



MODULE CODE

MODULE NAME

NQF level

[Number of credits]

Name of department

Faculty

Compiled by
(Name of lecturer)

YEAR

Faculty of
Economic and
Management Sciences

Fakulteit
Ekonomiese en
Bestuurswetenskappe

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UFS·UV
CENTRE FOR TEACHING
AND LEARNING (CTL)
ONDERRIG-EN-LEERSENTRUM
(OLS)







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Table 1: Icon Library

Icon	Description
	<p>Welcoming message and lecturer information</p>
	<p>Action words, terms and concepts that need to be understood</p>
	<p>Prerequisites of the module</p>
	<p>Face-to-face contact sessions</p>
	<p>Activities to be completed individually (preparation). You may still ask for feedback from your tutor or lecturer when you encounter aspects that you have difficulty with</p>
	<p>Unit-specific study material for the module</p>
	<p>Resources to be consulted (such as the textbook, additional reading material, etc.)</p>

	<p>The roadmap that contextualises (puts into perspective) the different pieces of information in the module</p>
	<p>An indication of an important reminder/caution from your lecturer</p>
	<p>Assessment questions and opportunities</p>
	<p>Assessment criteria for the module</p>
	<p>A learning unit</p>
	<p>Learning unit overview for a specific unit</p>



1. WELCOMING

Dear student,

Welcome to [please add module code], [please add module name]! I am [name of lecturer] and will be responsible for teaching this module. Here is all the information that you will need to contact me, as well as other relevant staff in the [Department X].

[Please add information in table format, see example below]

	LECTURER
Lecturer:	
Office number:	
Email address:	
Phone number:	
Consulting hours:	



2. CONTACT SESSIONS

Please consult the UFS official class timetable (available at: <http://www.ufs.ac.za/adhoc-pages/quick-links/official-timetables>) for the dates, venues and times scheduled for contact sessions. The class timetable will also be made available on [Please indicate where class timetable information will be made available to students, e.g. Blackboard].

[Please add any other contact sessions (e.g. tutorials) that students are required to attend in order to successfully complete this module]



3. STUDY MATERIAL

- The prescribed textbook in this module is: **[Please insert reference of textbook].**
- Additional reading materials will be provided **[printed or on Blackboard]. [Please insert references of additional reading material if appropriate.]**
- In addition to the textbook, other study material will be used as part of the teaching and learning in this module. This material and activities will be made available on Blackboard throughout the semester. It is each student's responsibility to ensure that he/she obtains and studies all material in time.



4. ASSESSMENT

Please take note that the dates, venues and times for all assessments will be made available on **[please indicate where assessment information will be made available to students, e.g. Blackboard].**

4.1. ASSESSMENT BREAKDOWN

Your module mark (predicate) will be calculated as follows:

[Please add information in table format, see example below]

ASSESSMENT	TYPE (E.G. WRITTEN/ORAL/PRACTICAL)	CONTRIBUTION TO MODULE MARK (weight)
Test 1	(E.g. Written semester test)	(E.g. 50%)
Test 2		
Assignment 1		
Assignment 2		
Blackboard activities		
Class activities and participation		

4.2. CALCULATION OF THE FINAL MARK

In terms of rule [please add the applicable rule] of the Faculty of [please add the Faculty name], the final mark of this module is calculated as follows (see example below):

- a) [Please add the percentage] of the module mark plus [please add the percentage] of the examination mark; or
- b) [Please add the percentage] of the module mark plus [please add the percentage] of the examination mark in the case of e-learning.



5. PREREQUISITES

Students must have successfully completed [please add module code/s] before they can register for [please add module code]. Please consult the faculty yearbook for more information.



6. UPDATING OF MODULE INFORMATION AND RESOURCES

The module schedule and syllabus (study material), either orally or written, can be updated or modified at any time by the lecturer or [please add department name]. It is the responsibility of students enrolled in this module to stay up-to-date with the schedule and syllabus. An announcement of this type can be made in face-to-face class sessions or communicated on Blackboard. It is recommend that students check Blackboard daily to keep up to date with the latest developments in [please add the module code]. Any work discussed during contact sessions can be used for assessment purposes.

[This section makes reference to communication on Blackboard, please remove this part if no use will be made of Blackboard.]



