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PROSPECTUS

Own tomorrow

 RICHFIELD

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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 |
| S Chengadu | B.Ped, B.Ed, M.Ed, Executive MBA |

Main campus
292 Anton Lembede St,
Durban
Tel: 031 304 9340
(relocating to 135
Musgrave Road, Durban)

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 and are also preloaded on students' Tablet or laptop PCs.

About Richfield

Now more than ever, we all want to belong. That's something you'll feel from the moment you first sign up to a course at Richfield. With deep roots that goes back 32 years, we have become embedded in the South African educational landscape as an accredited institution – and we continue to grow. Richfield is firmly focused on helping students prepare for – and shape – the future, but we are also proud of our past.

As you might expect from a company that prides itself on encouraging people's curiosity, our idea of belonging encompasses much more than the usual meaning of the word. Our vision is to become a prominent, leading IT and Business college that produces graduates who are compatible globally – as well as equipped with more than just a qualification, but rather a world-class education that prepares them for the new world of work.

At Richfield, belonging starts with creating a welcoming, inclusive learning environment whether in person or online. That welcome extends to encouraging students to follow their own path as well as celebrating the diversity we see within the Richfield family and all around us.

By investing in distance learning technology and resource-sharing platforms like the Moodle Learning Management System, we've been able to build on our nationwide network of campuses and make quality educational opportunities available anytime, anywhere.

Remote access also reinforces our robust student support provision, no matter where they are located.

Our tuition model is built around a collaborative approach that promotes teamwork and idea-sharing. We believe that there are no wrong answers – every lesson and assignment offers new opportunities to learn and grow as an individual.

This method of teaching mirrors the reality of work in the IT and business sectors, ensuring that as a Richfield graduate you can hit the ground running when you enter (or re-enter) the professional environment. You'll be uniquely well-equipped to make a positive impact from your first day in your new job.

At the core of studying at Richfield, our promise to you is that you will walk away with **MORE THAN JUST A DEGREE**.

- You will have access to distinguished industry local, global speakers who are setting trends, breaking barriers and are the innovators shaping our future.
- In a two-pronged way we ensure your success when you join and when you exit the institution.
- The Navigating Your Campus Success Series gives you the master videos on the tools, techniques and strategies to be a successful and self-motivated to reach your full potential while the Work Readiness Series gives you access to the strategies, tools, and techniques to prepare you adequately and confidently for the world of work.
- Finally, because we know that the future is digital, we want to ensure that from orientation to graduation you will have the opportunity to access several free and some paid for digital capability touchpoints irrespective of your direction or qualification. Should you wish to have more than the degree you will have the opportunity to stack the badge to your degree by writing the IBM, Cisco, Oracle, CIMA, Salesforce, AWS certification level, MIT Pathway which is available to all our students at a highly discounted rate because of our MoUs with these institutions.

How to Apply

Step 1: Complete Application Form Online

CLICK HERE TO APPLY ONLINE

application.richfield.ac.za

Step 2: Pay your application fee

A non-refundable application fee of R600.00 is payable upon application.

Step 3: Submission of documents accompanying application

Once you have completed your online application and paid your application fee, send the following documents to info@richfield.ac.za:

Include this information in the subject line (**New Application | insert ID number**)

- Certified copy of your ID and a certified copy of your parents or guardian's ID
- Proof of residential address
- A certified copy of your matric results or your final grade 11 results
- Proof of payment of your application fee

Step 4: Provisional Acceptance

Your application will be reviewed and should you meet all our admission requirements, you will be provisionally accepted if you applied with your grade 11 results and if you applied with your matric results, full acceptance will be granted which allows you to proceed with your registration.

Alumni stories



Jade Tanya Bhima

Richfield Alumna
B.Sc. Information Technology, Software Development
Service Coordinator Intern at Thusa

What your experience at Richfield was like?

My experience at Richfield was great. The thing I appreciated the most about the experience is how dedicated the lecturers were to ensuring every student succeeds. Apart from being a lecturer, they are also active mentors in students' lives.

