



## CAREER INFORMATION 2021

### HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION

### DIPLOMA IN MANAGEMENT SCIENCES: BUSINESS ADMINISTRATION



FACULTY OF  
MANAGEMENT  
SCIENCES

DEPARTMENT OF  
ENTREPRENEURIAL  
STUDIES &  
MANAGEMENT

01 JAN - 31 DEC 2021



## Diploma in Management Sciences: Business Administration

### NQF 6

### SAQA ID: 94830

**Location:** 6th floor, B block, M.L Sultan Campus, Durban-: and Riverside Campus (Pietermaritzburg)

### Description of the Programme

The Diploma in Management Sciences, specialising in Business Administration, has been developed to equip students with the generic organisational knowledge, skills and abilities to make a meaningful contribution to the success of any organisation. The programme will equip students with analytical, conceptual and technical skills in the major areas of management, financial management and administrative management.

Students who complete the diploma will gain adequate knowledge to enter a wide variety of fields such as retailing, manufacturing, insurance, banking, logistics, and marketing. The qualification offers a wider scope for job opportunities than does most specialist diplomas.

### Duration of the Programme

Three years full-time

### Career Opportunities

Entrepreneur, administration, banking, wholesale and retail sectors, financial management, government services, government administration, education management, hospital administration, customer service, transportation, property and real estate, supply chain management, and insurance.

### Explanation of Points Scale

SYMBOL	SENIOR CERTIFICATE	
	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1
%	NSC LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

## Entry Requirements (Diploma in Management Sciences: Business Administration)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)	NATIONAL CERTIFICATE (VOCATIONAL) (NCV)	
NSC Diploma Entry. A minimum of 25 points excluding Life Orientation will be considered.		A Senior Certificate or equivalent qualification	National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Applicants with 20 or more points will be considered	Compulsory Subjects	Mark
English (home) OR	3		English	50%
English (1st additional)	4		Two fundamental subjects	50%
Mathematics OR	3		Three compulsory vocational subjects	60%
Mathematics Literacy	4			
And two 20 credit subjects (not more than 1 language)	3			

### Selection criteria for this programme

Applicants must meet the minimum requirements mentioned above. NSC, SC and NCV applications received via the central applications office (CAO) will be scored and ranked from highest to lowest points. Based on these rankings, those learners with the highest points will be offered a firm place; the learners who have applied with their grade 12 June/Trial results may be offered a conditional place subject to them meeting the requirements mentioned above. Preference will be given to learners from designated groups.

**NB:** If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

**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 (AI) & 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.**

### Tuition fees

To assist you with your planning, the 2020 fees have been indicated.

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

**Please note:** 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

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Cornerstone	CSTN101	5	12	R2 530.00
Environmental Sustainability	EVST101	5	8	R1 940.00
Introduction to Business Law	IBUL101	5	16	R3 890.00
Introduction to Business	IBNS101	5	16	R3 890.00
Quantitative Approaches to Management	QAMS101	5	8	R1 950.00
<b>Total</b>				<b>R14 260.00</b>
<b>Semester Two</b>				
Law for Life	LWLF101	5	8	R1 950.00
Business Communication & Info. Literacy	BCIL101	5	16	R3 890.00
Financial Literacy	FINLI101	5	12	R2 850.00
Time and Stress Management/KZN Maritime Heritage	TASM101	5	8	R1 950.00
Academic Learning & Writing Skills/Practice	ALWS101	5	16	R3 890.00
<b>Total</b>				<b>R14 530.00</b>

<b>Total Credits Semester 1 &amp; 2</b>	<b>120</b>
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## Second Year Curriculum

<b>Semester Three</b>				
Management I	MNMN101	6	16	R3 890.00
Finance for Managers	FMGS101	6	16	R3 890.00
Administrative Management I	AMGT101	6	16	R3 890.00
Introduction to Technology	INTLI01	6	12	R2 850.00
<b>Total</b>				<b>R14 520.00</b>
<b>Semester Four</b>				
Management II	MNMN201	6	16	R4 290.00
Financial Management II	FIMT201	6	16	R3 890.00
Administrative Management I	AMGT201	6	12	R2 850.00
Introduction to Economics	EMCS101	6	16	R3 890.00
<b>Total</b>				<b>R14 920.00</b>
<b>Total Credits Semester 3 &amp; 4</b>	<b>120</b>			

