their respective organisations as well as private life, however not everyone is familiar with projects and how to manage them. This workshop introduces projects and project management by means of lecture sessions and casework on a general project. Feedback and examples are provided after each session.

Course Number: P001554
Course Title: Project Management Professional (PMP) Exam Preparation Workshop
Contact Days: 3
Course Leader Name: Prof Adriaan Sparrius
Brief Description: The Programme in Project Management should provide delegates with sufficient knowledge to write the Project Management Institute (PMI) Project Management Professional examination, but delegates need to adjust their knowledge about project management with the specific requirements of the Project Management Body of Knowledge (PMBOK). This workshop will prepare delegates by helping them to better understand the requirements for passing the examination.

Course Number: P003082
Course Title: Project Management Principles and Practices with MS Projects
Contact Days: 5
Course Leader Name: Mr Cornelis van Waveren
Brief Description: Project Management (PM) has become the fastest-growing form of management. Upon successful completion, delegates will be able to utilise PM tools and techniques to manage projects in the work environment. The course earns credit towards the Programme in Project Management (PPM). The course is designed for members who want to design, implement and manage basic project plans using Microsoft Projects.

Course Catalogue Sub-Category: Risk Management

Course Number: P003257
Course Title: Project Risk Management
Course Leader Name: Prof Jacobus Visser
E-Learning: ✓
Brief Description: Companies need to execute their projects successfully, finish on time, within budget and deliver the required performance and quality. A failed project can impact heavily on the bottom line of the company and in the worst case lead to retrenchment, financial loss, reputation loss and even cause a take-over. This online course is about determining and quantifying the uncertainties in a project, and developing controls and action plans to reduce these uncertainties to increase the chances of success.

To register online: visit www.ce.up.ac.za
Course Catalogue Sub-Category: Project Management

Course Number: P003362
Course Title: Introductory Course on Capital Project Planning and Project Portfolio Planning
Contact Days: 4
Course Leader Name: Dr Johan Coetzee
CPD: ✔
Brief Description: Project Portfolio Planning is seen in the context of decision-making long before the construction of projects. The Introductory Course on Capital Project Planning and Project Portfolio Planning is a short learning course that aims to broaden the skills of students so that they are able to recognise and assess the applicability of projects and project portfolio planning. In addition, upon the completion of this course, students will also be able to improve the speed and accuracy of planning within the working environment.

Course Number: P003363
Course Title: Application Course on Capital Project Planning
Contact Days: 4
Course Leader Name: Dr Johan Coetzee
CPD: ✔
Brief Description: Upon the completion of this course, students will be able to apply the principles learned from the Introductory Course on Capital Project Planning and Project Portfolio Planning courses as well as build and analyse portfolios of up to 25 projects. Amongst other things, how to determine consulting fees and apply it to the Cost of Works in determining the consulting fees per stage/phase is discussed. The cash-flow profiles for each stage/phase will be determined and presented in current (what you see, is what you get) money terms. Product life cycle analyses will also be conducted to assist students with the selection of projects.
CE at UP offers you several short courses in the field of Public Service and Administration as it has become vitally important that those within public office have the requisite skills to facilitate effective service delivery.

The role that government, courts of law, the police service and other public services play in service delivery (especially during a transition to democracy and then beyond) is of vital importance, not only for South Africa but also across its borders.

In order to respond to a wide variety of social and economic demands, we offer you courses that span national, provincial and local government levels of public finance, project and policy management, public leadership and planning.
This short course for middle and senior managers in the public sector aims to create an awareness and understanding of the Public Finance Management Act 1 of 1999 (PFMA), as amended, and its implications. It will assist delegates to understand the basic concepts and principles necessary for sound financial management; to comply with the Treasury Regulations; to apply the performance requirements for financial management; and to apply the principles of effective reporting.

This course exposes government employees to policy formulation, policy implementation and policy analysis. It equips delegates with the knowledge to diagnose and identify public policy issues, possible problems that can arise in policy formulation and implementation and needs with regard to current situations. Delegates are also taught to solve basic operational problems relating to service delivery in order to achieve operational objectives and the delegation of tasks.

This course equips councillors and officials with the required working knowledge and understanding of the major managerial and financial management issues. It covers strategic operations management and service delivery; knowledge management and organisational transformation; public financial management; programming and project management; secure delivery management and problem-solving; and managing people for results.

The programme provides delegates with the background to understand the management function in an organisation. After completion of the programme, delegates will be able to manage self-development; apply the principles of situational leadership to a business unit; implement operational management principles and techniques; identify, organise and co-ordinate project life-cycle phases for control purposes; apply government communication processes; and assess communication effects.

The programme is designed to ensure the accelerated development of knowledge and skills required for the effective implementation of the municipality’s vision and mission. This programme will assist public sector senior managers from the level of director and upwards in creating dynamic teams, promoting innovation and risk-taking, and the organisation-wide implementation of learning. Delegates will be exposed to a structured learning experience addressing each of the competencies required on an executive level, and exposing the participants to new ways of thinking and operations regarding the changing world of work.

The programme uses delegates with the knowledge to diagnose and identify public policy issues, possible problems that can arise in policy formulation and implementation and needs with regard to current situations. Delegates are also taught to solve basic operational problems relating to service delivery in order to achieve operational objectives and the delegation of tasks.

This course provides delegates with knowledge and skills on the basic concepts and principles necessary for sound financial management; to comply with the Treasury Regulations; to apply the performance requirements for financial management; and to apply the principles of effective reporting.

The course equips councillors and officials with the required working knowledge and understanding of the major managerial and financial management issues. It covers strategic operations management and service delivery; knowledge management and organisational transformation; public financial management; programming and project management; secure delivery management and problem-solving; and managing people for results.
Course Number: P001660
Course Title: Change Leadership for Public Officials
Contact Days: 3
Course Leader Name: Prof David Fourie
Brief Description:
Are strategies born out of a need to change, or do strategies create a need to change? This course establishes a relationship between strategic management (planning, implementation and review) and change management. The course will focus on the reasons for change, what needs to be changed and how change should be planned and implemented; how to create and implement an operational plan; and understand the process of adjusting or redesigning an organisation's strategy.

Course Number: P002331
Course Title: Local Government Councillors
Contact Days: 16
Course Leader Name: Prof David Fourie
Brief Description:
The course aims to equip elected representatives with the necessary working knowledge to carry out their jobs effectively in pursuit of the vision and mission of their municipality. This accelerated programme of interactive practical training will develop a working knowledge and understanding of the major aspects of public administration to make meaningful contributions towards the introduction and implementation of policies.

Course Number: P002870
Course Title: Strategic Planning and Policy Formulation for Public Officials
Contact Days: 4
Course Leader Name: Prof David Fourie
Brief Description:
This course will include a sound formulation of strategic management, annual performance plan and basic aspects of policy formulation and implementation for the public sector. It will focus on specialised training in strategic planning; policy formulation and implementation; specialised knowledge of the acts that inform the annual performance plan; and good knowledge of the different aspects relating to budgeting and achievement of outputs.

Course Number: P002948
Course Title: Principles of Change Leadership for the Public Sector
Contact Days: 3
Course Leader Name: Prof David Fourie
Brief Description:
The aim of this programme is to develop an understanding of organisational transformation and the role of change leadership in bringing about transformation and change in an organisation. After completion of the course the delegate will be able to apply the appropriate knowledge, skills and underlying abilities in relation to change leadership; contribute to the improvement in the service delivery of the organisation; implement change and communication strategies; and more.

Course Number: P003005
Course Title: Project Management for Community-Based Organisations
Contact Days: 5
Course Leader Name: Prof David Fourie
Brief Description:
The purpose of this course is to increase traditional council member’s knowledge of the principles and practises of project and programme management in order to deal with all allocated resources in the most economic, efficient, effective and appropriate way. The courses provide members of community-based organisations with practical guidance to formulate project proposals and related financial plans that are economically, socially, politically and environmentally viable.

Course Number: P003106
Course Title: MFMP: Local Government Ethics, Budgeting and Risk Management (US: 116343/116345/116339)
Contact Days: 6
Course Leader Name: Prof David Fourie
Brief Description:
The Local Government Ethics, Budgeting and Risk Management is designed for junior and middle managers within the municipal environment. The course ensures that participants are able to learn and apply skills on these important areas of responsibility identified with the local government. The Unit Standards are aligned to the LGSETA Qualification ID: 48965 – Municipal Financial Management – NQF Level 6.

Course Number: P001559
Course Title: Principles in Monitoring and Evaluation – Performance M&E
Contact Days: 5
Course Leader Name: Prof Andy Beke
Brief Description:
Skills in monitoring and evaluation of programmes are crucial to the successful design, and implementation of monitoring and control of programmes. Monitoring and evaluation, and sharing of results have been increasingly emphasised by national and international policy makers and programme managers. This training course focuses on building the capacity of professionals by providing training in monitoring and evaluation tools and techniques.
CE at UP has developed short courses in a host of Science, Engineering and Technology related topics, many that also afford CPD points, to further your professional development and skills uptake in the field. Obtain a sound understanding of management, human behaviour, finances, marketing and other related fields to develop your management capabilities.