7. MODULE OUTCOMES

After successful completion of this module, you should be able to:

- [Please add module outcomes in here]
- [Please add module outcomes in here]
- [Please add module outcomes in here]
- [Please add module outcomes in here]
- [Please add module outcomes in here]



8. LEARNING UNITS (MODULE JOURNEY)

In addressing the module outcomes above, the following learning units will be covered in this module:

Learning unit 1: [Please add name of learning unit]

Learning unit 2: [Please add name of learning unit]

Learning unit 3: [Please add name of learning unit]

Learning unit 4: [Please add name of learning unit]

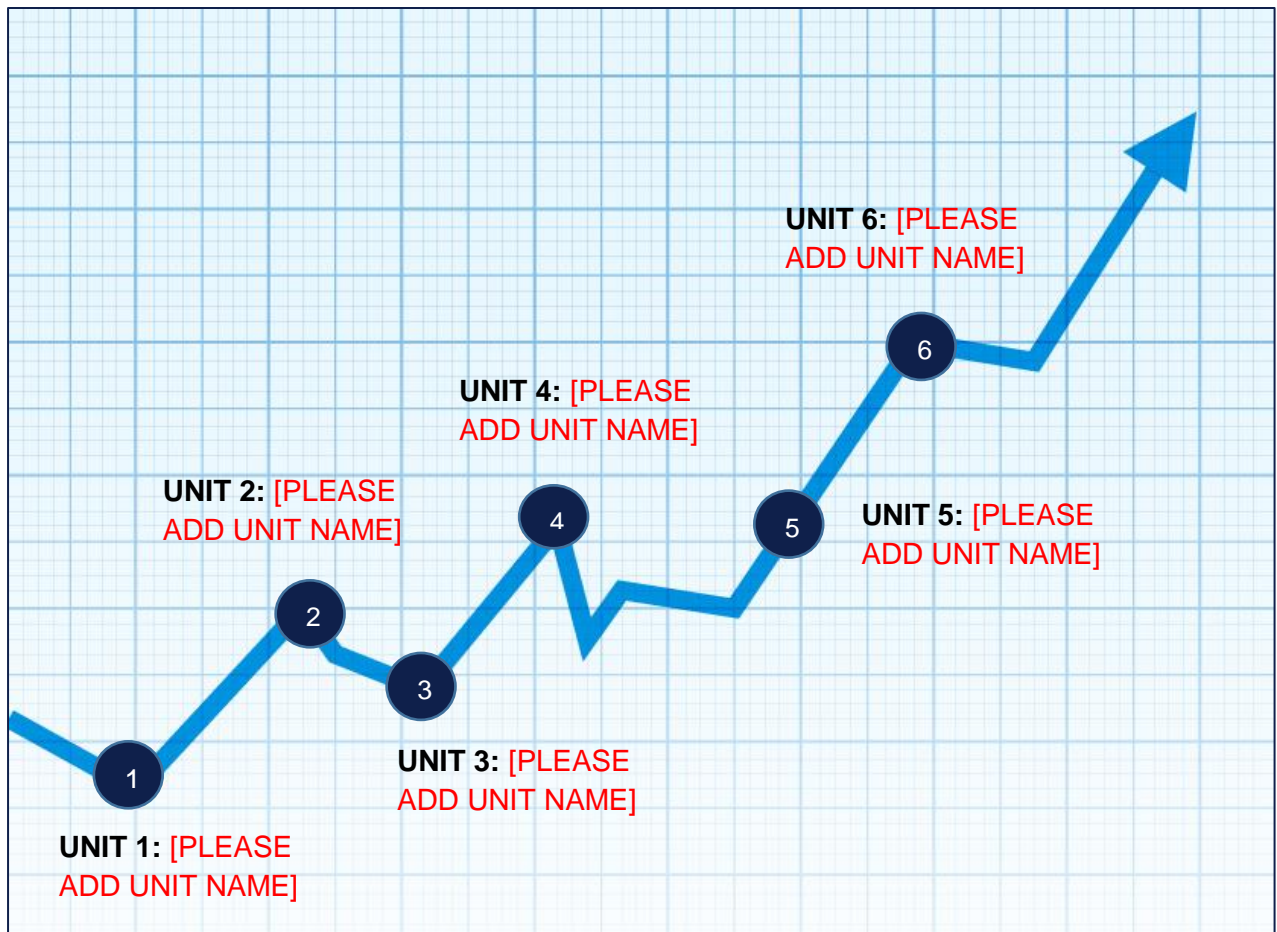
Learning unit 5: [Please add name of learning unit]

A **module journey map** should be followed of all the learning units (and themes, if applicable) that will be covered in the module. The purpose of the module journey map is to give students a visual overview of what to expect during the course of the module. (Please see Figure 1 below for the module journey map template.)

** This section can be combined also with 'module outcomes' when the outcomes correlate with the learning units.*

Module Journey Map: [please add the module code]

[Please use the template and add the learning units of the module, as well as the name of each learning unit in the text boxes provided below.]



