

# BACCALAUREUS TECHNOLOGIAE: BUSINESS ADMINISTRATION

Qualification code: BTBA96 - NQF Level 7

Campus where offered: Pretoria Campus (evening classes)

Last year of new intake: 2019

Teach-out (phase-out) date: 31 December 2021

Students registered for this qualification should complete their studies according to the teach-out date prescribed for the qualification, subject to the stipulations of Regulation 3.1.11 and 3.1.13 in the Students' Rules and Regulations.

Information on phased-out programmes can be obtained from the TUT website, [www.tut.ac.za](http://www.tut.ac.za).

Key to asterisk:

\* Information does not correspond to information in Report 151.

(Deviations approved by the Senate in August 2005.)

## CURRICULUM

Consult the 2019 Faculty Prospectus for the full contents of the qualification.

### 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:		<b>0,501</b>	

### 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 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. On 18 October 2019, 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 Finance and Investment*)

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*)

The purpose of this subject is to equip students with the applied competence to operate within a Human Resources Management environment. Students will acquire specific skills and knowledge in the following areas: Job design and job analysis, Recruitment and selection, Employee on-boarding, motivation and retention, Career management, Performance management and appraisal and managing compensation and benefits (Total tuition time: ± 90 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 Finance and Investment*)

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)**  
**(Subject custodian: Department of Economics)**

**1 X 3-HOUR PAPER**

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)**  
**MANAGEMENT INFORMATION SYSTEMS IIB (MIS20BT)**  
**(Subject custodian: End User Computing Unit)**

**1 X 3-HOUR PAPER**  
**PRACTICAL EXAMINATION**

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, Supply Chain 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)**

Introduction to production management. Operations strategies that use quality, cost and services as competitive weapons in designing and developing products and products processes. Process Management, work Measuring, Capacity, Placement, layout, Master Production Schedule, planning of material, high-volume production system (JIT), Scheduling of labour force and business. Students are introduced to the management principles of and effective ways in the production of goods and services in an organisation. (Total tuition time: ± 96 hours)

