

E-LEARNING PORTAL

STUDENT HELP GUIDE



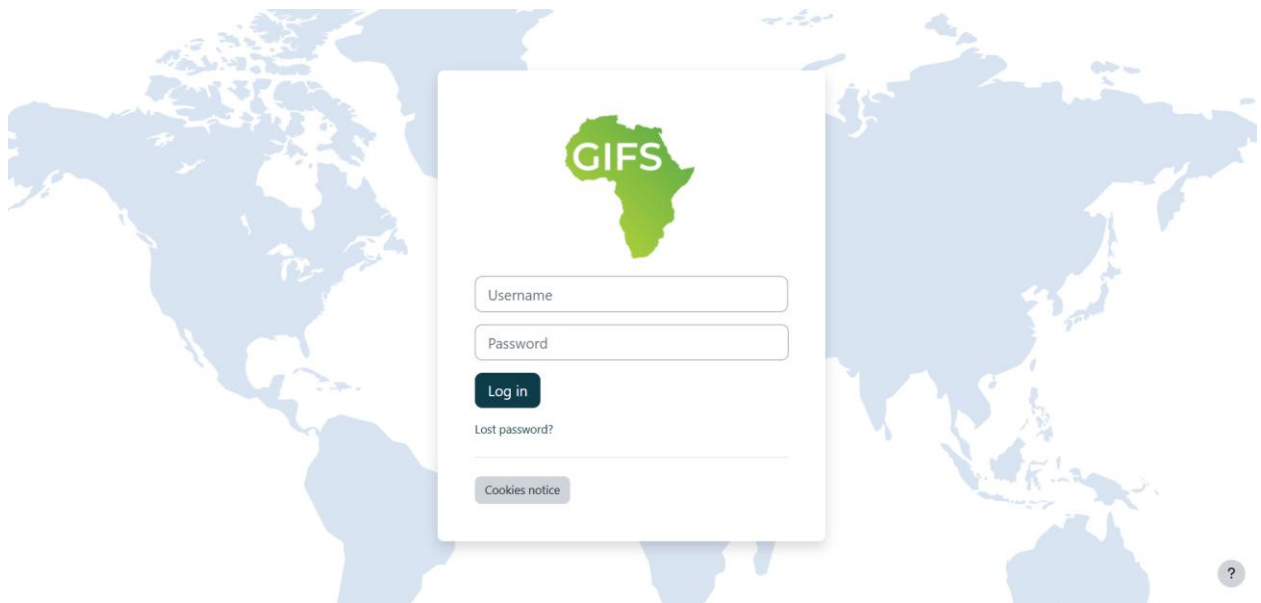
The Graduate Institute
of Financial Sciences