With proudly South African scientific breakthroughs and engineering marvels like Pratley Putty and the Creepy Crawly being used worldwide, South Africa has a strong legacy of innovators in the Science, Engineering and Technology industries. A fundamental challenge and often culture shock for the young engineer or scientist, however, is to achieve results via people, not by individual brilliance alone.

CE at UP bridges this gap through various courses that teach you (as technical specialist) about the establishment and management of a sustainable value chain, technology and project management, maintenance and also asset management within the mining, energy and metallurgy industries among others.

Our CPD courses are recognised by professional bodies such as the Engineering Council of South Africa (ECSA).
Course Catalogue Sub-Category: Asset Management
Course Number: P000699
Course Title: Programme in Asset and Maintenance Management
Contact Days: 20
Course Leader Name: Prof Krije Visser
Brief Description: The overall objective for training in asset management is to provide an integrated understanding of the complementary disciplines applicable to the management of physical assets. This programme provides delegates with an awareness of the collaboration required and the application of cross-disciplinary skills in technical, engineering, finance, logistics, human communications and other functions to achieve the effective management of physical assets.

Course Catalogue Sub-Category: Cost Management
Course Number: P002461
Course Title: Realistic Cost Decision-Making
Contact Days: 3
Course Leader Name: Mr Andries Tolmay
Brief Description: Demonstrating the use mathematical techniques to be able to make optimum decisions regarding costs, this course will focus on time value of money and what it really means coupled to realistic interest rates; choosing between different units/projects/ventures; decision-making under budget constraint; different interest rates in project life time; decisions on when to repair or to replace; public utilities decision-making; and uncertainty, parameter sensitivity and risk.

Course Catalogue Sub-Category: Energy
Course Number: P001635
Course Title: Energy Conservation and Industrial Resources Management
Contact Days: 3
Course Leader Name: Prof Thokozani Majozi
CPD: ✓
Brief Description: The principles of the smallest temperature approach (pinch) were recently further extended to other industrial resources such as water, hydrogen, oxygen, CO2 emissions, fluid gas, combined heat and power, batch processing, environmental considerations, etc. It should be applied whenever capital investment is considered as it results in process designs with lower energy use, that are better integrated into the entire site energy system.

Course Number: P003020
Course Title: Power Plants (Fossil, Gas, Nuclear)
Contact Days: 3
Course Leader Name: Dr Mohsen Sharifpur
CPD: ✓
Brief Description: Power generation is one of the most important industries in any country. This course gives an introduction on how the power can be generated in different power plants, focusing on power generation in different industries, including steam fossil fuel power plants, gas turbine power plants and nuclear power plants. Delegates will discuss a fast review of thermodynamics cycles and be given an explanation of each kind of the power plant.

Course Number: P003021
Course Title: Renewable Energies
Contact Days: 3
Course Leader Name: Dr Mohsen Sharifpur
Brief Description: Renewable energy refers to any energy which comes from natural resources such as sunlight, wind, rain, waves, and geothermal heat. Due to environmental issues and high oil prices, the support and investment on renewable energies by governments are increasing. In this course all of the renewable energies (solar energy, wind energy, ocean energy, biomass energy, geothermal heat, biofuel and hydropower energy) and the mechanism of their applications will be discussed.

Course Number: P003022
Course Title: Nano fluids (Applications, Characteristics, Governing Equations, Advantages, Preparation, Safety Issues)
Contact Days: 3
Course Leader Name: Dr Mohsen Sharifpur
Brief Description: The technological advantages offered by nanofluids (the suspension of nanometer-sized particles in a conventional heat transfer fluid base) are the driving force behind nanofluids research. They have been experimentally shown to enhance heat transfer which allows the size of heat transfer system to be reduced. In this course the importance of the application of nanofluids including the characteristics, governing equations, how to prepare and safety issues will be discussed.

Course Number: P003023
Course Title: Solar Energy Engineering
Contact Days: 3
Course Leader Name: Dr Mohsen Sharifpur
CPD: ✓
Brief Description: In this course the different solar-thermal systems will be introduced and analysed with the heat transfer and thermodynamics principles that apply. The main focus will include; sun-earth geometrical relations, solar radiation, energy requirements in buildings, energy storage, heating and cooling processes, bulk solar thermal power generation systems, life cycle costing and large scale plant specifics and quantification.

Course Number: P003024
Course Title: Porous Flow (Applications, Theory, Design Experiment)
Contact Days: 3
Course Leader Name: Dr Mohsen Sharifpur
Brief Description: Transport through porous media has raised considerable attention in recent decades due to its relevance in a wide range of applications. This course gives an introduction to the physical models used in the study of fluid flow and heat transfer in porous materials. It will give an understanding of the transport mechanism including: review of conservation laws; mechanics of fluid flow, heat transfer, forced convection and natural convection through a porous medium and design experiments.

Course Number: P003316
Course Title: Renewable Energy: Distributed Generation
Contact Days: 3
Course Leader Name: Prof Ramesh Bansal
CPD: ✓
Brief Description: The short course on Renewable Energy: Distributed Generation covers the fast-growing wind and photovoltaic (PV) technology in detail. This course also briefly covers other renewable energy (RE) technology such as small hydropower systems, concentrating solar power (CSP) technologies, biomass, etc. Delegates will discuss benefits, technical issues, design and use of renewable distributed generation including wind, PV and hybrid systems in the power generation industry.

Course Number: P002214
Course Title: Nuclear Reactor Materials
Contact Days: 6
Course Leader Name: Prof Waldo Stumpf
CPD: ✓
Brief Description: In this course the mechanical behaviour of metals at room and high temperature is addressed but with special emphasis on nuclear materials used in power reactors. In particular these materials’ behaviour under irradiation for in-core materials as well as the unique environmental conditions for out-of-core materials are covered. Delegates will be taught to interpret the deformation behaviour of metals and alloys for the correct design and application of these materials in nuclear reactors.
To register online: visit www.ce.up.ac.za

Course Catalogue Sub-Category: Engineering Management

Course Number: P000498
Course Title: Programme in Engineering Management
Contact Days: 20
Course Leader Name: Mr Cornelis van Waveren
Brief Description: This programme provides management training to professionals involved or interested in managing technical functions. Professionals involved in engineering management activities such as development management, operations management, maintenance management, technology management and project management, especially in a supervisory or managerial capacity, will benefit from this programme.

Course Number: P002983
Course Title: Non-Destructive Testing (NDT) for Engineers
Contact Days: 3
Course Leader Name: Prof Stephan Heyns
Brief Description: Non-Destructive Testing (NDT) is a branch of science and engineering which makes use of non-invasive techniques to determine the integrity of materials, components or structures or endeavours to quantitatively measure some characteristics of an object without rendering it unfit for use after the intervention. This course was designed to make the engineers aware of what NDT is and how it should be managed and used as part of the engineering effort in the design and operation of a plant.

Course Catalogue Sub-Category: Metallurgy

Course Number: P001624
Course Title: The Extractive Metallurgy of Zinc
Contact Days: 2
Course Leader Name: Prof Roelof Sandenbergh
Brief Description: This course equips delegates with the perspective and knowledge to design and operate plants for the extraction of zinc from ores by covering subjects such as the properties and uses of zinc, mineralogy and mineral processing, leaching in acid and alkaline media, solid liquid separation, purification and upgrading using ion exchange and solvent extraction, alternative lixiviant, refining of zinc and the precipitation of zinc from solution.

Course Number: P003335
Course Title: Mathematical Modelling of Metallurgical Processes and Materials
Contact Days: 3
Course Leader Name: Dr Johannes Zietsman
Brief Description: The aim of this course is to equip delegates to apply mathematical modelling to metallurgical processes and materials to solve problems in research and industrial practice. Modelling methods such as process balancing, thermochemical analysis and calculation, kinetic modelling, process modelling and the discrete element method are then covered to enable delegates to create models and use them in investigations.

Course Catalogue Sub-Category: Mining

Course Number: P000221
Course Title: Principles of Pyrometallurgy
Contact Days: 6
Course Leader Name: Mr Markus Erwee
CPD: ✓
Brief Description: Providing delegates with practical skills in using fundamentals to analyse pyrometallurgical processes, this course touches on the necessary fundamentals of reaction equilibria, reaction kinetics and mass and energy balances are reviewed. After successful completion of this course, delegates will be able to use the fundamentals to analyse pyrometallurgical processes; identify the necessary fundamentals of reaction; analyse processes; and do computer-based calculations.

Course Number: P00372
Course Title: Mechanical Metallurgy
Contact Days: 6
Course Leader Name: Prof Waldo Stumpf
Brief Description: In this course the mechanical behaviour of metals at room and high temperature is addressed. Delegates will be taught to interpret the deformation behaviour of metals and alloys for the correct design and application of these materials; understand and be able to apply failure analysis to any incident where failure of metals was instrumental, and optimise the alloy design and heat treatment for the applicable mechanical application of the alloy and metal.

Course Number: P00124
Course Title: Mathematical Modelling of Metallurgical Processes and Materials
Contact Days: 3
Course Leader Name: Dr Johannes Zietsman
Brief Description: The aim of this course is to equip delegates to apply mathematical modelling to metallurgical processes and materials to solve problems in research and industrial practice. Modelling methods such as process balancing, thermochemical analysis and calculation, kinetic modelling, process modelling and the discrete element method are then covered to enable delegates to create models and use them in investigations.