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

Richfield teaches you all the necessary steps to take when it comes to finding a job after graduating. A degree is only half of what's needed to get a job, you also need to know how to prepare for interviews, how to build an impeccable CV and how to market yourself in your field.

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

One of the cool things about the company I work at is the cool events we have and dress-up competitions. Thus far we've had an easter egg hunt in the office and a Saint Patrick dress-up day.



Ashton Naidoo

Richfield Alumna
B.Sc. Information Technology, Software Development
Software Developer at Derivco

What your experience at Richfield was like?

Richfield was great. The lecturers are extremely knowledgeable and are always willing to help. The environment is upbeat and vibrant, and you're never short of anything.

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

Richfield provided me with the necessary tools and resources I needed to become a software developer. Their willingness to keep us online during the pandemic kept me on track and I secured an internship during my second year, then a full-time offer the following year.

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

You get to write code and solve problems for a living. You get to build cool stuff using cutting-edge tech. At Derivco, we get free food. Free stuff is always nice. I get to work from home.



Dylan Jamieson

Richfield Alumna
B.Sc. Information Technology, Software Development
Graduate Developer at Derivco

What your experience at Richfield was like?

The lecturers cared for and respected the students and spoke to us as equals. They were willing to go the extra mile whenever we needed assistance. The affordable pricing allowed me to stay focused on my studies and the location of the campus meant I did not have to worry about travelling all the time.

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

The content covered at Richfield very closely imitates that of the working world, with a syllabus that equips you with the perfect tools for your career. During my degree, I covered a myriad of different languages and built up, not only my coding knowledge but the ability to adapt to new environments.

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

The learning opportunities at Derivco are endless. Derivco emphasizes the continuous education of its employees and even creates an entire team that you can rely on, consisting of people that will help you along the way. Along with many benefits like the canteen and gym, the entirety of the company ensures that you have all your needs met and that you are well cared for.



Caitlyn Pillay

Richfield Alumna
BSc. Information Technology, Systems development
Trainee Software Tester at BET Software

What your experience at Richfield was like?

My experience at Richfield was truly a memorable and gratifying one. During the pandemic, we were offered an incredible amount of support and resources, we were able to maintain our focus on our studies and enforce disciplines of self-independence. In the midst of the pandemic and my achievements, I created some of our most cherished memories, which I will forever be grateful for.

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

I interned at Rewardsco in the software development department, where I was able to use the skills, I had developed at Richfield to accomplish tasks given to me. I was then referred to BET Software for their graduate programme in February 2022. I am grateful to Richfield for the knowledge they were able to impart, which helped me pave the way to starting my first job in the same year of my graduation.

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

Recently, I took part in our company's version of "Shark Tank", which we called "BET Tank", where I and other trainees pitched and presented our innovative product designs to a panel of judges consisting of BET Software's leadership team. That was a cool experience.



Faculty of Information Technology (IT)

Welcome to the Faculty of Information Technology

Dear Prospective Richfield Student

The Faculty of Information Technology is one of the key faculties for 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 a number of CHE-accredited qualifications from Higher Certificate to Honours. We are committed to provide a range of qualifications 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 curricula in our modules will provide you with the latest trends and training in IT ensuring that you have a concrete footing and are 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 incorporating digital capabilities that make businesses thrive now and beyond.

At Richfield, we do not just offer certification at the end of your studies for your qualification, but we offer an educational experience that is more than just 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. As a Richfield student, you are able to earn badges and receive certifications from CISCO, Amazon Web Services Academy (AWS), IBM and Oracle. IT is the most integral part of our institution and at the forefront of everything that we do. We are proud of our 30-year legacy as a market leader in technology-enabled learning and will continue to pioneer in this space by introducing digital capabilities that are essential for businesses and play an essential part within the global digital economy.

At Richfield, we are always thinking and behaving ahead of the times therefore even COVID-19 disruptions did not stop us from finishing the academic year on time. Our contact, distance learning and blended models show our agility for now and the future, preparing our students for agility and dynamic working of the future. One of the pillars of our academic transformation is consistent quality and you will be 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 will prepare you to rise to the challenge of ensuring that you can make a significant contribution to society by focusing your research on solving real life problems and applying your advanced IT knowledge to build innovative solutions.

