



INFORMATION & CORPORATE MANAGEMENT



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE



FACULTY OF
ACCOUNTING
& INFORMATICS

20 HAND 25 BOOK

ENVISION2030

transparency • honesty • integrity • respect • accountability
fairness • professionalism • commitment • compassion • excellence

CREATIVE. DISTINCTIVE. IMPACTFUL.

HANDBOOK FOR 2025

FACULTY of ACCOUNTING AND INFORMATICS

FACULTY VISION

Globally recognized for excellence.

FACULTY MISSION

“Developing Adaptive and Transformative Leaders for a Smart Society” through:

- Excellence in Learning, Teaching and Assessment
- Relevant Research and Creative Innovation
- Entrepreneurship and Collaboration

FACULTY VALUES

Fairness

We treat people equitably with respect. Our decisions are impartial. We embrace diversity and inclusion.

Accountability

We accept responsibility for activities, decision, actions and disclose outcomes in a transparent way.

Integrity

We enhance our reputation with consistent trustworthy conduct.

DEPARTMENT OF INFORMATION AND CORPORATE MANAGEMENT

PROGRAMMES

Diploma in Business and Information Management
Diploma in Business and Information Management (ECP) (4yrs)
Advanced Diploma in Business and Information Management
Postgraduate Diploma in Business and Information Management
Master of Management Sciences in Administration and Information Management
Doctor of Philosophy in Business and Information Management

DEPARTMENTAL VISION

Leading academic excellence in Business and Information Management

DEPARTMENTAL MISSION

Developing adaptive graduates for the Business and Information Environment through:

- Quality Teaching and Learning
- Research for Impact
- Engagement with communities

DEPARTMENTAL VALUES

Integrity

(We are honest, trustworthy, and ethical in our conduct.)

Compassion

(We follow the uBuntu philosophy: "I am because we are" in engaging stakeholders.)

Accountability

(We take responsibility to be answerable, transparent, responsive, and committed.)

What is a University of Technology?

A University of Technology is characterised by being research informed than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, emphasis on research output is directed towards commercialization to provide an alternative source of income for the University. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as supported by industry and the professions.

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IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the University’s General Rules included in the Student Handbook.

The University reserves the right to change the contents without prior notice.

NOTE TO ALL REGISTERED STUDENTS

Your registration is in accordance with all current rules of the University. If, for whatever reason, you do not register consecutively for every year of your programme, your existing registration contract with the University will cease. Your re-registration anytime thereafter will be at the discretion of the University and, if permitted, will be in accordance with the rules applicable at that time.

1. CONTACT DETAILS

All Departmental queries to:

Secretary: Mrs A Sathyanand
Tel No: 031 373 5655
Fax No: N/A
Email: alvinettes@dut.ac.za
Location of Department: Block C, 2nd Floor Ritson Campus

All Diploma, Advanced Diploma and Postgraduate Diploma queries:

Programme Coordinator: Dr R Reddy
Email: radha@dut.ac.za

All Master's and PhD queries:

Programme Coordinator: Dr M Ngibe
Email: musawenkosin1@dut.ac.za

All Faculty queries to:

Faculty Assistant: Ms Simlindele Cele
Tel No: 031 373 5520
Email: SimlindeleC@dut.ac.za

Faculty Officer: Mrs N Singh-Sakichand
Tel No: 031 373 5149
Email: nitashas@dut.ac.za
Location of Faculty office: East Wing, Hotel School Building,
Ritson Campus

Executive Dean: Professor O Olugbara
Email: oludayoo@dut.ac.za
Tel No: 031 373 5597
Executive Dean's Secretary: Ms L Phasha
Email: MatladiP@dut.ac.za
Location of Executive Dean's office: North Wing, Hotel School Building,
Ritson Campus

Deputy Dean: Professor MJ Swanepoel
Tel No: 031 373 5634
Email: MatthysS@dut.ac.za
Deputy Dean's Secretary: Ms L Phasha
Email: MatladiP@dut.ac.za
Location of Faculty office: East Wing, Hotel School Building,
Ritson Campus

