PRIVATE, QUALITY & AFFORDABLE EDUCATION

TAKE THE NEXT STEP

REGENT Business School

UNDERGRADUATE PROSPECTUS

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PRIVATE, QUALITY & AFFORDABLE EDUCATION

WELCOME TO REGENT BUSINESS SCHOOL

1

Accredited and internationally recognised qualifications.

2

Accessible and affordable Higher Education.

3

A commited Student Centred Culture that strives towards student satisfaction.

4

A focus on real world skills development that ensures the best possible preparation for life and enhancement thereof.

5

Diversified student networking opportunities across Southern Africa.

TAKE THE NEXT STEP

IMAGINE THE POSSIBILITIES

PRIVATE, QUALITY & AFFORDABLE EDUCATION

VISION

To be a leading provider of entrepreneurial, business and management education and to develop business leaders through research and innovation.

MISSION

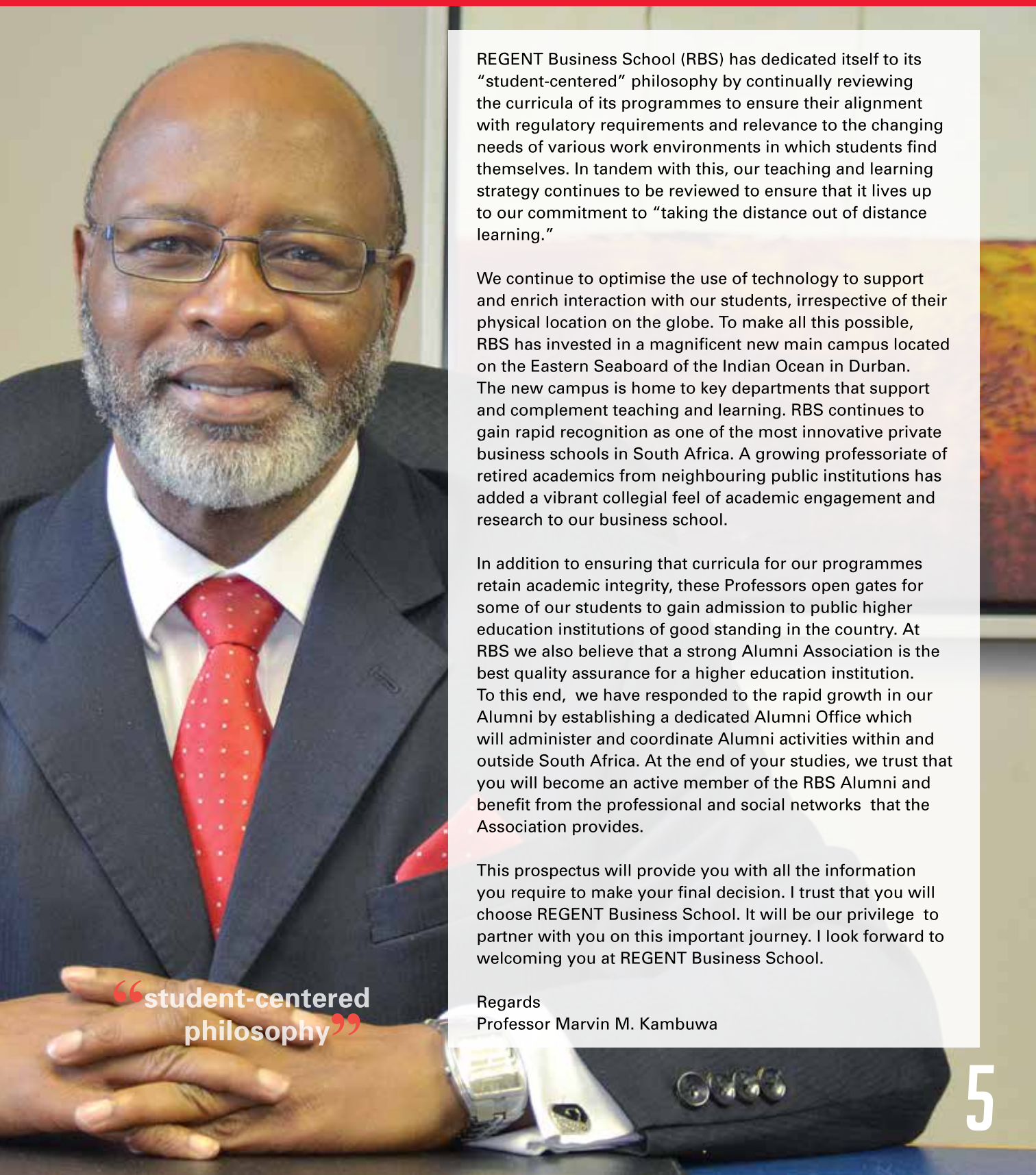
To provide accessible, affordable, and quality entrepreneurial, business and management education, responsive to the critical needs of South Africa and the African continent within the context of a dynamic global environment.

OUR VALUES

The core values that underpin the vision and mission of REGENT Business School are:

- **Knowledge :** The creation and dissemination of knowledge through teaching and learning, research and innovation, and critical engagement with all stakeholders.
- **Social Responsibility :** Serving and engaging for the overall betterment of society.
- **Sustainability :** Integrating social, environmental, economic and technological considerations into teaching, learning and research strategies.
- **Ethical Behaviour :** Practising ethical leadership based on the principles of governance efficacy and efficiency.
- **Diversity :** Applying the principles of social justice in dealing with the critical issues of diversity, race, access to education, gender, equity and disability.

WELCOME FROM THE PRINCIPAL



REGENT Business School (RBS) has dedicated itself to its “student-centered” philosophy by continually reviewing the curricula of its programmes to ensure their alignment with regulatory requirements and relevance to the changing needs of various work environments in which students find themselves. In tandem with this, our teaching and learning strategy continues to be reviewed to ensure that it lives up to our commitment to “taking the distance out of distance learning.”