If you enjoy keeping up with the latest developments in the ever-changing field of information technology and to be at the forefront of IT, I encourage you 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, etc.

Looking forward to welcoming you to our world-class faculty.

UNDERGRADUATE QUALIFICATIONS

Bachelor of Science in Information Technology (BSc IT)

(Contact & Distance Learning – Three Years)

(SAQA ID number 35954: NQF 7: 400 credits: three years) CHE-accredited qualification (available at selected campuses or through Distance Learning)

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.

The BSc IT allows students to choose cutting-edge technology electives including artificial intelligence and programming or software engineering. Those seeking a more strategic direction in this space may choose IT Strategic Management.

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

| Year 2: Total Credits: 150 | | | | | |
|--|---------|-----------|----------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Information Systems 621 | 10 | 6 | Information Systems 622 | 10 | 6 |
| Programming 621 | 15 | 6 | Programming 622 | 15 | 6 |
| Database Systems 600 | 10 | 6 | Big Data & IOT 600 | 10 | 6 |
| Cloud Computing 600 | 10 | 6 | Machine Learning 600 | 10 | 6 |
| Internet Programming 621* | 15 | 6 | Internet Programming 622* | 15 | 6 |
| Computer Architecture 600* | 15 | 6 | Server Technology 600* | 15 | 6 |
| Business Analysis 621* | 15 | 6 | Business Analysis 622* | 15 | 6 |
| Data Manipulation & Visualisation 600* | 15 | 6 | Statistics for Data Science 600* | 15 | 6 |

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 16 & 17 in the prospectus. Specialisations as follows:

| | | | |
|----------------------|-----------------------|---------------|---------------------|
| Software Development | Emerging Technologies | IT management | Network Engineering |
|----------------------|-----------------------|---------------|---------------------|

BSc IT continued

| Year 3: Total Credits: 150 | | | | | |
|--------------------------------|---------|-----------|------------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Software Engineering 700 | 10 | 7 | IT Project 700 | 10 | 7 |
| Programming 731 | 15 | 7 | Programming 732 | 15 | 7 |
| Cyber Security 700 | 10 | 7 | Mobile App Development 700 | 10 | 7 |
| Artificial Intelligence 700 | 10 | 7 | Work Integrated Learning 700 | 20 | 7 |
| Human Computer Interaction 700 | 10 | 7 | Operating Systems 700 | 10 | 7 |
| Programming 741* | 15 | 7 | Programming 742* | 15 | 7 |
| Machine Learning 700* | 15 | 7 | Autonomous Systems & Robotics 700* | 15 | 7 |
| IT Strategic Management 731* | 15 | 7 | IT Strategic Management 732* | 15 | 7 |
| Networks 731* | 15 | 7 | Networks 732* | 15 | 7 |

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 16 & 17 in the prospectus. Specialisations as follows:

| | | | |
|----------------------|-----------------------|---------------|---------------------|
| Software Development | Emerging Technologies | IT management | Network Engineering |
|----------------------|-----------------------|---------------|---------------------|

Career opportunities

- Data Scientist
- Python Developer
- C# Developer
- Machine Learning Engineer
- Robotics Engineer
- Network Engineer
- Software Engineer
- Business Analyst
- Application Developer
- Information Security Analyst
- Systems Analyst and Designer
- Data Base Designer and Administrator
- Data Analyst
- Cyber Security Compliance Consultant

Admission requirements

- A National Senior Certificate or equivalent with an endorsement for admission to a degree, with a pass in maths 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).

Diploma in Information Technology (DIT)

(Contact & Distance Learning – Three Years)

(SAQA ID number 88322: NQF 6: 370 credits: three years) CHE-accredited qualification (available at selected campuses or through Distance Learning)

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

The diploma has been structured in such a way as to allow students to choose from an elective in one of three possible areas within the IT industry. The curriculum has been designed with specific outcomes in mind and is aimed at developing both generic and specific vocational skills required within each elective.

