



DEPARTMENT OF
BUSINESS MANAGEMENT

BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT (EXTENDED DEGREE)

INFORMATION BROCHURE | 2022

(Code: B34BEQ | NQF 7)

Application Period: 1 August – 31 October 2022

COLLEGE OF BUSINESS AND ECONOMICS
SCHOOL OF MANAGEMENT
DEPARTMENT OF BUSINESS MANAGEMENT

**The Future
Reimagined**

BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT (EXTENDED DEGREE)



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INTRODUCTION

The Bachelor of Commerce in Business Management (Extended degree) (Code: B34BEQ) is an NQF 7 level undergraduate programme in commerce, offered by the Department of Business Management. The BCom extended degrees provide alternative access for applicants who do not meet the minimum requirements to enter a regular BCom programme at the University of Johannesburg. This brochure provides information on the programme modules and the facilitation thereof, the admission procedure, the various opportunities for students and other relevant information.

PROGRAMME GOALS

To provide students with a recognised qualification and to equip them with graduate-level management and financial knowledge, skills and competence in a number of fields of the management and financial sciences, that provides opportunities for continued personal and intellectual growth, gainful economic activity management and rewarding contributions to society. The goal of this qualification is to strengthen and deepen the learners' knowledge and to develop applied competence in understanding, analysing, interpreting current thinking, practice, and research methods in the area of Business Management. The qualification aims to prepare learners to meaningfully contribute to the organisation's management, innovation, and transformation.

WHO WOULD BENEFIT FROM THIS PROGRAMME?

Students are given foundational provision covering relevant academic skills together with subject-related themes, required to facilitate learning in the regular modules of the Bachelor of Commerce degree programmes. The combination of foundational modules enables students to develop a comprehensive perspective and effective strategies for adjusting to and meeting the demands of, the higher education environment with the purpose of being successful in the chosen Bachelor of Commerce programme.

THE TUITION MODEL

The programme is presented over four years on a full-time basis. Classes will be weekly during the daytime and class attendance is compulsory. The use of technology (for example, the Internet, email, uLink (Blackboard), Microsoft Word) is a requirement to write and present assignments, receive learning material, research topics and utilise opportunities for interactive discussions.

THE LANGUAGE OF TUITION

Classes and the study material are presented in English. Therefore, class discussions and student participation will take place in English.

Modules offered

The programme consists of 35 semester and year modules and one elective per semester in year three and four.

Full-Time

The full-time programme is presented over FOUR years and comprises the following:

| FOUNDATION YEAR | | | | | |
|---|--------------------|-----------------------|---|--------------------|-------------------|
| YEAR MODULES | | | | | |
| MODULE NAME | | MODULE CODE | | NQF CREDITS | |
| Mastering of Academic and Professional Skills | | APS0X00 | | 16 | |
| Language for the Economic Sciences | | LES0X00 | | 16 | |
| | | 2 Year Modules | | 32 Credits | |
| SEMESTER MODULES | | | | | |
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Basic Mathematics and Applications in Economics and Business A* | MAEB0A1* | 16 | Basic Mathematics and Applications in Economics and Business B* | MAEB0B1* | 16 |
| The Economic and Business Environment A | EBE00A1 | 16 | The Economic and Business Environment B | EBE00B1 | 16 |
| Financial Recording, Analysis and Management A | FRAM0A1 | 16 | Financial Recording, Analysis and Management B | FRAM0B1 | 16 |
| | 3 Semester Modules | 48 Credits | | 3 Semester Modules | 48 Credits |

| SECOND YEAR | | | | | |
|--------------------------|-------------|-------------|--------------------------|-------------|-------------|
| SEMESTER MODULES | | | | | |
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Accounting 1A | ACC01A1 | 12 | Accounting 1B | ACC01B1 | 12 |
| Analytical Techniques 1A | ATE01A1 | 15 | Analytical Techniques 1B | ATE01B1 | 15 |
| Business Management 1A | BMA11A1 | 12 | Business Management 1B | BMA21B1 | 12 |