[To add more units to the module journey: please drag and drop the unit numbers and text boxes provided in the table below onto the concept map. The concept map can be ordered as required and size can be adjusted.]

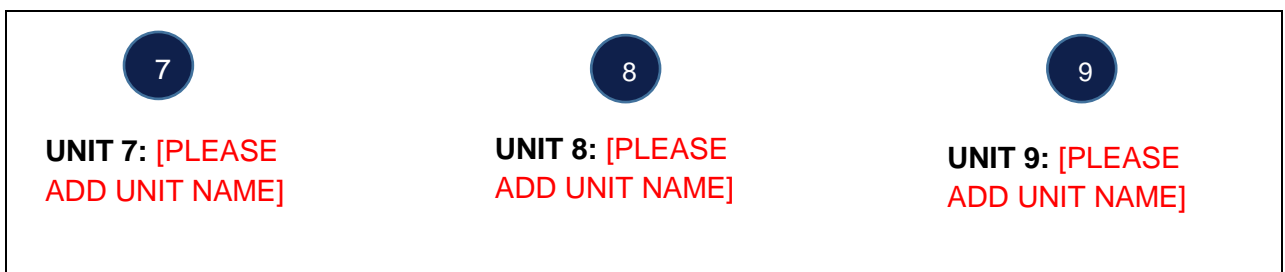


Figure 1: Module Journey Map Template



9. LEARNING UNIT GUIDE (EXAMPLE: UNIT 1)



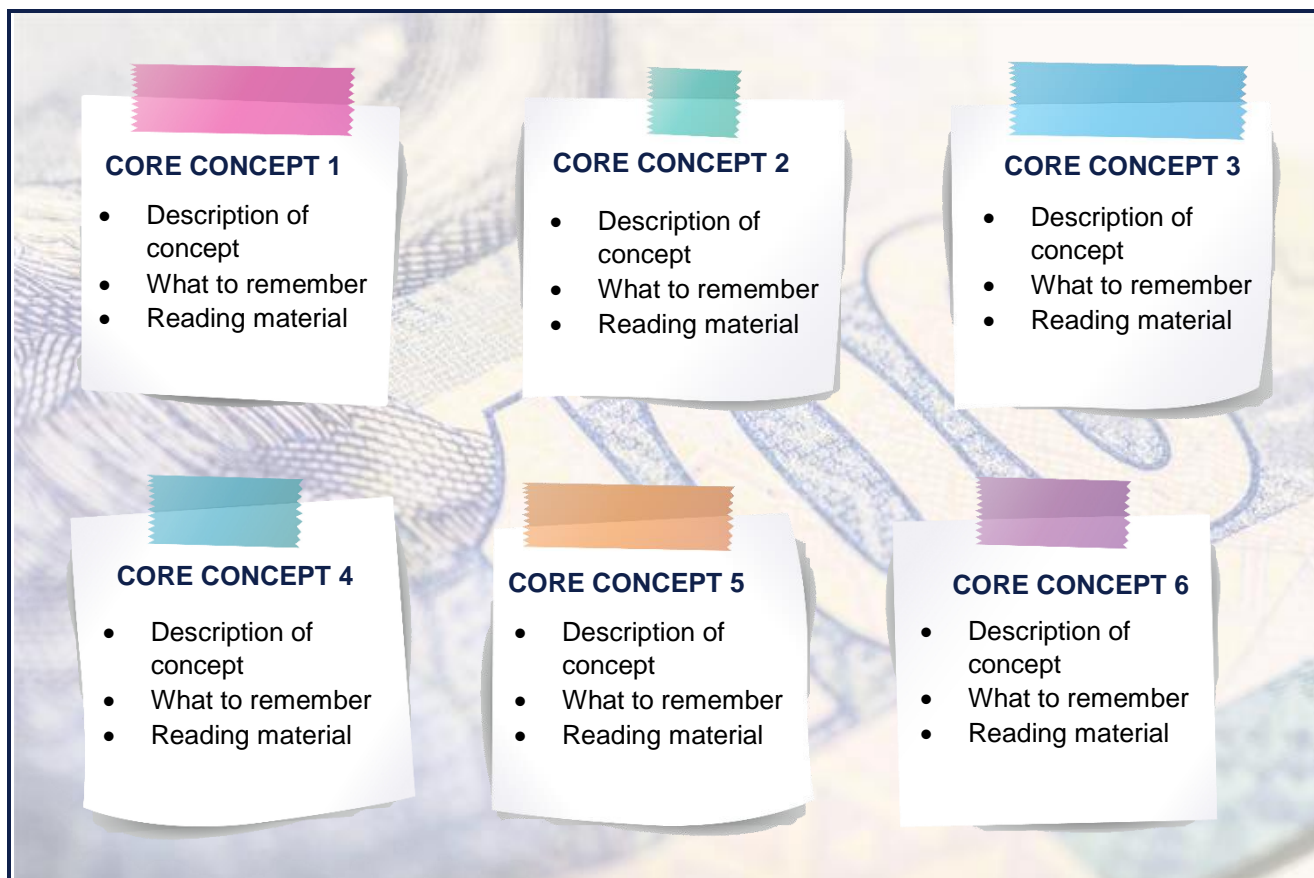
9.1.1. UNIT OVERVIEW

[Please add a brief explanation of the purpose and scope of the unit, as well as an explanation of how the particular unit in the module relates to the other units in the module.]

A concept map of the key concepts or a unit overview map should be followed (please choose from the three faculty specific concept map templates provided, see examples below). The purpose of the concept map is to explain to students the most important terminology and concepts in the unit in a simple and understandable fashion. This will help students in their preparation before coming to class.

[Please add the learning unit (e.g. Unit 1: Cost Benefit Analysis)]

[Please use the template and add the core concepts of the unit, as well as, a description of each core concept in the text boxes provided below]



[To add more core concepts to the concept map: please drag and drop the sticky notes provided in the table below onto the concept map. The concept map can be ordered as required and size can be adjusted.]

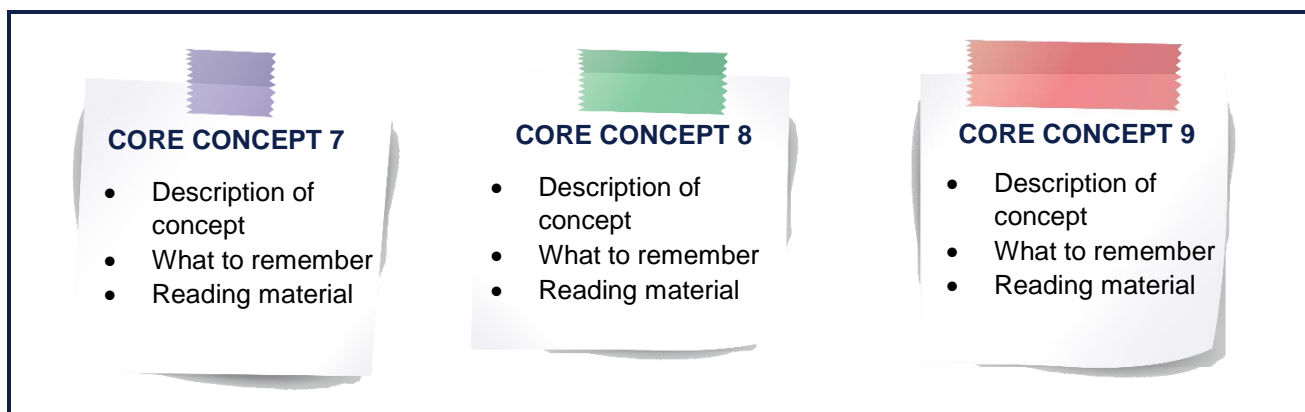


Figure 2: Concept Map Template



9.1.2. UNIT-SPECIFIC STUDY MATERIAL