Course Number: P003335
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Course Catalogue Sub-Category: Geology

Course Number: P003208
Course Title: Engineering Geological Site Investigation Techniques
Contact Days: 17
Course Leader Name: Prof Jan van Rooy
Brief Description: This course will cover the general principles and approach to engineering geological site investigations and focus on the most appropriate investigation techniques pertaining to different ground conditions and engineering structures. Focus will be on site investigation techniques for different site conditions, geological materials and engineering structures; and acquiring knowledge and hands-on training in index laboratory testing methods.

Course Catalogue Sub-Category: Forensics

Course Number: P000499
Course Title: Programme in Maintenance Management
Contact Days: 20
Course Leader Name: Prof Krige Visser
Brief Description: This comprehensive programme provides management education to professionals involved in maintaining the technical assets of an enterprise. The management of maintenance resources and processes are included in the course content, as well as principles of maintenance management; condition-based maintenance; managing maintenance workers; managing finances in maintenance; managing maintenance information; maintenance improvement and strategy; and risk management.

Course Number: P002798
Course Title: Forensic Toxicology
Contact Days: 40
Course Leader Name: Dr Johannes Laurens
Brief Description: Forensic toxicology highlights the application of chemistry to the investigation of crime. With crime not limited to crime against individuals only (homicide, theft, fraud and arson), forensic scientists are also involved in the investigation of crime against society (food adulteration, environmental pollution and the use/distribution of unsafe/illicit compounds). Forensic chemists are also typically involved in investigations that relate to drugs, fire, explosions, etc.

Course Catalogue Sub-Category: Mining

Course Number: P000770
Course Title: Maintenance Management
Contact Days: 3
Course Leader Name: Prof Krie Geis
Brief Description: This course provides delegates involved in the maintenance or supervisory environment with a theoretical background on maintenance management and gives them some practical exposure to problem-solving in the management of maintenance in any business enterprise. The course will focus on maintenance planning, organising and controlling; maintenance performance; reliability and maintainability management; quantitative techniques and auditing maintenance operations.
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<tr>
<th>Course Number:</th>
<th>P002210</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>Global Minerals Industry Risk Management</td>
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<tr>
<td>Contact Days:</td>
<td>5</td>
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<tr>
<td>Course Leader Name:</td>
<td>Prof Ronald Webber-Youngman</td>
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<td>CPD:</td>
<td>✅</td>
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<tr>
<td>Brief Description:</td>
<td>The Global Minerals Industry Risk Management (GMIRIM) course modules will introduce the attendee to the primary concepts, terminology and issues surrounding risk management, particularly as it applies to the industry. This educational programme includes several important models of work processes, management systems and project operations that are useful in conceptualising workplace situations and can be used to develop effective risk management strategies.</td>
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<th>Course Number:</th>
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<tr>
<td>Course Title:</td>
<td>Mine Ventilation Engineering for the SHEC Mineral Resources Industry</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>2 (Presented as an online course with blended contact sessions)</td>
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<tr>
<td>Course Leader Name:</td>
<td>Prof Johannes du Plessis</td>
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<td>E-Learning:</td>
<td>🌐</td>
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<tr>
<td>Brief Description:</td>
<td>This course covers the basics of commercial explosives and the application thereof in surface and underground mining environments. Delegates will be trained in the basic theory of the subject and the application thereof, whilst having the chance to interact with experts in the field. The course is comprehensive and is based on the undergraduate Explosives Engineering course presented in the B.Eng Mining Engineering degree programme at the University of Pretoria.</td>
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<th>Course Number:</th>
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<tr>
<td>Course Title:</td>
<td>Programme in Blasting Engineering</td>
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<td>Contact Days:</td>
<td>10</td>
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<tr>
<td>Course Leader Name:</td>
<td>Mr Wolter de Graaf</td>
</tr>
<tr>
<td>CPD:</td>
<td>✅</td>
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<tr>
<td>Course Leader Name:</td>
<td>Prof Johannes du Plessis</td>
</tr>
<tr>
<td>E-Learning:</td>
<td>🌐</td>
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<tr>
<td>Brief Description:</td>
<td>Mine ventilation and refrigeration is an extremely important consideration within the modern mining environment. With rising energy costs, the depths at which mines are operating and the requirements to maintain safe working environments, there is a need to fully understand this crucial discipline of engineering. This online course will provide sound design principles with which to evaluate mines and design mine ventilation and cooling systems from the early pre-feasibility stages of the project right through to the commissioning point of the project.</td>
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<tr>
<th>Course Number:</th>
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<tr>
<td>Course Title:</td>
<td>Occupational Hygiene Module for the SHEC Mineral Resources Industry</td>
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<td>Contact Days:</td>
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<tr>
<td>Course Leader Name:</td>
<td>Prof Johannes du Plessis</td>
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<td>E-Learning:</td>
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<tr>
<td>Brief Description:</td>
<td>This online course will introduce managers to the basic principles of occupational hygiene that will include the risk assessment process, occupational hygiene programme, monitoring of noise, thermal stress and air borne contaminants. The MHSAs and all related documentation and the importance of an occupational hygiene programme and the needs to involve other disciplines will be dealt with by using specific commodity case studies. The important role of risk-based medical surveillance to manage occupational health and the advantage thereof for the mining industry will be highlighted.</td>
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<table>
<thead>
<tr>
<th>Course Number:</th>
<th>P001812</th>
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</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Basic Coal Preparation</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>10</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Dr Natasia Naude</td>
</tr>
<tr>
<td>CPD:</td>
<td>✅</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>This course is a theoretical and practical introduction to coal processing on a coal processing plant. The course will focus on geology; coal preparation and the market; sampling and analysis; sizing; size reduction; coal preparation processes; solid-liquid separation; total plant control; maintenance and safety. All operators, senior controllers and foremen on a coal processing plant should attend.</td>
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<tr>
<th>Course Number:</th>
<th>P003309</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>Advanced Coal Preparation</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>30</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Dr Natasia Naude</td>
</tr>
<tr>
<td>CPD:</td>
<td>✅</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>This course is the application of theoretical and practical knowledge of coal processing for a coal processing plant. This programme provides individuals with the knowledge and skills required to solve practical problems experienced during the day to day running of a coal processing plant. Delegates will be taught basic science, sampling, coal science, coal processing, sizing and size control, general coal concentration processes, dense medium separation and dewatering.</td>
</tr>
</tbody>
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Course Catalogue Sub-Category: Railway Engineering