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|------------------------------|--------------------|-------------------|------------------------------|--------------------|-------------------|
| Economics 1A | ECO01A1 | 12 | Economics 1B | ECO01B1 | 12 |
| Human Resource Management 1A | HRM1AA1 | 12 | Human Resource Management 1B | HRM1BB1 | 12 |
| | 5 Semester modules | 63 Credits | | 5 Semester modules | 63 Credits |

| THIRD YEAR | | | | | |
|--|--|-------------------------|------------------------------|--------------------|-------------------------|
| SEMESTER MODULES | | | | | |
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Accounting 2A | ACT02A2 | 12 | Accounting 2B | ACT02B2 | 12 |
| Business Management 2a | BMG02A2 | 16 | Business Management 2B | BMG02B2 | 16 |
| Commercial Law 1A | COL41A1 | 16 | Commercial Law 1B | COL41B1 | 16 |
| Entrepreneurship 2A | ETS12A2 | 16 | Entrepreneurship 2B | ETS22B2 | 16 |
| Electives – choose ONE of the following: | Electives – choose ONE of the following: | | | | |
| Economics 2A | ECO2AA2 | 16 | Economics 2B | ECO2BB2 | 16 |
| Human Resource Management 2A | HRM2AA2 | 12 | Human Resource Management 2B | HRM2BB2 | 12 |
| | 5 Semester modules | 72 or 76 Credits | | 5 Semester modules | 72 or 76 Credits |

| FOURTH YEAR | | | | | |
|--|--|-------------------------|------------------------------|--------------------|-------------------------|
| YEAR MODULE | | | | | |
| MODULE NAME | | MODULE CODE | | NQF CREDITS | |
| Accounting 3AB | | ACC3AB0 | | 32 | |
| Language for the Economic Sciences | | 1 Year module | | 32 Credits | |
| SEMESTER MODULES | | | | | |
| FIRST SEMESTER | | | SECOND SEMESTER | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Business Management 3A | BMA13A3 | 16 | Business Management 3B | BMG03B3 | 16 |
| Entrepreneurship 3A | ETS13A3 | 16 | Entrepreneurship 3B | ETS23B3 | 16 |
| Electives – choose ONE of the following: | Electives – choose ONE of the following: | | | | |
| Economics 3A | ECO3AA3 | 16 | Economics 3B | ECO3BB3 | 16 |
| Human Resource Management 3A | HRM3AA1 | 12 | Human Resource Management 3B | HRM3BB2 | 12 |
| | 3 Semester modules | 44 or 48 Credits | | 3 Semester modules | 44 or 48 Credits |

MODULE DESCRIPTIONS

| MODULE NAME | MODULE DESCRIPTIONS |
|---|--|
| Mastering of Academic and Professional Skills | This module is foundational in nature and has as its primary purpose, the development and mastering of academic and professional skills required to facilitate learning for students in the regular courses of their BCom degree studies. The module enables a student to develop a comprehensive perspective and effective strategies for successful adaptation to the higher education environment, with the aim of being successful in a chosen BCom programme. |
| Language for the Economic Sciences | This module is foundational in nature and has as its primary purpose, the development of the academic literacies that students need, thereby facilitating learning and enabling them to succeed in their chosen field of study in the economic sciences. |

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| Basic Mathematics and Applications in Economics and Business A | This module is foundational in nature, specifically designed to cover selected applications in the economic sciences. It has as its primary purpose, the development of specific mathematical skills (relevant to the economic sciences) for students to cope with the mathematical demands of relevant regular modules in BCom degree programmes. |
| Basic Mathematics and Applications in Economics and Business B | This module is foundational in nature, specifically designed to cover selected applications in the economic sciences. It has as its primary purpose, the development of specific mathematical skills (relevant to the economic sciences) for students to cope with the mathematical demands of relevant regular modules in BCom degree programmes. |
| The Economic and Business Environment A | This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first-year modules in economics, by covering core themes in combination with academic development elements and skills. |
| The Economic and Business Environment B | This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first-year modules in business management, by covering core themes in combination with academic development elements and skills. |
| Financial Recording, Analysis and Management A | This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first-year modules in accounting by covering core themes in respect of the recording, analysis and evaluation of the financial activities and results of a business, in combination with academic development elements and skills. |
| Financial Recording, Analysis and Management B | This module is foundational in nature and has as its primary purpose, the preparation of students for the regular undergraduate first year and subsequent modules in financial management, by covering core themes in respect of the tools of measurement, analysis and evaluation; and other relevant issues concerning the acquisition, investment, and administration of finances, in combination with academic development elements and skills. |
| Accounting 1A | The purpose of this module is to understand and account for basic transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment. |
| Accounting 1B | The purpose of this module is to understand and account for basic transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment. |

