



# UNDERSTAND BUSINESS APPLICATIONS AND SYSTEMS



**SAQA UNIT STANDARD IDs  
114050, 258837, 258840**



**NQF Level 5  
19 Credits  
Optional Portfolio of Evidence (POE)**

**Delegates who successfully complete their POE's will receive 19 credits at NQF level 5.**



## WHY ATTEND THE WORKSHOP?

Unit standard ID 114055 is intended to provide conceptual knowledge of the areas covered for those working in, or entering the workplace in the area of Information Technology and as additional knowledge for those wanting to understand the areas covered.

Unit standard ID 15234 is designed for executives involved in Leadership and the management of teams, and focuses on translating strategic intent into effective daily action.

Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action.

Unit standard ID 252020 is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them.



## WHO SHOULD ATTEND?

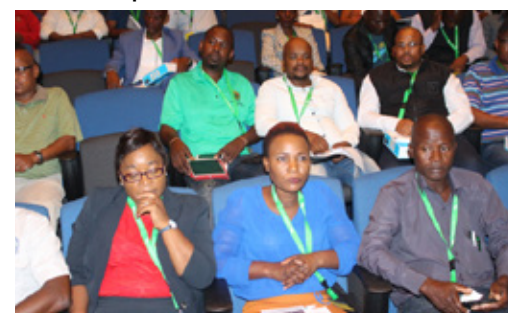
But not limited to:

- Process Managers
- Supervisors
- Project Leaders
- Team Leaders
- Business Analysts
- System Analysts
- Change Agents
- Work Study Officers



## KEY OUTCOMES INCLUDE:

- Demonstrate an awareness of ethics and professionalism for the computer industry in South Africa
- Apply efficient time management to the work of a department/division/section
- Create and manage an environment that promotes innovation



**SAQA UNIT STANDARD ID 114050 -  
EXPLAIN THE PRINCIPLES OF BUSINESS AND THE ROLE OF INFORMATION TECHNOLOGY  
NQF LEVEL 5, 4 CREDITS**

**PEOPLE CREDITED WITH THIS UNIT STANDARD ARE ABLE TO:**

- Describe fundamental business concepts
- Describe systems theory with respect to information systems
- Explain how IT can be used in business
- Explain the relationship between a business and its data requirements

**OUTCOME ONE - Describe fundamental business concepts:**

- The description distinguishes types of business organisations
  - o Sole trader, Partnership, Limited Co, Private Co, Public Ltd Company
- The description outlines the common objectives within which businesses operate
  - o Buying & Selling activity, Profit, Charity, Social Clubs
- The description outlines the environment within which businesses operate

**OUTCOME TWO - Describe the codes of practice for professionalism in the IT industry in South Africa:**

- The description defines the concept of a system
  - o A “whole” composed of “parts” in an orderly arrangement according to a plan
- The description identifies theoretical components of a system
  - o Input - Process – Output
- The description distinguishes types of information systems (any three types)
  - o Transaction Processing System (TPS)
  - o Knowledge Work System (KWS)
  - o Management Information Systems (MIS)
  - o Decision Support Systems (DSS)
  - o Management/Executive Support Systems (ESS)

**OUTCOME THREE - Explain how IT can be used in business:**

- The explanation identifies the purpose of computer applications in business
- The explanations outline the functions of computer applications in business
- The explanation illustrates the effects of IT on business systems

**OUTCOME FOUR - Explain the relationship between a business and its information needs:**

- The explanation distinguishes data and information
  - o Data is raw unprocessed material. Information is processed data
- The explanation outlines the role of information in decision making
  - o Communication, Price control, Quality control, Marketing, Business performance
- The explanation identifies the main threats to data security and integrity
  - o Unauthorized access, Viruses, Disgruntled staff (sabotage)
- The explanation identifies the sub-systems that make up a business and the information needs associated with each sub-system (any two)
  - o HR (employment)
  - o Production (manufacture)
  - o Marketing (branding)
  - o Financial (cash flow)
  - o Administration (general)

**SAQA UNIT STANDARD ID 15234 - APPLY EFFICIENT TIME MANAGEMENT TO THE  
WORK OF A DEPARTMENT/DIVISION/SECTION  
NQF LEVEL 5, 4 CREDITS**

**A LEARNER CREDITED WITH THIS UNIT STANDARD WILL BE ABLE TO:**

- Describe different business systems and their interdependence within an organisation.
- Describe the alignment of the business system to the business strategy and objectives.
- Explain an organisation with respect to linkages and interdependencies of its business Systems

