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STATUTORY DISCLOSURE

Growth Ten Holdings: Group Statutory Information

Growth Ten Holdings: Group Statutory Information

Group holding company	Growth Ten Holdings (Pty) Ltd
Company registration number	2005/032812/07
Holding company	Growth Ten (Pty) Ltd
Company registration number	2004/034364/07
Legal status	Private company
Auditors	PWC
Statutory directors	
R Fienberg (Chairman)	BSc, MBA
CJ Bradford	BA, Hons, MBA, MA
S Ferreira	BCom, MBA, GMP23
G J Dijkstra	Master of Science degree in Economics

Richfield Graduate Institute of Technology

Registered name	Richfield Graduate Institute of Technology (Pty) Ltd
Auditors	PWC
Trading name	Richfield Graduate Institute of Technology (Pty) Ltd
Abbreviated name	RGIT
Company registration number	2000/000752/07
Legal status	Private company
Statutory directors	
S Ferreira	BCom, MBA, GMP23
S Ganas	BCom, BCom Hons, MBA
S Chengadu	B.Ped, B.Ed, M.Ed, Executive MBA

Main campus
135 Musgrave Road,
Durban, 4001
Tel: 031 304 9340

Corporate office
19 Crewkerne Place Office
Park, Somerset Park
Umhlanga Rocks, 4320
Tel: 031 816 7300

Postal address
Private Bag X23
Umhlanga Rocks, 4320

info@richfield.ac.za | richfield.ac.za

Further details may be found in the student handbook, Institutional website, enrollment contract.

ABOUT RICHFIELD

Richfield has been embedded in the South African educational landscape as an accredited private institution for 34 years and it continues to grow. Offering world-class accredited qualifications online and on campus in Information Technology, Business and Public Management, we are firmly focused on helping students prepare for – and shape – the future. With over 140 000 alumni under our belt and the launch of 8 brand new premium campuses in vibrant, safe, and secure locations, Richfield is becoming the catalyst for affordable, quality private tertiary education with a difference.

It doesn't stop there, our flagship programme, the Richfield MBA is a first of its kind, combining technology with traditional business theory to give high-level theoretical engagement,

intellectual independence, and the ability to resolve complex business problems in an innovative way. Our curricula and results thereof are a testament to our investment in the best academic and management staff within the educational space to help you own your tomorrow and build a future you can be proud of.

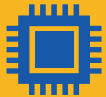
Vision

A global Institution committed to quality, student satisfaction, leadership, creativity and value innovation.

Mission

To deliver extraordinary, affordable learning and value that prepares each student to make a transition to a quality job or business venture in the tech-enabled workplace of tomorrow.

WHY RICHFIELD



Affordable tech-advanced institution



Freedom to choose between distance and contact learning



Zero-rated learning platform (Moodle)



Free unlimited Wi-Fi across all campuses



Inclusion of certification and badges from industry-leading organisations IBM, AWS, CISCO, Oracle, Salesforce, and CIMA



Highly qualified academic staff



Get more than just a degree with Work Readiness Pods, Coding Bootcamps, Entrepreneurship Hub, and Maths and English classes

WHAT IS DISTANCE LEARNING?

Distance learning allows students to take courses online, through video conferencing, or through other remote methods such as our zero-rated learning platform Moodle; a flexible and customisable learning management system (LMS) that offers online learning spaces, training, and compliance management. As a mode of study, distance learning has become increasingly popular due to its flexibility and accessibility, allowing students to learn at their own pace and on their own schedule. Accessibility also means you can access the same world-class Richfield education as contact students from wherever you are on the African continent or globally. This has allowed Richfield to be the proud educator for thousands of international students looking for quality education within the continent.

BENEFITS:

- Work/Life Balance
- Flexible
- Timesaving
- Study from anywhere in the world
- Accessibility
- Convenience



STUDY AT ANY OF OUR WORLD CLASS CAMPUSES NATION-WIDE

The Richfield campuses in Gauteng, Kwa-Zulu Natal, Western Cape, and Limpopo are nothing short of breathtaking, interactive, and spacious. Not only are the buildings architecturally smart, making it easy to move from one point to another, but the trendy and upmarket locations were also picked for an easier student life experience. Set in the hustle and bustle of the city, students can commute with ease from home to campus and grab a quick bite from the surrounding restaurants, cafes, and shopping centres. Each campus is equipped with world-class audio-visual auditoriums, libraries, chill zones, and state-of-the-art media centres. Wi-Fi is freely available on and outside of the campuses.



● BRYANSTON

The Braes Office Park,
Eaton Road, Bryanston
011 029 8371

● CENTURION

1269 Gordon Hood Avenue,
Centurion Mall Offices,
Centurion
012 745 8113

● UMHLANGA

5-9 Park Avenue and 20, 22
and 24, Centenary Boulevard,
Umhlanga
031 384 7507

● NEWTOWN JUNCTION

141 Lilian Ngoyi Street,
Newtown,
Johannesburg
011 595 4300

● POLOKWANE

Library Gardens, Corner
Hans Van Rensburg Street
& Grobler Street
015 817 2600

● MUSGRAVE

135 Musgrave Road,
Musgrave Centre,
Durban
031 831 2200

● PRETORIA

291 Helen Joseph Street,
Pretoria
012 765 1700

● CAPE TOWN

112 Long Street,
Cape Town City Centre,
Cape Town
021 831 0701

BRYANSTON



POLOKWANE



NEWTOWN JUNCTION



CAPE TOWN



PRETORIA



UMHLANGA



CENTURION



MUSGRAVE



INDUSTRY BADGES

INCLUDED IN CURRICULUM.

MORE THAN JUST A
DEGREE.



IBM COURSES

Artificial intelligence

In this course, you will learn what AI is, explore use cases and applications of AI, understand AI concepts and terms like machine learning, deep learning and neural networks. You will be exposed to various issues and concerns surrounding AI such as ethics and bias, and jobs, and get advice from experts about learning and starting a career in AI. The course does not require any programming or computer science expertise and is designed to introduce the basics of AI to anyone whether you have a technical background or not.

Data science

In this course, you will learn what data science is, the various activities of a data scientist's job, and the methodology to think and work like a data scientist. You will also develop hands-on skills using the tools, languages, and libraries used by professional data scientists.

The course includes importing and cleaning data sets, analysing and visualising data, building and evaluating machine learning models and pipelines.

Cyber security

Cyber security is everyone's business. Cyber security skills are required across every industry segment, government organisation and other institutions. IBM Security offers hands-on access to leading enterprise security solutions for the purpose of learning and developing highly sought-after cyber security skills.

Quantum computing

Over 50 years of advances in mathematics, materials science and computer science have transformed quantum computing from theory to reality. Today, real quantum computers can be accessed through the cloud, and many thousands of people have used them to learn, conduct research and tackle new problems.

Quantum computing could one day provide breakthroughs in many disciplines, including materials and drug discovery, the optimisation of complex systems, and AI. But to realise those breakthroughs and to make quantum computers widely useable and accessible, we need to reimagine information processing and the machines that do it. This course gives students exposure to quantum computing for business and science.

AWS COURSES

Cloud computing foundations

This course gives you the foundational cloud computing skills that are crucial in enabling you to be on the cutting-edge of cloud technology and at the forefront of cloud innovation. As businesses embrace cloud technology, you will be able to help organisations transform at a rapid pace, especially in today's escalating digital transformation.

Data analytics

This is a foundational course. The course helps learners develop skills with AWS services that are critical for conducting an analysis of big data problems. The course consists of a series of labs that you can integrate with your existing courses on data mining, data analysis, or data science.

CIMA COURSES

Robotics Process Automation Fundamentals for Accounting and Finance Professionals Certificate

This course will focus on robotic process automation benefits and how the use of software robots can enable your business or clients to become more competitive and agile.

Robotics Process Automation Strategy for Business Leaders Certificate

In this course, you will learn how RPA is transforming businesses and understand how RPA provides a significant competitive advantage. Also, you will learn key considerations and steps needed to begin building your RPA strategy, including how to address the cultural shift needed to overcome the "fear of robots" and the critical role human intelligence plays to ensure a successful strategy.

Microsoft Power BI

Microsoft has quietly been turbocharging Excel by integrating industrial-strength business intelligence and reporting engines into it.

ADVANTAGES

OF THE BADGES FOR RICHFIELD STUDENTS

1

A Richfield education offers all students who choose to study any one of our IT courses, with the opportunity to receive badges and certification from IBM, AWS, CISCO, Oracle and CIMA – which are some of the world's leading organisations.

2

Courses from these industry-leading organisations are integrated into the Richfield curriculum, meaning students are exposed to more than an ordinary Degree, Diploma or Higher Certificate, which helps them tap into their creative thinking and expand on what is being taught to them in more innovative ways.

3

These courses also foster a mindset of independence and solutions-driven thinking, through research and the application of real-life scenarios that provide students with an in-depth understanding of the real world of IT.

4

The badges and certification, together with a world-class Richfield qualification, makes our students more employable and differentiates them from every other job seeker in the market.

5

This partnership bridges the skills gap between academia and the IT industry, as students have the opportunity to enter the job market with confidence, and highly sought-after CVs that are decorated with all the industry-specific badges and certification.

6

The badges come at no extra cost to our students. Once students are certified, they are added onto relevant databases, benefiting from embedded job postings and connections to hiring employers.

ENTREPRENEURSHIP HUB

With unemployment being at an all-time high, we launched an entrepreneurship programme that would catapult the youth of South Africa into success. The Entrepreneurship Hub aims to provide young people and up-and-coming entrepreneurs with critical problem-solving skills for the business sector in order to stimulate growth in the job market.

Research has shown that entrepreneurship:

- Develops the economy
- Creates job opportunities
- Boosts productivity
- Increases new business & new markets
- Adds national income

HOW DOES IT WORK?

The curriculum is split into three sections:

- Bootcamp: Students participate in simulation sessions to formulate business ideas with the help of mentors and coaches.
- The Pitch: Pitching the idea to BIG investors with the potential for investment.
- Business Teams Profiling: Expert talks from leaders as well as respected businessmen and women.

