



Ministry of Higher and Tertiary Education, Science and Technology

# Kwekwe Polytechnic

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*"Beyond the Information Given"*

Please address all correspondence to  
The Principal

## MANAGEMENT DEPARTMENT

### REGISTRATION DETAILS FOR HEXCO EXAMINATIONS OCTOBER/NOVEMBER 2020 SESSION

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGS\$
Purchasing And Supply Management	371/13/CO/0	NC	National Studies	1	401/18/S01	Theory	80.00
			ESD	2	402/18/S02	Theory	80.00
			Basic Communication	3	310/18/S01	Theory	80.00
			Basic Accounts	4	310/18/S02	Theory	80.00
			Intro to Law	5	310/18/S03	Theory	80.00
			Business Maths & Statistics	6	310/18/S04	Theory	80.00
			Introduction to Purchasing and Supply	7	371/S05	Theory	80.00
			Stores Administration and Stock Control	8	371/S06	Theory	80.00
			Fundamentals of Information Technology	9	310/19/S07	Practical	100.00
			Skills Proficiency	10	371/S07	Practical	100.00
			Registration Fee	11			100.00
			Centre Fee	12			125.00
			<b>Total Examination Fees</b>	-			<b>1065.00</b>

**ND PURCHASING AND SUPPLY MANAGEMENT**

<b>Course</b>	<b>Course Code</b>	<b>Level</b>	<b>Subject</b>	<b>Ref</b>	<b>Subject Code</b>	<b>Theory or Practical</b>	<b>Exam Fee RTGSS\$</b>
Purchasing and supply management	543/15/CO/0	ND 1	Business Communication	1	500/15/S01	Theory	100.00
			Computer Applications	2	500/15/S12	Practical	120.00
			Principles of Economics	3	500/15/S02	Theory	100.00
			Financial Accounting I	4	500/15/S03	Theory	100.00
			Commercial Law	5	500/15/S04	Theory	100.00
			Principles of Purchasing & Supply Management	6	543/15/S01	Theory	100.00
			Management	7	500/15/S05	Theory	100.00
			Registration Fee	8			150.00
			Centre Fee	9			125.00
			<b>Total Examination Fees</b>				<b>995.00</b>
Purchasing and supply management	543/15/CO/0	ND 3	Quantitative Techniques	10	500/15/S06	Theory	100
			Principles of Marketing	11	531/15/S01	Theory	100
			Stores and Inventory Management	12	543/15/S08	Theory	100
			Distribution Management	13	543/15/S09	Theory	100
			Human Resources Management I	14	526/15/S01	Theory	100
			Cost and Management Accounting I	15	500/15/S09	Theory	100
			Industrial and Services Procurement		543/15/S03	Theory	100
			Research Methods		500/15/S15	Theory	100
			On the Job Education and Training		543/15/S10	OJET	120
			Skills Proficiency		543/19/S11	Practical	120
			Registration Fee				150
			Centre Fee				125
			<b>Total Examination Fees</b>				<b>1315</b>

**HIGHER NATIONAL DIPLOMA IN PURCHASING AND SUPPLY MANAGEMENT**

<b>Course Title</b>	<b>Course Code</b>	<b>Level</b>	<b>Subject</b>	<b>Ref</b>	<b>Subject Code</b>	<b>Theory Or Practical</b>	<b>Exam Fee RTGS\$</b>
Procurement and Supply Management	704/17/CO/0	<b>HND</b>	Materials Planning and Production Control	1	704/17/S01	Theory	120
			International Purchasing and Supply	2	704/17/SO2	Theory	120
			Legal Aspects of Purchasing and Supply	3	704/16/S03	Theory	120
			Business Ethics	4	702/16/S05	Theory	120
			Strategic Purchasing and Supply Management	5	704/17/S08	Theory	120
			Procurement and Supply Management Information System	6	704/17/S09	Theory	120
			Project	7	704/17/S04	Project	<b>160*</b>
			Skills Proficiency	8		Practical	140
			Registration Fee				200
			Centre Fee				125
			<b>Total Examination Fees</b>				<b>1345</b>

