

BACCALAUREUS TECHNOLOGIAE: BUSINESS ADMINISTRATION

Qualification code: BTBA96 - NQF Level 7

Campus where offered: Pretoria Campus

Important notification to new applicants:

Students who intend to enrol for this qualification should take note that no new applications will be accepted as from 2020. Potential students are advised to consult the University's website for possible new qualifications which are aligned with the newly-implemented Higher Education Qualification Sub-Framework.

REMARKS

- a. *Admission requirement(s):*
Any three-year national diploma or an equivalent qualification with a final mark of at least 55% for all final-year subjects.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year.
- d. *Presentation:*
Evening classes offered over a period of two years.
- e. *Intake for the qualification:*
January only.
- f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- g. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject.

Key to asterisk:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2005.)

CURRICULUM

FIRST YEAR

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|---------|---|----------|-------------------------|
| FAA410T | Financial Accounting Aspects IV | (0,125) | |
| HRM200T | Human Resource Management II | (0,085)* | |
| MAA400T | Management Accounting Aspects IV | (0,125) | |
| MMB300T | Marketing Management III | (0,083) | |
| PUC200T | Production and Purchasing Management II | (0,083) | |

TOTAL CREDITS FOR THE FIRST YEAR: **0,501**



SECOND YEAR

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|---------|-----------------------------|---------|---------------------------------|
| FMN440T | Financial Management IV | (0,125) | Financial Accounting Aspects IV |
| LRL200T | Labour Relations and Law II | (0,083) | |
| MPT400T | Management Practice IV | (0,125) | |

FIRST SEMESTER

| | | |
|---------|------------------------------------|---------|
| MEC30AT | Management Economics IIIA | (0,042) |
| MIS20AT | Management Information Systems IIA | (0,042) |

SECOND SEMESTER

| | | |
|---------|------------------------------------|---------|
| MEC30BT | Management Economics IIIB | (0,041) |
| MIS20BT | Management Information Systems IIB | (0,041) |

TOTAL CREDITS FOR THE SECOND YEAR: **0,499**

TOTAL CREDITS FOR THE QUALIFICATION: **1,000**

SUBJECT/MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject/module. On 13 September 2017, the syllabus content was defined as follows:

F

FINANCIAL ACCOUNTING ASPECTS IV (FAA410T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Accounting)

Introduction to accounting, books of original entry, the ledger, fixed assets, operation results and financial position, elementary company accounts, cash-flow statements, analysis and interpretation of financial statements. (Total tuition time: not available)

FINANCIAL MANAGEMENT IV (FMN440T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Managerial Accounting and Finance)

Introduction to risk, introduction to time-value of money, introduction to bonds, financial statement analysis, introduction to the sources of capital, capital budgeting techniques, introduction to equity valuation, distribution policy. (Total tuition time: not available)

H

HUMAN RESOURCE MANAGEMENT II (HRM200T) 1 X 3-HOUR PAPER
(Subject custodian: Department of People Management and Development)

Human resource planning, job analysis, recruitment, selection, placement and induction, performance appraisal, remuneration, services and benefits. (Total tuition time: ± 64 hours)

L

LABOUR RELATIONS AND LAW II (LRL200T) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)

Introduction to labour relations. Parties in the labour relationship. Environmental influences on labour relations. SA labour relations systems. Collective bargaining. Negotiations. Dispute resolution. Discipline, dismissals and grievance procedure. South Africa labour law. Common Law. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), the Employment Equity Act, 1998 (Act No. 55 of 1998), Unemployment Insurance Act, 2001 (Act No. 63 of 2001), Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 13 of 1993), Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); and the Skills Development Act, 1998 (Act No. 97 of 1998). Labour Relations, including strikes. (Total tuition time: ± 60 hours)



M

MANAGEMENT ACCOUNTING ASPECTS IV (MAA400T) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Managerial Accounting and Finance*)

Introduction to cost and management accounting, cost elements (direct material and labour and manufacturing overheads), job costing, direct and absorption costing, cost-volume-profit analyses, standard costs and short-term decision-making. (Total tuition time: not available)

MANAGEMENT ECONOMICS IIIA (MEC30AT) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Economics*)

Introduction to and application of micro-economic theory to management. The theory of the firm and its goals, supply and demand and equilibrium conditions, demand elasticities, techniques for understanding consumer demand and behaviour, theory of production and cost. Market structures. (Total tuition time: ± 60 hours)

MANAGEMENT ECONOMICS IIIB (MEC30BT) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Economics*)

Measuring the macro-economic activity, spending by the major participants in the economy, the role of money in the macro economy. The aggregate demand and supply model of the macro economy, international and balance of payments issues in the macro economy, combining micro and macro analysis for managerial decision making. (Total tuition time: ± 60 hours)

MANAGEMENT INFORMATION SYSTEMS IIA (MIS20AT) **1 X 3-HOUR PAPER**
MANAGEMENT INFORMATION SYSTEMS IIB (MIS20BT) **PRACTICAL EXAMINATION**

(*Subject custodians: Departments of Informatics and End User Computing Unit*)

Background and supporting theories and concepts, the organisation, management and control, technology and management, information systems and practical applications. (Total tuition time: not available)

MANAGEMENT PRACTICE IV (MPT400T) **1 X 4-HOUR PAPER (OPEN BOOK)**
(*Subject custodian: Department of Management and Entrepreneurship*)

Management approaches, the business environment, functions of management (planning, organising, leadership and control), decision-making and problem-solving, strategic management, management by objectives, corporate communication, small business management, international management and ethics, and social responsibility. (Total tuition time: not available)

MARKETING MANAGEMENT III (MMB300T) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Marketing, Logistics and Sport Management*)

The role of marketing in an organisation, the marketing environment, marketing mix, drawing up a marketing plan. (Total tuition time: ± 64 hours)

P

PRODUCTION AND PURCHASING MANAGEMENT II (PUC200T) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Operations Management*)

Operational strategy, process management, total quality management, work measuring, capacity, placement, layout, master production schedule, planning of material, high-volume production system (JIT), scheduling of labour force and business, management of quality, determination of purchasing price, suppliers, stock management. (Total tuition time: ± 96 hours)