HOW DO WE ENSURE SUCCESS?

- Instil the relevant combination of technology, entrepreneurship & design thinking.
- Incorporate theory & practice, innovation leadership and interactive sessions.
- Educate on how to take an ideation to a start-up.



CODING BOOTCAMP

Our coding bootcamps provide immersive, high-intensity training to our students in programming. These bootcamps provide a launchpad where our students get the necessary momentum to propel themselves ahead in their careers. Students are able to apply their coding skills to solve real-world problems. In addition to the skills they get from their main curriculum, the coding bootcamps increase their competences, strengthens their technical skills, problem solving skills and creativity. The courses include Robotics and coding, Artificial Intelligence, Mobile App Development, Web Design, AR/VR Development, Blockchain applications, Software development, Data Analytics, among others. Once students have completed the free courses, they obtain a certificate of completion and the fee-based courses enable them to obtain a certificate of completion and credits into Richfield's IT qualifications.

MATHS AND ENGLISH BOOTCAMPS

These bootcamps are offered to students before the commencement of the academic year. They are aimed to prepare students for tertiary education. Maths will no longer be stumbling block to the success of students. With these foundational skills in Math, students will be able to perform well in Accounting, Statistics, Programming, Data Science, and many other specialties in our curriculum. The English bootcamp prepares students for writing at the tertiary level and enables them to succeed in their assignments, exams, dissertations and any other academic writing throughout their studies. The courses build oral and written communication skills of all our students. The content for the courses was carefully curated and available to students online via our Learner Management System.



APPLICATION PROCESS FOR SOUTH AFRICAN STUDENTS



SCAN HERE TO APPLY
application.richfield.ac.za

STEP 1

Create your profile

- Have your phone on hand to verify your contact details
- You will be successfully signed into the portal

STEP 2

Complete all of your personal and academic information in the wizard

Have the below supporting documents on hand to upload

- ID document
- Grade 11 or 12 results
- Proof of address

You can process payment on the portal and secure your space.

- This is a secure payment channel. If for any reason you do not meet the entry requirement for your selected qualification, your registration fee will be refunded.

STEP 3

- You are done! Sit back and wait for your Student Advisor to review your application and call you back to finalise your application.



APPLICATION PROCESS FOR INTERNATIONAL STUDENTS

STEP 1

International Students who have not obtained a secondary school qualification from South Africa, can apply for a first degree at Richfield which is a registered and accredited Private Higher Education Institution. A prospective international student's application for a first degree must have a certificate of exemption which they should obtain from Universities South Africa before they apply at Richfield (AAA). A certificate of exemption provided by the Matriculation Board is an endorsement of the prospective foreign student's secondary school qualification which in most cases demonstrates the equivalence and/or suitability to the South African National Senior Certificate.

The online application process entails:



Access the website.



Online application portal.

Follow the steps to apply for a certificate of exemption.

- STEP 1- You will be required to complete an online assessment
- STEP 2- Pay a non-refundable exemption fee of R700 (as at the Academic year 2023) paid to Universities South Africa bank account.
- STEP 3- Get certified copies of all documents
- STEP 4- Complete the Application Form (Downloadable M30 from the site)

STEP 2

Richfield online application process (include our steps here). All international students are required to pay 50% deposit towards their desired qualification. A proof of payment must be presented to the institution for a letter of acceptance to be issued to the student that they will use to apply for a study visa.

STEP 3

A South African study visa (formerly known as a study permit) allows a foreign national to reside in the Republic whilst studying at a South African institution of primary, secondary or tertiary education. Study visas can cover a range of educational disciplines and even include practical training as well as internships pertaining to the field of study in some cases.

QUALIFYING FOR A STUDY VISA

To study at Richfield, the applicant must be accepted (or provisionally accepted). Acceptance is proven by way of a letter of acceptance on the Richfield letterhead.

Richfield is held strictly liable for the study visa holder's compliance with the Immigration Act.

The following forms part of the Richfield's responsibilities towards the Department of Home Affairs:

- We must confirm that the student's registration has been confirmed within 60 days after the closing date for registrations;
- We must notify the Department of Home Affairs within 7 days if the student fails to register by the closing date for registrations;
- We must notify the Department of Home Affairs immediately if the student is de-registered or expelled; and
- We must notify the Department of Home Affairs if the student completes his or her studies or wishes to extend the period of study at the institution.

The applicant must prove that they have access to the funds necessary to sustain them for the duration of the course while studying in South Africa.

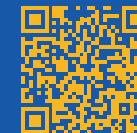
No official financial requirements have been set for study visas, but the Department of Home Affairs have adopted a policy whereby the applicant must show access to R3 000 per month for the duration of studies. If the course for which the applicant is enrolled is for a year, then the applicant must show $R3\ 000 \times 12 = R36\ 000$.

The applicant must be covered by a South African medical aid for the duration of the studies. Some high commissions abroad will accept foreign medical aid and travel insurance policies in lieu of South African medical aid, but this is the exception rather than the rule.

The duration of the visa is limited by the duration of the degree, diploma or certificate concerned. Study visa renewal applications must be made at least 60 days prior to the visa expiry date.

The processing time for a study visa application submitted in South Africa is between 4 and 8 weeks.

Scan here for the checklist of documents to be submitted for a study visa application as well as where to submit the documents:



SCAN HERE TO APPLY

www.southafrica-usa.net/homeaffairs/permit_study.htm

ALUMNI STORIES



Rayleen Aliceson Padayachee

Richfield Alumna

**2021 Bachelor of Science Honours in Information Technology
Senior Business Intelligence Developer at Massmart Head Office**

My journey with Richfield Technology has been exciting and challenging in the best way possible. I had the opportunity to work with Dr Stephen Akandwanaho as my supervisor and he really did push my limits to bring out the best in me. The values he instilled in me, I carry with me daily into my job, my personal life and especially my ambitions.

The opportunity arose for a Senior BI Developer position at Massmart and going through my accolades, my honours with Richfield Technology did carry a lot of weight in me obtaining the role.

We work with data daily and our main purpose is to manage a transitional server. We gain access to a lot of tools that make our jobs a lot easier. Alteryx is one of the tools that we use to assist us in creating all the elements required for a database and its objects. Previously in SSMS we would create each table manually for each database and what could take employees 1 week to do, we can now do in 5 minutes. So efficiency is what you can gain if you have the right tools and you have the knowledge to use those tools.

Richfield exposes one to many new tools and the coursework keeps you excited especially about advanced software engineering, analytics and research. I was exposed to IBM and AWS cloud while at Richfield and my level of content has increased greatly.



Eldrin Brookes

Richfield Alumna

**Postgraduate Diploma Management -PGDM
Senior Manager in the Commercial Business Unit
South African Post Office**

My experience studying with Richfield was life-changing. The ease with which I could interact with the administrative staff at Richfield, as well as my supervisor, Dr. Stephen Akandwanaho, made the studies so much more easier, taking into consideration that I studied online. Dr. Stephen was always available, even in the middle of the night, for assistance and guidance on any matter. I recall e-mail correspondence and telephone calls way after midnight between Dr. Stephen and I while I was busy with my dissertation. The display of such unselfish acts show that Richfield will go beyond their call of duty to be of service to their students, something that I can truly commend.

Richfield employs dynamic and inter-active learning/teaching methods for all its students. The knowledge gained while studying with Richfield will stand anyone in good stead for the current industry needs of cutting-edge technology, disruptive innovation, critical thinking and effective communication. Studying with Richfield, you will gain all of that as they partner with industry leaders such as Amazon Web Services (AWS), CIMA, IBM, Oracle and many others. I encourage any prospective student to study with Richfield as the experience will allow you to rise above the triple challenge of poverty, inequality and unemployment that our country is currently facing.



Thato Modise

Richfield Alumna

**Acting Chief Information Officer, Financial Accounting
Services Sector Education and Training Authority**

What your experience at Richfield was like?

I had a great learning experience which helped to propel my career and equipped me for the current complex world of work.

How being a Richfield graduate aided in breaking into the industry or helped you shape your career?

It has helped me see the prospects for my career in a more business-oriented environment, which I had not previously considered.

Share any cool thing about your career or job that will inspire current and prospective Richfield students?

Constant Innovation: ICT is a rapidly evolving field where new technologies, tools and applications are constantly being developed. Broad Applicability: ICT is used in a wide variety of industries and applications, from healthcare to finance to entertainment. Impactful Outcomes: ICT has the potential to have a significant impact on people's lives, whether by improving healthcare, increasing access to education, or enabling new forms of communication and collaboration. Interdisciplinarity: ICT draws on a range of disciplines, including computer science, engineering, mathematics, and psychology. Future-oriented: ICT is an important future field because it makes a decisive contribution to how we communicate, work and live.



Niwas Reddy

Richfield Alumna

**Bachelor of Science Honours in Information Technology
IT Consultant, Nedbank Pty Ltd, Sandton, Johannesburg**

What your experience at Richfield was like?

During my first year of college, I was filled with excitement and nervousness as I stepped into a new chapter of my life. The campus was buzzing with energy as students were moving in, attending orientation sessions, and meeting new people. My classes were challenging, but also stimulating and engaging. I loved learning new things and discovering new perspectives. The workload was heavier than in high school, but I learned to manage my time effectively and prioritize my assignments. One of my favorite aspects of college was the opportunity to explore my interests through clubs and organizations. I joined the debate club and the environmental club, and I met many like-minded individuals who shared my passions. Living on campus was a unique experience. I shared a dorm room with a roommate and quickly learned the art of compromise and communication. The communal living spaces were always filled with people, and I loved the sense of community and camaraderie. Overall, my college experience was a time of growth and discovery. I learned to be more independent, to manage my time effectively, and to embrace new opportunities. I met lifelong friends and discovered my passions, and I am grateful for the experience.

How being a Richfield graduate aided in breaking into the industry or helped you shape your career?

Attending Richfield provided several benefits for me who wanted to break into an industry and shape their careers. Firstly, Richfield education provided me with the necessary knowledge and skills to succeed in my desired field. By pursuing a degree in this specific field, I have gained a deep understanding of the industry and its practices, as well as developed specialized skills that are highly valued by employers.