Committed to building a better
Africa for others to inherit

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Logging In

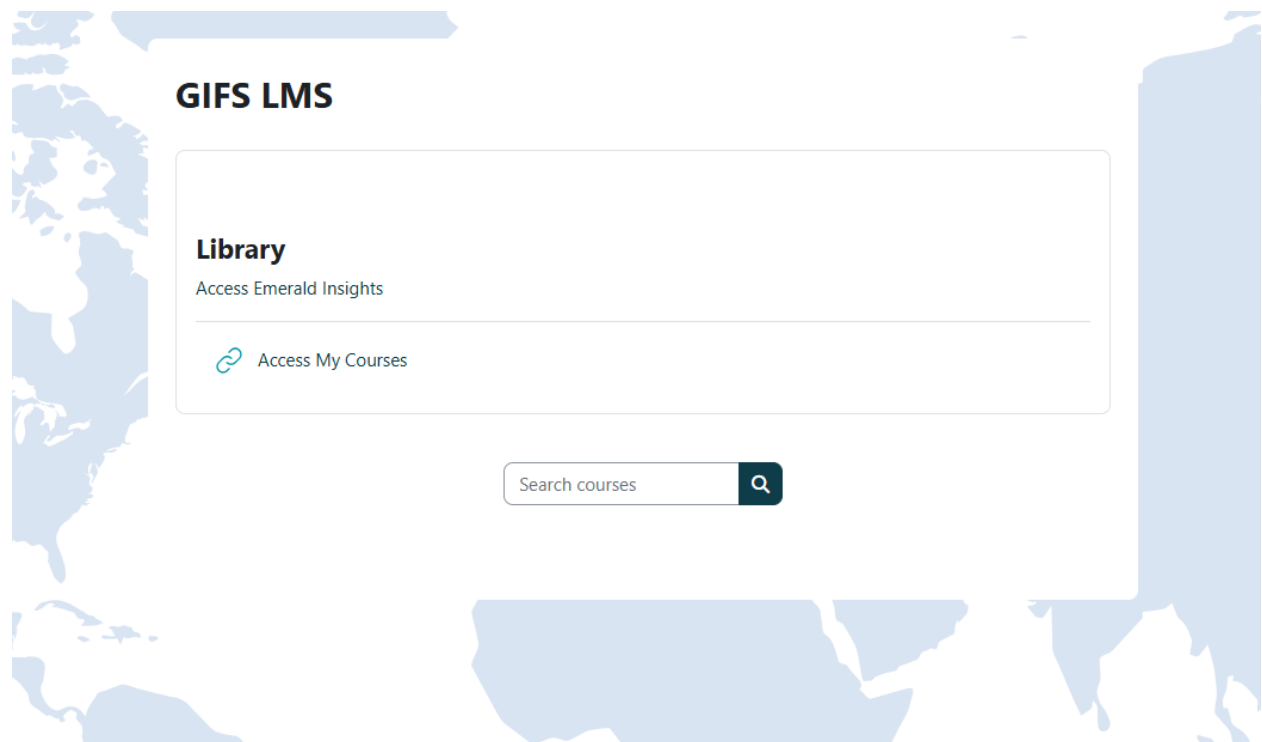


Your login details will be received via email directly from the system:

- The link will be learning.gifs.africa (if not given in email)
- Your username will be your email address
- Your password will be given via email aswell if not the generic password – Welcome@2026!

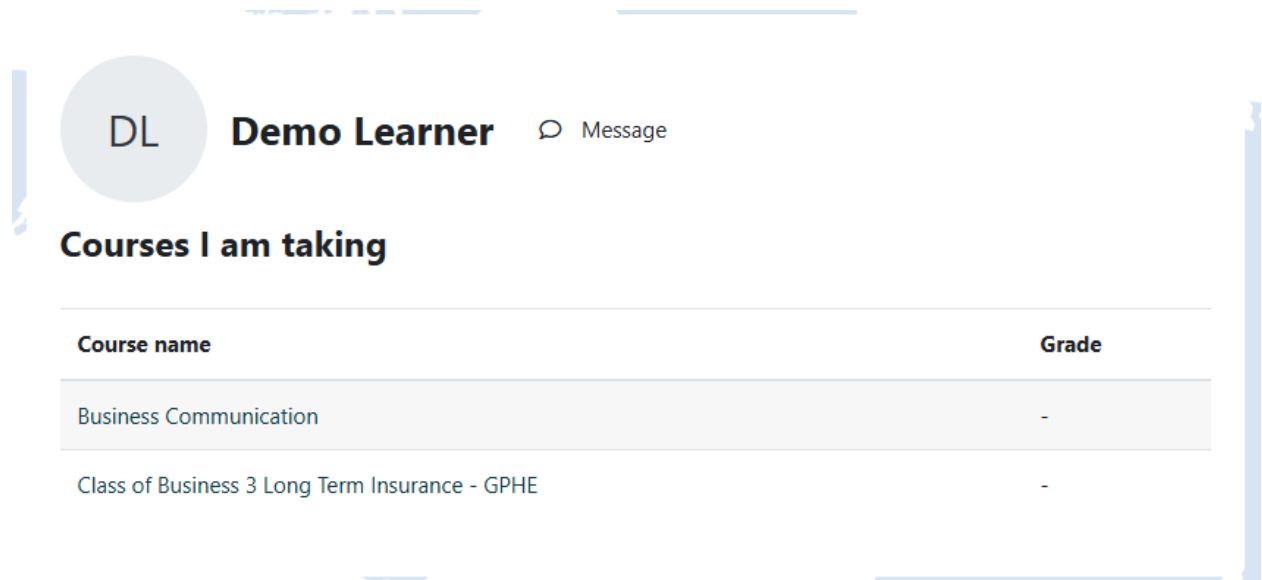
Upon logging in for the first time, you will be prompted to create a new password aswell.