We continue to optimise the use of technology to support and enrich interaction with our students, irrespective of their physical location on the globe. To make all this possible, RBS has invested in a magnificent new main campus located on the Eastern Seaboard of the Indian Ocean in Durban. The new campus is home to key departments that support and complement teaching and learning. RBS continues to gain rapid recognition as one of the most innovative private business schools in South Africa. A growing professoriate of retired academics from neighbouring public institutions has added a vibrant collegial feel of academic engagement and research to our business school.

In addition to ensuring that curricula for our programmes retain academic integrity, these Professors open gates for some of our students to gain admission to public higher education institutions of good standing in the country. At RBS we also believe that a strong Alumni Association is the best quality assurance for a higher education institution. To this end, we have responded to the rapid growth in our Alumni by establishing a dedicated Alumni Office which will administer and coordinate Alumni activities within and outside South Africa. At the end of your studies, we trust that you will become an active member of the RBS Alumni and benefit from the professional and social networks that the Association provides.

This prospectus will provide you with all the information you require to make your final decision. I trust that you will choose REGENT Business School. It will be our privilege to partner with you on this important journey. I look forward to welcoming you at REGENT Business School.

Regards
Professor Marvin M. Kambuwa

DREAM IT....ACHIEVE IT

TAKE THE NEXT STEP

OVERVIEW OF REGENT BUSINESS SCHOOL

REGENT Business School (RBS) is a Private Higher Education Institution registered in terms of the Higher Education Act (101 of 1997). It was established in 1998 as a post-apartheid empowerment institution offering affordable and accessible business and management education programmes.

These programmes cover the areas of business administration, commerce, management and leadership, finance, entrepreneurship, local government, educational management and range from Higher Certificates to Postgraduate Degrees.

In keeping with its mission, RBS's students are drawn from many vocational backgrounds from South Africa and other SADC countries. The distance and supported distance mode of delivery, the relevance of the programmes curricula to the local and regional business context as well as the affordable fee structure makes RBS programmes a preferred choice for persons wishing to pursue higher education, business and management qualifications.

In delivering its range of management education programmes to a diverse body of students from both the Public and Private Sectors, RBS has developed significant capacity with regards to infrastructure, academic and intellectual resources. Access to a large pool of experts in Management and Leadership from commerce, industry and academia has impacted positively on the delivery of its learning programmes. Through its active research focus, RBS is also at the cutting edge of the latest business leadership and management trends.

REGENT Business School has developed a series of programmes that are designed to provide students and organisations with the management competencies and critical skills necessary to build and sustain competitive advantages in a rapidly changing and complex business environment. RBS's expertise has evolved through continuous research and development undertaken in delivering a range of local and international business and management education programmes.

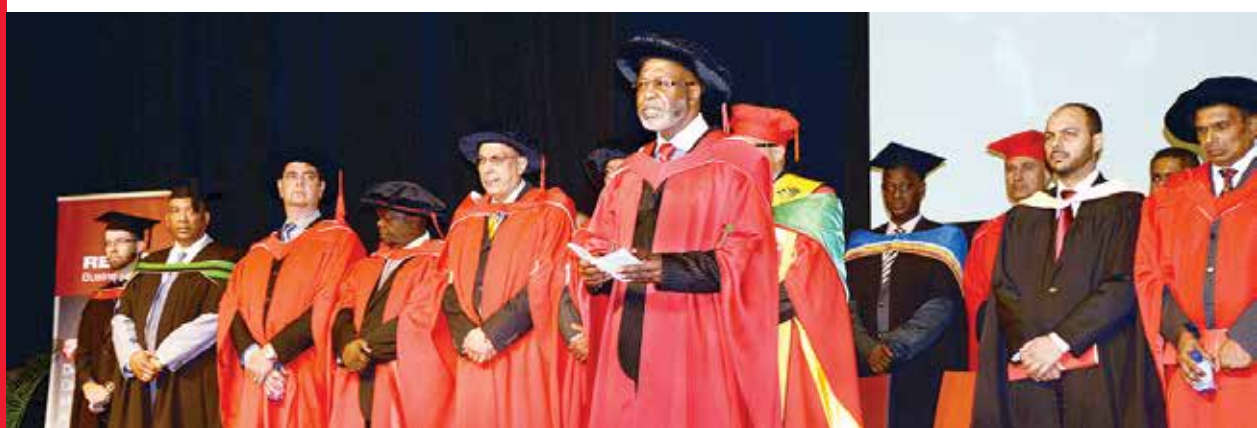
As a specialised education and training provider of management related learning programmes RBS has the capacity, systems and resources to deliver courses with the flexibility of onsite, offsite as well as web-based teaching and learning. It is well known that successful companies make deliberate efforts to ensure that training of staff does not compromise production and business time. RBS delivers courses that are flexible and supported by a range of support facilities i.e. telephonic support, face to face lectures, online and web support and virtual classrooms. This places organisations at the forefront of competitiveness having their staff trained and uplifted whilst still maintaining optimal productivity.

QUALITY CONFIRMED BY ACCREDITATION

REGENT Business School is registered as a private higher education institution with the Department of Higher Education and Training (DHET) (Registration certificate number: 2000/HE07/012). REGENT Business School has accreditation with the Council on Higher Education (CHE).

THE REGENT BUSINESS SCHOOL PROGRAMMES ARE:

1. Accredited by the Council on Higher Education (CHE).
2. Recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).
3. Registered with the Department of Higher Education and Training (DHET).
4. Recognised by the Nambian Qualifications Authority (NQA).
5. Recognised by the Mauritian Tertiary Education Commission (MTEC).
6. RBS is also a pipeline member of the Association of African Business Schools (AABS).