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

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

| Year 3: Total Credits: 130 | | | | | |
|--------------------------------|----|---|------------------------------------|----|---|
| Quantitative Techniques 600 | 15 | 6 | Operating Systems 600 | 10 | 6 |
| IT Project Management 600 | 15 | 6 | IT Project 600 | 15 | 6 |
| Software Engineering 600 | 10 | 6 | Management Information Systems 600 | 10 | 6 |
| Human Computer Interaction 600 | 10 | 6 | Work Integrated Learning 600 | 15 | 6 |
| Programming 631* | 15 | 6 | Programming 632* | 15 | 6 |
| Networks 631* | 15 | 6 | Networks 632* | 15 | 6 |
| Business Analysis 631* | 15 | 6 | Business Analysis 632* | 15 | 6 |

*Choose one elective in each semester that is related to your preferred Specialisation. Refer to pages 16 & 17 in the prospectus. Specialisations as follows:

| | | | |
|----------------------|-----------------------|---------------|---------------------|
| Software Development | Emerging Technologies | IT management | Network Engineering |
|----------------------|-----------------------|---------------|---------------------|

DIT continued

Career opportunities

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

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).

Higher Certificate in Information Technology

(Contact & Distance Learning – One Year)

(SAQA ID number 82926: NQF 5: 150 credits: one year) CHE-accredited qualification (available at selected campuses or through Distance Learning)

This qualification provides students with a foundational knowledge base in the IT field and the ability to apply their knowledge and skills in systems development or the technical support field.

It also equips students to undertake more specialised learning in ensuing years.

Career opportunities

- IT Technical Support
- Junior Web Developer
- Systems Developer

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

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).

Higher Certificate in Computer Forensics

(Distance Learning Only – One Year)

DISTANCE LEARNING ONLY

(SAQA ID number 111617: NQF 5: 125 credits: one year) CHE-accredited qualification (Distance Learning)

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.

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

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).

INFORMATION TECHNOLOGY SPECIALISATIONS



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 700 | 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 etc. 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 731 |

***APPLIES TO BSC ONLY.**

| ELECTIVES | |
|----------------|-----------------|
| Second Year | Third Year |
| First Semester | Second Semester |
| Networks 621 | Networks 622 |
| Networks 731 | Networks 731 |

***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

First Semester

Business Management 621

Business Analysis 631

Third Year

Second Semester

Business Management 622

Business Analysis 632

***APPLIES TO BIT ONLY.**





POSTGRADUATE QUALIFICATIONS

Bachelor of Science Honours in Information Technology (Distance Learning Only – One Year)

DISTANCE LEARNING ONLY

(SAQA ID number: 110089: 120 credits: one year) CHE-accredited qualification (Distance Learning)

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

At Richfield, we are focused on providing an education that prepares students to kick-start their journey towards career success as qualified IT professionals. 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.

| Year: 1 Total Credits: 120 | | | | | |
|--|---------|-----------|------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester :2 | Credits | NQF level |
| Information and Cyber Security 800 | 15 | 8 | Metaverse 800 | 15 | 8 |
| Research Methodology 800 | 15 | 8 | Big Data Analytics 800 | 15 | 8 |
| Information Technology Strategy and Governance 800 | 15 | 8 | Research Project 800 | 30 | 8 |
| Advanced Software Engineering 800 | 15 | 8 | | | |

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).



Faculty of Business and Management Sciences (BMS)

Welcome to the Faculty of Business and Management Sciences

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 (available via contact and distance learning modes.)

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 excel in the commercial environment rest assured that they have the necessary foundational and theoretical knowledge, supported by strong problem-solving, critical thinking, decision-making, IT and strategic skills.

A key programme objective is to provide students with perceptual and analytical skills necessary in decision making, policy evaluation and an understanding of the social, economic and regulatory business environment.