My Courses

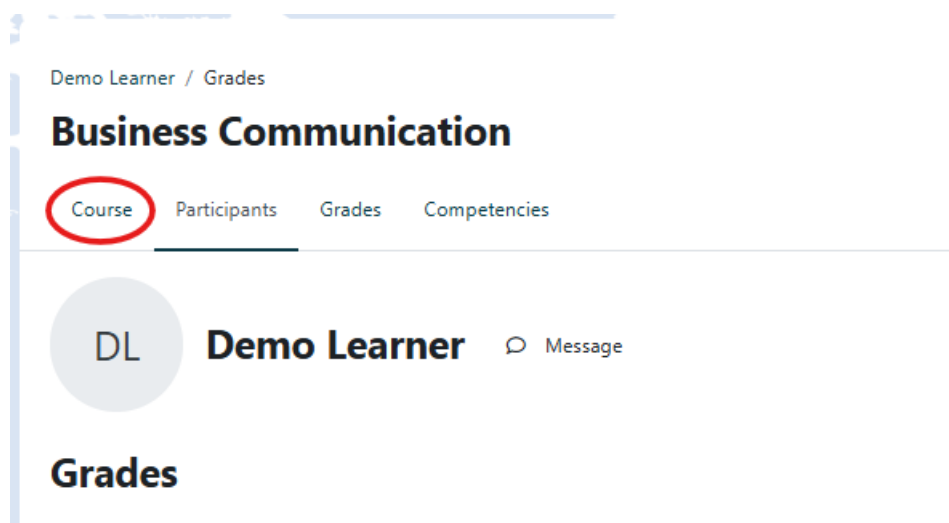


After logging in and changing your password, you will be taken to the Homepage with a link to access your courses labelled “Access my courses” which will look like the above.

Once clicked, you will find all your course modules, as below.



Your Course Module



Demo Learner / Grades

Business Communication

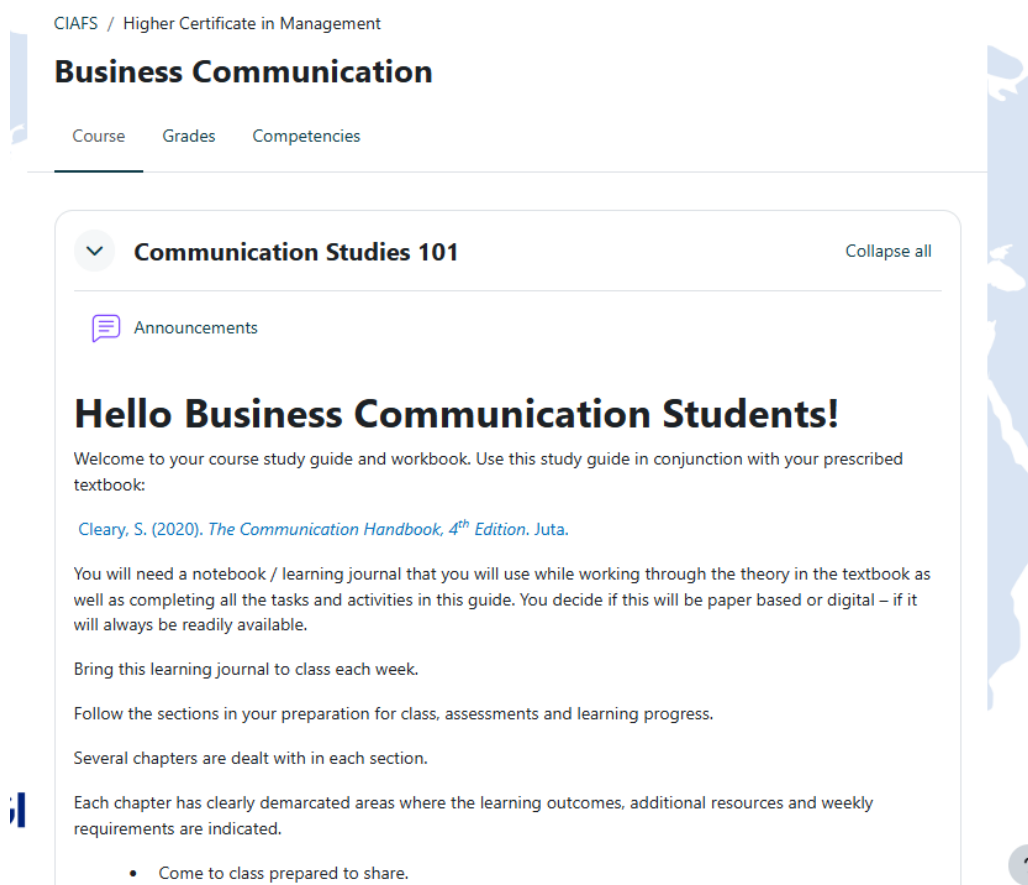
Course Participants Grades Competencies

DL **Demo Learner** Message

Grades

After clicking on or selecting the course module, you will be taken to the “Grades” area.