Share any cool thing about your career or job that will inspire current and prospective Richfield students?

Meeting the stated goals within deadlines motivates me because it provides me a sense of success and allows me to look back and say, "I did that and" I'm also motivated by tangible outcomes.

Welcome to the Faculty of **INFORMATION TECHNOLOGY (IT)**



Dear Prospective Richfield Student

Welcome to the Faculty of Information Technology.

The Faculty of Information Technology is one of the key faculties of the institution. It comprises three departments, namely the Department of Programming; Networks & Systems Engineering and the Department of Cyber Security & Artificial Intelligence. The Faculty of Information Technology houses several CHE-accredited qualifications from Higher Certificates to Honours levels. We are committed to providing a range of programmes that produce innovative, adaptable, and well-rounded graduates who are empowered to participate in the key role that emerging and disruptive technologies play in the future world of work. The cutting-edge curriculums in our programmes provide students with the latest trends and training in various areas of Information Technology ensuring that they have a concrete footing, armed with problem-solving and critical thinking skills. We are also committed to providing a lifelong learning path from undergraduate to postgraduate including MBA, which is a perfect merge between business and management fundamentals and digital capabilities that make businesses thrive now and beyond.

In a connected world with intelligent machines, applications and systems emerging, it's exciting to be part of a community that is focused on innovation and producing graduates that are ready to lead today and future technological revolutions. At Richfield, we are not just keen to prepare you with a qualification, but you get more than a degree – you get the digital edge that most of your counterparts at public or private institutions do not access as part of their formal curriculum. Our qualifications incorporate badges and certifications from industry-recognised and highly esteemed companies in the IT field. Our students can earn badges and receive certifications from IBM, CISCO, Amazon Web Services Academy (AWS), Salesforce and Oracle. We have also partnered with leading global corporates, including Old Mutual and Huawei to provide employment opportunities to our IT graduates.

Our IT graduates have already started benefitting from these opportunities.

Information Technology is one of our biggest unique value propositions (UVPs) and we have over 30 years of historical legacy as a market leader in technology-enabled learning and the introduction of the digital capabilities that make businesses go. At Richfield, we were always thinking and behaving ahead of the times, even COVID disruptions did not stop us from finishing the academic year on time.

Our contact, distance learning and blended models show our agility for the now and future, preparing our students for agility and dynamic working of the future. One of the pillars of our academic transformation is consistent quality and Richfield students are exposed to two content lecturer experts in each module – a master lecturer and facilitator lecturer irrespective of the modality of study that you choose.

Our BSc Honours qualification prepares students to rise to the challenge of ensuring that they can make a significant contribution to society by focusing their research on solving real-life problems and applying their advanced IT knowledge to build innovative solutions to today's intractable problems

If you enjoy keeping up with the latest developments in the ever-changing field of information technology and are at the forefront of IT, you are welcome to start your academic journey with Richfield. Our qualifications will steer you towards the direction of becoming a Cyber Security Specialist, Artificial Intelligence Specialist, Network Systems Administrator, Network Systems Architect, Network Security Specialist, IT Assurance & Forensics Specialist, Software Engineer, Cloud Developer, Programmer, Software Developer, etc.

UNDERGRADUATE QUALIFICATIONS

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSc IT)

(Contact & Distance Learning – Three Years)

(SAQA ID number 50362: NQF 7: 360 credits: three years) CHE-accredited qualification

Students will learn how to determine information needs by understanding user expectations and converting these to design elements in addressing how to automate business processes, ensuring safeguards with regard to Cyber Security, Cloud Computing, Internet of Things, Business Intelligence, Mobile Computing and Digital Applications Development.

Articulation: BSc gives access to BSc Hons

Career opportunities

- Business and Data Analyst
- Application Developer
- Information Security Analyst
- Systems Analyst and Designer
- Database Designer and Administrator
- IT Manager
- Cyber Security Compliance Consultant
- Software Engineer

Year 1: Total Credits: 130					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Information Systems 511	5	10	Information Systems 512	5	10
Programming 511	5	15	Programming 512	5	15
Web Technology 511	5	15	Web Technology 512	5	15
Networks 511	5	10	Networks 512	5	10
Mathematics 511	5	10	Mathematics 512	5	10
			Data Science 500	5	10

Year 2: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Information Systems 621	6	10	Information Systems 622	6	10
Programming 621	6	15	Programming 622	6	15
Database Systems 600	6	10	Big Data & IOT 600	6	10
Cloud Computing 600	6	10	Machine Learning 600	6	10
Internet Programming 621*	6	15	Internet Programming 622*	6	15
Data Manipulation & Visualisation 600*	6	15	Statistics for Data Science 600*	6	15
Business Analysis 621*	6	15	Business Analysis 622*	6	15
Computer Architecture 600*	6	15	Server Technology 600*	6	15

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 30 to 34 in the prospectus. Specialisations as follows:

Programming	Emerging Technologies	IT management	Network Engineering
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BSc IT continued

Year 3: Total Credits: 145					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Software Engineering 700	7	10	IT Project 700	7	10
Programming 731	7	15	Programming 732	7	15
Cyber Security 700	7	10	Mobile App Development 700	7	10
Artificial Intelligence 700	7	10	Work Integrated Learning 700	7	15
Human Computer Interaction 700	7	10	Operating Systems 700	7	10
Programming 741*	7	15	Programming 742*	7	15
Machine Learning 700*	7	15	Autonomous Systems & Robotics 700*	7	15
IT Strategic Management 731*	7	15	IT Strategic Management 732*	7	15
Networks 731*	7	15	Networks 732*	7	15

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 30 to 34 in the prospectus. Specialisations as follows:

Programming	Emerging Technologies	IT management	Network Engineering
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Admission requirements

- A National Senior Certificate or equivalent with an endorsement for admission to a degree, with a pass in maths, maths literacy and one science subject; or
- Students who have passed RGIT HCIT/HCSE or an equivalent level 5 in the field of IT. A-level students pass in two subjects; or
- O-level students who have passed 12th class, or an equivalent A-level examination, or senior secondary school certificate, or a technical diploma after secondary school certificate with English and maths in terms of the secondary education system; or
- Mature Age Exemption for students above the age of 23 as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/bachelor-of-science-in-information-technology-bsc-it/

UNDERGRADUATE QUALIFICATIONS

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSc IT)

(Contact & Distance Learning - Four Years)

(SAQA ID number 50362: NQF 7: 575 credits: four years) CHE-accredited qualification

Students will learn how to determine information needs by understanding user expectations and converting these to design elements in addressing how to automate business processes, ensuring safeguards with regard to Cyber Security, Cloud Computing, Internet of Things, Business Intelligence, Mobile Computing and Digital Applications Development.

Articulation: BSc gives access to BSc Hons

Career opportunities

- Business and Data Analyst
- Application Developer
- Information Security Analyst
- Systems Analyst and Designer
- Database Designer and Administrator
- IT Manager
- Cyber Security Compliance Consultant
- Software Engineer

Year 1: Total Credits: 70

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Information Systems 511	5	10	Data Science 500	5	10
Mathematics 511	5	10	Information Systems 512	5	10
Networks 511	5	10	Mathematics 512	5	10
			Networks 512	5	10

Year 2: Total Credits: 90

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Programming 511	5	15	Programming 512	5	15
Web Technology 511	5	15	Web Technology 512	5	15
Cloud Computing 600	6	10	Big Data & IOT 600	6	10
Database Systems 600	6	10			

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 32 to 36 in the prospectus. Specialisations as follows:

Programming	Emerging Technologies	IT management	Network Engineering
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BSc IT continued

Year 3: Total Credits: 200

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Information Systems 621	6	10	Information Systems 622	6	10
Programming 621	6	15	Machine Learning 600	6	10
Business Analysis 621*	6	15	Programming 622	6	15
Computer Architecture 600*	6	15	Business Analysis 622*	6	15
Data Manipulation & Visualisation	6	15	Internet Programming 622*	6	15
Internet Programming 621*	6	15	Statistics for Data Science 600*	6	15
Artificial intelligence 700	7	10	Server Technology 600*	6	15
Cyber Security 700	7	10			

Year 4: Total Credits: 215

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Human Computer Interaction 700	7	10	Programming 742	7	15
Programming 731	7	10	IT Strategic Management 732*	7	15
Software Engineering 700	7	10	Networks 732*	7	15
IT Strategic Management 731*	7	15	Autonomous Systems & Robotics 700*	7	15
Machine Learning 700*	7	15	Work Integrated Learning 700	7	15
Networks 731*	7	15	IT Project 700	7	15
Programming 741*	7	15	Mobile App Development 700	7	10
			Operating Systems 700	7	10
			Programming 732	7	15

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 32 to 36 in the prospectus. Specialisations as follows:

Programming	Emerging Technologies	IT management	Network Engineering
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Admission requirements

- A National Senior Certificate or equivalent with an endorsement for admission to a degree, with a pass in maths, maths literacy and one science subject; or
- Students who have passed RGIT HCIT/HCSE or an equivalent level 5 in the field of IT. A-level students pass in two subjects; or
- O-level students who have passed 12th class, or an equivalent A-level examination, or senior secondary school certificate, or a technical diploma after secondary school certificate with English and maths in terms of the secondary education system; or
- Mature Age Exemption for students above the age of 23 as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/bachelor-of-science-in-information-technology-bsc-it/

DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

(Contact & Distance Learning – Three Years)

(SAQA ID number 88322: NQF 6: 365 credits: three years) CHE-accredited qualification

The purpose of the Diploma in Information Technology is to provide students with a wide spectrum of study covering the breadth of IT.