AN INTERNATIONAL EXPERIENCE

REGENT Business School (RBS), has, since its inception in 1998 developed an international footprint of higher education delivery in the Southern African Community. Recent years have seen the extension of this footprint through collaboration with foreign partners to the Mauritian and Madagascan Islands, Kenya in East Africa as well as the extension of its footprint to the Northern European region of Russia. A recent survey of RBS graduates indicates that graduates have positioned themselves on all continents of the world. The survey shows them holding executive positions in Hong Kong, Pakistan, United Kingdom, Saudi Arabia, Oman, Australia and a host of African countries. Delivering programmes across international boundaries through supported distance learning and utilising highly experienced and qualified academics has positioned RBS to offer cutting edge programmes that meet market demands which are locally and globally relevant.

WHAT SUPPORT DOES REGENT BUSINESS SCHOOL PROVIDE?

A range of services and resources are available to facilitate a meaningful learning experience for all students.

Academic Support: One-to-one Support
In order to help you study more effectively, develop key academic skills and access academic support, you can book an appointment to talk with a faculty member to address your specific areas of concern. This facility is available via telephone, email and RBS website.

Workshops Sessions
RBS facilitates workshops sessions for students where teaching and learning can take place. Workshops provide the ideal forum for students to clarify areas of difficulty identified in their study programme.

Enrichment Sessions
Enrichment classes are offered to students who wish to further their understanding of a module and who have experienced difficulties during the academic semester. However the enrichment sessions are held in regions where there are adequate student numbers per module.

Website Support
RBS's website (http://www.regent.ac.za) offers new and prospective students access to information electronically. Registered students can further access their MYREGENT portal account from the home page by clicking on the student login link appearing on the right hand panel of the website. The MYREGENT portal is a vehicle that provides students access to academic, library and support resources and comprises two parts namely a portal account and a MYREGENT email account. Students are encouraged to make use of this facility to enhance their learning experience.

Videos to support learning
The Centre for Teaching and Learning has introduced a series of videos that is intended to complement student learning at REGENT Business School. Videos are available for selected modules.

BUILD YOUR EMPIRE

TAKE THE NEXT STEP

BACHELOR OF COMMERCE (GENERAL)

Programme Introduction

The REGENT Business School Bachelor of Commerce (BCom) Degree is a 3 year programme that focuses on decision making, management and technology within the business arena, and is designed to give the student a strong foundation and the essential skills required for a successful career in business management. The BCom Degree equips students with both theoretical and practical exposure, preparing them for a professional and commercial environment. The BCom Degree will empower students with skills and competencies necessary to function in both the private and public sector environments. This qualification will also cater for the career and economic needs of students who are in employment and prepare students for further post-graduate study.

On completion of this qualification, graduates will be able to:

- Display the necessary knowledge, skills, attitudes and applied competence to enable the demonstration of administrative proficiency
- Display knowledge of management in general
- Apply skills of rational judgement and planning
- Recognise and appreciate changes within organisations
- Make appropriate use of information technology
- Analyse and solve operational problems
- Display skills for the recording and processing of information
- Display ethical behaviour in a corporate management context
- Develop the functional competence of a graduate to proceed to middle management level within an organisation

Admission Requirement:

The minimum entrance requirements for admission to the "Bachelor of Commerce (General) Degree"

- A National Senior Certificate with a minimum Bachelor's Degree admission or a relevant NQF 4 Qualification or Equivalent

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Programme Structure:

YEAR 1

Semester Modules
- Business Communication 101
- Statistics 102

Annual Modules
- Business Management 1
- Economics 1
- Accounting 1

YEAR 2

Semester Modules
- Commercial Law 201
- Information Systems 202

Annual Modules
- Business Management 2

Any 2 of the following electives:
- Economics 2
- Accounting 2
- Marketing 2
- Project Management 2
- Health Management 2
- Information Technology 2
- Supply Chain Management 2
- Human Resource Management 2
- Risk Management 2
- Retail Management 2

YEAR 3

Semester Modules
- International Business 302 or Taxation 302
- Entrepreneurship 301

Annual Modules
- Business Management 3

Any 2 of the following electives:
(Follow up from the 2nd year electives)
- Economics 3
- Accounting 3
- Marketing 3
- Project Management 3
- Health Management 3
- Information Technology 3
- Supply Chain Management 3
- Human Resource Management 3
- Risk Management 3
- Retail Management 3

TAKE THE NEXT STEP

PRIVATE, QUALITY & AFFORDABLE EDUCATION

BACHELOR OF COMMERCE IN ACCOUNTING

DEGREE

Programme Introduction

The REGENT Business School Bachelor of Commerce (BCom Accounting) Degree is a 3 year programme that focuses on equipping and developing students to be able to function in a wide range of financial and accounting tasks and to be able to function and add value in private and public sectors. The BCom Accounting Degree will empower students with skills and competencies necessary to function in both the private and public sector environments. This qualification will also cater for the career and economic needs of students and prepare students for further postgraduate study.

On completion of this qualification, graduates will be able to:

- Demonstrate foundational knowledge in a range of core disciplines, including business ethics, mathematics, statistics, accounting, taxation and commercial law.
- Demonstrate forefront knowledge and expertise in information systems.
- Provide accurate financial information vital to management for decision making.
- Apply competence and skills related to general management principles of planning, organising, leading and controlling.
- Demonstrate an understanding of theories and practices pertaining to Auditing in the field of commerce and management studies

Admission Requirement:

The minimum entrance requirements for admission to the "Bachelor of Commerce in Accounting"

- A National Senior Certificate with a minimum Bachelor's Degree admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

YEAR 1

Semester Modules

- Business Management 101
- Business Statistics 102

Annual Modules

- Accounting 1
- Economics 1
- Commercial Law 1

YEAR 2

Semester Modules

- Taxation 201
- Accounting Information Systems 202

Annual Modules

- Management Accounting and Finance 2
- Auditing 2
- Financial Accounting 2

YEAR 3

Semester Modules

- Taxation 301
- Ethics 301

Annual Modules

- Management Accounting and Finance 3
- Auditing 3
- Financial Accounting 3

GREAT VISION REQUIRES COMPETENT PEOPLE

TAKE THE NEXT STEP

BACHELOR OF COMMERCE IN HUMAN RESOURCE MANGEMENT

DEGREE

Programme Introduction

Human Resource Management deals with people at work. This includes relationships among employees and relationships between an organisation and its employees. A qualification in Human Resource Management prepares the successful student to enter a wide range of careers, including Human Resource Manager, Human Resource Consultant, Industrial Relations Manager and Industrial Relations Consultant. The curriculum aims to equip qualifying students with the knowledge and practical skills required to perform effectively in a Human Resource Management role as well as with an appropriate knowledge base as preparation for further learning.