Career opportunities

- 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 continued

| Year 1: Total Credits: 130 | | | | | |
|-------------------------------|---------|-----------|-------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Business Ethics 500 | 10 | 5 | Entrepreneurship 500 | 10 | 5 |
| Economics 511 | 10 | 5 | Economics 512 | 10 | 5 |
| Accounting 511 | 10 | 5 | Accounting 512 | 10 | 5 |
| Statistics 511 | 15 | 5 | Statistics 512 | 15 | 5 |
| Information Systems 511 | 10 | 5 | Information Systems 512 | 10 | 5 |
| Human Resource Management 511 | 10 | 5 | Human Resource Management 512 | 10 | 5 |
| Marketing Management 511 | 10 | 5 | Marketing Management 512 | 10 | 5 |

| Year 2: Total Credits: 90 for non-AGA, 130 for Associate General Accountant | | | | | |
|---|---------|-----------|--|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Economics 621 | 6 | 15 | Economics 622 | 6 | 15 |
| Stakeholder Relations 621 | 6 | 10 | Stakeholder Relations 622 | 6 | 10 |
| Commercial Law 621 | 6 | 10 | Commercial Law 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 |
| Accounting 601 | 6 | 10 | Accounting 602 | 6 | 10 |
| Principles of Management Accountant 621* | 6 | 10 | Principles of Management Accountant 621* | 6 | 10 |

| Year 3: Total Credits: 125 for non-AGA, 180 for Associate General Accountant | | | | | |
|--|---------|-----------|-------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Strategic Management 731 | 15 | 7 | Strategic Management 732 | 15 | 7 |
| Market Research 700 | 10 | 7 | Training and Development 700 | 10 | 7 |
| Entrepreneurship & Small Business Management 700 | 10 | 7 | Total Quality Management 700 | 10 | 7 |
| Contemporary Issues in Industrial Relations 700 | 10 | 7 | Work Integrated Learning 700 | 15 | 7 |
| Human Resource Management 731 | 15 | 7 | Human Resource Management 732 | 15 | 7 |
| Marketing Management 731 | 15 | 7 | Marketing Management 732 | 15 | 7 |
| Accounting 731 | 15 | 7 | Accounting 732 | 15 | 7 |
| Auditing 731* | 15 | 7 | Auditing 732* | 15 | 7 |
| Income Tax 731* | 15 | 7 | Income Tax 732* | 15 | 7 |
| Management Accounting 731* | 15 | 7 | Management Accounting 732* | 15 | 7 |

Shaded areas in the above tables represent elective modules.

*Electives

Second semester: Students choose either Human Resource Management or Marketing Management or a combination of Accounting, Principles of Management Accountant and Auditing Theory.

Third semester: Students choose either Accounting or Human Resource Management or Marketing Management or a combination of Auditing, Income Tax and Management Accountant.

Accounting 601 and Accounting 602 in second year consist of only the summative examinations in the second semester.

Auditing 731, Income Tax 731 and Management Accounting 731 in the third year consist of only the summative examinations in the second semester.

Bachelor of Business Administration (BBA)

(Contact & Distance Learning – Three Years)

(SAQA ID number 88921: NQF 7: 360 credits: three years) CHE-accredited qualification (available via contact and distance learning modes).

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

| Year 2: Total Credits: 120 | | | | | |
|-------------------------------|---------|-----------|-------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Business Management 621 | 10 | 6 | Business Management 622 | 10 | 6 |
| Business Statistics 621 | 10 | 6 | Business Statistics 622 | 10 | 6 |
| Industrial Psychology 621 | 10 | 6 | Industrial Psychology 622 | 10 | 6 |
| Commercial Law 621 | 10 | 6 | Commercial Law 622 | 10 | 6 |
| Business Ethics 621 | 10 | 6 | Business Ethics 622 | 10 | 6 |
| Accounting 621 | 10 | 6 | Accounting 622 | 10 | 6 |
| Human Resource Management 621 | 10 | 6 | Human Resource Management 622 | 10 | 6 |
| Marketing Management 621 | 10 | 6 | Marketing Management 622 | 10 | 6 |
| Supply Chain Management 621 | 10 | 6 | Supply Chain Management 622 | 10 | 6 |

Shaded areas in the above table represent elective modules

Note: These modules will only be offered pending feasible number of registrations.