Articulation: Diploma in Information Technology gives access to BSc

Career opportunities

- IT Manager
- Business Analyst
- Database and Systems Administrator
- Network Administrator
- Application Programmer
- Python Developer
- Network Engineer

Year 1: Total Credits: 120					
Semester 1	NQF level	Credits	Semester: 2	NQF level	Credits
Software Development 500	5	10	Business Communication 500	5	10
Information Systems 511	5	10	Information Systems 512	5	10
Programming 511	5	15	Programming 512	5	15
Web Technology 511	5	15	Web Technology 512	5	15
Networks 511	5	10	Networks 512	5	10

Year 2: Total Credits: 120					
M-Commerce 621	5	10	M-Commerce 622	5	10
Information Systems 621	6	10	Information Systems 622	6	10
Programming 621	6	15	Programming 622	6	15
Database Systems 621	5	10	Database Systems 622	5	10
Internet Programming 621*	6	15	Internet Programming 622*	6	15
Networks 621*	6	15	Networks 622*	6	15
Business Management 621*	6	15	Business Management 622*	6	15

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 30 to 34 in the prospectus. Specialisations as follows:

Programming	Network Engineering	Business Analysis
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DIT continued

Year 3: Total Credits: 125					
Quantitative Techniques 600	6	15	Operating Systems 600	6	10
IT Project Management 600	6	15	IT Project 600	6	10
Software Engineering 600	6	10	Management Information Systems 600	6	10
Human Computer Interaction 600	6	10	Work Integrated Learning 600	6	15
Programming 631*	6	15	Programming 632*	6	15
Networks 631*	6	15	Networks 632*	6	15
Business Analysis 631*	6	15	Business Analysis 632*	6	15

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 30 to 34 in the prospectus. Specialisations as follows:

Programming	Network Engineering	Business Analysis
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Admission requirements

- A National Senior Certificate with an endorsement for admission to a diploma and/or degree; or
- A National Certificate Vocational (NCV) at NQF Level 4 with appropriate subject combination and levels of achievements; or
- Mature Age Exemption for students above the age of 23 as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/diploma-in-information-technology-dit/

HIGHER CERTIFICATE IN INFORMATION TECHNOLOGY

(Contact & Distance Learning – One Year)

(SAQA ID number 82926: NQF 5: 120 credits: one year) CHE-accredited qualification

This qualification provides students with a foundational knowledge base in the IT field and the ability to apply their knowledge and skills in System Development or the Technical Support field. It also equips students to undertake more specialised learning in ensuing years.

Articulation: Higher Certificate in Information Technology gives access to DIT and BSc.

Career opportunities

- IT Technical Support
- Junior Web Developer
- Systems Developer

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Introduction to Computers 500	5	10	Introduction to Information Technology 500	5	10
System Software 500	5	10	e-Commerce 512	5	10
e-Commerce 511	5	10	Business Communication 500	5	10
Introduction to Web Tech 500	5	15	Work Integrated Learning 500	5	15
Introduction to Programming 500	5	15	IT Help Desk 500	5	15

Admission requirements

- A National Senior Certificate with an endorsement for admission to a higher certificate and/or diploma and/or degree; or
- A National Certificate Vocational (NCV) at NQF Level 4 within an associated field and levels of achievements; or
- Mature Age Exemption for students above the age of 23 as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/higher-certificate-in-information-technology/

HIGHER CERTIFICATE IN COMPUTER FORENSICS

(Distance Learning Only – One Year)

(SAQA ID number 111617: NQF 5: 120 credits: one year) CHE-accredited qualification

This qualification provides students with the technical skills and reflective competencies to deal with the broad-based cybercrime related to optimising the competitive positions of an organisation. The focus of the programme is to improve the practice of information security with a special focus on computer forensics.

It also equips students to undertake more specialised learning in critical technical skills, integrate specific case situations and apply various computer forensic techniques in the investigation of cybercrime.

Articulation: Higher Certificate in Computer Forensics gives access to DIT and BSc.

Career opportunities

- Computer Forensics Investigator
- Cybercrime Prevention Analyst

Year 1: Total Credits: 125					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Forensic Computing Foundations 500	5	15	Digital Crime and Investigation 500	5	15
Forensic Science 500	5	15	Network Forensics 500	5	15
Forensic Exploitation and Intelligence 500	5	15	Advanced Forensic Computing 500	5	15
Internet Forensics 500	5	15	Work Integrated Learning	5	15

Admission requirements

- A National Senior Certificate with an endorsement for admission to a higher certificate and/or diploma and/or degree; or
- A National Certificate Vocational (NCV) at NQF Level 4 within an associated field and levels of achievements; or
- Mature Age Exemption for students above the age of 23 as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/higher-certificate-in-computer-forensics/

INFORMATION TECHNOLOGY ELECTIVES



EMERGING TECHNOLOGIES

Students specialising in Emerging Technologies will cover concepts related to the application of emerging and disruptive technologies in the areas such as Cloud Computing, Big Data, Internet of Things, Machine Learning, Data Science, Robotics and Artificial Intelligence. This specialisation will enable students to take exciting career paths as data analysts, machine learning engineers, system developers, cloud developers, systems engineers, robotic systems engineers etc.

Which careers would students be exposed to when selecting this major?

- Machine Learning Engineer
- Cyber Security Specialist
- Robotics Engineer
- Artificial Intelligence Specialist
- Data Scientist
- Cloud Developer

What skills would a student have upon completing their studies?

- Artificial Intelligence applications
- Machine Learning model designs & implementation
- Deep Learning applications development
- Robotics coding & testing skills
- Data Science & Analytics skills
- Cyber security applications development
- Cloud computing platforms designs

ELECTIVES	
Second Year	Third Year
First Semester	Second Semester
Data Manipulation & Visualisation 600	Statistics for Data Science 600
Machine Learning 700	Autonomous Systems & Robotics 700

***APPLIES TO BSC IT ONLY.**



IT MANAGEMENT

IT Management equips students with the capacity to lead, govern and manage various IT teams' activities in any organisation. After completion, the student is involved in strategic planning of IT Systems, design and implementation of Information Systems, monitoring and auditing of IT Systems as well as risk management and application of tools, techniques and technologies of IT Project Management.

Which careers would students be exposed to when selecting this major?

- IT Business Analysts
- IT Risk Manager
- IT Operations Manager
- IT Project/ Manager Supervisor
- IT Auditor

What skills would a student have upon completing their studies?

- Problem-solving and change management
- Business acumen
- Understanding customer requirements
- Project Management
- Planning

ELECTIVES	
Second Year	Third Year
First Semester	Second Semester
Business Analysis 621	Business Analysis 622
IT Strategic Management 731	IT Strategic Management 732

***APPLIES TO BSC IT ONLY.**



PROGRAMMING

Programming is the art and science of developing systems or applications as per users' requirements. Students will learn how to develop quality desktop, web and mobile applications using programming languages such as VB.Net, C++, C#, Java, HTML, CSS, JavaScript, PHP, Python. and database management software such as MySQL. Students apply the knowledge gained in their IT Projects where they build software products based on the requirements of any company of their choice.

Which careers would students be exposed to when selecting this major?

- Web Developer
- Computer Programmer
- Front & Back End Developer
- Software Application Developer
- Games Developer
- Python developer

What skills would a student have upon completing their studies?

- Software Quality Testing
- Game Development
- Mobile Application Development
- Responsive Design
- Debugging Skills
- Programming skills

ELECTIVES	
Second Year	Third Year
First Semester	Second Semester
Internet Programming 621	Internet Programming 622
Programming 741	Programming 742

***APPLIES TO BSC ONLY.**

ELECTIVES	
Second Year	Third Year
First Semester	Second Semester
Internet Programming 621	Internet Programming 622
Programming 631	Programming 632

***APPLIES TO BIT ONLY.**



NETWORK ENGINEERING

In the Network Engineering specialisation, students are exposed to the hardware and networking areas in the IT field. The student will learn how to set up and secure all types of networks, and also understand network troubleshooting. Furthermore, students are exposed to the architecture of a computer system including server operation and configuration.

Which careers would students be exposed to when selecting this major?

- Network Engineer
- System Administrator
- IT Support
- Server Administrator
- IT Technician

What skills would a student have upon completing their studies?

- Skills Network Configuration
- Network Administration & Management
- IT Support
- Server Administration
- In-depth skills in Network Security & Policy

ELECTIVES	
Second Year	Third Year
First Semester	Second Semester
Computer Architecture 600	Server Technology 600
Networks 731	Networks 732

***APPLIES TO BSC ONLY.**

ELECTIVES	
Second Year	Third Year
First Semester	Second Semester
Networks 621	Networks 622
Networks 631	Networks 632

***APPLIES TO BIT ONLY.**



BUSINESS ANALYSIS

The Business Analysis specialisation equips students with an understanding of the evolving needs of a business and the available technological solutions to improve its processes and systems. On completion of the programme, students will gain business, leadership and transformation skills. The specialisation will allow student to learn and understand the business analysis role and how organisations implement the business analysis process efficiently by saving business costs and time.

Which careers would students be exposed to when selecting this major?

- Business Analyst
- Systems Analyst
- Business Advisor
- Business Specialist
- Risk Analyst

What skills would a student have upon completing their studies?

- Business skills
- Leadership skills
- Transformation skills
- Analytical and Critical thinking Skills
- Decision making skills
- Communication and Interpersonal skills

ELECTIVES

Second Year	Third Year
First Semester	Second Semester
Business Management 621	Business Management 622
Business Analysis 631	Business Analysis 632

***APPLIES TO BIT ONLY.**

POSTGRADUATE QUALIFICATIONS

BACHELOR OF SCIENCE HONOURS IN INFORMATION TECHNOLOGY

(Distance Learning Only – One Year)

(SAQA ID number: 110089; NQF 8: 130 credits: one year) CHE-accredited qualification

Today's IT industry is never short of opportunities for digital-savvy experts within the field of IT.

Our BSc Honours in IT qualification enhances the mindset of BSc in IT graduates through a practical and theoretical curriculum that puts real-world applications into practice, equipping you with an extended IT knowledge on a managerial level, allowing you to be competent to deal with broad IT-related issues, thereby making you a considerable candidate for roles in software engineering, business analysis, application development and data analysis – to name a few.

Articulation: BSc Hons gives access to MBA.

