

## Diploma in Business and Information Management

NQF 6

SAQA ID: 97803

**Location:** Ritson Campus (Durban) and Riverside Site, Midlands Campus (Pietermaritzburg)

### Description of the Programme

The purpose of the qualification is to develop students with specific core knowledge, skills and career training in Business and Information Management who become life- long learners and engaged citizens aspiring to pursue career employment and professional growth both locally and internationally. The student will be competent in administration and business applications programs. The programme also enables a student to pursue career pathways in administration in the various business environments.

The qualified learner will have the competence to deliver an effective information service in a global environment towards meeting the requirements of clients in a diverse and changing society. Persons achieving this qualification will be able to supervise and manage in various business environments.

The students will be able to:

- Manage themselves, others and all business and management functions within the internal, external and global environment.
- Create and sustain a small business or entrepreneurial enterprise within the global context.
- Create strong and lasting customer relationships with internal and external customers pertaining to service excellence and quality within the business environment.
- To be able to work effectively with others as members of a team, group, organisation and community in being engaged citizens.
- Identify and solve problems and make decisions using critical and creative thinking within the business environment in the fields of Human Resources management, Project Management and Law.

The Research Practice and Principles module which progresses from first year to third year will enable students to collect, analyse, organise and critically evaluate information.

The curriculum is designed to provide students with the ability to understand, research, interpret and implement business and information management principles and practices to help grow the student within the business environment both locally and globally. The design provides for the progression from year one to year three whereby research forms the underpinning principle.

The Entrepreneurship module will enable the student to be competent in developing an idea into a successful business and gain the necessary skills and knowledge base to grow and manage the business venture. Further to this, the Information Management and Technology module equips students with the necessary skills to be competent within the technology driven business environment.

Professional and personal growth outcome is addressed in the Business Principles and Management module, which enables the student to become engaged citizens.

The curriculum has been designed so that students develop a culture of continual learning and develop their full intellectual and human potential. The pedagogy and assessment supports the attainment of the outcomes within the qualification

### Work Integrated Learning

Each learner is required to successfully complete a minimum of 4 Months of Work Integrated Learning during the third year of his/her studies. This is a compulsory component of the diploma. A separate registration fee is charged for Work Integrated Learning.

## Entry Requirements: (Diploma in Business and information Management (BIM))

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC DIPLOMA ENTRY		SENIOR CERTIFICATE (SC)			NATIONAL CERTIFICATE VOCATIONAL (NCV) LEVEL 4	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	At least 50% in three fundamental subjects including English,	50%
English (1st additional)	4					
In addition, a pass in five (5) 20 credit subjects. (Not more than one language Excluding Life Orientation)		And six (6) other subjects passed including one additional language			At least 60% in three compulsory vocational subjects	60%

**Selection Procedure:**  
Meeting the minimum entry requirements does not automatically guarantee acceptance. It depends on the number of applicants and number of places allowed by DUT. A points system is used for admission to the Diploma in Business and Information Management. Applicants are selected in order of merit, based on the subject list above, on a first-come first-served basis. Those applicants who meet the minimum requirements but whose overall points rating could put them at risk could still be placed on the extended curriculum programme as they would be considered under prepared and at risk of not coping with the demands of the regular programme. The extended curriculum programme, through a purposeful and structured set of learning experiences will provide these students with the academic foundations necessary for them to succeed on the regular programme. This is only offered in at the Durban, Ritson campus.

**OR**

### Admission Requirement based upon Work Experience, Age and Maturity

#### For admission to entry level DIPLOMA and certificate studies:

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- The person shall have reached the age of 23 in the first year of registration and shall have at least:
  - three years' appropriate work experience; and/or
  - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (Al) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- The relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- The person's application for admission in terms of work experience, age and maturity is approved prior to registration.

**Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.**

RATING CODE	RATING	MARKS %
7	Outstanding achievement	80-100
6	Meritorious achievement	70-79
5	Substantial achievement	60-69
4	Adequate achievement	50-59
3	Moderate achievement	40-49
2	Elementary achievement	30-39
1	Not Achieved	0 - 29

### Tuition Fees

To assist you with your planning, the **2020** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

**Please Note:** DUT cannot be held liable for the fees in this brochure as the **2021** fees are not yet final.

**NB:** For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

## Diploma in Business and information Management (3 Year Curriculum Programme)

<b>First Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Business Principles and Management 1A	BPRM111	5	12	R2 320.00
Business Fundamentals 1 (FGE)	BSFD101	6	12	R2 220.00
Information Management and Technology 1A	IMTG111	5	12	R3 810.00
Communication 1	CMON101	5	8	R1 970.00
Private Law 1	PVTL101	5	12	R2 380.00
Research Practices and Principles 1	RSPP101	5	12	R2 380.00
<b>Total</b>				<b><u>R15 080.00</u></b>
<b>Semester 2</b>				
Human Resources Management 1	HMRM101	6	12	R2 380.00
Project Management 1	PJEM101	6	12	R2 380.00
Cornerstone (IGE)	CSTN101	5	12	R2 530.00
Business Principles and Management 1B	BPRM121	5	12	R2 320.00
Information management and Technology 1B	IMTG121	5	12	R3 810.00
<b>Total fees for 2020</b>				<b><u>R13 420.00</u></b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b><u>128</u></b>	

<b>Second Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Business Principles and Management 2A	BPRM211	6	12	R2 350.00
Information Management and Technology 2A	IMTG211	6	16	R3 810.00
Communication 2	CMON201	5	8	R1 970.00
Accounting and Financial Principles 1	ACFP101	6	12	R2 650.00
Business Fundamentals 2 (FGE)	BSFD201	6	12	R2 820.00
Introduction to Sign Language (IGE)	INSL101	5	8	R1 800.00
<b>Total</b>				<b><u>R15 400.00</u></b>
<b>Semester 2</b>				
Business Principles and Management 2B	BPRM221	6	12	R2 350.00
Information Management and Technology 2B	IMTG221	6	16	R3 900.00
Legal Practice 1 or Human Resources Management 2 or Project Management 2	LEGP101 BPRM201 PJEM201	6 6 6	16 16 16	R3 040.00 R2 380.00 R2 350.00
Research Practice and Principles 2	RSPP201	6	12	R2 350.00
<b>Total</b>				<b><u>R11 650.00/ R10 980.00/ R10 950.00</u></b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b><u>124</u></b>	

<b>Third Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Business Principles and Management 3A	BPRM311	7	12	R2060.00
Information Management and Technology 3A	IMTG311	7	12	R3110.00
Conveyancing Practice or Human Relations Management or Small Business Management and Entrepreneurship	CNPI01 HRLM101 SBME101	6 6 6	12 12 12	R2750.00 R2890.00 R2890.00
Research Practice and Principles 3	RSPP301	6	8	R2350.00
Accounting and Financial Principles 2	ACFP201	6	12	R2650.00
Community Engagement Project (IGE)	CMEP101	6	8	R2270.00
The entrepreneurship Spirit (FGE) or Innovation and Emerging Technologies (FGE)	TESP101 INET101	6 6	12 12	R1800.00 R1800.00
HIV and Communicable Diseases (IGE)	HCDK101	6	8	R2080.00
<b>Total</b>				<b><u>R19 210.00/ R19 070.00</u></b>
<b>Semester 2</b>				
Business Principles and Management 3B	BPRM321	7	12	R2060.00
Information management and Technology 3B	IMTG321	7	12	R3110.00
Business and Information Management Practice	BIMP101	6	20	R1350.00
<b>Total</b>				<b><u>R6520.00</u></b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b><u>128</u></b>	

## Diploma in Business and information Management (4 Year Extended Curriculum Programme-Durban)

<b>First Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Business and Information Management 1A	BIMA101	5	10	R0000.00
Business Principles and Management 1A	BPRM111	5	10	R2320.00
Business Fundamentals 1 (FGE)	BSFD101	6	6	R2220.00
Private Law 1	PVTL101	5	8	R2380.00
Research Practices and Principles 1	RSPP101	5	8	R2380.00
Skills Development 1A	SKLA101	5	10	R0000.00
<b>Total</b>				<b>R9300.00</b>
<b>Semester 2</b>				
Business and Information Management 1B	BIMB101	5	10	R0000.00
Business Principles and Management 1B	BPRM121	5	10	R2320.00
Cornerstone (IGE)	CSTN101	5	8	R2530.00
Human Resources Management 1	HMRM101	6	10	R2380.00
Project Management 1	PJEM101	6	8	R2380.00
Skills Development 1B	SKLB101	5	10	R0000.00
<b>Total</b>				<b>R9610.00</b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>108</b>	