The Bachelor of Commerce in Human Resource Management is an undergraduate qualification that provides an overview of management practice in a national and international context. The programme aims to develop conceptual understanding, synthesis and application of management and management theory for students wishing to progress in management careers.

The qualification is directed towards persons occupying or intending to occupy junior and middle management positions in private and business sector organisations and who are also aspiring towards senior management positions. It is directed primarily at school leavers to enable them to develop and improve their management skills. Such learners would not have had previous exposure to the theoretical underpinnings of management and management theory.

On completion of this qualification, graduates will be able to:

- Apply fundamental HR management principles in a work-based context.
- Manage information in a business management context.
- Display in-depth knowledge of human resource management.
- Communicate with clear rational consistency and persuasive power within the Human Resources Management profession.

Admission Requirement:

The minimum entrance requirements for admission to the "Bachelor of Commerce in Accounting"

- A National Senior Certificate with a minimum Bachelor's Degree admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

YEAR 1

Semester 1
- Business Management 101
- Economics
- Business Communication

Semester 2
- Business Management 102
- Statistics
- Financial Accounting

YEAR 2

Semester 1
- Commercial Law
- Recruitment, Selection and Talent Management
- Performance and Compensation Management

Semester 2
- Human Resource Information Systems
- Labour Relations
- Training and Development

YEAR 3

Semester 1
- Organisational Development
- Change Management
- Contemporary Human Resource Management

Semester 2
- Strategic Human Resource Management
- International Human Resource Management
- Organisational Psychology

TAKE THE NEXT STEP
PRIVATE, QUALITY & AFFORDABLE EDUCATION

BACHELOR OF COMMERCE IN SUPPLY CHAIN MANAGEMENT

Programme Introduction

The REGENT Business School Bachelor of Commerce in Supply Chain Management is a 3 year programme that has been designed to cater for the rapid pace of business and the continued integration of world economies. It has therefore become necessary to understand the field of supply chain management as it touches on major issues such as the rapid growth of multinational corporations and strategic partnerships; global expansion and sourcing; impact of fluctuating oil prices and environmental concerns where by each of these issues dramatically affects corporate strategy and the bottom line. Because of these emerging trends, supply chain management is the most critical business discipline in the world today. Supply chain management is increasingly important to government, organisation and companies in a competitive market across a variety of sectors. This qualification is designed to meet the industry need for purchasing, supply chain and operations managers in all sectors. It is designed to provide the student with generic management, human relationships, financial, and specific supply chain and operations knowledge and skills which can be applied in different sectors. It provides the students with skills to become competent supply chain and operations workers and managers on both functional and strategic levels.

On completion of this qualification, graduates will be able to:

- Gather process and record relevant information and compile basic statements of comprehensive income, statements of changes in equity and statements of financial position.
- Solve basic economic problems in different economic systems, how households and firms take decisions as well as how prices are determined.
- Develop a fundamental knowledge base of psychological processes in the work context that contribute to the improvement of interpersonal work relationships and organizational effectiveness.
- Solve basic problems relating to the general principles of the law of contract in South Africa.
- Demonstrate an understanding of the individual functional areas of business management which ultimately form a synergistic whole that directs the business towards its goals.
- Develop a solid knowledge base of the necessary values and attitudes in the field of personality or individual differences in the
- Provide knowledge, applied competence and skills related to general management principles.
- Demonstrate knowledge of the field of purchasing management.
- Demonstrate knowledge of the fundamental principles of financial management theory and practice.
- Demonstrate knowledge of the modern integrated approach to the management of the supply of materials and services to organizations and insight into the impact

Admission Requirement:

The minimum entrance requirements for admission to the “Bachelor of Commerce in Supply Chain Management”

- A National Senior Certificate with a minimum Bachelor’s Degree admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

YEAR 1

- Business Communication 101
- Business Statistics 102
- Accounting 1
- Business Management 1
- Economics 1

YEAR 2

- Business Information Systems 202
- Commercial Law 201
- Business Management 2
- Supply Chain Management 2
- Logistics Management 2

YEAR 3

- Ethics and Corporate Governance
- Project Management
- Operations Management
- Supply Chain Management 3
- Logistics Management 3

A FOCUS IN PUBLIC ADMINISTRATION

Programme Introduction:

The Bachelor of Administration (BAdmin) degree is an undergraduate degree focusing on developing proficient skills in the fields of management and administration, particularly geared towards development and administration in the wider public sector, with particular focus on professionalising the administration and management of government.

Public Administration is the implementation of government policy and also an academic discipline that studies this implementation and prepares civil servants for working in the public service. As a "field of inquiry with a diverse scope" its fundamental goal, is to advance management and policies so that government can function efficiently, effectively, economically and equitably. "Some of the various definitions offered for the term are: "the management of public programmes", the "translation of politics into the reality that citizens see every day"; and "the study of government decision making, the analysis of policies themselves, the various inputs that have produced them, and the inputs necessary to produce alternative policies."

Public Administration is "Centrally concerned with the organisation of government policies and programmes as well as the behaviour of officials (usually no-elected) formally responsible for their conduct. " Many unelected public servants can be considered to be public administrators, including inter alia, heads of cities, provincial and National departments such as municipal budget directors, human resources administrators, municipal managers, state mental health directors, cabinet secretaries. Public Administrators are Public Servants working in public departments and related agencies, at all levels of government.