Career opportunities

- Senior Software Engineer
- Senior Business Analysis
- Application Development Manager
- Senior Data Analysis

Year: 1 Total Credits: 120

Semester: 1	NQF level	Credits	Semester :2	NQF level	Credits
Information and Cyber Security 800	8	15	Metaverse 800	8	15
Research Methodology 800	8	15	Big Data Analytics 800	8	15
Information Technology Strategy and Governance 800	8	15	Research Project 800	8	30
Advanced Software Engineering 800	8	15	Electives (Choose ONE only)		
			IT Entrepreneurship and Innovation 800	8	10
			IT Law and Ethics 800	8	10

Admission requirements

- Bachelor of Science in Information Technology or Information Systems, Computer Science, Informatics, Internet Communication; or
- Equivalent NQF 7 qualificatio; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/bachelor-of-science-honours-in-information-technology/

Welcome to the Faculty of **BUSINESS AND MANAGEMENT SCIENCES (BMS)**



Dear Prospective Richfield Student

The global pandemic has altered the fundamental methods by which we interact with one another, teach, learn, serve our communities and conduct research. Higher education, and its role in the community, has never been more critical, and Richfield is ready and committed to an approach that prioritises impactful, quality education and embraces the reality that we must be adaptable, reflective and responsive to the evolving landscape.

Richfield is ideally suited to make a difference in this new era. Having been a higher education market leader in business and information technology for more than 30 years, not only do we have a unique set of assets and resources that lend particularly well to addressing relevant societal issues to prepare students for a dynamic professional landscape, but we also offer various study options to remain your lifelong learning partner.

The Faculty of Business and Management Sciences are composed of digitally enriched undergraduate and postgraduate offerings, including higher certificates, diplomas, degrees and postgraduate diplomas, which ultimately culminate into our flagship offering, our master's in business administration (MBA) degree. Our MBA degree is specifically designed to be a perfect balance between business and management fundamentals while focusing on digital capabilities to ensure the continued success of businesses today and in the future.

Additionally, our offerings within the faculty will enable you to decide the most convenient method of study that is tailored to your needs, whether you are a first-time student or aiming to further develop your career. We offer contact, distance and blended learning modes of study whereby you will be exposed to innovative technologies and teaching methods, opportunities for experiential learning, participate in groups and workshops and interact with industry experts and distinguished guest speakers.

Individually and collectively our efforts are to support you in not only reaching your educational goals but to breathe life into our mission and vision. Our alumni come from various backgrounds, but our commitment to positively impacting communities and making a difference in the lives of others is what unites and drives us. Our vast alumni network is a testament to how Richfield is an excellent choice to attain your business education and prepare for a successful career.

UNDERGRADUATE QUALIFICATIONS

BACHELOR OF COMMERCE (BCom)

(Contact & Distance Learning – Three Years)

(SAQA ID number 84948: NQF 7: 375 credits: three years) CHE-accredited qualification

The qualification prepares students for the increasingly challenging and complex demands they are likely to be exposed to in the professional, business and commercial environments.

Successful graduates can confidently thrive in the dynamic commercial landscape, knowing they possess the essential theoretical knowledge and foundational skills, complemented by robust problem-solving abilities, critical thinking aptitude, effective decision-making capabilities, proficient IT expertise, and strategic acumen. A key programme objective is to equip students with perceptual and analytical skills necessary in decision making, policy evaluation and an understanding of the social, economic and regulatory business environment.

Articulation: BCom gives access to BCom Honours.

Career opportunities

- Accountant
- General Management
- Entrepreneurship
- Marketing Management
- Human Resource Management
- Financial Management

Admission requirements

- A National Senior Certificate (NSC) with an endorsement to a degree coupled with appropriate combinations of recognised subjects and levels of achievement; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Further Education and Training (FET) NQF Level 4; or
- Mature Age Exemption for people above the age of 23 years as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL)

BCom Module Outline

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Business Ethics 500	5	10	Entrepreneurship 500	5	10
Economics 511	5	10	Economics 512	5	10
Accounting 511	5	10	Accounting 512	5	10
Statistics 511	5	10	Statistics 512	5	10
Information Systems 511	5	10	Information Systems 512	5	10
Human Resource Management 511*	5	10	Human Resource Management 512*	5	10
Marketing Management 511*	5	10	Marketing Management 512*	5	10

Year 2: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Economics 621	6	10	Economics 622	6	10
Stakeholder Relations 621	6	10	Stakeholder Relations 622	6	10
Commercial Law 621	6	10	Commercial Law 622	6	10
Accounting 621*	6	15	Accounting 622*	6	15
Marketing Management 621*	6	15	Marketing Management 622*	6	15
Human Resource Management 621*	6	15	Human Resource Management 622*	6	15

Year 3: Total Credits: 135					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Strategic Management 731	7	10	Strategic Management 732	7	10
Market Research 700	7	10	Training & Development 700	7	10
Entrepreneurship & Small Business Management 700	7	10	Total Quality Management 700	7	10
Contemporary Issues in Industrial Relations 700	7	10	Work Integrated Learning 700	7	15
Accounting 731*	7	15	Accounting 732*	7	15
Marketing Management 731*	7	15	Marketing Management 732*	7	15
Human Resource Management 731*	7	15	Human Resource Management 732*	7	15

Shaded areas in the above tables represent elective modules



www.richfield.ac.za/course/bachelor-of-commerce-bcom/

STACKING FOR SAICA* PATHWAYS PROGRAMMES FOR BCOM GRADUATES

*APPROVAL PROCESS IN PROGRESS

THE NON-ACCREDITED RICHFIELD BRIDGING PROGRAMME: 1 YEAR

Richfield will be offering the bridging programme from 2024.

- Who may apply?
- The programme is open to: Richfield current BCom students; Richfield BCom alumni; and Accredited BCom degree with accounting major, a BTech in accounting or equivalent

Why the bridging programme?

The bridging programme will provide students the notional hours and curriculum that meets the requisite learning outcomes to apply for a Postgraduate Diploma in Accounting (NQF level 8) upon completion. On successful completion of a NQF level 8 qualification, such a student will have a pathway to pursue the CA(SA) route in future.

The Richfield bridging programme will consist of the following four modules offered over 2 semesters:

Semester: 1	Semester: 2
Auditing and assurance 711	Auditing and assurance 712
Accounting 711	Accounting 712
Financial management and managerial accounting 711	Financial management and managerial accounting 712
Taxation 711	Taxation 712



BCOM AGA (ASSOCIATE GENERAL ACCOUNTANT) (SAICA ENDORSED)

(Contact & Distance Learning – Three Years)

(SAQA ID number 84948: NQF 7: AGA 380 credits: three years)

This qualification prepares you to become a well-rounded professional accountant. You will gain the strategic and implementation techniques and skills required to contribute towards financial excellence within an organisation. Students who register for the CHE accredited Richfield BCom will have options to pursue one of two routes upon graduation:

Students who commence the B Com in 2024 with the intention of pursuing the SAICA AGA pathway upon successful completion of the undergraduate degree, will be able to enter an AGA Training contract with an approved training organisation for the required work experience to qualify as an AGA (SA).

SAICA does not require all students who wish to pursue an AGA (SA), to do all three of:

- Taxation 731 and 732.
- Financial Management and Managerial Accounting 731 and 732; and
- Auditing & Assurance 731 and 732 modules in their third year.

These students must register for Accounting 731 and 732 (compulsory) and at least one of the other three as a specialism; Taxation 731 and 732 and Financial Management & Managerial Accounting 731 and 732 and Auditing and Assurance 731 and 732 modules in the third year to meet the requirements for the AGA.

Furthermore, such a student will also be required to take these elective modules in the third year, to ensure that total minimum credits for the BCom is 375.

A student who wishes to later pursue the PGDA will be required Accounting plus ALL the SAICA elective modules highlighted in pink in the final year. Admission requirements and placement for the PGDA will be determined by the institution to which a student applies. On successful completion of a PGDA, these students may progress to the CA (SA) qualification.

Career opportunities

- Technical advice on tax
- Accounting
- Auditing
- Financial services
- Legal advisor
- Entrepreneurship
- Drafting of legislation and standards

Admission requirements

- A National Senior Certificate (NSC) with an endorsement to a degree coupled with appropriate combinations of recognised subjects and levels of achievement; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Further Education and Training (FET) NQF Level 4; or
- Mature Age Exemption for people above the age of 23 years as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL)

BCom AGA (Associate General Accountant) (SAICA Endorsed)

Year 1: Total Credits: 120

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Business Ethics 500	5	10	Entrepreneurship 500	5	10
Economics 511	5	10	Economics 512	5	10
Accounting 511	5	15	Accounting 512	5	10
Statistics 511	5	10	Statistics 512	5	10
Information Systems 511	5	10	Information Systems 512	5	10
Human Resource Management 511*	5	10	Human Resource Management 512*	5	10
Marketing Management 511*	5	10	Marketing Management 512*	5	10

Year 2: Total Credits: 140

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Auditing 621*	6	15	Auditing 622*	6	15
Taxation 621*	6	15	Taxation 622*	6	15
Commercial Law 621	6	10	Commercial Law 622	6	10
Accounting 621	6	15	Accounting 622	6	15
Financial Management & Managerial Accounting 621*	6	15	Financial Management & Managerial Accounting 622*	6	15

Year 3: Total Credits: 120

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Accounting 731	7	15	Accounting 732	7	15
Entrepreneurship & Small Business Management 700	7	15	Work Integrated Learning 700	7	15
Auditing and Assurance 731	7	15	Auditing and Assurance 732	7	15
Taxation 731	7	15	Taxation 732	7	15
Financial Management & Managerial Accounting 731	7	15	Financial Management & Managerial Accounting 732	7	15
Market Research 700	7	15	Total Quality Management 700	7	15
Contemporary Issues in Industrial Relations 700	7	15	Training & Development 700	7	15

Core module outlines

The programme contains four core modules:

- Accounting (SAICA compulsory and is covered in all three years).
- Auditing and assurance (SAICA elective).
- Financial Management & Managerial Accounting (SAICA elective).
- Taxation (SAICA elective).