**\*NB. IF NOT DOING PROJECT THERE IS NO NEED TO PAY PROJECT FEE.**

## NATIONAL CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGS\$	
Human Resources Management	334/19/CO/0	NC	National Studies	1	401/19/S01	Theory	80.00	
			ESD	2	402/19/S02	Theory	80.00	
			Basic Communication	3	310/19/S01	Theory	80.00	
			Basic Accounts	4	310/19/S02	Theory	80.00	
			Intro to Law	5	310/19/S03	Theory	80.00	
			Business Maths & Statistics	6	310/19/S04	Theory	80.00	
			Introduction to Human Resources	7	334/19/S01	Theory	80.00	
			Fundamentals of Information Technology	8	310/19/S07	Practical	100.00	
			Skills Proficiency	9	334/19/S02	Practical	100.00	
			Registration Fee	10			100.00	
			Centre Fee	11			125.00	
						<b>Total Examination Fees</b>	-	

## ND HUMAN RESOURCES MANAGEMENT

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGSS\$
Human Resources Management	526/15/CO/0	ND1	Business Communication	1	500/15/S01	Theory	100.00
			Computer Applications	2	500/15/S12	Practical	120.00
			Principles of Economics	3	500/15/S02	Theory	100.00
			Financial Accounting I	4	500/15/S03	Theory	100.00
			Commercial Law	5	500/15/S04	Theory	100.00
			Human Resources Management I	6	526/15/S01	Theory	100.00
			Management	7	500/15/S05	Theory	100.00
			Registration Fee	8			150.00
			Centre Fee	9			125.00
			<b>Total Examination Fees</b>				<b>995.00</b>
Human Resources Management	526/15/CO/0	ND 3	Human Resources Management II		526/15/S02	Theory	100
			Public Relations		526/15/S03	Theory	100
			Quantitative Techniques		500/15/S06	Theory	100
			Labour Economics		526/15/S06	Theory	100
			Industrial Psychology		526/15/S04	Theory	100
			Industrial Law		526/15/S05	Theory	100
			Cost and Management Accounting I		500/15/S09	Theory	100
			Research Methods		500/15/S15	Theory	100
			On the Job Training		526/15/S16	OJET	120
			Skills Proficiency		526/19/17	Practical	120
			Registration Fee				150
			Centre Fee				125
						<b>Total Examination Fees</b>	

## HIGHER NATIONAL DIPLOMA IN HUMAN RESOURCES MANAGEMENT

Course Title	Course Code	Level	Subject	Ref	Subject Code	Theory Or Practical	Exam Fee RTGS\$
HUMAN RESOURCES MANAGEMENT	702/16/CO/0	<b>HND</b>	Industrial Relations	1	702/16/S01	Theory	120
			Organisational Behaviour	2	702/16/S02	Theory	120
			Training and Development	3	702/16/S04	Theory	120
			Business Ethics	4	702/16/S05	Theory	120
			Human Resources Information System	5	702/16/S08	Theory	120
			Project	6	702/16/S06	Project	<b>160*</b>
			Skills Proficiency	7	NO CODE	Practical	140
			Registration Fee	8			200
			Centre Fee	9			125
			<b>Total Examination Fees</b>				<b>1225</b>

**\*NB. IF NOT DOING PROJECT THERE IS NO NEED TO PAY PROJECT FEE.**

## NATIONAL CERTIFICATE IN SALES AND MARKETING MANAGEMENT

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGSS\$
Sales and Marketing Management	341/18/CO/0	NC1	National Studies	1	401/18/S01	Theory	80.00
			ESD	2	402/18/S02	Theory	80.00
			Fundamentals of Information and Technology	3	310/18/S07	Practical	100.00
			Basic Communication	4	310/18/S01	Theory	80.00
			Basic Accounts	5	310/18/S02	Theory	80.00
			Intro to Law	6	310/18/S03	Theory	80.00
			Business Maths & Statistics	7	310/18/S04	Theory	80.00
			Basic Marketing	8	341/18/S05	Theory	80.00
			Selling Skills	9	341/18/S06	Theory	80.00
			Skills Proficiency	10	310/18/S08	Practical	100.00
			Registration Fee	11			100.00
			Centre Fee	12			125.00
			<b>Total Examination Fees</b>	-			<b>1065.00</b>

## NATIONAL DIPLOMA IN MARKETING MANAGEMENT

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGS\$
Sales And Marketing Management	531/15/CO/0	ND 1	Business Communication	1	500/15/S01	Theory	100.00
			Principles of Economics	3	500/15/S02	Theory	100.00
			Financial Accounting I	4	500/15/S03	Theory	100.00
			Commercial Law	5	500/15/S04	Theory	100.00
			Principles of Marketing Management	7	531/15/S01	Theory	100.00
			Management	7	500/15/S05	Theory	100.00
			Computer Applications	2	500/15/S12	Practical	120.00
			Registration Fee	8			150.00
			Centre Fee	9			125.00
			<b>Total Examination Fees</b>				<b>995.00</b>