FOCUS ACHIEVE

TAKE THE NEXT STEP

BACHELOR OF ADMINISTRATION

DEGREE

On completion of this qualification, graduates will be able to:

- Translate learned theory into practical realities.
- Identify public administration and development management challenges of the 21st century and contribute towards solving identified challenges.
- Promote ethical and professional standards in the work environment
- Display objectivity in the management of public affairs
- Understand the political, social and economics environments in which public administration and management are practised
- Effectively and efficiently consult with all the stakeholders as a member of a management team in the public sector environment
- Evaluate public management related information
- Communicate public management related issues
- Consult effectively and efficiently with all stakeholders in the public sector environment.

Admission Requirement:

The minimum entrance requirements for admission to the "Bachelor of Administration"

- A National Senior Certificate with a minimum Bachelor's Degree admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

YEAR 1

Semester 1 Modules

- Public Administration 101
- Local Government 101
- Microeconomics
- Information and Communication Technology

Semester 2 Modules

- Public Administration 102
- Local Government 102
- Macroeconomics
- Public Sector Accounting 102

YEAR 2

Semester 1 Modules

- Public Administration 201
- Local Government 201
- Ethics in the Public Sector
- Public Law

Semester 2 Modules

- Public Administration 202
- Local Government 202
- Public Sector Supply Chain Management
- Labour Law

YEAR 3

Semester 1 Modules

- Public Administration 301
- Local Government 301
- Research in the Public Sector
- Public Sector Budgeting

Semester 2 Modules

- Public Administration 302
- Local Government 302
- Disaster Management
- Political Science

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DIPLOMA IN FINANCIAL MANAGEMENT

Programme Introduction

The purpose of the qualification is to provide students with specific skills and applied competence in a number of fields in Financial Management and Accounting. This will provide opportunities for continued personal intellectual growth, enhanced marketability and enhanced employability whilst opening up new access routes to additional education and training opportunities.

The Diploma in Financial Management (DIFM) will provide access to higher education to persons wanting to make careers in the field of commerce. The purpose of the qualification is to respond to the needs of the community, industry, private sector and financial sector in the provision of a qualification in financial management.

On completion of this qualification, graduates will be able to:

- Obtain and assimilate knowledge appropriate to the practice of financial management in any organisation
- Prepare financial statements of entities, including groups of companies, using relevant financial information, accounting techniques and standards; and to analyse and interpret such financial statements
- Understand the general legal framework, and apply specific legal principles relating to business, including taxation legislation as applicable to individuals, single companies and groups of companies
- Explain the process of carrying out the assurance (audit) engagement and its application in the context of the professional (audit) regulatory framework
- Describe the organisational context of the financial manager and of the development of financial systems; to understand the need for the efficient use of resources within an organisation
- Communicate business and general management information to relevent stakeholders effecively using both oral and verbal communication.

Admission Requirement:

The minimum entrance requirements for admission to the "Diploma in Financial Management (DIFM)" programme are as follows:

- A National Senior Certificate with a minimum diploma admission, any other NQF 4 qualification or equivalent.

Programme Structure:

YEAR 1

- Business Communication 101
- Mathematics of Finance 101
- Financial Management 1
- Economics 1
- Financial Accounting 1

YEAR 2

- Business Management 201
- Introduction to Taxation 201
- Financial Management 2
- Managerial Accounting 2
- Business Information Systems 2

YEAR 3

- Ethics and Corporate Governance 301
- Public Sector Finance 301
- Financial Management 3
- Commercial Law 3
- Taxation 3

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PICTURE YOUR FUTURE

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HIGHER CERTIFICATE IN HEALTHCARE SERVICES MANAGEMENT

Programme Introduction

The Higher Certificate in Healthcare Services Management (HCHSM) is a 1 year programme intended for healthcare practitioners and related professionals such as medical practitioners, nurses, physiotherapists and optometrists, as well as non–medical persons interested in pursuing management careers in healthcare services in the private and public sector. The programme serves a dual purpose, firstly school leavers will be empowered with initial management training and secondly professionals in healthcare, who occupy managerial positions but have no formal management training will acquire managerial training and competencies.

This qualification will develop management skills and competencies in persons involved in or wanting to make a career in the management of healthcare services. Healthcare services management is a field where there has been a historically severe shortage of management skills. This has been aggravated by the so-called brain drain.

On completion of this qualification, graduates will be able to:

- Understand and work in the healthcare services environment
- Use economic principles to understand, explain and discuss allocation of resources in healthcare services
- Apply management principles (general, financial and human resources) in the healthcare services management
- Contribute to the management of a healthcare service practice
- Understand, monitor, review and implement quality improvement in this industry
- Understand planning and policy making, monitoring, review and implementation in the healthcare services sector

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Healthcare Services Management" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

Semester 1

- Practice Management
- Service Delivery and Quality Management
- Healthcare Services Planning and Policy