KEY

	Modules shaded white are Richfield compulsory modules.
	Modules shaded blue are Richfield elective modules.
	Modules shaded green are SAICA compulsory modules.
	Modules shaded yellow are foundation level SAICA elective modules in the second year of academic study and are compulsory for all AGA students.
	Modules shaded pink are SAICA elective modules in the third year of academic study and students may select 1 or 2 or 3 electives.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(Contact & Distance Learning – Three Years)

(SAQA ID number 88921: NQF 7: 370 credits: three years) CHE-accredited qualification

The Bachelor of Business Administration promotes the development of knowledge and skills that are required in all sub-sectors of business management, thus providing opportunities for students to move between the different sectors of the economy.

The programme produces knowledgeable, intellectually skilled individuals who can contribute to improved productivity and efficiency within organisations in the public and private sectors.

Year 1: Total Credits: 120

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Business Communication 511	5	10	Business Communication 512	5	10
Business Management 511	5	10	Business Management 512	5	10
Economics 511	5	10	Economics 512	5	10
Information Systems 511	5	10	Information Systems 512	5	10
Accounting 511	5	10	Accounting 512	5	10
Human Resource Management 511	5	10	Human Resource Management 512	5	10
Marketing Management 511	5	10	Marketing Management 512	5	10
Supply Chain Management 511	5	10	Supply Chain Management 512	5	10

Year 2: Total Credits: 120

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Business Management 621	6	10	Business Management 622	6	10
Business Statistics 621	6	10	Business Statistics 622	6	10
Industrial Psychology 621	6	10	Industrial Psychology 622	6	10
Commercial Law 621	6	10	Commercial Law 622	6	10
Business Ethics 621	6	10	Business Ethics 622	6	10
Accounting 621	6	10	Accounting 622	6	10
Human Resource Management 621	6	10	Human Resource Management 622	6	10
Marketing Management 621	6	10	Marketing Management 622	6	10
Supply Chain Management 621	6	10	Supply Chain Management 622	6	10

Shaded areas in the above table represent elective modules

BBA continued

Year 3: Total Credits: 130

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Entrepreneurship and SBM 731	7	10	Entrepreneurship and SBM 732	7	10
Project Management 731	7	10	Project Management 732	7	10
Strategic Management 731	7	10	Strategic Management 732	7	10
Total Quality Management 731	7	10	Total Quality Management 732	7	10
Research Methodology 700	7	10	Work Integrated Learning 700	7	10
Human Resource Management 731	7	15	Human Resource Management 732	7	15
Marketing Management 731	7	15	Marketing Management 732	7	15
Accounting 731	7	15	Accounting 732	7	15
Supply Chain Management 731	7	15	Supply Chain Management 732	7	15

Shaded areas in the above tables represent elective modules

Note: These modules will only be offered if a feasible number of registrations are received.

Career opportunities

- Account Manager
- Accountant
- Business Development Officer
- Entrepreneur
- Executive Assistant
- Human Resource Manager
- Sales Representative

Admission requirements

- A National Senior Certificate (NSC) with an endorsement to a degree; or
- A National Senior Certificate (NSC) with a pass in Higher Certificate with appropriate combinations of recognised subjects and levels of achievement; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Mature Age Exemption for people above the age of 23 years as set out in the Higher Education Regulations.
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/bachelor-of-business-administration-bba/

BACHELOR OF PUBLIC MANAGEMENT (BPM)

(Distance Learning Only - Three years)

(SAQA ID number 94580: NQF 7: 360 credits: three years) CHE-accredited qualification

The main purpose of the Bachelor of Public Management is to provide students with broad background knowledge and skills to secure appropriate employment opportunities in the public sector and to engage in self-employment opportunities as consultants and entrepreneurs.

Admission requirements

- A National Senior Certificate (NSC) with an endorsement for admission to a Higher Certificate; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Further Education and Training (FET) NQF Level 4; or
- Mature age exemption for people above the age of 23 years as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).

Career opportunities

- National Government
- Provincial Government
- Local Government
- Public Finance
- Public Sector Economics
- Public Sector Human Resource Management

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Public Management 511	5	15	Public Management 512	5	15
Introduction to Economics 511	5	15	Public Sector Economics 512	5	15
Communication 500	5	15	Fundamentals of Research 500	5	15
Information Systems 511	5	15	Information Systems 512	5	15

Year 2: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Public Management 621	6	15	Public Management 622	6	15
Local Government Management 621	6	15	Local Government Management 622	6	15
Introduction to Politics 600	6	15	Public Law 600	6	15
Public Sector HRM 600	6	15	Project Management 600	6	15

Year 3: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Public Management 731	7	15	Public Management 732	7	15
Local Government Management 731	7	15	Local Government Management 732	7	15
Ethics in Public Sector 700	7	15	Research Project 700	7	15
Public Sector Finance 700	7	15	Work Integrated Learning 700	7	15



www.richfield.ac.za/course/bachelor-of-public-management/

DIPLOMA IN BUSINESS ADMINISTRATION (DBA)

(Contact & Distance Learning – Three Years)

(SAQA ID number 88897: NQF 6: 370 credits: three years) CHE-accredited qualification

The Diploma in Business Administration is a vocational and industry-oriented qualification. The knowledge emphasises general principles, application and technology in the commercial field.

It also equips students to undertake other more specialised and intensive learning. The programme is intended to provide students with access to the labour market. It will provide students with the necessary skills to contribute to economic growth. Progression to higher levels of Business Administration and Management is possible.

Articulation: DBA gives access BBA and BCom

Career opportunities

- Public Relations Co-ordinator
- Sales Consultant
- Accounting Assistant
- Payroll Administrator
- Supply Chain Manager
- Business Manager

Admission requirements

- A National Senior Certificate (NSC) with an endorsement for admission to a diploma; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Further Education and Training (FET) NQF Level 4; or
- Mature Age Exemption for people above the age of 23 years as set out in the Higher Education Regulations
- Recognition of Prior Learning (RPL).

Year 1: Total Credits: 120					
Semester 1	NQF level	Credits	Semester 2	NQF level	Credits
Business Communication 511	5	10	Business Communication 512	5	10
Business Management 511	5	10	Business Management 512	5	10
Information Systems 511	5	10	Information Systems 512	5	10
Accounting 511	5	10	Accounting 512	5	10
Training and Development 511	5	10	Training and Development 512	5	10
Economics 511	5	10	Economics 512	5	10
Human Resource Management 511	5	10	Human Resource Management 512	5	10
Supply Chain Management 511	5	10	Supply Chain Management 512	5	10
Public Management 511	5	10	Public Management 512	5	10

Shaded areas in the above tables represent elective modules

DBA continued

Year 2: Total Credits: 120					
Semester 1	NQF level	Credits	Semester 2	NQF level	Credits
Business Management 621	6	10	Business Management 622	6	10
Business Statistics 621	6	10	Business Statistics 622	6	10
Commercial Law 621	6	10	Commercial Law 622	6	10
Marketing Management 621	6	10	Marketing Management 622	6	10
Total Quality Management 621	6	10	Total Quality Management 622	6	10
Economics 621	6	10	Economics 622	6	10
Public Management 621	6	10	Public Management 622	6	10
Human Resource Management 621	6	10	Human Resource Management 622	6	10
Supply Chain Management 621	6	10	Supply Chain Management 622	6	10

Year 3: Total Credits: 130					
Semester 1	NQF level	Credits	Semester 2	NQF level	Credits
Strategic Management 631	6	15	Strategic Management 632	6	15
Entrepreneurship and Small Business Management 631	6	10	Entrepreneurship and Small Business Management 632	6	10
Industrial Psychology 631	6	10	Industrial Psychology 632	6	10
Project Management 631	6	10	Project Management 632	6	10
			Work Integrated Learning 600	6	10
Economics 631	6	15	Economics 632	6	15
Public Management 631	6	15	Public Management 632	6	15
Human Resource Management 631	6	15	Human Resource Management 632	6	15
Supply Chain Management 631	6	15	Supply Chain Management 632	6	15

Shaded areas in the above tables represent elective modules



www.richfield.ac.za/course/diploma-in-business-administration/

DIPLOMA IN LOCAL GOVERNMENT MANAGEMENT (DLGM)

(Distance Learning Only – Three Years)

(SAQA ID number 99717: NQF 6: 360 credits: three years) CHE-accredited qualification

The Diploma in Local Government Management has been designed to meet the workplace needs particularly in the fields of, but not limited to, Local Government Management, Integrated Development Planning, Service Delivery, the Legislative and Policy Process, Local Government Finance, Performance Management and HRM. This qualification has been developed for the South African context of public management while drawing on themes from international qualifications

The main purpose of the programme is to, inter alia,

- Create a new calibre of local government cadres who promote developmental local government; and
- Promote equity by providing affordable access to public management education to learners previously denied such opportunities.

Articulation: Diploma in Local Government Management (DLGM) gives access to BPM.

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Local Government Management 511	5	15	Local Government Management 512	5	15
Integrated Development Planning 500	5	15	Municipal Financial Management 500	5	15
Information Systems 511	5	15	Information Systems 512	5	15
Public Management 511	5	15	Public Management 512	5	15

Year 2: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Local Government Management 621	6	15	Local Government Management 622	6	15
Local Government HRM 621	6	15	Local Government Procurement 600	6	15
Local Government Policy Process 600	6	15	Local Government HRM 622	6	15
Local Government Ethics and Professionalism 600	6	15	Local Economic Development 600	6	15

Year 3: Total Credits: 130					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Local Government Management 631	6	15	Local Government Management 632	6	15
Fundamentals of Research 600	6	15	Local Government Service Delivery Mandates 600	6	15
Local Government Project Management 600	6	15	Research Project 600	6	15
Disaster Management 600	6	15	Work Integrated Learning 600	6	15

Career opportunities

- Public Administrator
- Municipal Councillor
- Compliance Officer
- Strategic Urban Planner
- Local Government Consultant
- Assistant Director

Admission requirements

- The minimum entry requirement is the National Senior Certificate or the National Certificate Vocational with appropriate subject combinations and level of achievement; or
- Mature Age Exemption for students above the age of 23 years as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/diploma-in-local-government-management/

HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION (HCBA)

(Contact & Distance Learning – One Year)

(SAQA ID number. 82046/90864: NQF 5: 125 credits: one year) CHE-accredited qualification

The Higher Certificate in Business Administration is intended for students who want basic administration and managerial knowledge. It will expose students to the competencies, knowledge and skills needed to function more effectively in a variety of administrative and managerial roles through service organisations.