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>P000602</th>
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</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Introductory Multi-Disciplinary Concepts in Railway Engineering</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>5</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Mr Pierre Lombard</td>
</tr>
<tr>
<td>CPD:</td>
<td>✅</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>The course introduces delegates to the multidisciplinary aspects of railway engineering. The basic principles of each railway engineering field are presented, together with a general background on how a railway transport system operates. The course covers the principles applicable to each railway engineering field, as well as a general background on how a railway transport system operates, and the complexities of the multidisciplinary interrelationships of the railway system.</td>
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<tr>
<th>Course Number:</th>
<th>P000603</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>Wheel Rail Interaction (WRI)</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>5</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Mr Pierre Lombard</td>
</tr>
<tr>
<td>CPD:</td>
<td>✅</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>The course will benefit railway, heavy-haul and wheel infrastructure maintainers. It introduces delegates to the guidelines for best practices of heavy-haul railway operations related to rail and wheel interface issues. After completion of the course, delegates will be able to understand the best practices of heavy-haul railway operations.</td>
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<tr>
<th>Course Number:</th>
<th>P000623</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>Railway Infrastructure Maintenance Management</td>
</tr>
<tr>
<td>Contact Days:</td>
<td>5</td>
</tr>
<tr>
<td>Course Leader Name:</td>
<td>Prof Johannes Grabe</td>
</tr>
<tr>
<td>CPD:</td>
<td>✅</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Delegates in the railway industry are introduced to the general principles of railway asset management and the relationship between railway asset management as part of a system and the business plan. The course deals with the appropriateness of the design of particular railway systems to the prevailing and future business needs, as well as with the development of life cycle maintenance plans and the ability to adapt these to changing business circumstances.</td>
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To register online: visit [www.ce.up.ac.za](http://www.ce.up.ac.za)
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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Days</th>
<th>Course Leader Name</th>
<th>CPD</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P001351</td>
<td>Track Geotechnology</td>
<td>5</td>
<td>Prof Johannes Grabe</td>
<td>✓</td>
<td>The course presents a short review of geology, track loading and the fundamentals of soil mechanics, followed by the more practical area of earthworks, subgrade, ballast and drainage. After completion of the course, delegates will be able to apply the sound and practical working knowledge of the soil fundamentals relevant to the multi-layered track substructure to the construction and maintenance of a railway track.</td>
</tr>
<tr>
<td>P001572</td>
<td>Locomotive Systems, Performance and Maintenance</td>
<td>5</td>
<td>Prof Johannes Grabe</td>
<td>✓</td>
<td>This course introduces delegates to the aspects of locomotive systems, their performance and maintenance. The basic principles and functioning of locomotive systems are presented, together with guidelines on performance measurement and the maintenance philosophy applied to locomotive systems; locomotive interaction with infrastructure; locomotive subsystems: function and working; maintenance best practices.</td>
</tr>
<tr>
<td>P001822</td>
<td>The Management of Continuously Welded Rails</td>
<td>3</td>
<td>Prof Johannes Grabe</td>
<td>✓</td>
<td>The course provides an in-depth understanding of the basic principles and management of continuously welded rails (CWR). CWR theory is covered in detail as well as the practical application of the theory. Other focuses are rail forces and track loading; rail manufacturing and basic properties; rail welding and failures; CWR theory, principles, applications and management; vertical and horizontal stability; rail breaks, kick-outs and destressing; stress free temperature methods; etc.</td>
</tr>
<tr>
<td>P001884</td>
<td>Introduction to Railway Projects and Processes</td>
<td>3</td>
<td>Prof Johannes Grabe</td>
<td>✓</td>
<td>Introducing young engineers to the multi-disciplinary field of railway engineering with the emphasis on railway projects and processes, this course employs projects such as infrastructure construction and scheduled maintenance blocks to teach the principles of planning and managing railway projects and processes. Other areas such as logistics and supply; time; cost and quality management; communication management; and railway safety and risk management will also be discussed.</td>
</tr>
<tr>
<td>P002396</td>
<td>Railway Asset Management</td>
<td>5</td>
<td>Prof Johannes Grabe</td>
<td>✓</td>
<td>Asset managers and railway workers involved in maintenance and engineering will benefit from this course. Delegates are introduced to the general principles of railway asset management. The focus is on developing an understanding of the appropriateness of the design of the railway system, the prevailing and future business needs together with the development of life-cycle maintenance plans, and the ability to adapt it to changing business circumstances.</td>
</tr>
<tr>
<td>P002755</td>
<td>Railway Safety Investigation</td>
<td>3</td>
<td>Prof Johannes Grabe</td>
<td>✓</td>
<td>This course will provide employees in the Railway industry with a consistent approach to initiating, conducting and reporting on an investigation into Railway occurrences with a view to identify safety deficiencies and propose remedial action to prevent similar occurrences in future. Among other things, delegates will be taught a systematic approach to the investigation of train safety incidents; and vehicle, infrastructure and operational aspects needed for safe and orderly operation of a railway.</td>
</tr>
<tr>
<td>P000384</td>
<td>Practical Wiring</td>
<td>10</td>
<td>Dr Rajendran Naidoo</td>
<td>✓</td>
<td>This short course on Practical Wiring provides delegates with an introduction to wiring principles. The course will focus on designing electrical projects; wire installation; test installation; wire electrical control equipment; and testing motors. After completion of the course, delegates will be able to pass the skills test for wiring principles.</td>
</tr>
<tr>
<td>P001366</td>
<td>Spreadsheets as an Engineering Tool</td>
<td>2</td>
<td>Mr Barend du Plessis</td>
<td>✓</td>
<td>The course demonstrates the use of Microsoft Excel as a powerful processing tool. After completion of the course, delegates will have knowledge of the uses of Microsoft Excel, including built-in functions, user-defined functions, customisations, graphs, macros and VBA. The course also includes the function wizard; development and implementation of user-defined functions; graphs and charting capabilities in Excel; the Data Analysis Toolpack; and using the forms facility and macros.</td>
</tr>
<tr>
<td>P003313</td>
<td>Systems Engineering Management</td>
<td>5</td>
<td>Dr Jorg Lalk</td>
<td>✓</td>
<td>A project manager remains responsible and accountable for the success of a project whereas a systems engineer remains responsible for the systems engineering and other engineering activities of the project. The focus of this course is therefore on systems engineering management, where the delegates will be exposed to relevant management principles, processes and standards, and the development of the Systems Engineering Management Plan, generally known as the SEMP.</td>
</tr>
</tbody>
</table>
Almost all system failures can be traced back to a problem with the system's requirements. Such failures are usually attributed to poor requirements engineering practices and requirements management, and poor understanding of the actual need or problem that must be solved by the system. This course will provide delegates with the necessary insight, understanding and skills to effectively elicit a customer's need and convert this into feasible and realistic system.

Course Title: Requirements Engineering
Course Number: P003214
Contact Days: 7
Course Leader Name: Dr Jorg Lalk
CPD: ✔
Brief Description: The focus in this course is the practical aspects of pipeline design. The theory of pipeline engineering, the optimisation process and the design of pipelines will be covered through worked examples. The effect of energy escalation in pump systems will be reviewed and participants will become confident with the design of pipeline systems. Other aspects include: pipeline hydraulics, surge analysis, pipeline component design, pipeline installation, life-cycle costing, testing and operation of pipelines.

Course Catalogue Sub-Category: Water

Course Title: Pipeline Design, Operation and Maintenance
Course Number: P007219
Contact Days: 5
Course Leader Name: Prof Stephanus van Vuuren
Brief Description: The focus in this course is the practical aspects of pipeline design. The theory of pipeline engineering, the optimisation process and the design of pipelines will be covered through worked examples. The effect of energy escalation in pump systems will be reviewed and participants will become confident with the design of pipeline systems. Other aspects include: pipeline hydraulics, surge analysis, pipeline component design, pipeline installation, life-cycle costing, testing and operation of pipelines.

Course Title: Centrifugal Pump Sizing
Course Number: P003341
Contact Days: 1
Course Leader Name: Dr Natsia Naude
Brief Description: This course covers principal systems for sizing centrifugal pumps. Focus will be on centrifugal and positive displacement pumps, piping hydraulics for sizing pumps, pump sizing, net positive suction head (NPSH) and prevention cavitation; pump affinity laws; series and parallel pumps; water hammer; pump sparing; pumps for slurry handling; pump checklist and workshop problems. The skills and techniques taught are relevant to all sectors of business and government.
CE at UP has many captivating short courses that cover a range of topics in the field of Social, Political and Religious Studies that will enable you to contribute to the discourse of the South African and, very importantly, the African narrative.

South Africa is one of the most culturally rich and diverse nations in the world. Our fascinating country boasts 11 official languages, six official religions (together spanning more than 26 recognised religious denominations) and in excess of 20 political parties. One merely has to watch a local soapie or attend a sports event to catch a glimpse of how South Africans are brought together by diversity.

Our courses will equip you with a range of problem-solving and interpersonal skills relevant to such a diverse Social, Political and Religious perspective that range from life coaching, career counselling and therapy to theology, spiritual care and conflict resolution.
Social, Political and Religious Studies

CE at UP courses in Christian Ministry are presented in co-operation with the Hugenote Bybel Instituut.

Course Catalogue Sub-Category: Career Counselling

Course Number: P000503
Course Title: Career Counselling – Connecting Life Themes to Construct Life Portraits
Contact Days: 2
Course Leader Name: Prof Jacobus Maree
CPD: ✓

Brief Description:
Career counselling in South Africa traditionally favoured an objective (positivist) orientation. However, the rapidly changing career situation demands a contemporary approach requiring career counsellors to take note of the shift and to adapt their discipline to accommodate these changes. This course will equip delegates with the skills they need to become effective career counsellors who can adapt to this ever changing environment.

Course Catalogue Sub-Category: Counselling

Course Number: P00041
Course Title: Trauma Counselling
Contact Days: 3
Course Leader Name: Dr Stephan de Beer

Brief Description:
The purpose of this course is to enable pastors and other counsellors to deal with the process of recovery and healing after a traumatic experience. We live in a traumatised society. The church and/or the pastoral counsellor is often the only ‘immediate’ available resource for support and guidance. The course focuses on understanding the nature and impact of trauma; trauma counselling and care for the caregiver.

Course Number: P00043
Course Title: Advanced Pastoral Counselling
Contact Days: 20
Course Leader Name: Dr Stephan de Beer

Brief Description:
Pastors and lay counsellors are challenged by the need for emotional, relational and spiritual healing and restoration in the South African context. In this course the theory and practice of narrative pastoral care and counselling will be integrated and students equipped to bring hope and healing in a wide variety of situations.

Course Number: P003050
Course Title: Youth at Risk
Contact Days: 3
Course Leader Name: Dr Stephan de Beer

Brief Description:
This is a skills development course with the emphasis on how to assist youth that are at risk due to their circumstances and choices. As these influences could have a major effect on physical, mental, social and spiritual development of the youth, both proactive and reactive skills are being taught during the three days.

Course Number: P002937
Course Title: Leadership in Urban Transformation
Contact Days: 20
Course Leader Name: Dr Stephan de Beer

Brief Description:
This course is designed to equip urban practitioners connected with urban challenges with values, knowledge and skills, that will enable them to serve as incarnational and transformational urban leaders, able to read, re-imagine and reconstruct their communities, with many other people. The course will draw from stories of hope around the world.