Semester 2

- Principles of Management
- Healthcare Services Environment
- Health Economics

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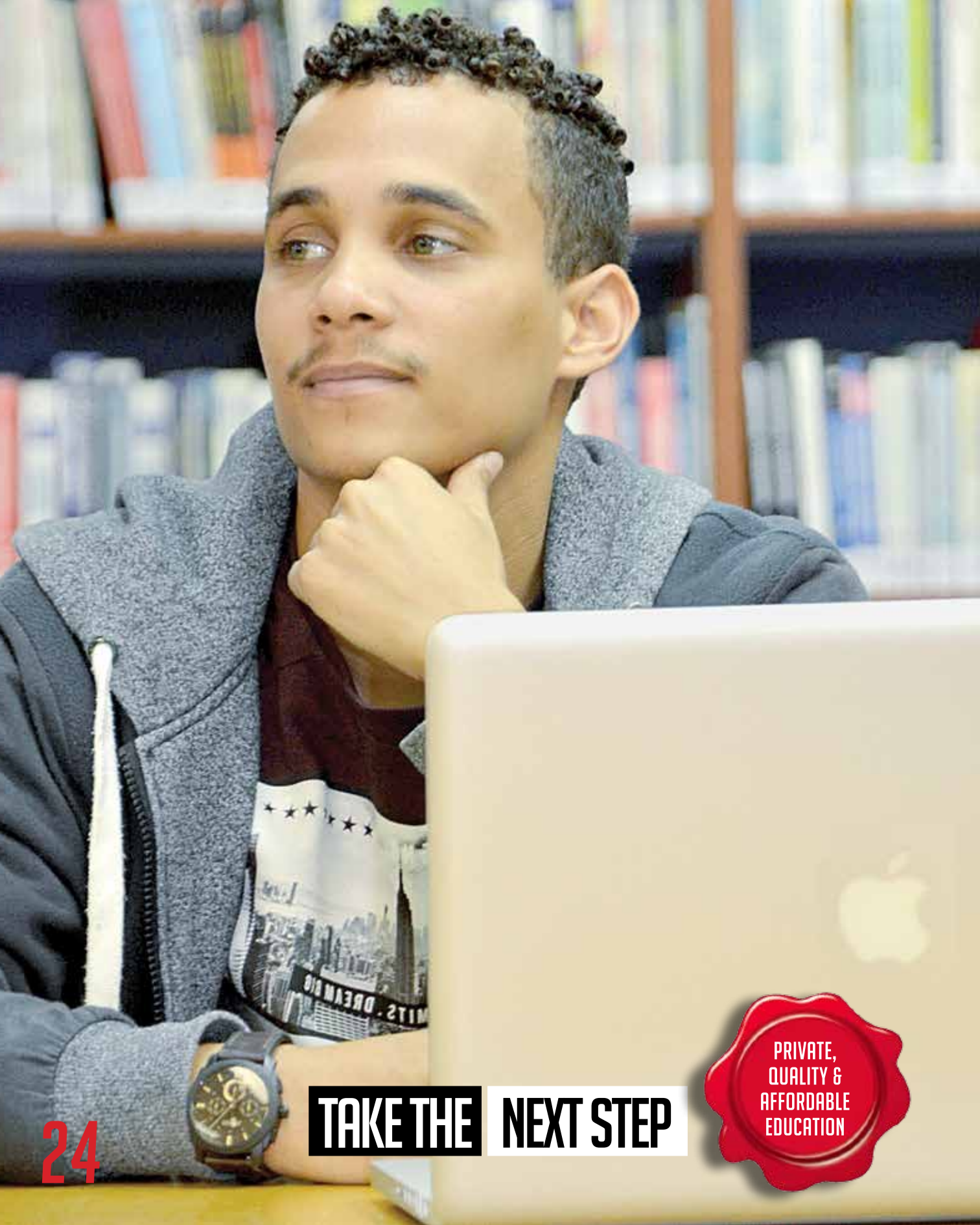

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HIGHER CERTIFICATE IN BUSINESS MANAGEMENT

Programme Introduction

The Higher Certificate in Business Management (HCIBM) is a 1 year programme that provides an overview of the essentials of business management theory and practice. It is designed to provide a convenient and appropriate avenue into business management studies for those individuals whose objective is to gain employment or successfully climb the corporate ladder. This programme is an excellent way for students to broaden their understanding of the intrinsic functions of business management such as finance, communications and marketing. The course develops skills necessary to enhance productivity, effectiveness and better performance in the business environment.

On completion of this qualification, graduates will be able to:

- Apply basic management principles in a business context
- Analyse and use financial information for business decision making
- Utilise financial management tools for effective acquisition and use of organisational resources
- Utilise Information and Communications Technology to communicate effectively for business success
- Identify the critical success factors for starting and managing a small business
- Cite the key characteristics of entrepreneurs and their role in small business development
- Design and implement marketing strategies to leverage business opportunities

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Business Management" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

Semester 1

- Business Communication
- Business Management
- Business Information systems

Semester 2

- Entrepreneurship and Small Business Management
- Financial Management
- Marketing Management

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IMAGINE THE POSSIBILITIES

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HIGHER CERTIFICATE IN ACCOUNTING

Programme Introduction

REGENT Business School's Higher Certificate in Accounting (HCIA) programme is a 1 year programme that prepares students to analyse and accurately communicate the financial impact of economic events of an enterprise. Accounting skills are becoming increasingly valued by business leaders and investors, who recognise the need for qualified and well-trained accounting support staff. The Higher Certificate in Accounting is designed to provide students with a broad and thorough understanding of accounting principles and financial reporting practices, to keep students abreast of innovations in the field, to enhance proficiency in accounting related functions such as financial analysis and data interpretation.

On completion of this qualification, graduates will be able to:

- Apply financial management and accounting principles in a work-based context
- Utilise technology to communicate effectively
- Analyse and use financial information for business decision making
- Identify the critical success factors for starting and managing a small business
- Design and implement marketing strategies to leverage business opportunities
- Operate as informed junior accountants and managers

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Accounting" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

Semester 1

- Business Information Systems
- Commercial Law
- Financial Accounting

Semester 2

- Business Management
- Financial Management
- Economics

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HIGHER CERTIFICATE IN ENTREPRENEURSHIP

Programme Introduction

Entrepreneurship is regarded as the cornerstone of economic growth in today's business environment. In this highly competitive and complex arena, success takes more than passion alone. REGENT Business School's Higher Certificate in Entrepreneurship (HCIE) is a 1 year programme that provides students with the necessary skills and knowledge to establish a new business and market a small business. It also provides a solid grounding in managing the finances of a small business and improving competency levels in accounting practices. In addition, the fundamentals of Business Communication and Management Principles will train entrepreneurs to be effective in their communication, leadership and management style. In a job market where retrenchment always threatens job security, this programme will equip graduates the skills needed to be an entrepreneur or business owner, with the analytical business tools and increased knowledge to develop and maintain a business.