This qualification is primarily vocational and industry-oriented with Work Integrated Learning being a key component. The qualification provides students with the basic introductory knowledge, cognitive and conceptual tools to further their higher education studies in their chosen field of study. Students may also seek admission to degree or diploma programmes using this qualification as an entry requirement.

Articulation: HCBA gives access to BCom, BBA, BPA

Year 1: Total Credits: 125					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Office Administration 511	5	10	Office Administration 512	5	10
Economic Environment 500	5	15	Introduction to Commercial Law 500	5	10
General Management 511	5	15	General Management 512	5	15
Information Systems 511	5	10	Information Systems 512	5	10
Fundamentals of Accounting 511	5	10	Fundamentals of Accounting 512	5	10
			Work Integrated Learning 500	5	10

Admission requirements

- A National Senior Certificate (NSC) with an endorsement for admission to a diploma; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Further Education and Training (FET) NQF Level 4; or
- Mature Age Exemption for people above the age of 23 years as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/higher-certificate-in-business-administration-hcba/

HIGHER CERTIFICATE IN OFFICE ADMINISTRATION (HCOA)

(Contact Learning Only – One Year)

(SAQA ID number 88901: NQF 5: 120 credits: one year) CHE-accredited qualification

The Higher Certificate in Office Administration aims to provide students with the knowledge and practical skills required to perform effectively as an office administrator. Office administration is the core and the engine room for effective management and operational support.

This qualification thus enables students to become skilled office administrators who can contribute and complement management activities. On successful completion of the programme, graduates will be able to pursue an administrative position at an entry-level in all sectors of industry. Students qualified in this field of study will be able to provide competent and effective management support in the form of administrative services.

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Office Administration 511	5	10	Office Administration 512	5	10
Office Communication 511	5	10	Office Communication 512	5	10
Fundamentals of Accounting 511	5	10	Fundamentals of Accounting 512	5	10
Introduction to Commercial Law 500	5	10	Human Relations 500	5	10
Information Systems 511	5	10	Information Systems 512	5	10
Marketing Management 500	5	10	Work Integrated Learning 500	5	10

Admission requirements

- A National Senior Certificate (NSC) with an endorsement for admission to a Higher Certificate; or
- The National Certificate Vocational (NCV) at NQF Level 4 with appropriate combinations of recognised subjects and levels of achievement; or
- Further Education and Training (FET) NQF Level 4; or
- Mature age exemption for people above the age of 23 years as set out in the Higher Education Regulations; or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/higher-certificate-in-office-administration-hcoa/

HIGHER CERTIFICATE IN LOCAL GOVERNMENT MANAGEMENT

(HCLGM) (Distance Learning Only – One Year)

(SAQA ID number 94600: NQF 5: 120 credits: one year) CHE-accredited qualification (Distance Learning)

The Higher Certificate in Local Government Management is an entry level higher education qualification. The main purpose of the HCLGM is to provide students with broad background knowledge to be able to secure appropriate employment opportunities in local government supervisory or management positions and the public/governmental sector generally.

This qualification provides a formal entry point for persons already employed in local government who wish to obtain formal qualification after one year of study.

Articulation: HCLGM gives access to DLGM and BPM.

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Local Government Management 500	5	15	Project Management 500	5	15
Local Government HRM 500	5	15	Disaster Management 500	5	15
Local Government Policing 500	5	15	Ethics and Professionalism 500	5	15
Local Government Finance 500	5	15	Work Integrated Learning 500	5	15

Admission requirements

- The minimum requirements are a National Senior Certificate. The new National Senior Certificate specifies whether a learner qualifies to study for higher certificate, diploma or Bachelor's degree in terms of the Higher Education Qualifications Framework (HEQF); or
- Recognition of Prior Learning (RPL).



www.richfield.ac.za/course/higher-certificate-in-local-government-management-hclgm/

HIGHER CERTIFICATE IN RECOGNITION OF PRIOR LEARNING ACTIVITIES

Learning Activities (RPLA) (Distance Learning Only – One Year)

(SAQA ID number 93928: NQF 5: 120 credits: one year) CHE-accredited qualification

The Higher Certificate in Recognition of Prior Learning Activities is a vocational qualification at NQF Level 5. The qualification is meant for individuals who already possess a qualification in higher education and preferably have experience in higher education practice. The purpose of this qualification is to develop practitioners who can demonstrate the ability to coordinate RPL activities.

The Higher Certificate in RPLA includes a Work Integrated Learning (WIL) component as a requirement for success. The WIL component of the syllabus will be a practical assessment of the learner's involvement in conducting RPL facilitation of the portfolio preparation and compilation. This qualification is one of the first to be developed in this field.

Year 1: Total Credits: 120					
Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Development of Policy and Procedures to Facilitate Implementation of RPL 511	5	10	Assessment of Outcomes-Based RPL Applications 512	5	10
Facilitate Lifelong Learning 511	5	10	Evaluation of RPL Practice Programme through RPL 512	5	10
Guidance and Advice to RPL Candidates to Facilitate RPL 511	5	10	Facilitate RPL Programme Co-ordinator and RPL Advisor Training 512	5	10
Introduction to RPL Practice Issues 511	5	10	Human Resources and Skills Development 512	5	10
Office Administration for RPL Functions 511	5	10	Moderation of Outcomes-Based RPL Assessments 512	5	10
Pre-RPL Candidate Assessment and Profile 511	5	10	Work Integrated Learning 500 (RPL)	5	10



www.richfield.ac.za/course/higher-certificate-in-recognition-of-prior-learning-activities-rpla/

BUSINESS AND MANAGEMENT SCIENCES ELECTIVES



SUPPLY CHAIN MANAGEMENT

Supply chain management is the managing of the entire production flow of a good or service from sourcing raw materials required, right up until the delivery of the final product/service to the consumer. Supply chain management has become an integral part of business and is essential to any company's success and customer satisfaction through various value-adding processes. Some of the core processes that a supply chain is involved with are procurement, logistics and operations management.

Which careers would students be exposed to when selecting this major?

- Procurement Officer
- Supply Chain Officer
- Logistics Officer
- Inventory Manager
- Supply Chain Manager

What skills would a student have upon completing their studies?

- Data analytics
- Good technology skills
- IT Support
- Soft skills



ECONOMICS

Economics is the branch of social science concerned with the Production, consumption, and transfer of goods and services.

Which careers would students be exposed to when selecting this major?

- Economist
- Financial Risk Analyst
- Data Analyst
- Financial Planner
- Economic Researcher

What skills would a student have upon completing their studies?

- Analytical skills
- Strategic thinking
- Growth mindset



HUMAN CAPITAL AND TALENT MANAGEMENT

Human Resource Management is the study of people management practices and policies for the achievement of organisational outcomes and performance. HRM study emphasises on HR activities and functions that align with organisational objectives.

Which careers would students be exposed to when selecting this major?

- Payroll Specialist
- Human Resource Manager
- Training and Development Manager
- Labour Relations Manager
- Employment Manager

Which careers would students be exposed to when selecting this major?

- Business management skills
- Team management skills
- Handling a complex diverse working environment
- Recruitment and selection skills
- Problem-solving skills at all business levels



MARKETING MANAGEMENT

Marketing Management is the study of how companies use their organisational resources to attract, persuade and convert customers to become consumers and advocates of their products or services. Marketing Management is a science and art of understanding the disposition of consumer behaviour.

Which careers would students be exposed to when selecting this major?

- Brand Manager
- Marketing Manager
- Corporate Communications Specialist
- Project Management
- Content Social Media Specialist

What skills would a student have upon completing their studies?

- Business management skills
- Strategic brand design skills
- Project Management skills
- Communication Skills
- Content Design



ACCOUNTING

Accounting is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analysing, and reporting these transactions to oversight agencies, regulators, and tax collection entities.

Which careers would students be exposed to when selecting this major?

- Banking
- Finance
- Accountant
- Budget Analyst
- Insurance

What skills would a student have upon completing their studies?

- Problem Solving
- Planning
- Presentation
- Business Ethics
- Accounting

POSTGRADUATE QUALIFICATIONS

MASTER OF BUSINESS ADMINISTRATION (MBA)

(Distance Learning Only – Two Years)

(SAQA ID number: 117681: NQF 9: 210 credits: two years) CHE-accredited qualification

Richfield's MBA is a transformative programme that is purposed to equip students with not only business and leadership knowledge but modern IT skills to enable students to keep pace with the current rapid technological advancements.

The programme was designed with an IT focus to provide students with holistic skills to meet the burgeoning demand of the talent that can function effectively and innovatively in the current context of the Fourth Industrial Revolution.

This MBA degree also provides a high level of theoretical engagement, intellectual independence and the ability to resolve complex business problems in an innovative way. The programme embraces the 'use it now' principle, where students will be able to apply all their learnings immediately in their job and businesses.

Total Credits: 210: Duration: 2 years

Core Modules	NQF level	Core Modules	NQF level
Strategic Leadership 900	9	Managing Digital Transformation 900	9
Business Research 900	9	Strategic Financial Management 900	9
Strategic Operations Management 900	9	Strategic Marketing Management 900	9
International Business Strategy 900	9	Strategic Information Technology Management 900	9
Innovative Talent Management 900	9	Dissertation	

Elective (Choose only one)	Non-credit bearing extra curriculum
Entrepreneurship and Innovation 900	Global Immersion
Business Ethics and Corporate Governance 900	IT Boot camps for Badges and certifications (AWS, CISCO, IBM, Salesforce, Oracle, CIMA)
Women in Leadership	
Emerging & Disruptive Technologies	

Admission requirements

- Honours degree or Postgraduate Diploma
- Equivalent NQF 8 qualification
- Entrance Test
- Relevant work-related experience
- Recognition of Prior Learning (RPL).