To navigate to the full course, you can click on “course” as seen in the above image.



CIAFS / Higher Certificate in Management

Business Communication

Course Grades Competencies

Communication Studies 101 Collapse all

Announcements

Hello Business Communication Students!

Welcome to your course study guide and workbook. Use this study guide in conjunction with your prescribed textbook:

Cleary, S. (2020). *The Communication Handbook, 4th Edition*. Juta.

You will need a notebook / learning journal that you will use while working through the theory in the textbook as well as completing all the tasks and activities in this guide. You decide if this will be paper based or digital – if it will always be readily available.

Bring this learning journal to class each week.

Follow the sections in your preparation for class, assessments and learning progress.

Several chapters are dealt with in each section.

Each chapter has clearly demarcated areas where the learning outcomes, additional resources and weekly requirements are indicated.

- Come to class prepared to share.

The first section of the course module will give you a brief introduction and overview of the module itself.

Facilitator Information

  **Facilitator Information**

Name: Tania Homan

Email: tania@katapult.ac.za

Consultation hours: By appointment

Here you will find your facilitator/lecturer's contact information as well as other important details

Course Description (May look slightly different from course to course)

  **Course Description**

This module provides an overview of Business Communication, focusing on communication principles and theories with a special focus on workplace communication.

The topics covered include productive communication skills (speaking and writing) as well as receptive communication skills (listening and reading).

An emphasis is placed on critical analysis, and the application of reading and writing skills in real world situations.

The module is divided into five sections, each with references to your prescribed book, specifically referenced in this summary for your own independent work and study time.

Learning Topics Outlined

1

Section 1
Tertiary Study Skills
Assessment Preparation
Grammar and Language Usage (textbook ref page 422)

2

Section 2
Communication Theory (textbook ref page 1)
Academic Writing (textbook ref page 293)
Report Writing (textbook ref page 346)
Meetings (textbook ref page 390)

3

Section 3
Reading and Note Taking (textbook ref page 91)
Listening (textbook ref page 109)
Audience and Purpose (textbook ref page 120)
Oral Presentations (textbook ref page 131)

4

Section 4
Communication and Difference (textbook ref page 32)
Small-group Communication (textbook ref page 60)
Online Business Presence (textbook ref page 268)

5

Section 5
Written Communication (textbook ref page 152)
Business Correspondence (textbook ref page 186)

Let the work begin! 🤖

A more detailed overview of the course

Learning Outcomes

  **Learning Outcomes**

By the end of this course, you should be able to:

1. [Learning outcome 1]
2. [Learning outcome 2]
3. [Learning outcome 3]
4. [Learning outcome 4]

Here you will see the designated learning outcomes for the module and what you will learn.

Weekly Schedule/Module Structure

  **Weekly Schedule / Module Structure**

	DATE	TITLE			
1					
2					
3					
4					
5					

Here you will see the weekly schedule and module structure in terms of what will be covered on a weekly basis.

Units

Lecture 1

Section1

1

Tertiary Study Skills

Assessment Preparation
Grammar and language usage (medical ref page 422)

Learning Outcomes

- Roles and Responsibilities in Higher Education
- Goal setting
- Study skills

Reflect on your readiness for your Academic Journey

Everything about the assessment / task

Lesson blurb

purpose

everything

Reflect on your readiness for your Academic Journey

Opened: Monday, 23 June 2025, 12:00 AM - Due: Monday, 30 June 2025, 12:00 AM

Lesson Blurb

Tertiary Study Skills Chat 1

Lesson blurb

Grit: the Power of Passion and Perseverance by Angela Duckworth

Watch the video



Also important to the following questions:

Grit by Angela Duckworth

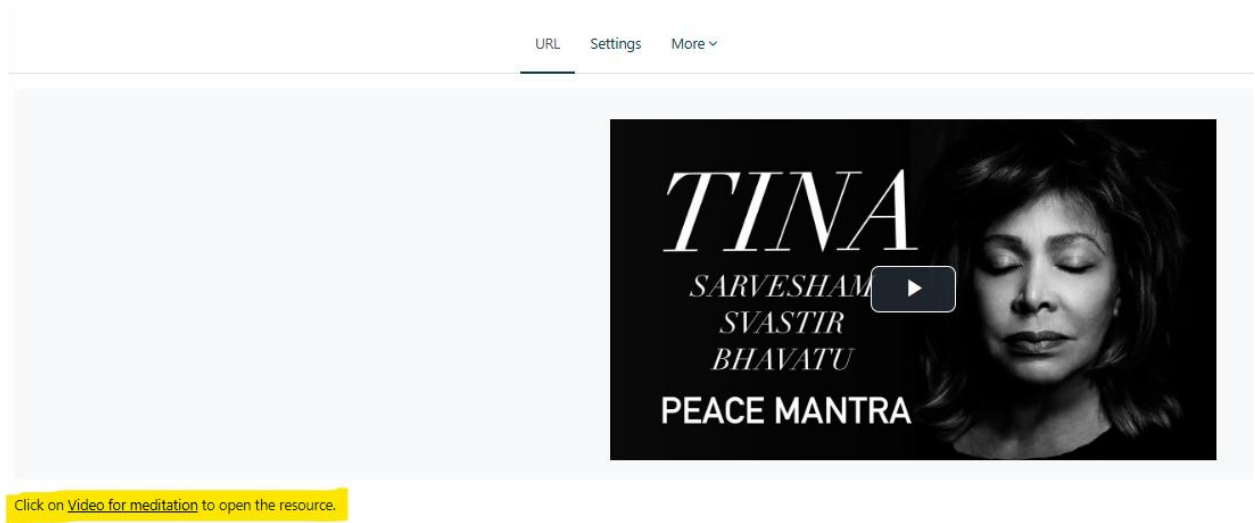
Lecture 1 discussion topics

Lecture 1 Team Meeting

The course module is split up into units to cover different topics within the module with designated assignments, quizzes, and resources for you to access and complete.

This will look similar to the above.

How to view links



Links will be displayed as highlighted above, a description will be displayed, with the instructions “Click on” and the link thereafter – this link will be underlined once selected, and you will be redirected to the link, if it is not embedded onto the system as above.

How to submit an Assignment

CIAFS / Higher Certificate in Management / BC100 - HCM500 / Lecture 1
/ Reflect on your readiness for your Academic Journey

Reflect on your readiness for your Academic Journey

Opened: Monday, 23 June 2025, 12:00 AM
Due: Monday, 30 June 2025, 12:00 AM

Before you begin this unit, complete the following table as honestly as possible. Reflect on your habits and make a judgement about your study skills and habits.

Make notes on what you should pay attention to; what habits do not work and which you should start practicing and implementing.

You should complete this task with all your subjects and modules in mind.

Questions about your career life planning	Yes	Have an idea	No
Do you know what opportunities are available in your career field?			
Do you know where you want to be in your career five years from graduating?			
Questions about the demands of academic study	Yes	Some-times	No
Are you an independent learner who motivates yourself?			
Do you know what learning style you use?			
Do you know how to write in an academic style?			
Do you know what your strengths and weaknesses are?			
Questions about your study skills	Most of the times	Some-times	Almost never
Do you have a timetable for every week?			
Do you have a year/ semester planner?			
Do you study actively- underlining, highlighting, numbering facts and making notes in the margin?			
Do you use a study method- getting an overview, reading with understanding, making notes and summaries and checking whether you know the work?			
Do you plan for revision?			

Add submission

To submit an assignment (an uploaded assessment), you will need to view the specified activity, and follow the instructions given. Some may request you download a given document and fill in your answers or fill in your answers in a blank document.

Once done, you can click on add submission as circled.

▼ **Add submission**

File submissions Maximum file size: 5 GB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Save changes **Cancel**

Thereafter you will be taken to the above page, where you're prompted to upload a file, which you can drag and drop or upload via the circled buttons. Specifications will also