The Higher Certificate in Entrepreneurship has been developed in response to the growing need to provide students with the necessary skills; or to further enhance their existing skills in establishing their own businesses thereby assisting in improving the economical landscape in Southern Africa. This programme will provide students with the opportunity to assume the responsibility, risk and rewards of starting and operating their own business. The Higher Certificate in Entrepreneurship offers students the opportunity to improve their business management skills

On completion of this qualification, graduates will be able to:

- Develop the characteristics of successful entrepreneurs
- Build the necessary skills which will serve as a foundation for all further business learning
- Utilise numerical and statistical knowledge in facilitating the ability to manage a small business
- Display knowledge of communication skills, to understand and be understood
- Use and understand conventional accounting processes for small businesses
- Undertake appropriate managerial decisions on the basis of understanding of accounting and financial processes
- Demonstrate knowledge with regard to the human resource and labour relations functions of a small or medium business organisation
- Demonstrate an understanding of the environment in which businesses are situated
- Demonstrate knowledge of the legal context of businesses
- Display knowledge of selected day-to-day management functions of a business enterprise

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Entrepreneurship" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

Semester 1

- Entrepreneurship
- Small Business Marketing
- Strategic Small Business Management

Semester 2

- Business Communication
- Small Business Finance and Accounting
- Management Principles

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BUILD YOUR FUTURE
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HIGHER CERTIFICATE IN MANAGEMENT FOR ESTATE AGENTS

Programme Introduction

The Higher Certificate in Management for Estate Agents (HCMEA) is a 1 year programme that provides an overview of the application of management theory to the Real Estate sector. It is designed to provide persons in the Real Estate sector with a convenient and appropriate avenue to management studies and also to become compliant with regulations that require estate agents to be formally qualified. The programme will broaden the students understanding of essential functions of estate agency management such as business management, corporate governance, business ethics, finance and marketing. The programme develops the student's skills necessary to enhance productivity, effectiveness and performance while building and improving sound business practices in the real estate sector.

On completion of this qualification, graduates will be able to:

- Apply management principles in context of management in real estate
- Analyse and use financial information for business decision making in real estate
- Utilise financial management tools for effective acquisition and use of organisational resources in the real estate sector
- Utilise Information and Communications Technology to communicate effectively in the real estate sector
- Identify the critical success factors for starting and managing a real estate agency
- Design and implement marketing strategies to leverage business opportunities in relation to the property market
- Discuss and review the different legislative practices involved in the real estate sector management functions of a business enterprise

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Management for Estate Agents" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF 4 Qualification or Equivalent

Programme Structure:

Semester 1

- Financial Management
- Business Law
- Real Estate Practice

Semester 2

- Management
- Marketing Management
- Business Information Systems

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PRIVATE, QUALITY & AFFORDABLE EDUCATION

HIGHER CERTIFICATE IN ISLAMIC FINANCE, BANKING AND LAW

Programme Introduction

The Higher Certificate in Islamic Finance, Banking and Law (HCIFBL) is a one year programme that aims to equip students with knowledge on a wide spectrum of Islamic Finance, Banking and relevant legal issues in order to create an improved understanding of the practicality of Islamic Finance, Banking and Law in a secular state. Reference will be made to South African Law as comparison to Islamic law. It will thus be an enriching experience to both those with and without Islamic Law (Shari'ah) knowledge and to both Muslim and non-Muslim students.

The course is aimed mainly at students and professionals who are seeking to have more than a basic understanding of the concepts and operating principles that apply to Islamic banking in comparison to conventional banking. Applying Islamic banking principles in a non-Islamic environment poses serious challenges for Islamic banks and the course looks at the steps that the South African government has taken to facilitate Islamic Banking in South Africa. The course provides an overview of Islamic insurance (Takaful) and Islamic bonds (Sukuks) and compares them to conventional insurance and bonds. The course also examines Islamic Risk Management and Governance and the unique role of the Shari'ah Board in the responsible supervision of Islamic banks. The elements of accounting within a Shari'ah-compliant economic framework is also considered.

The course is designed for persons aiming to pursue a career in Islamic Banking and Finance and for those in the industry aspiring for career progression. The course will also benefit those who wish to learn the fundamentals of Islamic Law generally and Islamic Banking and Finance in particular.

On completion of this qualification, graduates will be able to:

- Display knowledge and skills that form the basis of Islamic Banking and Finance
- Identify the essential differences between conventional and Islamic Banking and Finance
- Understand the difficulty of conducting Islamic Banking in an un-Islamic environment
- Examine the unique role of the Shari'ah Board in the responsible supervision of Islamic banks
- Explain the concept of conventional insurance and the basis of takaful as an insurance scheme along with its operating features
- Identify and explain the essential elements of contracts in Islam
- Examine the elements of accounting within a Shari'ah-compliant economic framework
- Explain and discuss issues in relation to marriage, divorce and succession in terms of Islamic Law as compared to South African Law

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Islamic Finance, Banking and Law" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF Qualification or Equivalent.
- Candidates who do not qualify for admission in terms of any of the above but who feel that they are adequately equipped to cope with the programme will be considered for admission through a process of RPL - supported by detailed motivation of the candidate's ability to succeed. This motivation will be carefully considered by the Programme Selection Committee.