<https://www.richfield.ac.za/mba/>

POSTGRADUATE DIPLOMA IN MANAGEMENT

(Distance Learning Only – One Year)

(SAQA ID number: 105754: NQF 8: 135 credits: one-year) CHE-accredited qualification

The purpose of the Postgraduate Diploma in Management is to empower employed graduates, those aspiring for management positions, those seeking career progression in management, as well as unemployed graduates who would like to increase their employability by obtaining advanced general management knowledge. This programme will ensure that graduates understand management principles and practices and apply them to better manage teams and organisations or divisions of organisations.

Articulation: PGDM gives access to MBA.

1 Year, Total Credits: 135

Semester: 1	NQF level	Credits	Semester: 2	NQF level	Credits
Managerial Economics 800	8	15	Managerial Finance 800	8	15
Marketing Management 800	8	15	Human Resource Management 800	8	15
Research Methodology 800	8	15	Research Report 800	8	20
Innovation and Change Management 800	8	15	Electives (Choose ONE only)		
IT Management 800	8	15	Data Analytics for Managers 800	8	10
			Operations Management 800	8	10
			Entrepreneurship and Innovation 800	8	10
			Public Sector Management 800	8	10

Admission requirements

- A Bachelor's degree, advanced diploma; or
- Equivalent NQF 7 qualification; or
- Recognition of Prior Learning (RPL).



<https://www.richfield.ac.za/course/postgraduate-diploma-in-management/>

PARTNERSHIPS AND AFFILIATIONS

It becomes crucial for institutions to increase their networking opportunities through affiliations and partnerships in the current economic situation. Richfield's relations with the private sector encompass cooperation with business corporations, small and medium enterprises, professional and economic associations, and other business community organisations, individuals, communities, parents, and families.

Richfield recognises that when we collaborate with some of the most ambitious organisations, we can multiply our impact in areas from education to economic development to poverty alleviation.

We have enduring partnerships and affiliations with several like-minded organisations and leaders eager to help drive global change and deliver true results. These affiliations and collaborations assist the institution in among other things:

- Availability of exclusive and current online resources
- Access to a variety of databases
- Conferences and seminars that staff can attend or participate in
- Networking
- Updating on the latest cutting-edge technology
- Placement of Students for Work Integrated Learning (WIL)
- Industry and Academic Experts as External Moderators
- Serve as guest speakers
- Inputs on Programme, development, improvement and review
- Panel members of Advisory Board and Curriculum Innovation, Design and Development Forum (CIDD)

Some of the technology companies that Richfield are affiliated include: SAP University Alliance, Microsoft IT Academy, International Computer Driving Licence (ICDL), CompTIA, HCL, Certiport, Introstat, Neotel, Velsoft International, Lenovo/IBM SA, Yazmi Satellite Technologies, Durban Smart Exchange, Pinnacle Micro Limited, Mustek

Limited, Axiz Work Group (Pty) Ltd, Comztek WestCon, Acer Computers South Africa.

Business and Finance affiliations include: Chartered Institute of Management Accountants (CIMA), The Institute of Certified Bookkeepers (ICB), Certified Business Professional (CBP), Ethics Institute. Richfield is a founding member of the Association of Private Providers of Education and Training (APPETD) and plays an active role in its activities. Richfield is also active in the Certified Institute of Professional Practitioners & Trainers (CIPPT), South African Sports Confederation and Olympic Committee (SASCOC).

This also includes Old Mutual Limited (OML), which is an exciting partnership that provides students with career-defining opportunities within the technology sector via a Tech Hub. With Old Mutual's extensive experience within the digital and technology field as well as Richfield's expertise in career development, campus students have full access to work-integrated learning placements, immersive internships, vacation work opportunities and permanent employment.

University collaborations involve the University of South Africa (UNISA), University of KwaZulu Natal (UKZN), Durban University of Technology (DUT), Cape Peninsula University of Technology (CPUT), Simon Fraser University, Mahatma Gandhi University, Namibia University of Technology, University of Magdeburg.

Member of Business Schools Association of SA (SABSA) and African Association of Business Schools (AABS).

AWARDS AND ACCOLADES

2016

South African National Business Award: First Place in the Category: Investor in People

PMR Africa, Diamond Arrow Award: Best IT Training Institution: 1st overall for doing most in the education sector and for stimulating economic growth and development in Kwa-Zulu Natal.

International Socrates Awards: Oxford, England – Best Enterprises and Best Manager of the Year Award

2017

Standard Bank Institutional Recognition: Outstanding Achievements in the field of Education

Otherways' Association of Management and Consulting – France:

Global Award for Perfection, Quality and Ideal Performance; and

Green Era Global Award for Sustainability.

Two prestigious international awards

TOPCO:

National Business of the Year Award

2018

PMR AFRICA, Diamond Arrow Award: 1st Overall IT Training Institution

2020

MBA Accreditation

2024

International Financial Corporation (IFC), subsidiary of World Bank Group:

Independent Assessment:

Quality and relevance of learning: 82%, above global average of 78%.

2023

African Business Awards: Top Business in 2023 Finalist

Institutional Leadership and Management

Senior Management

Stefan Ferreira

MBA, BCom

Chief Executive Officer

Shireen Chengadu

B.Ped, B.Ed, M.Ed, Executive MBA

Group Chief Academic Officer

Dr Stephen Akandwanaho

PhD (CS), MIT, BSc (Hons)

Director: Group Academic Administration &
Dean: Faculty of Information Technology

Dr Raj Tulsee

B.A.; B Admin.; B Admin. Hons.; MPA; PhD.

Dean: Faculty of Business and
Management Science

Kegan Shunmugam

BCom, MBA

Managing Director: Contact Learning

Ravika Sookraj

MBA, BCom (Hons), BCom

Managing Director: Distance Learning & MBA

Adam Kelly

ACMA, CGMA, BCom

Group Chief Commercial Officer

Elaine Ganas

BCom (Hons), MBA

Industrial and Organisational Psychology
Chief Human Resources Training &
Development Officer

Dr Muni Kooblal

BSc, B.Ed, HED, MPA, DAdmin

Group Chief Academic Registrar

Key regulatory disclosures

Legal Status: Private Company

Accreditation

Richfield has complied with the Higher Education Act and all our qualifications are fully accredited.

Online Accessibility

The institution has migrated to the Moodle Student Management System which is also used by major universities in the world.

Students can directly access additional learning content from the website.

Benchmarking

An active benchmarking strategy of our key processes, programmes and curricula with other private, public, national, international and trade organisations is carried out in the constant pursuit of excellence and continued improvement.

Relevant Curriculum

Developing and delivering curricula that are in line with industry and employer requirements are supported by an externally represented Senate. In addition, academic faculties and departments provide support to all teaching for learning activities.

Curriculum Innovation and Design Forum



Interactive Learning

Small and manageable class sizes allow for interactive teaching for learning and provision of strategic supplementary classes in smaller groups, targeting specific needs in student development.

Community Engagement

An effective community engagement (CE) strategy makes campuses more accessible to the communities. Joint projects and use

of institutional infrastructure for CE purposes are encouraged.

Quality Control

The institution has various structures, policies and procedures in place to ensure quality assurance, quality enhancement and continuous improvements.

Fees and charges including refund(s) in the case of cancellation or withdrawal

Students are advised to refer to the enrolment contract: terms and conditions 1.4 and 1.5 regarding cancellation or withdrawal.

Student Enrolment Contract

All students are to ensure that they have signed and completed an enrolment contract.

Language Policy

The medium of instruction is English.

Course Delivery

Contact or distance learning depending on programme.

Student Financial Aid

Students who require bursaries and financial aid are requested to write to the Bursary Committee, Private Bag X23, Umhlanga Rocks, 4320 or visit our website: richfield.ac.za

Student Support Services

For complaints/grievances, students must complete the Student Concerns logbook to ensure satisfactory conclusion. Students may email student concerns to lc@richfield.ac.za

Code of Conduct

Students are required to abide by the Code of Conduct, full details of which are covered in our enrolment contract.

South African Regulatory Compliance

In addition to the International Quality Standards, the institution meets the quality standards of the Council on Higher Education, Department of Higher Education and the South African Qualifications Authority.

Credit Application and RPL

Students wanting to apply for credits or RPL must do so on the formal prescribed application forms.

Campus Life

Due to the effect of the global COVID-19 pandemic, our campuses have fully adapted to the new normal of the education climate. All activities that require in-person and face-to-face engagements adhere to national safety protocols and social networks using digital collaboration are encouraged and freely available at all campuses.

Academic Infrastructure

The institution has state-of-the-art facilities and highly qualified academic and support staff including a mix of foreign academic professionals who also provide scarce and critical skills.

Articulation of Qualification

The institution's qualifications are positioned on the National Qualification Framework (NQF) and certain qualifications are also positioned on the new Higher Education Qualification Sub-Framework (HEQSF). All qualifications have an occupational content and allow for vertical and horizontal articulation.

Library and e-Library resources

Richfield possesses a substantial academic library collection of over 100 000 textbooks across its libraries nationally. The institution subscribes to several electronic journals (e-journals), electronic case studies (e-cases), electronic books (e-books), electronic magazines (e-magazines) and

electronic newspapers (e-newspapers) from leading publishers such as EBSCO, Elsevier (ScienceDirect), Emerald Publishing, Springer Nature and PressReader. Major book publishers such as Cengage Learning, Pearson Education, Wiley, McGraw-Hill, Juta, Oxford and Lexis Nexis provide academic support to the institution.

Health and Wellness Policy

Students are to familiarise themselves with the institution's health and wellness policy.

Policy on Disability

Students are to familiarise themselves with the institution's policy on disability.

Industry Engagement

Richfield has a dedicated team working closely with industry experts and thought leaders, as well as key stakeholders in recruitment and learning development to ensure we develop a cutting-edge curriculum that will in turn prioritise Richfield graduates for employment.

Academic Agility

Despite COVID-19, the institution continued the academic year without any teaching and learning disruptions.

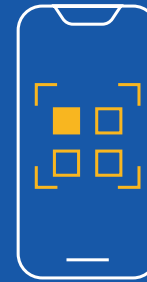
Partnership Agreements

Module Codes



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