

# RICHFIELD GRADUATE INSTITUTE OF TECHNOLOGY (PTY) LTD

## HIGHER EDUCATION AND TRAINING

### FACULTY OF COMMERCE & FACULTY OF LEADERSHIP & BUSINESS ADMINISTRATION

#### SEMESTER 2 NATIONAL SUPPLEMENTARY FINAL EXAMINATIONS TIMETABLE 2018/2019 (EXTENDED BY 1 DAY)

#### NOTE

This Time Table includes the following programmes

- BACHELOR OF COMMERCE( 3 YEARS) (1<sup>st</sup> , 2<sup>nd</sup>, 3<sup>rd</sup> Years)
- BACHELOR OF BUSINESS ADMINISTRATION ( 3 YEARS) (1<sup>st</sup> , 2<sup>nd</sup> ,3<sup>rd</sup> Years)
- DIPLOMA IN BUSINESS ADMINISTRATION (3 YEARS) (1<sup>st</sup> , 2<sup>nd</sup> 3<sup>rd</sup> Years)
- DIPLOMA IN BUSINESS ADMINISTRATION (2 YEARS) (1<sup>st</sup> , 2<sup>nd</sup> Years)
- HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION (1<sup>st</sup> YEAR)
- HIGHER CERTIFICATE IN OFFICE ADMINISTRATION (1<sup>st</sup> YEAR)

***\*Campus Managers please note all offline papers will be written the same time and date as per this timetable nationally***

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
22 Jan 2019 Tuesday	<b>SESSION 1</b> 10:00 – 12:00 AM		Bachelor of Business Administration (3 <sup>rd</sup> year)	Strategic Management 732	100% Manual
			Bachelor of Commerce (3 <sup>rd</sup> Year)	Strategic Management 732	100% Manual
			Diploma in Business Administration 3 Year Programme (3 <sup>rd</sup> Year)	Strategic Management 632	100% Manual
			Diploma in Business Administration – 3 Year Programme (1st Year)	Business Communication 512	100 % Manual
			Diploma in Business Administration – 2 Year Programme (1st Year)	Business Communication 512	100 % Manual
			Bachelor of Business Administration (1 <sup>st</sup> Year)	Business Communication 512	100 % Manual
		<b>SESSION 2</b> 14:00- 16:00 PM		Bachelor of Business Administration (2nd Year)	Business Ethics 622

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
23 Jan 2019 Wednesday	SESSION 1 10:00 – 12:00 AM		B Com 1 <sup>st</sup> (Year)	Business Management 512	100 % Manual
			Diploma in Business Administration – 3 Year Programme (1 <sup>st</sup> Year)	Business Management 512	100 % Manual
			Diploma in Business Administration – 2 Year Programme (1 <sup>st</sup> Year)	Business Management 512	100 % Manual
			Bachelor of Business Administration (1 <sup>st</sup> Year)	Business Management 512	100 % Manual
	SESSION 2 14:00- 16:00 PM		B Com (2nd Year)	Commercial Law 622	100 % Manual
			Bachelor of Business Administration (2 <sup>nd</sup> Year)	Commercial Law 622	100 % Manual
			Diploma in Business Administration – 3 Year Programme (2nd Year)	Commercial Law 622	100 % Manual
			Diploma in Business Administration – 2 Year Programme (2nd Year)	Commercial Law 622	100 % Manual
			Higher Certificate in Business Administration (1 Year)	Intro to Comm Law 500	100 % Manual
			Higher Certificate in Office Administration (1 Year)	Office Communication 512	100 % ONLINE

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
24 Jan 2019 Thursday	SESSION 1 10:00 – 12:00 AM		Higher Certificate in Office Administration (1 Year)	Bookkeeping 512	100 % Manual
			Higher Certificate in Business Administration (1 Year)	Bookkeeping 512	100 % Manual
			Diploma in Business Administration – 3 Year Programme (1st Year)	Training & Development 512	100 % Manual
			Diploma in Business Administration – 3 Year Programme (2nd Year)	Total Quality Management 622	100 % Manual
			Diploma in Business Administration – 2 Year Programme (2nd Year)	Total Quality Management 622	100 % Manual
	SESSION 2 14:30- 16:00 PM  ( Manual 1 & half hr)	<b>Session 1: 08:30 – 09:00</b> <b>Session 2: 09:15 – 09:45</b> <b>Session 3: 10:00 – 10:30</b> <b>Session 4: 10:45 – 11:15</b> <b>Session 5: 11:30 – 12:00</b>  ( 30 Online MCQs – 30 Mins)	<b>Bachelor of Business Administration (3rd Year)</b>	<b>Human Resource Management 732</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Bachelor of Business Administration (3rd Year)</b>	<b>Marketing Management 732</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>B Com (3rd Year)</b>	<b>Human Resource Management 732</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>B Com (3rd Year)</b>	<b>Marketing Management 732</b>	<b>30 % Online &amp; 70% Offline</b>