**OUTCOME ONE - DESCRIBE DIFFERENT BUSINESS SYSTEMS AND THEIR IMPORTANCE WITHIN AN ORGANISATION**

- The purpose and characteristics of a current business system within a specific area of operation are defined utilising examples
- The components of current business systems within a specific area of operation are documented so as to reflect current practice and their importance within an organisation
  - o Components include but are not limited to typical transactions, processes, information and data, technology components
- The disruptive impact of breakdown of a business system is explained to illustrate the inter-dependence of business and its systems

**OUTCOME TWO - DESCRIBE THE ALIGNMENT OF THE BUSINESS SYSTEM TO THE BUSINESS STRATEGY AND OBJECTIVES**

- The business strategy is analysed and its key elements are elaborated within the context of the organisation
- The business systems are explained in terms of their purpose and their relationship to the vision and mission of the organisation
  - o A definition of the terms “vision” and “mission” are clearly given
- The key elements of the business strategy are examined to reflect how it informs/impacts on the day to day operations of the company
- A business system is examined with a view to documenting its contribution to the strategy
- Business system elements that are counter-productive to the achievement of the organisations strategy and objective are assessed with an indication given of their negative impact
  - o Including but not limited to specific processes, policies, procedures, functionality, measurements, Key Performance Indicators (KPI's)
- The ways in which a specific business process impacts on the business strategy is explained in order to illustrate the areas of alignment

**OUTCOME THREE - EXPLAIN THE LINKAGES AND INTERDEPENDENCIES OF BUSINESS SYSTEMS IN AN ORGANISATION**

- Information is presented in a way that outlines linkages between business systems specific and the organisation
- An analysis is conducted to show the interdependence between business systems
- The linkages between different business systems are described in terms of how they relate to the functioning of an organisation
  - o Linkages includes but are not limited to, supply chain systems, customer resource planning systems, Enterprise Resource Planning (ERP) systems, financial systems, workflow and human resource systems
- The way in which information is exchanged between the business systems is explained and documented so that their interdependence is highlighted in accordance with organisational procedure

**ITC IS A MEMBER OF SAQI, MICT SETA ACCREDITED AND A LEVEL 1 B-BBEE COMPANY**

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or fax: +27 (0) 11 326 2960 or visit: [www.intelligencetransferc.co.za](http://www.intelligencetransferc.co.za)

**SAQA UNIT STANDARD ID 252020 - CREATE AND MANAGE AN ENVIRONMENT  
THAT PROMOTES INNOVATION  
NQF LEVEL 5, 6 CREDITS**

**A LEARNER CREDITED WITH THIS UNIT STANDARD WILL BE ABLE TO:**

- Describe the fundamental characteristics of a selected industry within the South African business environment
- Analyse the relationship between a selected business and its industry
- Analyse the impact of the business environment on a selected business or organisational unit

**OUTCOME ONE - DESCRIBE THE FUNDAMENTAL CHARACTERISTICS OF A SELECTED INDUSTRY WITHIN THE SOUTH AFRICAN BUSINESS ENVIRONMENT**

- Business activities common to all organisations within the industry are identified and analysed from readily available information
- Examples of organisations in each business sub-sector are identified and categorised from information available in the public domain
- The main forces influencing activities in the specific sector are identified in order to determine their impact on the internal operations of the organisation
  - o Forces include but are not limited to legislation, competition, statutory bodies, industry associations, lobby groups, social and political groups
  - o Operations include but are not limited to structure, business models, processes, infrastructure, resources and core functions
- The types of products or services available in the specific industry are listed and categorised according to each purpose

**OUTCOME TWO - ANALYSE THE RELATIONSHIP BETWEEN A SELECTED BUSINESS AND ITS INDUSTRY**

- The structure and roles of different types of organisations is explained within own industry in South Africa
- The various types of organisation are named and explained using the terminology accepted within their own industry
- The operations of the different types of organisation are discussed in the context of the business environment
  - o Operations include but are not limited to structure, business models, processes, infrastructure, resources and core functions
- The way business is conducted is assessed to optimise the organisation's operational performance in order to achieve their organisation goals

**OUTCOME THREE - ANALYSE THE IMPACT OF THE BUSINESS ENVIRONMENT ON A SELECTED BUSINESS OR ORGANISATIONAL UNIT**

- The impact of the business environment on an organisation is described to reflect the constraints or promotion on operational activity of a specific business
- The impact of industry bodies, associations or regulatory authorities is identified and explored to reflect how they affect a selected business operational activity
- Legislation, legal documents and rules relevant to a unit is examined to determine their impact on business operational activities
  - o Legislation, legal documents and rules could include labour, occupational health and safety, the environment, trade constraints, financial framework, legal framework, internal documents and rules and all external, statutory documents
- The implications of compliance and non-compliance are explored in terms of the advantages and disadvantages of each
- Possible areas of non-compliance of a unit are identified in order to determine possible corrective action
- The influence of industry best practices is appraised to reflect their impact on internal operations of a selected business activity

