

Career Information

Diploma in Business and Information Management

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 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

DEPARTMENTAL NSC REQUIREMENTS		DEPARTMENTAL SENIOR CERTIFICATE REQUIREMENTS		
NSC Diploma Entry		A Senior Certificate or equivalent qualification		
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG
English (home) OR English (1st additional)	3 4	English	E	D
And a pass in Five other 20 credit subjects (not more than 1 language Excluding Life Orientation)		Six (6) best subjects, including English and an additional language.		

OR

National Certificate (Vocational) Level 4

A level 4 national certificate vocational with the following minimum requirements:

1. At least 50% in three fundamental subjects including English and
2. At least 60% in three compulsory vocational subjects.

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:

- (a) 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

- (b) 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
- (c) 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

PLEASE NOTE: Fees for the first year are approximately R27 590.00

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

First Year Curriculum (five subjects)

Semester 1

Business Principles and Management 1A
Information Management and Technology 1A
Communication 1
Private Law 1
Research Practices and Principles 1
Business Fundamentals 1 (FGE)

Semester 2

Business Principles and Management 1B
Information management and Technology 1B
Human Resources Management 1
Project Management 1
Cornerstone (IGE)

Second Year Curriculum (five subjects)

Semester 1

Business Principles and Management 2A
Information Management and Technology 2A
Communication 2
Accounting and Financial Principles 1
Introduction to Sign Language (IGE)
Business Fundamentals 2 (FGE)

Semester 2

Business Principles and Management 2B
Information Management and Technology 2B
Legal Practice 1 or
Human Resources Management 2 or
Project Management 2
Research Practice and Principles 2

Third Year Curriculum

Semester 1

Business Principles and Management 3A
Information Management and Technology 3A
Conveyancing Practice or
Human Relations Management or
Small Business Management and Entrepreneurship Research
Practice and Principles 3
Accounting and Financial Principles 2
HIV and Communicable Diseases (IGE) Community
Engagement Project (IGE)
The entrepreneurship Spirit (FGE) or Innovation and
Emerging Technologies (FGE)

Semester 2

Business Principles and Management 3B
Information management and Technology 3B
Business and Information Management Practice

Closing Date for Applications: 30 September 2019

CAO Codes:

Dip. (DBN) – DUDBI3

Dip. (PMB) – DUPBI3

FOR FURTHER INFORMATION CONTACT:

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PO Box 101112

Scottsville

Pietermaritzburg 3209

Tel: (033) 845 8844

Fax: (033) 845 8857

APPLICATION FORMS

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

Central Applications Office

Private Bag X06 Dalbridge 4014

Tel: (031) 2684444

Fax: (031) 2682244

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



CAREER INFORMATION DIPLOMA BUSINESS & INFORMATION MANAGEMENT

1 JANUARY – 31 DECEMBER



FACULTY OF
ACCOUNTING
& INFORMATICS

DEPARTMENT OF
INFORMATION
AND CORPORATE
MANAGEMENT

2020

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