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
25 Jan 2019 Friday	SESSION 1 10:00 – 12:00 AM		Diploma in Business Administration – 3 Year Programme (3rd Year)	Project Management 632	100 % Manual
			Bachelor of Business Administration (3rd Year)	Project Management 732	100 % Manual
			Diploma in Business Administration – 2 Year Programme (2 <sup>nd</sup> Year)	Business Management 622	100 % Manual
			Diploma in Business Administration – 3 Year Programme (2 <sup>nd</sup> Year)	Business Management 622	100 % Manual
			B Com (2nd Year)	Business Management 622	100 % Manual
			Bachelor of Business Administration (2 <sup>nd</sup> Year)	Business Management 622	100 % Manual
	SESSION 2 14:30- 16:00 PM  ( Manual 1 & half hr)	<b>Session 1:</b> 08:30 – 09:00 <b>Session 2:</b> 09:15 – 09:45 <b>Session 3:</b> 10:00 – 10:30 <b>Session 4:</b> 10:45 – 11:15 <b>Session 5:</b> 11:30 – 12:00  ( 30 Online MCQs – 30 Mins)	Higher Certificate in Office Administration (1 Year)	Office Administration 512	30 % Online & 70% Offline
			Higher Certificate in Business Administration (1 Year)	Office Administration 512	30 % Online & 70% Offline

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT	
28 Jan 2019 Monday	SESSION 1 10:00 – 12:00 AM		Bachelor of Business Administration (2 <sup>ND</sup> Year)	Business Statistics 622	100 % Manual	
			Diploma in Business Administration – 3 Year Programme (2 <sup>nd</sup> Year)	Business Statistics 622	100 % Manual	
			Diploma in Business Administration – 2 Year Programme (2nd Year)	Business Statistics 622	100 % Manual	
	SESSION 2 14:30- 16:00 PM  ( Manual 1 & half hr)	Session 1: 08:30 – 09:00 Session 2: 09:15 – 09:45 Session 3: 10:00 – 10:30 Session 4: 10:45 – 11:15 Session 5: 11:30 – 12:00  ( 30 Online MCQs – 30 Mins)		B Com 1st (Year)	Economics 512	30 % Online & 70% Offline
				Diploma in Business Administration – 3 Year Programme (1st Year)	Economics 512	30 % Online & 70% Offline
				Diploma in Business Administration – 2 Year Programme (1st Year)	Economics 512	30 % Online & 70% Offline
				Bachelor of Business Administration (1 <sup>st</sup> Year)	Economics 512	30 % Online & 70% Offline

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
29 Jan 2019 Tuesday	SESSION 1  10:00 – 12:00 AM		Higher Certificate in Office Administration (1 Year)	Information Systems 512	50% Manual & 50 % practical
			Higher Certificate in Business Administration (1 Year)	Information Systems 512	50% Manual & 50 % practical
			B Com 1 <sup>st</sup> (Year)	Information Systems 512	50% Manual & 50 % practical
			Bachelor of Business Administration (1 <sup>st</sup> Year)	Information Systems 512	50% Manual & 50 % practical
			Diploma in Business Administration – 3 Year Programme (1st Year)	Business Information Systems 512	50% Manual & 50 % practical

			<b>Diploma in Business Administration – 2 Year Programme (1st Year)</b>	<b>Business Information Systems 512</b>	<b>50% Manual &amp; 50 % practical</b>
			Bachelor of Business Administration (3rd Year)	Entrepreneurship & Small Business Management 732	100 % Manual
			Bachelor of Business Administration (2 <sup>nd</sup> Year)	Industrial Psychology 622	100 % Manual
			Diploma in Business Administration – 3 Year Programme (3rd Year)	Industrial Psychology 632	100 % Manual
	<b>SESSION 2 14:30- 16:00 PM</b>	<b>Session 1: 08:30 – 09:00</b>	<b>Diploma in Business Administration – 2 Year Programme (2nd Year)</b>	<b>Public Relations 622</b>	<b>30 % Online &amp; 70% Offline</b>
	<b>( Manual 1 &amp; half hr)</b>	<b>Session 2: 09:15 – 09:45</b>	B Com (2nd Year)	Public Relations 622	<b>30 % Online &amp; 70% Offline</b>
		<b>Session 3: 10:00 – 10:30</b>			
		<b>Session 4: 10:45 – 11:15</b>			
		<b>Session 5: 11:30 – 12:00</b>			
		( 30 Online MCQs – 30 Mins)			