Programme Structure:

Semester 1

- Introduction to the Principles of Islamic Law
- Islamic Finance
- Islamic Contracts and Charitable Endowments (Waqf)

Semester 2

- Islamic Banking
- Islamic Risk Management and Governance
- Islamic Family Law

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HIGHER CERTIFICATE IN MARKETING MANAGEMENT

Course Introduction

The purpose of this qualification is to provide students with the basic introductory knowledge, cognitive and conceptual tools and practical techniques applicable to the field of Marketing Management. Emphasis is placed on the general areas and principles that guide and form the foundation of marketing practice. Coupled with the principles, techniques, methods and strategies employed in the organisation, the learner will be able to build fundamental competence in the marketing field. This qualification will signify that the student has attained a basic level of knowledge and competence in the field of marketing.

The specific marketing knowledge is underpinned by and combined with the fundamental knowledge found in the field of business management. This knowledge strengthens the student's ability to work confidently within the organisational context.

On completion of this qualification, graduates will be able to:

- Utilise technology to communicate and market effectively
- Evaluate, apply and intergrate marketing knowledge and skills and general business principles to real life situations taking into account societal, ethical and cultural considerations.
- Gather and manage marketing information appropriately in alignment to business objectives and sustainability of the business.
- Understand and analyse contemporary marketing information and evaluate the potential future outcomes of marketing management decisions.

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Marketing Management" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF4 Qualification or Equivalent

Programme Structure:

Semester 1

- Business Communication
- Principles of Marketing
- Business Information Systems

Semester 2

- Sales Marketing
- Financial Management
- Customer Relationship Marketing

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HIGHER CERTIFICATE IN RETAIL MANAGEMENT

Programme Introduction

South Africa has a well-developed and extensive wholesale and retail industry. The Higher Certificate in Retail Management (HCRM) programme is designed to meet the needs of students who are already employed and involved in the wholesale and retail field. The retail sector is currently faced with one of the highest skills shortages. The academic purpose of a qualification in retail management and marketing programme is to introduce a student to the main functions and management of a retail business and the key issues associated with understanding retail trading and retail environments.

On completion of this qualification, graduates will be able to:

- Communicate effectively with a range of stakeholders using a variety of communication tools
- Analyse and interpret financial information and develop an action plan to address possible shortcomings
- Manage employee performance to achieve specific objectives in a retail environment
- Understand various aspects of the retail supply chain to achieve specific objectives in a retail environment
- Analyse information relating to the economics of businesss and develop an action plan to address possible shortcomings.

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Retail Management" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission, any other NQF 4 Qualification or Equivalent.

Programme Structure:

Semester 1

- Business Management
- Business Information Systems
- Accounting

Semester 2

- Economics
- Business and Consumer Law
- Retail Management

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YOUR FUTURE STARTS HERE...
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HIGHER CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Programme Introduction

The Higher Certificate in Human Resource Management has been developed to facilitate the learning of the knowledge and skills required in supporting human resource management practices. For South Africa to continue to grow and to remain globally competitive, it is crucial to increase the supply of competent people with average and middle order capabilities in such sectors in Human Resource Management. The mission of the qualification is to ensure that students are equipped with knowledge, theory and ability of the important disciplines in Human Resource Management, and enable them to demonstrate initiative and responsibility in a professional or academic context in this field. The Higher Certificate in Human Resource Management is a response to the workplace and stepping stone for one to familiarise themselves with the fundamentals of Human Resource Management. The current and future need for competent entry, junior and middle manages has been expressed by employers and employees. The skills, knowledge, attitudes and values required by Human Resource Managers are captured in this qualification. The breadth and depth of learning achieved by learners should help facilitate access to the world of work and will promote critical and analytical citizenship. The articulation pathway for these students (once they have completed their Higher Certificate in Human Resource Management), will be to proceed to a Bachelor of Commerce Degree qualification in Human Resource Management. Students will have grounding of what Human Resources entails and this articulation will allow them to become successful working class individuals in the related fields of Human Resource Management.

On completion of this qualification, graduates will be able to:

- Define the sphere of human resource management
- Plan, manage and coordinate human resource requirements for an organisation
- Apply human resource principles when selecting and recruiting employees
- Communicate effectively to ensure development of employees and ensure maintenance of good working relationships
- Analyse, adhere, use, meet the legislative requirements and the business policies and procedures in the human resources management activities.
- Assess problems with employees and take appropriate actions
- Articulate the operations service and performance levels required in the organisation
- Understand and apply the labour legislation in an organisation and explain the human resource principles related to employee benefits and compensations.

Admission Requirement:

The minimum entrance requirements for admission to the "Higher Certificate in Human Resource Management" programme are as follows:

- A National Senior Certificate with a minimum Higher Certificate admission, any other NQF 4 Qualification or Equivalent.

Programme Structure:

Semester 1

- Human Resource Planning
- Human Resource Management in Context and Organisational Behaviour
- Attracting, Maintaining and Retaining Staff

Semester 2

- Employee Health Safety and Welfare
- Employee training and development
- Labour Relations

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ADMISSION REQUIREMENTS

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UNDERGRADUATE PROGRAMMES

Higher Certificate Programmes

- A National Senior Certificate with a minimum Higher Certificate admission or a relevant NQF 4 Qualification or Equivalent

Diploma Programme

- A National Senior Certificate with a minimum Diploma admission or a relevant NQF 4 Qualification or Equivalent

Degree Programmes

- A National Senior Certificate with a minimum Bachelor's Degree admission or a relevant NQF 4 Qualification or Equivalent

Applicants who do not meet the minimum requirements for admission to the respective undergraduate programme, but have appropriate work experience, may apply for Recognition of Prior Learning (RPL) as a form of alternative admission to the programme. Admissions via the RPL route are based on candidate's prior studies, age, work and management experience. All admissions are subject to the approval of the RBS Selection Committee.

How to Apply?

Applicants are required to submit the following:

- Completed REGENT Business School Registration and/or Application documents
- Certified copy of a National Senior Certificate / School leaving certificate/requisite qualification/s
- Certified copy of Identity document
- Curriculum Vitae and Portfolio of Evidence (where applicable)

Durban: The Registrar

REGENT Business School
P O Box 10686, Marine Parade, 4056

or hand delivered to:

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