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| Analytical Techniques 1A | A student credited with this module will have developed a basic ability to define terms commonly used in Statistics, to show how a set of data can be organised in a meaningful way and presented so as to reveal or enhance its fundamental properties. The student will also be able to measure and model the linear relationship between two variables. A student credited with this module will have developed a basic ability to analyse a time series, understand and implement the basic concepts of probability, probability distributions, sampling distributions and elementary matrix operations. |
| Analytical Techniques 1B | To develop a basic understanding of inferential statistics and the ability to apply the methodology to a variety of business-oriented problems. This module is also intended to equip students with mathematical skills involving the differential and integral calculus and the optimisation of functions subject to constraints and to apply these to understand modern theories about the functioning of the economy. |
| Business Management 1A | The purpose of this module is to introduce students to the main themes and concepts of Business Management, the business environment and its interactive sub-environments. Furthermore, students will be provided with a global overview of general management as a management function and prepare them for challenges in the South African business environment. This module is designed to provide the student with intellectual competencies, practical skills and an understanding of management based on historical and modern approaches as well as the management tasks, namely planning, organising, leading and control. |
| Business Management 1B | The purpose of this module is to develop the students' fundamental theoretical and academic knowledge to provide them with an overview of management functions and prepare them for challenges in the South African business environment. This module will also equip the student with fundamental academic knowledge, intellectual competencies, and practical skills to apply to the functional areas of a business. |
| Economics 1A | The purpose of this module is to introduce students to basic introductory economic concepts and basic microeconomics. |
| Economics 1B | The purpose of this module is to introduce students to basic macro-economy theory, concepts and issues. |

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| Human Resource Management 1A | The purpose of this module is to understand the field, profession and practices of the Human Resources (HR) Practitioner within the context of the HR value chain: HR planning, recruitment, selection, appointment, performance management, performance development, organisational development, remuneration, employee relations, wellness, information systems and retention strategy. Explore people management best practices to align the HR value chain to the Line Manager functions ensuring fairness, accountability, responsibility and transparency. Students focus on the HR arena in the business, private and public sectors within the local, national and international marketplace. |
| Human Resource Management 1B | The purpose of this module is to empower students to practice fair, valid and reliable recruitment, selection, remuneration, rewards, appointments and orientation processes when engaging with line managers to contract the right people for the right jobs to achieve the organisational strategic goals. Ensure that legislation, policy and procedures (Conditions of Service), processes, monitoring, evaluation, effective communication, quality and records are of high standards. |
| Accounting 2A | The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain a basic knowledge of advanced transactions and events in a profit-oriented entity and to apply this knowledge to the financial reporting thereof in a contemporary environment. |
| Accounting 2B | The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain a basic knowledge of advanced transactions and events in a profit-oriented entity and to apply this knowledge to the financial reporting thereof in a contemporary environment. |
| Business Management 2A | The purpose of the module is to develop an understanding of the inter-relationship between the various management functions in an organisation through the interpretation and application of theory, standards and principles. |
| Business Management 2B | The purpose of the module is to develop an understanding of the inter-relationship between the various management functions in an organisation through the interpretation and application of theory, standards and principles. |
| Commercial Law 1A | Upon the successful completion of this module, a student will achieve knowledge and a broad understanding of the basic components/principles of the law of contract and its requirements for the validity of contracts. |
| Commercial Law 1B | Upon the successful completion of this module, a student will have a broad overview of general principles relating to the law of partnership, company law, close corporations law and business trust law. |

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| Entrepreneurship 2A | The purpose of this module is to develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of the underlying theories, models and approaches to the concept of entrepreneurship and entrepreneurial management, creativity, innovation and innovation strategies. To equip students with the knowledge that will enable them to critically reflect on these concepts within the field of this discipline. |
| Human Resource Management 2B | The purpose of this module is for students to learn to promote effective and efficient employee relations, wellness and safety within the workplace as per legislative requirements (BCOE; LRA; EEA; OSHA; etc.). Use multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in maintaining and sustaining employee engagement, diversity integration and improved individual and team performance. |
| Accounting 3AB | The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. |
| Business Management 3A | The purpose of this module is to provide the student with knowledge, interpretation, analysis and an understanding of strategic management as a long-term management process focusing on the strategic management planning process considering the organisational vision and mission; all the internal and external inputs; the formulation, interpretation and application of the appropriate strategies, and the implementation and institutionalisation of the selected strategies. |
| Business Management 3B | The purpose of this module is to provide the student with knowledge, interpretation and an understanding of dynamic management issues. This module will further an appropriate understanding of decolonisation and Africanisation as well as an in depth understanding of risk management. |
| Entrepreneurship 3A | The purpose of this module is to develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of the underlying theories, models and approaches regarding the entrepreneurial oriented organisation to sustain and grow such a business in the SMME and corporate context. |