2. STAFFING – NAME AND QUALIFICATION

Position	Name	Qualification
Head of Department/ Senior Lecturer	Dr SP Moyane	Doctor of Literature and Philosophy in Information Science (UNISA)
Senior Lecturers	Dr M Ngibe Dr PP Mthlane	Doctor of Philosophy in Management Sciences: Business Administration (DUT) Doctor of Philosophy in Public Management – Public Administration (DUT)
Lecturers	Dr T Ramsuraj Dr R Reddy Dr LL Bingwa Dr NS Ross Mrs E Moodley-Bhulaye Mrs C Naidoo Mr T Naidoo Ms TE Ndaba	Doctor of Philosophy in Management Sciences: Business Administration (DUT) Doctor of Philosophy in Management Sciences: Business Administration (DUT) Doctor of Philosophy in Business and Information Management (DUT) Doctor of Philosophy in Management Sciences: Business Administration (DUT) Master of Management Sciences in Administration and Information Management (DUT) Master of Business Administration (UKZN) M.Tech: Commercial Administration (DUT) Masters in Higher Education (UKZN) Master of Management Sciences in Administration and Information Management (DUT)

	Mr N Nkomo Mrs R Padiachee Mr ML Nzama	Master of Arts in Information Science(UNiZULU) Master of Education (UKZN) Master of Management Sciences in Administration and Information Management (DUT)
Administrative staff	Ms A Sathyanand	Bachelor of Technology in Office Management and Technology
Technical staff	Mr Y Naidoo	Master in Information Technology (DUT)

3. PROGRAMMES OFFERED BY THE DEPARTMENT

Programmes offered in this Department, which upon successful completion leads to the awarding of the following qualifications:

Qualification Name	Qualification Code	SAQA NLRD No.	NQF Level	Current Status of Programme offerings	SAQA credits
Diploma in Business and Information Management	DIBIMI	97803	6	First intake 2017	380
Diploma in Business and Information Management Extended Curriculum Programme (4 yrs)	DIBIFI	97803	6	First intake 2018	380
Advanced Diploma in Business and Information Management	ADBIMI	110795	7	First intake 2020	120
Postgraduate Diploma in Business and Information Management	PDBIMI	111385	8	First intake 2021	120
Master of Management Sciences in Administration and Information Management	MMAIMI	112804	9	First intake 2021	180
Doctor of Philosophy in Business and Information Management	DPBIMI	111132	10	First intake 2020	360

PHASED OUT PROGRAMMES

Qualification Name	Qualification Code	SAQA NLRD No.	NQF Level	Last New Intake	SAQA Credits
National Diploma: Office Management and Technology	NDOMT2	72252	6	Last intake December 2016	360
National Diploma: Office Management and Technology Extended Curriculum	NDOMFI	72252	6	Last intake December 2017	360

Bachelor of Technology: Office Management and Technology	BTOMTI	72151	7	Last intake December 2019	480
Master of Technology: Office Management and Technology	MTOMTI	84086	9	Last intake December 2020	120

4. PROGRAMME INFORMATION AND RULES FOR ENTRANCE REQUIREMENTS

4.1 NAME OF QUALIFICATION: Diploma in Business and Information Management QUALIFICATION CODE: DIBIMI

The purpose of this 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 Business and Information Management programme also enables a student to pursue career pathways in administration in the various business environments.

The minimum duration for the above programme is three years of full-time study.

MINIMUM ENTRANCE REQUIREMENTS						
NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC)(PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC DIPLOMA ENTRY		SENIOR CERTIFICATE (SC)			(NCV) LEVEL 4	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	H G	SG	Compulsory Subjects	Mark
English (Home) OR	3	English (Home) OR	E	C	English	50%
English (1 st Additional)	4	English (1 st Additional)	E	C	English	50%
And any five (5) 20 credit subjects: - Mathematics 4, - Applicants with Mathematics(3) or Mathematics Literacy	3	(6) best subjects with a rating symbol of not less than E, including English and One (1) additional Language. Subjects: - English with a minimum of E (HG) or C (SG) - Mathematics with a minimum of E (HG),			i) At least 50 % in three fundamental subjects, including English: and ii) At least 60 % in three compulsory vocational subjects.	

(5) - Not more than one language, (excluding LO)		Accounting will not be a requirement for an applicant who holds Mathematics with D or (higher), on the HG, OR B or (higher) on the SG. - Not more than one language, E (HG) Accounting.	
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Selection Procedure:

All applicants must apply through the Central Applications Office (CAO).

Selection will be based on the ranking of applicants who meet the minimum requirements.

Preference will be given to applicant with the following subjects:

- Accounting
- Business Studies
- Economics
- Computer Related Subjects

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 Department of Information and Corporate Management. Applicants are selected in order of merit, based on the subject list above, on a first come first-served basis.

Please Note: Those applicants who meet the minimum requirements but whose overall points rating could put them at risk could 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.