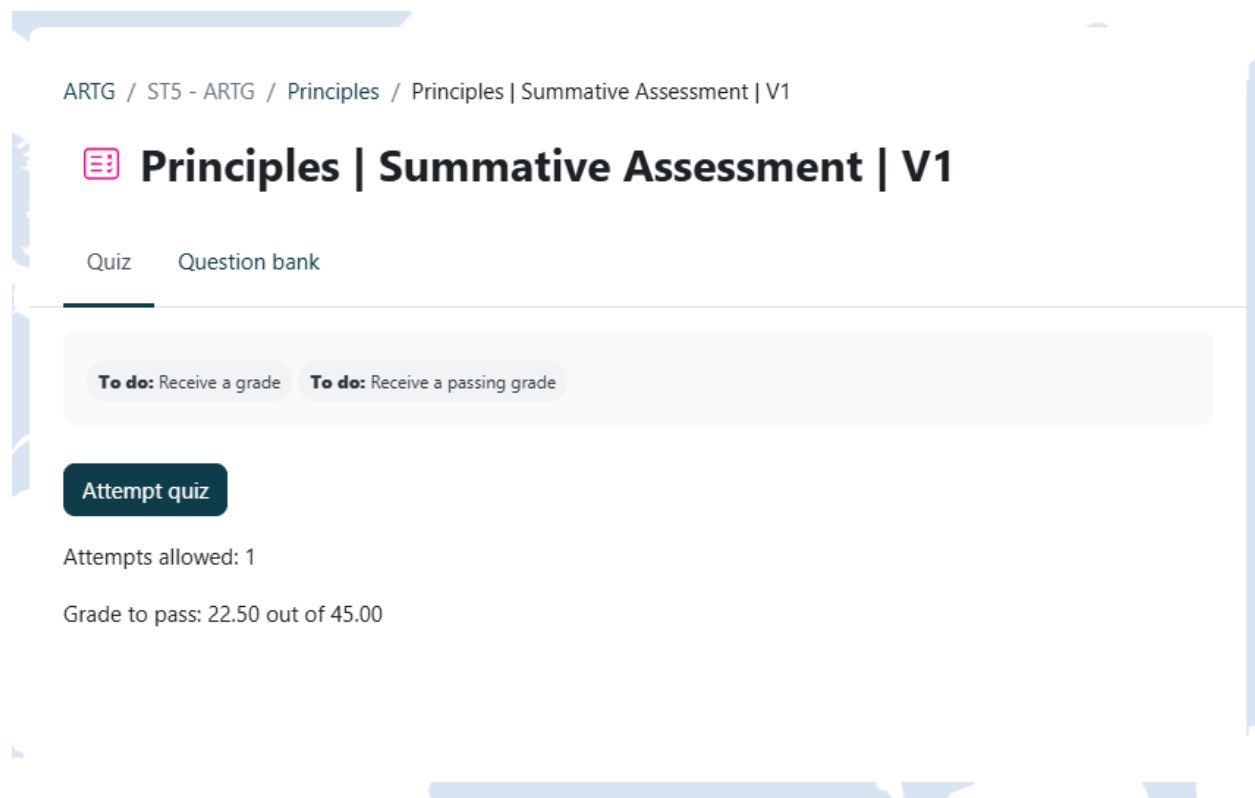
be displayed, i.e. maximum file size, etc. Once uploaded, you can click on “Save changes”.

How to submit a Quiz/Assessment/Examination

 Principles | Summative Assessment | V1

To do ▾

Your Summative Assessments/examinations will be displayed on the system as above, with the same or a similar naming convention. Occasionally, these exams may be locked until a certain date or locked for specific users.



The screenshot displays the user interface for a quiz titled "Principles | Summative Assessment | V1". At the top, a breadcrumb trail shows the navigation path: "ARTG / ST5 - ARTG / Principles / Principles | Summative Assessment | V1". Below this, the main title "Principles | Summative Assessment | V1" is accompanied by a pink icon of a document with a checklist. Underneath the title, there are two tabs: "Quiz" (which is selected and highlighted with a dark blue underline) and "Question bank". A light gray box contains two "To do" items: "To do: Receive a grade" and "To do: Receive a passing grade". A dark blue button labeled "Attempt quiz" is positioned below these items. Further down, the text "Attempts allowed: 1" and "Grade to pass: 22.50 out of 45.00" are displayed.

Once you access the quiz/activity, you will see the page above. This page will also provide the number of attempts allowed for the exam, and the grade to pass.

To begin, you can click on “Attempt Quiz”.

ARTG / ST5 - ARTG / Principles / Principles | Summative Assessment | V1

Principles | Summative Assessment | V1

Quiz Question bank

Back

Question 1

Not yet answered

Flag question

v3 (latest)

Question 1 (15 marks)

Case Study

The economies of five "developing" countries (outside South Africa) undergo severe problems and a worldwide panic ensues. As a result the Rand exchange rate (along with other similar currencies) depreciates markedly against the US Dollar, falling from about US\$1 = R7,00 to about US\$1 = R15,00. As trustee of a large investment portfolio that contains both South African and foreign investments you are considering your next moves. Assume that there are no exchange control regulations or capital gains tax issues to worry about.