Course Number: P002369
Course Title: Biblical Counselling for Beginners
Course Leader Name: Dr Stephan de Beer
E-Learning: ✓

Brief Description:
When people are suffering they tend to reach out to fellow believers and Christian counsellors for assistance and guidance. This online course will provide aspiring counsellors with training in the basic concepts of involvement, sense making and will introduce them to the field of counselling. The Word of God is woven through all the modules. The target audience for this course is anyone who is interested in the world of counselling and outreach. A professional person in a position that requires working with people will benefit from this course. Members of congregations who want to serve through active involvement with people, and those who want to gain more understanding of the complexity of people, are ideal candidates. Therefore, anyone who wants to be empowered with a basic background knowledge of counselling should register. CE at UP also offers this course in Afrikaans.

Course Catalogue Sub-Category: Healing and Counselling

Course Number: P000240
Course Title: HIV and AIDS Counselling and Management
Contact Days: 5
Course Leader Name: Dr Charlene Carbonatto

Brief Description:
This course empowers counsellors with the knowledge and skills required to intervene in the challenging field of HIV and AIDS. Delegates gain insight into various aspects, such as the basic facts concerning HIV and AIDS; pre- and post-test counselling; living positively with HIV; managing HIV and AIDS in the workplace; counselling those infected and affected in the long term; caring for the caregiver; psychosocial and ethical issues; and terminal care and bereavement counselling.

Course Number: P000115
Course Title: Arts and Play Therapy with the Traumatised Child
Contact Days: 5
Course Leader Name: Dr Jacoba Joubert

Brief Description:
This programme emphasises the practice of arts and play therapy, instead of only focusing on theory. It has been designed to develop and deepen arts and play therapy skills and insight. Play techniques are introduced as a means of improved assessment and treatment of the traumatised child. It will equip delegates with the tools and techniques necessary to succeed in using the arts and play in their current approach to therapy.

Course Number: P002636
Course Title: Human-Animal Interactions
Contact Days: 5
Course Leader Name: Prof Louise Terblanche

Brief Description:
This multi-disciplinary course is specially designed for therapists, counsellors and educators who wish to use Animal-Assisted Therapy and/or Humane Education as a method of intervention to improve the quality of life of both humans and animals in communities. The therapeutic and developmental value of positive human-animal interaction and the prevention of negative interaction (breaking the cycle of violence) will be the main focus of the course.

Course Number: P000241
Course Title: Counselling Skills for EAP Professionals
Contact Days: 5
Course Leader Name: Prof Louise Terblanche

Brief Description:
The course equips delegates with basic skills in counselling – specifically assessment and therapy. Although the target group is not limited to professionals working in employee assistance programmes (EAP), counselling of troubled employees will be the focus. After completion of this course, delegates will have knowledge of the legal background to EAP field; be able discuss the ethical issues impacting on EAP and relevant concepts; and describe ‘crisis intervention’.

To register online: visit www.ce.up.ac.za
**Course Number:** P002944  
**Course Title:** Crisis and Trauma Support  
**Contact Days:** 3  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** This course enables community leaders, caregivers and counsellors to do trauma support within a caring environment, assessing victims towards recovery and healing.

**Course Number:** P002751  
**Course Title:** Narrative Group Counselling  
**Contact Days:** 3  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** Group counselling provides people with similar experiences an opportunity to seek perspective and healing together. It could be a vital part of pastoral care and counselling in a congregation or caring environment. The course is designed to train community and church leaders, and lay ministers in pastoral care through group counselling.

**Course Number:** P003467  
**Course Title:** Spiritual Care and Counselling for the Sick  
**Contact Days:** 3  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** Pastors, counselors and those involved in care for the sick can play an important role in mobilising the individual’s spiritual, emotional and social resources to achieve optimum healing and health. This course is helping participants unlock their potential contribution.

**Course Number:** P001832  
**Course Title:** Creative Ageing  
**Contact Days:** 3  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** The purpose of the course is to provide course participants with the necessary knowledge and skills to understand the older person as a member of the community better. To illustrate the contribution and functioning of the multidisciplinary team, as well as to bring together the church, older people in the community, their families and other volunteers in a team in which relevant service delivery models can be considered.

**Course Number:** P003466  
**Course Title:** Clinical Pastoral Counselling  
**Contact Days:** 4  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** Spirituality and the search for meaning in the midst of suffering is an important theme in our society. South Africa has a high disease burden and a health care system that is under tremendous pressure. For most pastors, ministers, spiritual leaders, volunteer and lay counsellors, as well as other helping professions (social workers, psychologists, medical and nursing practitioners) with an interest in spirituality, dealing with illness, suffering and death – often in a clinical context such as a hospital, clinic or hospice – is almost a daily reality. This course brings participants into a supervised encounter with persons in crisis. Through intentional reflective practice, practical involvement and the feedback from peers and facilitators, participants develop new awareness of themselves as persons and develop their skills. They gain a new understanding of care and counselling through personal and pastoral reflection on specific human situations.

**Course Number:** P003465  
**Course Title:** Narrative Pastoral Practices  
**Contact Days:** 20  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** This is a participatory, experiential learning course that scaffolds conversation with theory, practice and the witnessing of conversation to advance pastoral narrative ideas and practices.

**Course Number:** P00309  
**Course Title:** Seminar on Sexuality  
**Contact Days:** 1  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** We are born as sexual beings. It is an integral part of who we are and how we express life. The purpose of this seminar is to enable ministers and pastoral counselors to firstly appreciate their own sexuality, and secondly, to support individuals and couples in their quest for sexual expression and fulfilment.

**Course Number:** P001843  
**Course Title:** Pastoral Care and Counselling  
**Contact Days:** 2  
**Course Leader Name:** Prof Ronél Ferreira  
**Brief Description:** Strengths-based Practice assesses the inherent strengths of a person, family, or community and then builds on them. The course empowers the delegate to use this approach to plan and implement support initiatives by mapping assets available within the individual, group or community as a starting point for developing solutions; understand the underlying philosophy and principles of the asset-based approach; and compare the needs-based approach with the asset-based approach.

**Course Number:** P002646  
**Course Title:** Mediation Skills for Senior Officials  
**Contact Days:** 4  
**Course Leader Name:** Dr Laurie Nathan  
**Brief Description:** This is a practical, skills orientated course in mediation in complex political conflicts. It is aimed at enhancing the ability of senior officials to provide leadership or support to mediation processes. The course content is based on case studies of mediation in Africa and offered by resource persons with substantial experience in the field. Delegates will be taught to analyse complex conflicts in terms of structural, psycho-social, and political factors.

**Course Number:** P002913  
**Course Title:** Political Theology (Tailor-Made: French)  
**Contact Days:** 3  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** The purpose of this course is to enable people of faith in politics, but also other church, community and public leaders to develop biblical visions, models and practices of leadership, authority and power; to understand and construct political theologies in their own contexts, and to develop a model for pastoral care of political and other public leaders.

**Course Number:** P002689  
**Course Title:** Personal and Corporate Coaching  
**Contact Days:** 25  
**Course Leader Name:** Dr Stephan de Beer  
**Brief Description:** This course in coaching provides exposure to the very wide field of coaching. Whilst providing broad exposure, it gives special attention to a narrative practice of coaching, spirituality as part of our diversity, and the African context. It develops the knowledge, skills and competencies of the coach on a professional level to be reckoned as a responsible and competent practitioner in coaching, as well as reflecting on the underlying worldviews and inspires independent thought whilst drawing on interdisciplinary perspectives.
God’s Money: Stewardship and Financial Management

Course Leader Name: Dr Stephan de Beer

The course is aimed to equip church, community and non-profit leaders with financial management skills for building sustainable organisations. Administration as such, and even more so financial administration, is often a neglected ministry in churches, although leaders in local faith communities are indeed stewards of the money in ministries they are involved in. The objectives of this course are to introduce and explain financial terminology and to coach delegates to analyse and interpret financial statements, to study and understand the budgeting process and to handle everyday issues like securing cash, auditing and adhering to the new rules of the Receiver of Revenue.

Building Sustainable Leadership Foundations

Course Leader Name: Dr Stephan de Beer

This course is to equip leaders working for Leadership Foundations worldwide to develop sustainable Leadership Foundations that impacts their cities optimally. The course is tailor-made for the specific training needs of Leadership Foundations worldwide and for the empowerment of their leadership for sustainable urban socio-spiritual transformation processes.

Constructing Local Theologies: An Introduction to Doing Theology Contextually

Course Leader Name: Dr Stephan de Beer

This course equips pastors and community leaders with the tools to construct local theologies that are connected with personal, congregational/organisational and community transformation, against the background of different expressions of contextual theology.

From Victims to Agents

Course Leader Name: Dr Stephan de Beer

This course equips community and church practitioners to discover and practice their own agency and that of their communities in making change, through nurturing an alternative consciousness.

Preaching and Worship in Africa

Course Leader Name: Dr Stephan de Beer

This year programme will equip pastors and lay ministers to appreciate, understand and lead worship, and to communicate more effectively when preaching the Gospel in a southern African context. During the programme, pastors will be trained and motivated to not only understand communication, but also to communicate more clearly and effectively in a responsible way.

Radio Ministry

Course Leader Name: Dr Stephan de Beer

This course focuses on enabling ministers, theological students and members to make use of radio transmission in a communicative and innovative way through knowledge and appropriate preparation. During this course, participants will be exposed to alternative ways to spread the gospel over the radio.