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT	
30 Jan 2019 Wednesday	SESSION 1 10:00 – 12:00 AM		BCom (3 <sup>rd</sup> Year)	Total Quality Management 700	100 % Manual	
			Bachelor of Business Administration (3 <sup>rd</sup> Year)	Total Quality Management 732	100 % Manual	
			Diploma in Business Administration – 3 Year Programme (3 <sup>rd</sup> Year)	Entrepreneurship & Small Business Management 632	100 % Manual	
	SESSION 2 14:30- 16:00 PM  ( Manual 1 & half hr)	<b>Session 1:</b> 08:30 – 09:00 <b>Session 2:</b> 09:15 – 09:45 <b>Session 3:</b> 10:00 – 10:30 <b>Session 4:</b> 10:45 – 11:15 <b>Session 5:</b> 11:30 – 12:00  ( 30 Online MCQs – 30 Mins)		<b>Diploma in Business Administration – 2 Year Programme (2nd Year)</b>	<b>Marketing Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
				<b>Diploma in Business Administration – 3 Year Programme (2nd Year)</b>	<b>Marketing Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
				<b>Bachelor of Business Administration (2nd Year)</b>	<b>Marketing Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
				<b>B Com (2nd Year)</b>	<b>Marketing Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
				<b>Diploma in Business Administration – 2 Year Programme (1st Year)</b>	<b>Public Relations 512</b>	<b>30 % Online &amp; 70% Offline</b>

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
31 Jan 2019 Thursday	SESSION 1 10:00 – 12:00 AM		Diploma in Business Administration – 3 Year Programme (2nd Year)	Economics 622	100 % Manual
			B Com (2nd Year)	Economics 622	100 % Manual
			Bachelor of Business Administration (3rd Year)	Accounting 732	100 % Manual
			B Com (3rd Year)	Accounting 732	100 % Manual
	SESSION 2 14:00- 16:00 PM		Diploma in Business Administration – 3 Year Programme (1st Year)	Accounting 512	100 % Manual
			Bachelor of Business Administration (1 <sup>st</sup> Year)	Accounting 512	100 % Manual
			Diploma in Business Administration – 2 Year Programme (1st Year)	Accounting 512	100 % Manual
			B Com 1st (Year)	Accounting 512	100 % Manual

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
01 Feb 2019 Friday	SESSION 1 10:00 – 12:00 AM		Higher Certificate in Business Administration (1 Year)	General Management 512	100 % Manual
			Higher Certificate in Office Administration (1 Year)	Human Relations 500	100 % Manual
			B Com (3rd Year)	Training & Development 700	100 % Manual
			Diploma in Business Administration – 3 Year Programme (2nd Year)	Public Management 622	100 % Manual
			Diploma in Business Administration – 3 Year Programme (1st Year)	Public Management 512	100 % Manual



			Diploma in Business Administration – 3 Year Programme (3rd Year)	Public Management 632	100 % Manual
<b>SESSION 2</b> <b>14:30- 16:00</b> <b>PM</b>  <b>( Manual 1 &amp; half hr)</b>	<b>Session 1:</b> <b>08:30 – 09:00</b> <b>Session 2:</b> <b>09:15 – 09:45</b> <b>Session 3:</b> <b>10:00 – 10:30</b> <b>Session 4:</b> <b>10:45 – 11:15</b> <b>Session 5:</b> <b>11:30 – 12:00</b>  ( 30 Online MCQs – 30 Mins)		<b>B Com 1st (Year)</b>	<b>Human Resource Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Bachelor of Business Administration (1<sup>st</sup> Year)</b>	<b>Human Resource Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 2 Year Programme (1st Year)</b>	<b>Human Resource Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 3 Year Programme (1st Year)</b>	<b>Human Resource Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 3 Year Programme (3rd Year)</b>	<b>Human Resource Management 632</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Bachelor of Business Administration (1<sup>st</sup> Year)</b>	<b>Marketing Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 2 Year Programme (1st Year)</b>	<b>Marketing Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>B Com 1st (Year)</b>	<b>Marketing Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 3 Year Programme (3rd Year)</b>	<b>Supply Chain Management 632</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 3 Year Programme (1st Year)</b>	<b>Supply Chain Management 512</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 3 Year Programme (2nd Year)</b>	<b>Supply Chain Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 3 Year Programme (2nd Year)</b>	<b>Human Resource Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Diploma in Business Administration – 2 Year Programme (2nd Year)</b>	<b>Human Resource Management 622</b>	<b>30 % Online &amp; 70% Offline</b>

			<b>B Com (2nd Year)</b>	<b>Human Resource Management 622</b>	<b>30 % Online &amp; 70% Offline</b>
			<b>Bachelor of Business Administration (2nd Year)</b>	<b>Human Resource Management 622</b>	<b>30 % Online &amp; 70% Offline</b>

DATE	MANUAL TIMES	ONLINE TIME	QUALIFICATIONS	MODULES	MODE OF ASSESSMENT
<b>04 Feb 2019 Monday</b>	<b>SESSION 1 10:00 – 12:00 AM</b>		Diploma in Business Administration – 3 Year Programme (3rd Year)	Economics 632	100 % Manual
			Bachelor of Business Administration (2nd Year)	Accounting 622	100 % Manual
			B Com (2nd Year)	Accounting 622	100 % Manual
			Diploma in Business Administration – 2 Year Programme (2nd Year)	Accounting 622	100 % Manual
			B Com 1st (Year)	Business Statistics 512	100 % Manual
	<b>SESSION 2 14:00- 16:00 PM</b>				