## Third Year Curriculum

<b>Semester Five</b>				
Management III	MNMN301	6	16	R3 890.00
Financial Management III	FIMT301	6	16	R3 890.00
Administrative Management II	AMGT301	6	12	R2 850.00
<b>Elective:</b>				
Students Are Required To Select One Of				
The Following Three Modules:				
Credit Control	CCNT101	6	16	R3 890.00
Logistics	LGCS101	6	16	R3 890.00
Operations Management	OPSM101	6	16	R3 890.00
<b>Total</b>				<b>R14 520.00</b>
<b>Semester Six</b>				
Applied Management	APMNI01	6	16	R3 890.00
Applied Financial Management	AFNMI01	6	16	R3 890.00
Applied Administrative Management	APDMI01	6	12	R2 850.00
Entrepreneurship	ETPRI01	6	16	R3 890.00
<b>Total</b>				<b>R14 520.00</b>
<b>Total Credits Semester 5 &amp; 6</b>	<b>120</b>			

## Higher Certificate in Business Administration

### NQF 5

SAQA ID: 111416

**Location:** 6th floor, Ml sultan campus-Durban b block: and riverside campus (Pietermaritzburg)

### Description of the programme

This is a generic programme that is designed to equip students with the basic administrative knowledge and skills that are required from those occupying entry-level administrative or support positions in the workplace. These skills are generic and essential for the smooth operations of all organizations in the private and public sectors as well as non-governmental/civic/not-profit organizations.

### Duration

One year full-time.

### Career opportunities

The entry-level or support positions include the following: general office management, liaising with clients, clerical work (including maintaining records and entering data), management of office equipment, maintaining a clean and enjoyable working environment, handling external or internal communication or management systems, and organising and coordinating meetings.

## Entry requirements (Higher Certificate in Business Administration)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC Higher Certificate Entry. A minimum of 20 points excluding Life Orientation will be considered.		A Senior Certificate or Equivalent Qualification. A minimum of 20 points will be considered			National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	English/Communication	50%

**NB:** If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

### Tuition fees

To assist you with your planning, the 2020 fees have been indicated.

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

**Please note:** 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

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Business Communication & Information Literacy	BCIF101	5	16	R3 890.00
Financial Literacy	FNLT101	5	12	R2 850.00
Introduction to Technology	ITLG101	5	12	R2 850.00
Cornerstone 101	CSTN101	5	12	R2 530.00
<b>Total</b>				<b>R12 120.00</b>
<b>Semester Two</b>				
Introduction to Business	INTB101	5	20	R3 100.00
Fundamentals of Business Administration	FOBA101	5	16	R3 100.00
Introduction to Entrepreneurship	IENT101	5	16	R3 100.00
Introduction to Business Law	ITBU101	5	16	R3 100.00
<b>Total</b>				<b>R12 400.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>120</b>	

### Application

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

### Application forms

Contact the **Central Applications Office (CAO)**

#### Address letters to:

Central Applications Office  
Private Bag x06 Dalbridge, 4014  
Tel: (031) 268 4444  
Fax: (031) 268 4422

**OR**

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

### CAO Codes

DBN: Diploma: DU-D-MN3  
DBN: Higher Cert.: DU-D-HBA  
PMB: Diploma: DU-P-MN3  
PMB: Higher Cert: DU-P-HBA

**Closing date for applications:** 30 November 2020

### **For further information**

Contact the Department of Entrepreneurial Studies and Management  
Durban University of Technology  
6<sup>th</sup> floor, B Block, Ml Sultan Campus (Durban)  
P. O. Box 1334, Durban, 4000  
Tel: (031) 373 5147

### **OR**

Contact the Department of Applied Management  
Riverside Campus (Pietermaritzburg)  
Durban University of Technology  
P O Box 101112  
SCOTTSVILLE, 3209  
Tel: (033) 845 8851

### **Financial aid**

For financial aid application for a DUT programme please apply online at [www.nsfas.org.za](http://www.nsfas.org.za) or call the NSFAS call centre on 0860 067 327.

Please note that completing a form does not guarantee financial aid. For further assistance, please consult the department of financial aid and scholarships on (031)373 2931/2557/2054

*This leaflet is for information purposes only and is not binding on the Durban University of Technology*