Interim Ministry

Course Leader Name: Dr Stephan de Beer

Interim Ministry deals with support and ‘accompaniment’ of congregations when their pastor departs. During the period of vacancy, the congregation should be supported to understand that the previous ministry period has come to an end. The period of vacancy is also a time to rediscover the congregation’s identity and to prepare for a new period in the congregation’s history. In this course pastors are trained to act as ‘bridging ministers’ who will be able to support congregations during the interim period.

Introduction to Ministry

Course Leader Name: Dr Stephan de Beer

This course introduces aspects related to the identity and person of the minister; the church as body, institution and movement; kingdom and community; and the witness of the church as servants.

Organisational and Congregational Studies

Course Leader Name: Dr Stephan de Beer

This course will equip (emerging) leaders of communities and non-profit organisations to build sustainable community organisations. The course will focus on tools for doing theology in context; reading local contexts; get an understanding of citizenship, organisation and good cities; receive an introduction to issues related to urban justice – on race, class, gender and space; to community development; to social entrepreneurship; and to organisational development and management.

Faith Communities and Missional Leadership

Contact Days: 20

Course Leader Name: Dr Stephan de Beer

Brief Description: Many pastors and other persons in faith communities are challenged to lead smaller or larger groups of people without ever been effectively trained to do so. On the other hand most leadership training available apply, often exclusively to the business community, not taking into account the unique nature of faith communities. This course will focus on the art of congregational leadership.

Marriage Ministry

Contact Days: 1

Course Leader Name: Dr Stephan de Beer

CPD

Brief Description: This course introduces pastors to a comprehensive approach to marriage ministry in their churches. The focus is on the understanding of the marriage related culture and practices in the community, and on appropriate ministry responses to the marital needs and realities. Four modes of marriage ministry will be dealt with, namely marriage preparation, marriage enrichment, counselling in situations of ‘normal’ marital stresses, and dealing with trauma in marriage.

Starting and Sustaining Community Projects

Contact Days: 3

Course Leader Name: Dr Stephanus de Beer

Brief Description: The purpose of the course is to enable community workers to start community projects that will be sustainable, understand basic and critical elements in project development, i.e. community analysis, strategic planning, action plans, mobilising local assets, networking and partnerships, resource development, monitoring and evaluation, proposal writing, and leadership development.
### Course Catalogue Sub-Category: Urban and Community Transformation

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Days</th>
<th>Course Leader Name</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P002942</td>
<td>Approaches to Community Transformation</td>
<td>3</td>
<td>Dr Stephan de Beer</td>
<td>This course will equip community and church leaders involved and/or interested in community transformation with a basic introduction to community development and transformation; an overview of different approaches; and tools to develop a reflective praxis.</td>
</tr>
<tr>
<td>P002919</td>
<td>Parenting Ministry</td>
<td>8</td>
<td>Dr Stephan de Beer</td>
<td>This course is designed to help pastors who want to implement a focused family and parenting ministry in their churches. Many parents experience a need for support in their parenting roles, in order to guide their children more effectively towards fulfilled and responsible adulthood.</td>
</tr>
<tr>
<td>P000046</td>
<td>Youth Ministry (as an Inclusive Relational Approach)</td>
<td>20</td>
<td>Dr Stephan de Beer</td>
<td>Ministering to children and young people in the South and southern African societies is a real opportunity. This course equips pastors and other youth leaders to provide an effective ministry to children, teenagers and young adults within the South and southern African context – as part of the local faith community. After completion of the course, successful leaders should be able to understand youth and family ministry.</td>
</tr>
<tr>
<td>P002911</td>
<td>Peace-Building and Conflict Resolution</td>
<td>3</td>
<td>Dr Stephan de Beer</td>
<td>This course is designed to introduce participants to basic concepts and skills for peace-building and conflict resolution in contexts of violence, difference and brokenness. Participants will be equipped with a Biblical vision for peace in our communities, and tools to analyse local context from the perspective of peace, reconciliation and justice. Delegates will also gain skills in mediation, negotiation and tools and resources to develop peace-building networks.</td>
</tr>
</tbody>
</table>
With exhilarating short courses in the Sport, Tourism and Recreation arena, CE at UP offers you various training options on and off the playing field with courses that are presented either online or through contact sessions, and also awards CPD points on completion.

Being such a lucrative industry, Sport, Tourism and Recreation has the potential to inject international funds into local economies and drive the development of the industry even further. Nelson Mandela once noted that, “Sport has the power to change the world. It has the power to inspire. It has the power to unite people in a way that little else can. Sport can awaken hope where there was previously only despair”.

As such, we not only offer you courses on topics such as sports law, sport administration and exercises sciences, but also extend our offering to include neurosciences, skills testing and training as well as tourism management.
### Course Catalogue Sub-Category: Sport and Education

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Contact Days</th>
<th>Course Leader Name</th>
<th>E-Learning</th>
<th>CPD</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P002879</td>
<td>Basic Exercise Science</td>
<td>3</td>
<td>Prof Peet du Toit</td>
<td></td>
<td></td>
<td>This online course will enable you to develop and enhance your knowledge regarding the development and organising of an annual year plan for fitness, anatomy and exercise physiology, the principles of health and wellness; skill acquisition in different environments; evaluation, training and coaching; and nutrition, nutritional supplements and ergogenic aids.</td>
</tr>
<tr>
<td>P002151</td>
<td>Advanced Exercise Science</td>
<td></td>
<td>Prof Peet du Toit</td>
<td></td>
<td></td>
<td>This online course explains how different body systems work together to keep an individual alive and healthy and how you can maintain and strengthen them by exercising regularly and eating a healthy balanced diet. In order to successfully complete the course delegates must have the knowledge of the physiological changes and adaptations that take place during activity, and be able to apply this knowledge to different types of individuals and sports.</td>
</tr>
<tr>
<td>P000117</td>
<td>Sports Law</td>
<td>2</td>
<td>Prof Rian Cloete</td>
<td></td>
<td></td>
<td>This online course explains how different body systems work together to keep an individual alive and healthy and how you can maintain and strengthen them by exercising regularly and eating a healthy balanced diet. In order to successfully complete the course delegates must have the knowledge of the physiological changes and adaptations that take place during activity, and be able to apply this knowledge to different types of individuals and sports.</td>
</tr>
<tr>
<td>P00275</td>
<td>Higher Exercise Science and Management in Sport</td>
<td>10</td>
<td>Prof Peet du Toit</td>
<td></td>
<td></td>
<td>This online course develops and enhances knowledge regarding exercise science and management in sport. This course provides essential information for beginner personal trainers on exercise physiology, biomechanics, anatomy, motor learning and nutrition. Delegates will learn how to screen clients, do strength, flexibility and risk assessments and to develop training programs that focus on cardio-respiratory, resistance and flexibility training.</td>
</tr>
<tr>
<td>P00278</td>
<td>Neurosciences: Visual Skills Testing and Training</td>
<td></td>
<td>Prof Peet du Toit</td>
<td></td>
<td></td>
<td>The visual skills programme is designed to enable sports people to perform and achieve their maximum potential. Just as exercise and practice increase strength and speed, visual performance might also be improved to achieve maximum results. Using the information from the course, a personal vision programme will be designed by experienced visual trainers. The programme can be tailored to accommodate individual or packaged sessions.</td>
</tr>
</tbody>
</table>

### Course Catalogue Sub-Category: Tourism Management

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Course Leader Name</th>
<th>E-Learning</th>
<th>CPD</th>
<th>Brief Description</th>
</tr>
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<td>P003049</td>
<td>Basic Concepts in Tourism Management</td>
<td>5</td>
<td>Prof Berendien Lubbe</td>
<td></td>
<td></td>
<td>The Basic Concepts in Tourism Management course is to provide delegates with a general overview of structure and functioning of the tourism system, taking them from a global perspective to a South African perspective. This will provide the sectoral context within which the NDT and other tourism actors operate.</td>
</tr>
<tr>
<td>P003015</td>
<td>Capacity Building for Tourism Practitioners</td>
<td>5</td>
<td>Prof Berendien Lubbe</td>
<td></td>
<td></td>
<td>The Capacity Building for Tourism Practitioners short course capacitates staff to implement effective tourism-orientated development initiatives within the local sphere of government by enhancing their insight on all facets of tourism.</td>
</tr>
<tr>
<td>P002992</td>
<td>Visitor Information Centre Management</td>
<td>5</td>
<td>Dr Felicite Fainer-Wessels</td>
<td></td>
<td></td>
<td>The Visitor Information Centre Management short course capacitates staff to undertake effective tourism promotion and marketing to tourists, including the dissemination of information. By implication, this includes customer service, communication, presentation, time management and also business management and research skills. The training will focus on the three spheres (i.e. government, private and civil sectors) to grow a domestic tourism economy, as well as knowledge of policies that impact on the role of centres within the tourism value chain.</td>
</tr>
<tr>
<td>P001230</td>
<td>Capacity Building for Policy Makers at Local Government</td>
<td>2</td>
<td>Prof Berendien Lubbe</td>
<td></td>
<td></td>
<td>The Capacity Building for Policy Makers at Local Government short course capacitates councillors to enhance their insight on all facets of tourism as is relevant to the development of a robust tourism industry in their respective municipalities.</td>
</tr>
</tbody>
</table>

To register online: visit [www.ce.up.ac.za](http://www.ce.up.ac.za)
Through CE at UP’s short courses in Supply Chain and Logistics, you can start to build and develop your career while also gaining integral knowledge and skills within the industry. With its ever-growing development, more professionals are also required in the industry – so much so, in fact, that in 2013 there was a demand for as many as 132 000 skilled professionals.