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| Entrepreneurship 3B | The purpose of this module is to expose students to entrepreneurial activities. It further enhances the student to successfully launch and grow his or her own venture. Additionally, the module will equip students to think conceptually and critically about the role of the individual in developing entrepreneurial practices in various occupational contexts. The module will expose the student to a variety of potential opportunities to develop a business plan under selected mentorship within a business environment. |
| Economics 3A | The purpose of this module is to give undergraduate students a systematic knowledge of the important theories of international economics (with an emphasis on international trade, but also international investment and international migration) and the application of these theories to an African context with the aid of economic models and well-structured arguments. |
| Economics 3B | The purpose of this module is to develop the student's ability to demonstrate a coherent critical understanding of the role of money in the economy and what the role of money in the economy means for monetary policy in South Africa. |
| Human Resource Management 3A | The purpose of this module is to equip students with technological skills and acumen to effectively and efficiently manage databases of employee records. Students use HR analytics and metrics to capture, store and report on a variety of datasets within the HR value chain thereby affirming HR as a professional, strategic player in organisational development. Specialised skills and strategies are used to improve the efficiency of HR information systems (HRIS). |
| Human Resource Management 3B | The purpose of this module is to be able to compile and submit a Portfolio of Evidence (POE) and conduct an audio-visual presentation on their evidence of EITHER the entire HR value chain OR the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated HR project AND 80 to 100 hours (2-3 WEEKS) of actual workplace job shadowing, internship, studentship, apprenticeship or other forms of gaining practical, experiential learning. To graduate, students must gain a "Competent" status for their team simulation + individual POE + individual presentation. |

ASSESSMENT PRACTICES

Students in this programme are continuously assessed through formative and summative assessments. You are referred to the Academic Regulations for assessment details.

CLASS PARTICIPATION

Class attendance and active participation are very important because we learn from one another. Your opinions and thoughts on the assigned study material and on the reading of current news articles that focus on events in the study field are important. A constructive contribution may include observations and questions about the course material as well as current events and answers to questions raised by fellow students.

Examples from your personal and/or organisation's experience are appropriate forms of contributions. Expect to be called upon to partake in class discussions.

FUTURE STUDIES

After completion of the Bachelor of Commerce in Business Management (Extended degree) further study could be undertaken in one of the following: BCom Hons (Strategic Management) or Postgraduate Diploma in Business Management. The Department of Business Management also provides the opportunity to obtain an MCom (Business Management) degree, in which research is undertaken under the guidance of a study leader (supervisor).

ADMISSION REQUIREMENTS

A potential student should be in the possession of a national senior certificate that meets the following requirements:

- Recommended APS Score: 25 with Mathematics / Technical Mathematics or 28 with Mathematical Literacy
- Mathematics / Technical Mathematics 3 or Mathematical Literacy 6
- English 4

HOW TO APPLY

The application period is 1 August – 31 October 2022. Successful candidates will be notified towards the end of November.

Applicants must apply at our Enrolment Centre.

At our Enrolment Centre, we have TWO different methods of applying. You have the option to choose only ONE, please use the below URL and click on Application Process to make your selection.

a. URL www.uj.ac.za/EN/StudyatUJ/ (Student Enrolment Centre)

Please select ONE of the following TWO methods:

- Online Web Application
- Paper-based Application

b. Please check your admission status on the following URL: <https://student.uj.ac.za/status.aspx>

FEES

The Department of Business Management does NOT deal with fees and finances. For a breakdown of the correct and updated fee structure, please contact Mr Mncedisi Ncamphalala at Auckland Park Kingsway Campus (APK):

Call: 011 559 2764/2529

Email: mncedisin@uj.ac.za

Alternatively, contact the Finance

Department:

Call: 011 559 4531

NB: PLEASE NOTE THAT FEES MAY CHANGE ACCORDING TO UNIVERSITY POLICIES.

HOW TO CONTACT US

For more information you can visit the website of the Department of Business Management (<http://www.uj.ac.za/EN/Faculties/management/departments/bm>) or contact:

Programme Coordinator: Mr Senzo Ngcobo

Mr Senzo Ngcobo is responsible for overseeing the overall management and quality of the programme at Auckland Park Kingsway Campus.

E-mail: lsngcobo@uj.ac.za