BBA continued

| Year 3: Total Credits: 120 | | | | | |
|-------------------------------|---------|-----------|-------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Entrepreneurship and SBM 731 | 10 | 7 | Entrepreneurship and SBM 732 | 10 | 7 |
| Project Management 731 | 10 | 7 | Project Management 732 | 10 | 7 |
| Strategic Management 731 | 10 | 7 | Strategic Management 732 | 10 | 7 |
| Total Quality Management 731 | 10 | 7 | Total Quality Management 732 | 10 | 7 |
| Research Methodology 700 | 10 | 7 | Work Integrated Learning | 10 | 7 |
| Human Resource Management 731 | 10 | 7 | Human Resource Management 732 | 10 | 7 |
| Marketing Management 731 | 10 | 7 | Marketing Management 732 | 10 | 7 |
| Accounting 731 | 10 | 7 | Accounting 732 | 10 | 7 |
| Supply Chain Management 731 | 10 | 7 | Supply Chain Management 732 | 10 | 7 |

Shaded areas in the above tables represent elective modules

Note: These modules will only be offered pending feasible number of registrations.

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).

Bachelor of Public Management

(Distance Learning Only – Three Years)

DISTANCE LEARNING ONLY

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

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.

Career opportunities

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

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).

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

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

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

Diploma in Business Administration (DBA)

(Contact & Distance Learning – Three Years)

(SAQA ID number 88897: NQF 6: 370 credits: three years) CHE-accredited qualification (available at selected campuses or through Distance Learning)

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.

Career opportunities

- Small Business Unit Managers
- Entrepreneurship
- Banking
- Financial Services
- Human Resource Coordinator
- Procurement Officer
- Supervisory positions

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

DBA continued

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

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

Shaded areas in the above tables represent elective modules

Note: These modules will only be offered pending feasible number of registrations.

Diploma in Local Government Management

(Distance Learning Only – Three Years)

DISTANCE LEARNING ONLY

(SAQA ID number 99717: NQF 6: 370 credits: three years) CHE-accredited qualification (Distance Learning)

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.

| Year 1: Total Credits: 120 | | | | | |
|-------------------------------------|---------|-----------|----------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Local Government Management 511 | 30 | 5 | Local Government Management 512 | 30 | 5 |
| Integrated Development Planning 500 | 15 | 5 | Public Management 500 | 15 | 5 |
| Information Systems 511 | 15 | 5 | Municipal Finance Management 500 | 15 | 5 |

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

| Year 3: Total Credits: 130 | | | | | |
|---|---------|-----------|--|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Local Government Management 631 | 15 | 6 | Local Government Management 632 | 15 | 6 |
| Fundamentals of Research 600 | 15 | 6 | Local Government Service Delivery Mandates 600 | 15 | 6 |
| Local Government Project Management 600 | 15 | 6 | Research Project 600 | 20 | 6 |
| Disaster Management 600 | 15 | 6 | Work Integrated Learning 600 | 20 | 6 |

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).

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 (available at selected campuses or through Distance Learning)

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.

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

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).

Higher Certificate in Office Administration (HCOA)

(Contact Learning Only – One Year)

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

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

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).

Higher Certificate in Local Government Management

(HCLGM) (Distance Learning Only – One Year)

DISTANCE LEARNING ONLY

(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.

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

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).