Given its unique geographical positioning, South Africa has been greatly impacted as a result of its age-old history related to supply chain management and logistics. For many decades, the South African Cape was used as a “halfway” port to and from which goods and people were transported. Today, South Africa and also Africa at large boast a sophisticated and comprehensive supply chain and logistics industry that serves both local and international stakeholders.

In response, we offer you the opportunity to catapult your career even further with our selection of courses in supply chain management, operations and strategy, fleet management and mature demand and supply planning.
Course Catalogue Sub-Category: Supply Chain and Logistics

Course Number: P000137
Course Title: Programme in Supply Chain Management for Junior Practitioners
Contact Days: 20
Course Leader Name: Mr Wesley Niemann
Brief Description: The purpose of this programme is to equip delegates with a sound fundamental knowledge base and basic skills regarding supply chain management. Delegates apply fundamental principles, terminology and methods in solving well-defined problems. The programme is aimed at equipping first-line managers with the knowledge and skills required to fulfil their management role within the supply chain. This includes warehousing, transport, inventory, materials management and purchasing.

Course Number: P000269
Course Title: Executive Programme in Supply Chain Management for Master Practitioners
Contact Days: 28
Course Leader Name: Mr Wesley Niemann
Brief Description: The purpose of this executive programme is to equip top level managers with the skills to participate in strategic management of the supply chain within a multi-disciplinary team. The programme is aimed at providing highly skilled managers with conceptual and strategic skills in a field where critical shortages exist at this level. After completion of this course, candidates will be able to apply integrated supply chain management principles on a strategic management level.

Course Number: P000868
Course Title: Service Management – Operations and Strategy
Contact Days: 4
Course Leader Name: Mr Wesley Niemann
Brief Description: The objective of this course is to equip service industry employees with the necessary practical skills to manage service operations. Delegates will be taught to understand services, designing the service enterprise and managing service operations, including the role of services in an economy; technology in services; service facility location; forecasting demand for services; managing capacity and demand; managing waiting lines; capacity planning and service supply relationships.

Course Number: P000988
Course Title: Hands-on Supply Chain Management
Contact Days: 5
Course Leader Name: Mr Wesley Niemann
Brief Description: This course provides delegates with an understanding of how a truly integrated supply chain creates value – for the firm, its supply chain partners and its shareholders. Delegates get to tap into a realistic business environment using sophisticated computerised simulation where teams are challenged to run their own businesses and achieve their business objectives. Delegates are taught how to align supply, production, distribution and demand, and then how to run the supply chain process.

Course Number: P001339
Course Title: Fleet Management
Contact Days: 3
Course Leader Name: Mr Wesley Niemann
Brief Description: Fuel and fleet costs, e-tolls, driver safety and cost-reduction initiatives are some of the challenges and concerns that face fleet managers. Experts suggest a trained fleet manager could help reduce the cost of running company vehicles by 15 per cent. This course provides delegates with a basic understanding of fleet management principles including vehicle utilisation, whole-life costs, tendering, vehicle maintenance and regulatory requirements.

Course Number: P003009
Course Title: Mature Demand and Supply Planning
Contact Days: 3
Course Leader Name: Mr Wesley Niemann
Brief Description: Whether a business is in a growth cycle or facing challenges, the supply chain is consistently under pressure due to margins, cost containment and shortening product life-cycles. The biggest impact one can achieve is to move the planning processes up the maturity curve. The content of this short course takes attendees through supply chain maturity stages, effectively enabling greater understanding of the maturity curve.
Boasting the only veterinary training faculty in the country, the University of Pretoria is in the unique position to offer you short courses through CE at UP in Veterinary Science and Animal Health.

Animal health not only involves household pets and their care, but also encompasses livestock health and their protection from diseases like Bovine Babesiosis, Bovine tuberculosis and Heartwater. More notably, it also incorporates the prevention of diseases that spread from animals to humans – examples of which include recent outbreaks of Ebola and the N1H1 virus.

CE at UP offers you numerous online, contact or blended interventions in Veterinary Science and Animal Health that also afford you quick and easy options to obtain CPD points, including courses in pharmacology and toxicology, practice management, veterinary and paraveterinary studies, veterinary tropical diseases, radiology and wildlife management.

All veterinary professionals are required by the South African Veterinary Council (SAVC) to obtain a predetermined number of CPD points.
Course Catalogue Sub-Category: Animal Health

Course Number: P003000
Course Title: Animal Health Management
Contact Days: 3
Course Leader Name: Prof Ann Carstens

Brief Description:
The course introduces animal production professionals to the different cattle and small stock production systems within the SADC region. This course will assist them to develop skills required for the successful implementation of strategies. It is aimed at provincial and district level professionals with a degree in veterinary medicine/science or animal science and with sufficient field experience in the planning and implementation of animal production programmes.

Course Number: P003007
Course Title: Necropsy Technique for Specimen Collection
Contact Days: 2
Course Leader Name: Prof Nicolaas Kriek

Brief Description:
This course provides the background theory and hands-on experience required by technicians and lay people, assisting veterinarians, to collect the relevant specimens from a dead animal for diagnostic purposes. Delegates will be taught the concept of disease; various causes of death; and the value of using information gained from dead animals. They will be able to do a necropsy to collect diagnostic specimens and package and submit them within the context of the legal requirements.

Course Catalogue Sub-Category: Veterinary and Paraveterinary Studies

Course Number: P000710
Course Title: Radiology of the Dog and Cat
Contact Days: 12 (Also presented as an online course)
Course Leader Name: Prof Ann Carstens
E-Learning: ✔

Brief Description:
This course addresses the methodology and diagnostic and prognostic capabilities of radiography and radiology in small companion animals (the dog and cat). After completion of this course, delegates should have a thorough knowledge of radiographic techniques and radiologic descriptions, diagnoses, prognoses and conclusions on pathological conditions of the dog and cat.

Course Number: P001001
Course Title: Non-Radiological Diagnostic Imaging of the Horse
Contact Days: 16
Course Leader Name: Prof Ann Carstens

Brief Description:
This course provides delegates with a thorough knowledge of radiographic techniques and radiologic descriptions, diagnoses, prognoses and conclusions on pathological conditions of the horse. After completion of this course, delegates should have a thorough knowledge of radiographic techniques and radiologic descriptions, diagnoses, prognoses and conclusions on pathological conditions of the horse.

Course Number: P001003
Course Title: Non-Radiological Diagnostic Imaging of the Dog and Cat
Contact Days: 12
Course Leader Name: Prof Ann Carstens

Brief Description:
This course provides delegates with a thorough knowledge of diagnostic ultrasound, correct equipment selection, scanning techniques, interpretation of images, limitations of the imaging technique and the making of an ultrasonographic diagnosis.

Course Number: P003115
Course Title: Emergency Respiratory Medicine – Diagnostics and Critical Care for Respiratory Emergencies in Small Animals
Contact Days: 3
Course Leader Name: Dr Liza Köster

Brief Description:
Comprising of lectures offered by specialists in the field of radiology, anaesthesiology, surgery, medicine and pathology followed by wet labs. The wet labs will offer the delegates the opportunity to practice their skills on cadavers. The procedures that will be taught include tracheostomy, thoracocentesis, thoracic drain placement and endoscopy. This course is offered by experts in the field and attendees have the opportunity to practice new skills taught in this course.
Course Catalogue Sub-Category: Veterinary Tropical Diseases

**Course Number:** P003063  
**Course Title:** African Swine Fever  
**Course Leader Name:** Dr Mary-Louise Penrith  
**E-Learning:** ✔  
**Contact Days:** 5  
**Brief Description:**  
African Swine Fever is an ECFV activity. This activity will equip veterinarians, para-veterinary professionals, animal health technicians and other scientists, with an in-depth knowledge of the epidemiology; pathogenesis; diagnosis and differential diagnosis including clinical signs, pathology and laboratory confirmation; control; marketing and trade issues and socio-economic importance of African swine fever. Upon successful completion of the module, delegates will obtain CPD points.

**Course Number:** P000643  
**Course Title:** Applied Veterinary Helminthology  
**Contact Days:** 2  
**Course Leader Name:** Prof Darrell Abernethy  
**Brief Description:**  
Offering basic training with a strong practical component in applied helminthology to veterinary technologists and other laboratory diagnosticians, this course teaches delegates to apply basic techniques for the diagnosis of helminth infections in live animals; and to know how to attempt the identification of helminth specimens isolated during necropsies and meat inspection mainly on the basis of gross morphological and biological criteria.

