

BACCALAUREUS TECHNOLOGIAE: OFFICE MANAGEMENT AND TECHNOLOGY

Qualification code: BTOM01 - 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):*
A National Diploma: Office Management and Technology or an equivalent qualification.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year.
- d. *Presentation:*
Evening classes.
- 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.

CURRICULUM

YEAR SUBJECTS

CODE	SUBJECT	CREDIT
BAD400T	Business Administration IV	(0,250)
IAD400T	Information Administration IV	(0,250)
OAB100T	Office Administration: Behavioural Aspects	(0,200)
RMD100D	Research Methodology	(0,100)

FIRST SEMESTER

LIL10AT	Labour and Immaterial Law A	(0,100)
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SECOND SEMESTER

LIL10BT	Labour and Immaterial Law B	(0,100)
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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:

B

BUSINESS ADMINISTRATION IV (BAD400T) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Business and Information Management Services*)
Strategic Management and Financial Management. (Total tuition time: ± 64 hours)

I

INFORMATION ADMINISTRATION IV (IAD400T) **CONTINUOUS ASSESSMENT**
(*Subject custodian: Department of Business and Information Management Services*)
THEORY: Information technology for management, strategic information systems. Business process re-engineering and information technology, networking, computing, electronic commerce, innovative functional systems. Supporting management and decision making. Data and knowledge management, intelligent support systems, information technology economics, computer security, managing information resources. PRACTICAL: Portable Document Format (PDF): Macromedia Acrobat 9.0; Project Management: MS Project 2007; Web Page Creation and Design: Expression web 2.0; Design assignment: Create a complete website for a company. (Total tuition time: ± 64 hours)

L

LABOUR AND IMMATERIAL LAW A (LIL10AT) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Law*)
Introduction to Labour Law. Common Law, Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997). A short discussion on the purpose and application of the Employment Equity Act, 1998 (Act No. 55 of 1998), the 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). Detailed discussion on the Labour Relations which includes collective bargaining, dispute resolution, dismissals, discussions and strikes. (Total tuition time: ± 39 hours)

LABOUR AND IMMATERIAL LAW B (LIL10BT) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Law*)
Law of Immaterial property. Different types of intellectual property. Copyright law, Patent law, Designs Law, Law of Trade Marks. E-commerce law. (Total tuition time: ± 39 hours)

O

OFFICE ADMINISTRATION: BEHAVIOURAL ASPECTS (OAB100T) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of People Management and Development*)
Individual behaviour and mechanisms of change. Group behaviour and mechanisms of change. Organisational behaviour and mechanisms of change. (Total tuition time: ± 64 hours)

R

RESEARCH METHODOLOGY (RMD100D) **1 X 3-HOUR PAPER**
(*Subject custodian: Department of Business and Information Management Services*)
Introduction to research, research methodology and understanding the research process. Orient students on how to develop a research proposal and to understand statistical analyses techniques that can be used to analyse data. (Total tuition time: ± 64 hours)