Answer the following questions:

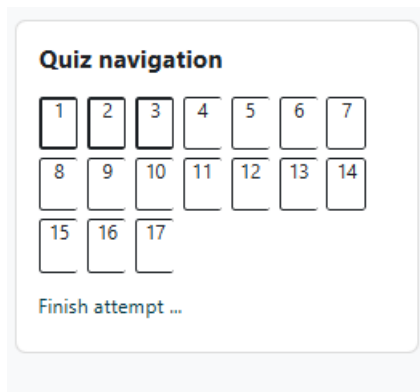
1.1 An accountant recommends that you note the trend that the Rand has halved in value. He recommends that you invest all money offshore immediately in order to protect the remaining value. Explain why this is a good or bad suggestion. Which of these will be your best performing investments? (5 marks)

The first question within this exam is an essay question with a case study, which also indicates the mark scheme at the end of the question.

Student EP

Open block drawer

On the right side of your screen (below your profile area) there should be a block drawer, which will open to a quiz navigation pane, as below.



You can use the above to navigate between questions within the quiz/exam if navigation for the exam is set to “free”.

In the above image, the first three questions are highlighted in the pane because they are on the same page.

ARTG / ST5 - ARTG / Principles / Principles | Summative Assessment | V1

Principles | Summative Assessment | V1

Quiz Question bank

Back

Question 8
Not yet answered
Flag question
v1 (latest)

3.1 A boom is: (1 mark)

- ☐ a. A short period of recovery
- ☐ b. A period of strong economic growth
- ☐ c. A period of economic contraction
- ☐ d. A period of rising interest rates

Question 9
Not yet answered
Flag question
v1 (latest)

3.2 A real interest rate is: (1 mark)

- ☐ a. The interest shown at face value
- ☐ b. The interest rate actually offered in the market
- ☐ c. The interest rate applicable to the bank's best customers
- ☐ d. The interest rate after adjustments for inflation

Question 10
Not yet answered
Flag question
v1 (latest)

3.3 The Reserve Bank is likely to raise interest rates in order to: (1 mark)

- ☐ a. Curb inflationary pressure
- ☐ b. Weaken the Rand to promote exports
- ☐ c. Increase the money supply
- ☐ d. Promote competition amongst commercial banks

Question 11
Not yet answered

3.4 Fiscal policy is the primary responsibility of: (1 Mark)

I've now skipped to a Multiple-Choice Question, which is situated with the rest on a single page.

3.1 A boom is: (1 mark)

- ☐ a. A short period of recovery
- ☒ b. A period of strong economic growth
- ☐ c. A period of economic contraction
- ☐ d. A period of rising interest rates

Clear my choice

As in the above, you can select your answer freely, and clear your choice if need be.

Question 17
 Not yet answered
 Flag question
v1 (latest)

3.10 Ethics can best be described as: (1 Mark)

- ☐ a. The study of principles relating to right and wrong conduct, rules, the standards that govern the conduct of a person
- ☐ b. The study of principles relating to right and wrong conduct, codes, the standards that govern the conduct of a person
- ☐ c. The study of principles relating to right and wrong conduct, morality, the standards that govern the conduct of a person
- ☐ d. The study of principles relating to right and wrong conduct, laws, the standards that govern the conduct of a person

[Previous page](#)
[Finish attempt ...](#)

Once on the last page of the quiz, you will have the option to finish attempt or navigate to the previous page (this specifically is in place between all pages in the quiz).