Sales And Marketing Management	531/15/CO/0	ND 3	Marketing Communications		531/15/S02	Theory	100
			Services marketing		531/15/S03	Theory	100
			Sales Management		531/15/S04	Theory	100
			Marketing Research theory		531/15/S05	Theory	100
			Consumer Behaviour		531/15/S08	Theory	100
			Quantitative Techniques	10	500/15/S06	Theory	100
			Cost and Management Accounting I	15	500/15/S09	Theory	100
			Retail Management		531/15/S09	Theory	100
			On the Job Education and Training		543/15/S10	OJET	120
			Skills Proficiency		543/19/S11	Practical	120
			Registration Fee				150
			Centre Fee				125
			<b>Total Examination Fees</b>				<b>1315</b>



## HIGHER NATIONAL DIPLOMA IN SALES AND MARKETING MANAGEMENT

Course Title	Course Code	Level	Subject	Ref	Subject Code	Theory Or Practical	Exam Fee RTGSS\$
SALES AND MARKETING MANAGEMENT	705/16/CO/0	HND	International Business Marketing	1	705/17/S01	Theory	120
			Strategic Marketing	2	705/17/S02	Theory	120
			Business to Business Marketing	3	705/17/S03	Theory	120
			Research Project	4	705/17/S05	Project	<b>160*</b>
			Marketing Information Systems	5	705/17/S07	Theory	120
			Legal Aspects of Marketing	6	705/17/S08	Theory	120
			Skills Proficiency	7	NO CODE	Practical	140
			Registration Fee	8			200
			Centre Fee	9			125
<b>Total Examination Fees</b>							<b>1225</b>

**\*NB. IF NOT DOING PROJECT THERE IS NO NEED TO PAY PROJECT FEE.**

## REQUIREMENTS FOR REGISTRATION NATIONAL CERTIFICATE LEVEL

Please attach certified copies of;

- National Identity Document
- Birth Certificate
- O-Level Certificates (Result slips are not accepted).
- NC1 transcript (For NC3 Candidates)

## NATIONAL DIPLOMA LEVEL

Please attach certified copies of;

- National Identity Document
- Birth Certificate
- O-Level Certificates (Result slips may not be accepted)
- National Certificate
- National Certificate Transcript
- ND1 Transcript (For ND3 Candidates)

## PAYMENTS FOR EXAMINATION FEES

You are required to pay your examination fees into the Kwekwe Polytechnic ZB Account;

*However specify that you are paying “Examination Fee”*

Account Number: 4556-375118-080  
Account Name: Kwekwe Polytechnic Tertiary  
Branch: Kwekwe.

When you have paid your fees, please photocopy and certify your receipts or payment record as proof of your payment. The original copy shall be attached to your HEXCO Examination Registration Form.

You will also be required to fill in the HEXCO Examination Registration Form on a date and venue to be advised in due course.

## DUE DATES

The deadline for normal entries is Tuesday 30 June 2020.  
The deadline for late entries is Thursday 9 July 2020.

The screenshot shows the website for Kwekwe Polytechnic. At the top, there is a browser address bar with the URL [www.kwekwpoly.ac](http://www.kwekwpoly.ac). Below the address bar, the website header includes the Ministry of Higher and Tertiary Education, Science and Technology Development logo and the Kwekwe Polytechnic logo. A navigation menu on the left lists: Welcome, Home, Academic Programs, Administration, Admissions, Research & Innovation, Student Affairs, Services, Library, and About Us. The main content area features a blue header for 'ADDRESS' with the following details: + Kwekwe Polytechnic, + PO Box 399, + Kwekwe, and +263 55 2291-3. Below this is an orange header for 'BANKING DETAILS'. Under 'BANKING DETAILS', there are two sections: 'CBZ Bank' with details: + Account Number:01420303740058, + Account Name:Kwekwe Polytechnic, Amenities, + Branch:Kwekwe; and 'ZB Bank' with details: + Account Number:4556-375118-080, + Account Name:Kwekwe Polytechnic Tertiary, + Branch:Kwekwe. At the bottom right, there is a small logo for 'By Blue Software Zimbabwe'.