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# UNDERSTANDING BUSINESS APPLICATIONS AND SYSTEMS

**TO SECURE YOUR PLACE AT THIS COURSE - PLEASE COMPLETE THE FOLLOWING:**

Company Name		VAT #			
Postal Address					
Telephone #		Fax #			
E-mail Address		Purchase Order Number			
Where did you hear about this event? E-mail <input type="checkbox"/> Post <input type="checkbox"/> Fax <input type="checkbox"/> Internet <input type="checkbox"/> Magazine <input type="checkbox"/> other _____					
	Title	Delegate Name	Designation	E-mail	Cell #
1					
	<input type="checkbox"/> Yes, please update me with relevant information				
2					
	<input type="checkbox"/> Yes, please update me with relevant information				
3					
	<input type="checkbox"/> Yes, please update me with relevant information				
4					
	<input type="checkbox"/> Yes, please update me with relevant information				
5					
	<input type="checkbox"/> Yes, please update me with relevant information				
6					
	<input type="checkbox"/> Yes, please update me with relevant information				

**EASY PAYMENT METHODS: DIRECT DEPOSIT OR CHEQUE:**

NEDBANK, INTELLIGENCE TRANSFER CENTRE, BRANCH: SANDOWN, BRANCH CODE: 193305, ACCOUNT NUMBER: 1933207779  
**IN ORDER TO SECURE YOUR REGISTRATION, PAYMENT IS DUE IN FULL UPON RECEIPT OF INVOICE.**

Confirmation - Your registration will only be confirmed until such time as payment is received and may be subject to cancellation.

Right of Admission - Intelligence Transfer Centre reserves the right to refuse admission to the training course where evidence of full payment cannot be shown. Delegate Substitutions - Delegate substitutions are welcomed at any time and do not incur any additional charges. Please notify us in writing of any such changes.



**UNDBUSAPP / MARKETING**

**PRICING**

**5-DAY WORKSHOP**  
**R14 999 EXCL. VAT**

**POE OPTION (INCLUSIVE OF ASSESSMENT AND MODERATION)**  
**R3999 EXCL. VAT**

**QUOTATION (please tick relevant)**       **INVOICE**

**APPLICATION FOR REGISTRATION AND ACCEPTANCE OF TERMS AND CONDITIONS**

I acknowledge that I have read, understood and accept the programme and Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the undermentioned organisation which I am duly authorised to represent.

Name: \_\_\_\_\_

Name of Organisation\*: \_\_\_\_\_

Job Title (Specific): \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(where organisation sends delegate/s and is responsible for payment of conference/course fee\*)

**4 Easy Ways To Register**



**Fax your registration form to: +27 (0) 11 326 2960**



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**[marcus@intelligencetransferc.co.za](mailto:marcus@intelligencetransferc.co.za)**



**Phone us: +27 (0) 11 326 2501**

**Delegate Cancellations:** All delegate cancellations must be received in writing and are subject to the following conditions:

- for any cancellations received 20 working days before the start of a training course, Intelligence Transfer Centre will issue a 100% credit for the value paid to be used for up to one year from the date of issue for any future INTELLIGENCE TRANSFER CENTRE training course
- **for any cancellations received less than 20 working days before the date of the training course, the full fee will be payable and no refunds or credit notes will be given**
- if a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or credit note will be issued
- Delegate substitutions are welcome-Please notify us 5 days before the event

**ITC Substitutions and Cancellations:** Speakers and topics are confirmed at the time of publishing of the programme, but ITC reserves the right to substitute, alter or cancel advertised speakers and/or topics in appropriate circumstances (and will give notice to such substitutions or alterations via email prior to the conference as soon as possible).

**PHOTOS AND VIDEO CLIPS TAKEN AT THE CONFERENCE CAN BE USED PUBLICLY TO ADVERTISE ITC CONFERENCES WITHOUT APPROVAL FROM INDIVIDUALS CAPTURED**

**Intelligence Transfer Centre Cancellation & Postponement policy**

In the event that Intelligence Transfer Centre cancels an event, delegate payments will be refunded. In the event that Intelligence Transfer Centre postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future event This credit will be available for up to one year from the date of issuance. No refunds will be available for postponements. Intelligence Transfer Centre is not responsible for any loss or damage as a result of a substitution, alteration or postponement of an event. Intelligence Transfer Centre shall assume no liability whatsoever in the event this training course is rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.