[Please add unit] consists of specific preparation material and content material that will assist each student in understanding the key concepts of this unit. It is the responsibility of each student to ensure that he/she familiarises him/herself with unit-specific study material.



9.1.2.1. PREPARATION MATERIAL

[Please add a description of the preparation material students will need to work through before class (e.g., reading material, web links, audio files or video files, etc.)]. This material can be printed or made available on Blackboard.



9.1.2.2. CONTENT MATERIAL

- The following chapters in the prescribed textbook will be relevant to this unit: [Please add the reference of textbook]. This book must be purchased.
- In addition to the textbook, there is additional study material to study. This material can be made available on Blackboard.
- Diligent students who wish to make a deeper study than is required for examination purposes may wish to consult the following material: [Please add the reference of additional reading material if applicable].



9.1.3. UNIT SUMMARY

The following learning and assessment opportunities will be completed in this unit:

[Please add information in table format, see example below]

DESCRIPTION OF THEME	LEARNING OPPORTUNITIES
E.g. Cost benefit analysis	E.g. Lectures
	E.g. Assignment
	E.g. Blackboard quiz
	E.g. Turnitin assignment

[Please add a rubric for each assessment activity, if applicable.] The time and dates of learning opportunities will be made available on Blackboard.



9.1.4. QUESTIONS TO CONSIDER IN THIS UNIT

[Please add a list of questions that students are advised to consider to help them in preparation for tests or exams.]