Higher Certificate in Recognition of Prior

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

DISTANCE LEARNING ONLY

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

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

BUSINESS AND MANAGEMENT SCIENCES SPECIALISATIONS



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 STUDIES

Master of Business Administration (Distance Learning Only – Two Years)

(SAQA ID number: 117681: 180 credits: two years) CHE-accredited qualification (Distance Learning)

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: 180: Duration: 2 years | | | |
|---|--------------|-------------------------------------|--------------|
| Year 1 | SAQA Credits | Year 2 | SAQA Credits |
| Managing Digital Transformation 900 | 15 | Strategic Leadership 900 | 15 |
| Strategic Financial Management 900 | 15 | Business Research 900 | 15 |
| Strategic Marketing Management 900 | 15 | International Business Strategy 900 | 15 |
| Innovative Talent Management 900 | 15 | Dissertation (Mini) | 45 |
| Strategic Information Technology Management 900 | 15 | | |

| Elective (Choose only one) | | Non-credit bearing extra curriculum |
|--|----|---|
| Entrepreneurship and Innovation | 15 | International Study 900 |
| Business Ethics and Corporate Governance | 15 | Emerging & Disruptive Technologies |
| Strategic Operations Management | 15 | Global Immersion |
| | | IT Boot camps for Badges and certifications (AWS, CISCO, IBM, Salesforce, Oracle, CIMA) |

Admission requirements

- Honours degree or postgraduate diploma
- Equivalent NQF 8 qualification
- Relevant work-related experience
- Recognition of Prior Learning (RPL).

Postgraduate Diploma in Management

(Distance Learning Only – One Year)

(SAQA ID number: 105754: 135 credits: one-year) CHE-accredited qualification (Distance learning)

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.

| 1 Year, Total Credits: 135 | | | | | |
|--------------------------------------|---------|-----------|-------------------------------------|---------|-----------|
| Semester: 1 | Credits | NQF level | Semester: 2 | Credits | NQF level |
| Managerial Economics 800 | 15 | 8 | Managerial Finance 800 | 15 | 8 |
| Marketing Management 800 | 15 | 8 | Human Resource Management 800 | 15 | 8 |
| Research Methodology 800 | 15 | 8 | ResearchReport 800 | 20 | 8 |
| Innovation and Change Management 800 | 15 | 8 | | | |
| IT Management 800 | 15 | 8 | | | |
| | | | Electives (Choose ONE only) | | |
| | | | Operations Management 800 | 10 | 8 |
| | | | Entrepreneurship and Innovation 800 | 10 | 8 |
| | | | Public Sector Management 800 | 10 | 8 |

Admission requirements

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

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



Own tomorrow

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 &
Acting Dean: Faculty of Information Technology

Dr Muni Kooblal

BSc, B.Ed, HED, MPA, DAdmin
Group Chief Academic Registrar

Kegan Shunmugan

BCom, ODETDP
Managing Director: Contact Learning

Zane Ramnundlall

BSc (IT), MBA
Chief Information Officer

Ravika Sookraj

MBA, BCom (Hons), BCom
Managing Director: Distance Learning & MBA

Adam Kelly

ACMA, CGMA, BCom
Group Chief Commercial Officer

Elaine Ganas

BCom (Hons) Industrial and
Organisational Psychology
Chief Human Resources Training &
Development Officer

Reneilwe Dinkoanyane

BA, BA (Hons)
Corporate Communications & Marketing
Group Marketing Manager

Key regulatory disclosures

Legal Status: Private Company

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

CLICK HERE FOR MORE INFO.

richfield.ac.za/about

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 also holds to the ISO 9001: 2015 and OHSAS 18001: 2007 internationally certified quality standards for the provision of tertiary learning, distance and vocational technical studies, professional learning and skills programmes to international organisations and individuals.

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.

The latest available textbooks are prescribed and kept in the libraries nationally. The latest available textbooks are prescribed and kept in the libraries nationally.

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.

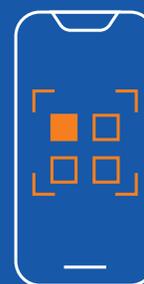
Partnership Agreements

CLICK HERE FOR MORE INFO.
richfield.ac.za/about

Module Codes

CLICK HERE TO VIEW MODULE CODES
richfield.ac.za/about

Scan the QR codes below for more information



Academic calendar

CLICK HERE TO VIEW THE ACADEMIC CALENDAR.

richfield.ac.za/prospectus-and-pricelist

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Umhlanga, 4320

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