**Course Number:** P000644  
**Course Title:** Practical Tick Identification  
**Contact Days:** 5  
**Course Leader Name:** Prof Darrell Abernethy  
**Brief Description:**  
This practical short course on tick identification enables delegates to identify the most important ticks of sub-Saharan Africa and acquire an excellent understanding of their taxonomy, biology, ecology, life cycle, distribution, control and sampling methods and identification. Ticks belonging to the Ixodidae and Argasidae genera will be studied.

**Course Number:** P001243  
**Course Title:** Applied Serology  
**Contact Days:** 5  
**Course Leader Name:** Dr Jan Crafford  
**Brief Description:**  
This course will enable delegates to develop proficiency in routine, and more advanced procedures, in veterinary immunology and serology, and to implement and standardise different serological and immunological techniques. On completion of the course, participants will have the knowledge and skills to perform the following techniques: indirect ELISA; capture ELISA; competitive ELISA; direct and indirect immuno fluorescent assay for detecting antigen or antibody.

**Course Number:** P001304  
**Course Title:** High Impact Diseases of Livestock: Technical Level  
**Contact Days:** 10  
**Course Leader Name:** Prof Jacobus Coetzer  
**Brief Description:**  
This course will enable animal health technicians/officers to report on and assist in the management of animal health problems through improving their understanding of the epidemiology, diagnosis and control/eradication of high impact diseases prevailing in the SADC region. Delegates will be taught to apply sound methods to assess independently the disease status of a livestock population; report clearly on the disease situation in a particular area; know how to collect field data or specimens, etc.

**Course Number:** P001314  
**Course Title:** Applied Virology  
**Contact Days:** 8  
**Course Leader Name:** Dr Darrell Abernethy  
**Brief Description:**  
Offering advanced training to laboratory diagnosticians in veterinary virology, this course focuses on the practical skills to use different host systems for the isolation and identification of viruses. Viral identification using embryoated chicken eggs and laboratory animals; preparation of cell culture media and the establishment and maintenance of primary and continuous cell cultures; and viral identification using cell cultures will be taught.

**Course Number:** P001815  
**Course Title:** Advanced Epidemiology  
**Contact Days:** 8  
**Course Leader Name:** Prof Jacobus Coetzer  
**Brief Description:**  
Broadening the delegate's knowledge and skills in statistics and epidemiology, while exposing them to critical analyses of epidemiological data, is the aim of this course. Delegates will be taught how to design epidemiological surveys or experiments; the main statistical distributions used in veterinary epidemiology; the notion of risk and survival analysis; how to design databases for statistical analysis purposes; and how to import data in Stata and Arcview softwares and carry out basic analyses.

**Course Number:** P002908  
**Course Title:** Practical Disease Investigation: Necropsy (Cattle)  
**Contact Days:** 2  
**Course Leader Name:** Prof Nicolaas Knoek  
**Brief Description:**  
This course is structured to improve the diagnostic skills of practicing veterinarians using post-mortem techniques for disease investigation and surveillance purposes. The course is offered by expert pathologists, diagnostic laboratory veterinarians and epidemiologists. This is a practical, skills development course focussing on the ability to detect and interpret lesions, collect specimens correctly and focus on making correct diagnoses consistent with expected levels of professional ability.

**Course Number:** P003062  
**Course Title:** African Horse Sickness  
**Course Leader Name:** Dr Melvyn Quan  
**E-Learning:** ✔  
**Contact Days:** 10  
**Brief Description:**  
Delegates will be equipped with an in-depth knowledge of the epidemiology; pathogenesis; diagnosis and differential diagnosis including clinical signs, pathology and laboratory confirmation; control; marketing and trade issues and socio-economic importance of African horse sickness (AHS). They will be able to confirm suspected AHS in both live and dead animals by means of collection, preservation and transport of appropriate specimens, and requesting the relevant laboratory tests.

**Course Number:** P001353  
**Course Title:** Molecular Biology: PCR Techniques and DNA Sequencing  
**Contact Days:** 5  
**Course Leader Name:** Prof Estelle Venter  
**Brief Description:**  
The purpose of this course is to learn the principles and applications of the PCR, as well as DNA sequencing techniques and their applications. On completion of this module, delegates will know the general principles of the PCR and gene sequencing; the problems of contamination in a PCR laboratory and how to solve it; how to extract nucleic acids from different samples using different methods; how to develop and use primers for the PCR; how to perform a RT-PCR; and more.

**Course Number:** P004194  
**Course Title:** High Impact Diseases of Livestock: Advanced Level  
**Contact Days:** 10  
**Course Leader Name:** Prof Jacobus Coetzer  
**Brief Description:**  
Veterinary professionals’ knowledge in the epidemiology, clinical signs, diagnosis and control/eradication of economically important (high impact) infections and parasitic diseases of livestock is augmented. Throughout this course, special reference is made to transboundary and emerging diseases in the SADC region, rational decision-making and the design and implementation of control strategies. Attention will also be given to the relevance of those diseases at the wildlife/domestic animal/human interface.

**Course Number:** P003386  
**Course Title:** Geographic Information Systems for Veterinary and Human Health  
**Contact Days:** 3  
**Course Leader Name:** Prof Darrell Abernethy  
**Brief Description:**  
In this course, delegates will gain a conceptual understanding of the role GIS can play in epidemiological studies. Hands-on exercises will be presented using the ArcGIS software package. Candidates will acquire basic skills on how to use GIS in epidemiological studies. This includes creating a GIS, basic GIS analysis, creation and analysis of surfaces, building spatial models and epidemiological analysis.

**Course Number:** P001815  
**Course Title:** Advanced Epidemiology  
**Contact Days:** 8  
**Course Leader Name:** Prof Jacobus Coetzer  
**Brief Description:**  
Broadening the delegate’s knowledge and skills in statistics and epidemiology, while exposing them to critical analyses of epidemiological data, is the aim of this course. Delegates will be taught how to design epidemiological surveys or experiments; the main statistical distributions used in veterinary epidemiology; the notion of risk and survival analysis; how to design databases for statistical analysis purposes; and how to import data in Stata and Arcview softwares and carry out basic analyses.
Course Number: P003067
Course Title: **Bovine Babesiosis**
Course Leader Name: Prof Barend Penzhorn
E-Learning: ✔
CPD: ✔
Brief Description:
Bovine Babesiosis is an eCPD activity. This activity will equip delegates with an in-depth knowledge of the epidemiology; pathogenesis; diagnosis and differential diagnosis including clinical signs, pathology and laboratory confirmation; control; marketing and trade issues and socio-economic importance of bovine babesiosis. The activity will also focus on the prevention, control and/or eradication strategies for bovine babesiosis with the aid of knowledge of the aetiology and epidemiology.

Course Number: P003074
Course Title: **Peste des Petits Ruminants (PPR)**
Course Leader Name: Prof Moritz Jansen van Vuuren
E-Learning: ✔
CPD: ✔
Brief Description:
Peste des Petits Ruminants (PPR) is an eCPD activity. This activity will equip candidates with an in-depth knowledge of the epidemiology; pathogenesis; diagnosis and differential diagnosis including clinical signs, pathology and laboratory confirmation; control; marketing and trade issues and socio-economic importance of Peste des Petits Ruminants (PPR). The activity will also focus on the prevention, control and/or eradication strategies for PPR with the aid of knowledge of the aetiology and epidemiology.

Course Number: P003075
Course Title: **Theileria Parva Infections**
Course Leader Name: Dr Wilhelm Stoltsz
E-Learning: ✔
CPD: ✔
Brief Description:
Theileria Parva Infections is an eCPD activity. Delegates will be equipped with an in-depth knowledge of the epidemiology; pathogenesis; diagnosis and differential diagnosis including clinical signs, pathology and laboratory confirmation; control; marketing and trade issues and socio-economic importance of Theileria parva infections. In addition, delegates will be able to confirm suspected Theileria parva in both live and dead animals by means of collection, preservation and transport of appropriate specimens, and requesting the relevant laboratory tests.

Course Catalogue Sub-Category: Wildlife

Course Number: P000454
Course Title: **Wildlife Immobilisation**
Contact Days: 6
Course Leader Name: Dr Leith Meyer
CPD: ✔
Brief Description:
This is a comprehensive, hands-on, CPD-registered course introducing safe and ethical methods of wildlife capture through chemical immobilisation, exclusive to veterinarians and veterinary students registered with the South African Veterinary Council, foreign veterinarians and veterinary students, and non-veterinarians from countries in Africa and the Arabian Peninsula, employed by governmental conservation agencies. Special attention is given to new preparations, new equipment and modified techniques. This course is presented in co-operation with Sanparks at Nongoni Lodge and at Sikuza in the Kruger National Park.

Course Number: P001641
Course Title: **Practical Wildlife Disease Investigation: Necropsy**
Contact Days: 5
Course Leader Name: Prof Nicolaas Kriek
Brief Description:
Veterinarians who wish to further their knowledge and skills in the investigation of wildlife deaths will benefit from this course. After completing the course delegates will have a thorough understanding of the systematic approach used to investigate mortalities in wildlife, the complexities of the human/domestic – animal/wildlife interface and will have the skills to perform a field necropsy and collect appropriate samples.
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For customised courses: Email quote@ce.up.ac.za for quotations on in-house training.

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