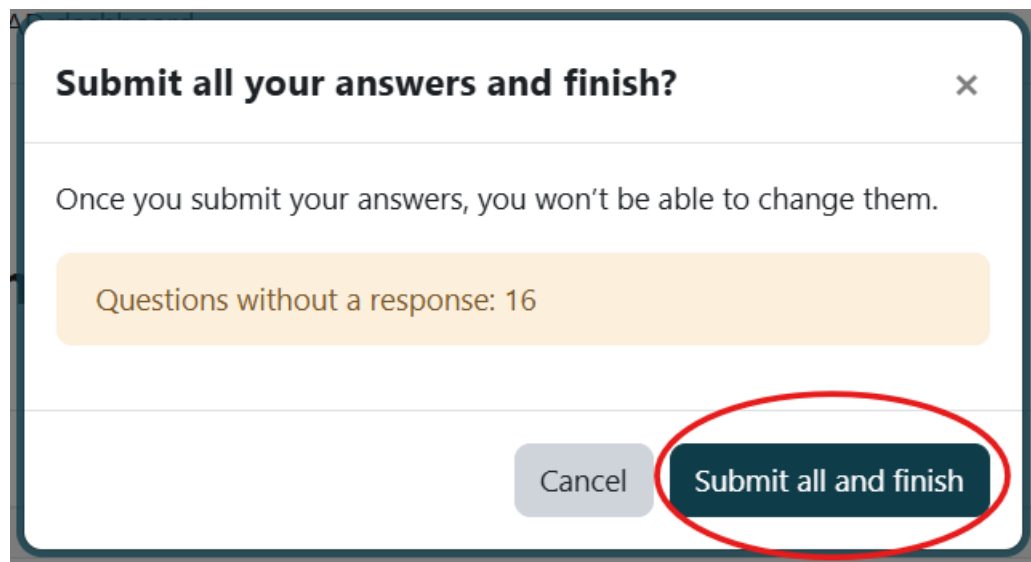
Principles | Summative Assessment | V1

Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Answer saved
9	Not yet answered
10	Not yet answered
11	Not yet answered
12	Not yet answered
13	Not yet answered
14	Not yet answered
15	Not yet answered
16	Not yet answered
17	Not yet answered

[Return to attempt](#)
[Submit all and finish](#)

Once you click on Finish Attempt, you will have a short summary of all the questions you have answered and left blank. If you'd like, you have the option to return to attempt to amend any answers or submit all and finish.



Once you click on Submit all and finish, it will give the above alert, notifying you that you are unable to change any answers after this point, as well as give a summary of questions without a response (unanswered questions). If you are happy with your submission, you can click on “Submit all and finish”.

Status	Finished
Started	Friday, 11 July 2025, 7:24 AM
Completed	Friday, 11 July 2025, 7:45 AM
Duration	21 mins 17 secs

Question 1
 Not answered
 Flag question
 v3 (latest)

Question 1 (15 marks)
Case Study

The economies of five “developing” countries (outside South Africa) undergo severe problems and a worldwide panic ensues. As a result the Rand exchange rate (along with other similar currencies) depreciates markedly against the US Dollar, falling from about US\$1 = R7,00 to about US\$1 = R15,00. As trustee of a large investment portfolio that contains both South African and foreign investments you are considering your next moves. Assume that there are no exchange control regulations or capital gains tax issues to worry about.

Answer the following questions:

1.1 An accountant recommends that you note the trend that the Rand has halved in value. He recommends that you invest all money offshore immediately in order to protect the remaining value. Explain why this is a good or bad suggestion. Which of these will be your best performing investments? (5 marks)

Once submitted, you will see a summary of your exam details such as the start date and time, the completion date and time, the duration and status, as well as a summary of your answers, as seen in the above and below picture.

Question 8

Correct

Flag question

v1 (latest)

3.1 A boom is: (1 mark)

- ☐ a. A short period of recovery
- ☒ b. A period of strong economic growth ✓
- ☐ c. A period of economic contraction
- ☐ d. A period of rising interest rates

The correct answer is: A period of strong economic growth

Question 9

Not answered

Flag question

v1 (latest)

3.2 A real interest rate is: (1 mark)

- ☐ a. The interest shown at face value
- ☐ b. The interest rate actually offered in the market
- ☐ c. The interest rate applicable to the bank's best customers
- ☐ d. The interest rate after adjustments for inflation

The correct answer is: The interest rate after adjustments for inflation

Once you scroll all the way down, you can click on “finish review”

3.10 Ethics can best be described as: (1 Mark)

- ☐ a. The study of principles relating to right and wrong conduct, rules, the standards that govern the conduct of a person
- ☐ b. The study of principles relating to right and wrong conduct, codes, the standards that govern the conduct of a person
- ☐ c. The study of principles relating to right and wrong conduct, morality, the standards that govern the conduct of a person
- ☐ d. The study of principles relating to right and wrong conduct, laws, the standards that govern the conduct of a person

The correct answer is: The study of principles relating to right and wrong conduct, morality, the standards that govern the conduct of a person

[Finish review](#)

ARTG / ST5 - ARTG / Principles / Principles | Summative Assessment | V1

 Principles | Summative Assessment | V1[Quiz](#) [Question bank](#)**✓ Done:** Receive a grade **To do:** Receive a passing grade

Attempts allowed: 1

Grade to pass: 22.50 out of 45.00

Your attempts**Attempt 1**

Status	Finished
Started	Friday, 11 July 2025, 7:24 AM
Completed	Friday, 11 July 2025, 7:45 AM
Duration	21 mins 17 secs
Review	

No more attempts are allowed

[Back to the course](#)

Your exam has now been submitted.

Once done, you will see the above page, showing your attempt details, aswell as other details.