<b>Second Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Business and Information Management 2A	BIMA201			R0000.00
Business Fundamentals 2 (FGE)	BSFD201	6	12	R2820.00
Community Engagement Project (IGE)	CMEP101	6	8	R2270.00
Communication 1	CMON101	5	8	R2270.00
Information Management and Technology 1A	IMTG111	5	12	R3810.00
Skills Development 2A	SKLA201			R0000.00
<b>Total</b>				<b>R11 170.00</b>
<b>Semester 2</b>				
Business and Information Management 2B	BIMB201			R0000.00
HIV and Communicable Diseases (IGE)	HCDK101	6	12	R2080.00
Human Resources Management 2	HMRM201	6	16	R2380.00
Information Management and Technology 1B	IMTG121	5	12	R3810.00
Legal Practice 1 or	LEGP101	6	16	R3040.00
Project Management 2	PJEM201	6	16	R2350.00
Research Practice and Principles 2	RSPP201	6	12	R2350.00
Skills Development 2B	SKLB201			R0000.00
<b>Total</b>				<b>R16 010.00</b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>124</b>	

<b>Third Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Accounting and Financial Principles 1	ACFP101	6	12	R2650.00
Business Principles and Management 2A	BPRM211	6	12	R2350.00
Communication 2	CMON201	5	8	R1970.00
Conveyancing Practice or	CNVP101	6	12	R2750.00
Human Relations Management or	HRLM101	6	12	R2890.00
Small Business Management and Entrepreneurship	SBME101	6	12	R2890.00
Information Management and Technology 2A	IMTG211	6	16	R3810.00
<b>Total</b>				<b>R19 310.00</b>
<b>Semester 2</b>				
Business Principles and Management 2B	BPRM221	6	12	R2350.00
Information Management and Technology 2B	IMTG221	6	16	R3900.00
Introduction to Sign Language (IGE)	INSL101	5	8	R1800.00
<b>Total</b>				<b>R8 050.00</b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>120</b>	

<b>Fourth Year Curriculum</b>				
<b>Semester 1</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2020 Fees</b>
Accounting and Financial Principles 2	ACFP101	6	12	R2650.00
Business Principles and Management 3A	BPRM311	7	12	R2060.00
Information Management and Technology 3A	IMTG311	7	12	R3110.00
Innovation and Emerging Technologies (FGE)	INET101	6	12	R1800.00
Research Practice and Principles 3	RSP301	6	8	R2350.00
The entrepreneurship Spirit (FGE)	TESP101	6	12	R1800.00
<b>Total</b>				<b><u>R13 770.00</u></b>
<b>Semester 2</b>				
Business and Information Management Practice 1	BIMP101	6	20	R1350.00
Business Principles and Management 3B	BPRM321	7	12	R2060.00
Information management and Technology 3B	IMTG321	7	12	R3110.00
<b>Total</b>				<b><u>R6 520.00</u></b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b><u>112</u></b>	

## Application

Applicants who wish to enrol for the programme must apply through the CAO system by no later than 30 November of the previous year.

### Application Forms

Contact the Central Applications Office (C.A.O) Central Applications Office

Private Bag X06 Dalbridge 4014

Tel: (031) 2684444

Fax: (031) 2682244

**OR**

Apply online on <http://www.cao.ac.za>

**CAO Codes:** (DBN) – DUDBI3  
(PMB) – DUPBI3

**Closing Date for Applications:** 30 November 2020

### For Further Information:

Contact the Department of Information and Corporate Management

Ritson Campus, Block C 2nd Floor Durban

P.O Box 1334, Durban 4000

Tel: (031) 373 5655

Fax: (031) 373 6884

Riverside Site, Midlands Campus (Pietermaritzburg)

PO Box 101112, Scottsville Pietermaritzburg 3209

Tel: (033) 845 8844

Fax: (033) 845 8857

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