4.2 QUALIFICATION NAME: Diploma in Business and Information Management Extended Curriculum Programme. QUALIFICATION CODE: DIBIFI

The purpose of the Business and Information Management Extended Curriculum Programme is to widen access, particularly to disadvantaged students, improve the student throughput and provide support systems to students who are challenged by the essential academic literacy practices needed for success in higher education. It is also aimed at granting students time to orientate themselves to the demands of higher education. Therefore, the intention is to improve the throughput rate of the qualifying students and will assist in filling the industry's requirements for diplomats. The purpose is to enable learners to maximise their potential for interdependent emotional, intellectual, physical, social and occupational development through the integration of basic information and literacies required by a Business and Information Management student.

The minimum duration for the above programme is four-year full-time study.

Compulsory Subjects		NSC	SC		NCV
MINIMUM ENTRANCE REQUIREMENTS					
English home Language (HL) OR English first Additional language (FAL)	3 4	E E	C C	A level 4 national certificate vocational with the following minimum requirements: 1. At least 50% in three fundamental subjects including English 2. At least 60% in three compulsory vocational subjects	
AND					
Mathematics OR Mathematics Literacy	3 5	E	D		
OR					
Accounting	4	D	C		
		OR Pass in Maths or Accounting with 30 points or more			
AND					
Two 20 credit NSC subjects	3				

In addition to the requirements of the General Rule G7, an applicant must meet the minimum admission as follows:

All prospective students that meet the above entry requirements would be ranked according to their English and Mathematics marks obtained.

Those applicants who have points between 20 and 25, with a NSC, may be placed on the extended curriculum programme.

The extended curriculum programme, through purposeful and structured set of learning experiences, will provide these students with the academic foundation necessary for them to succeed in the regular programme.

4.3 ADVANCED DIPLOMA in BUSINESS AND INFORMATIONMANAGEMENT

QUALIFICATION CODE: ADBIMI

The primary purpose of the qualification is to build on and strengthen the skills and theoretical foundation that was laid in the Diploma in Business and Information Management. This qualification is thus most appropriate for continuing with the professional development of students via the incorporation of an in-depth and systematic understanding of the contemporary underpinning principles, knowledgebase, methods and applications in Business and Information Management. This will equip students to be specialists and professionals in business and information management and in related sectors.

A secondary purpose is to enhance the development of research competencies in the student so as to prepare them for possible future postgraduate study. This will be achieved by deepening a student's understanding and knowledge of theories, practices and methods in Business and Information Management. The student's ability to create, undertake and solve intricate practical and theory-related problems and activities, through the selection and utilization of suitable methods and techniques in Business and Information Management, will be developed. This is in alignment and support of the national and institutional strategy to enhance postgraduate output.

The minimum duration for the programme is one year of full-time study.

ENTRANCE REQUIREMENTS

Diploma in Business and Information Management OR; Equivalent qualification in a cognate field at NQF level 6

4.4 POSTGRADUATE DIPLOMA in BUSINESS AND INFORMATION MANAGEMENT

QUALIFICATION CODE: PDBIMI

The purpose of the Postgraduate Diploma in Business and Information Management is to intensify and strengthen the student's knowledge in the discipline. The primary purpose of the Postgraduate Diploma in Business and Information Management is to enable students and working professionals to embark on advanced reflection and growth in their chosen field. The curriculum has been specifically designed to enrich students with an extensive knowledge of business and management, together with a strong information technology component that will provide students with a competitive advantage over other qualifications and institutions. A secondary purpose is to enhance the development of research competencies in the student by conducting and reporting research under supervision. This will be achieved by deepening a student's understanding and knowledge of research methodology in Business and Information Management. The student's ability to create, undertake and solve intricate practical and theory-related problems, through the selection and utilization of suitable research methods and techniques in Business and Information Management, will be developed.

The minimum duration for the programme is one-year full-time/part-time study.

ENTRANCE REQUIREMENTS

Advanced Diploma in Business and Information Management or equivalent qualification in a cognate field at NQF level 7.

4.5 MASTER OF MANAGEMENT SCIENCES in ADMINISTRATION AND INFORMATION MANAGEMENT QUALIFICATION CODE: MMAIMI

The purpose of the Master of Master of Management Sciences in Administration and Information Management is to promote the academic advancement of knowledge through students who undertake independent, novel research within an Administration and Information Management context. It is intended that the students will contribute to knowledge, procedures and

systems in Administration and Information Management and related areas and will submit the dissertations reporting the results of the research.

The minimum duration for the above programme is minimum 1 year of full-time study.

ENTRANCE REQUIREMENTS

In addition to Rule G24 of the General Rules of the DUT, the following shall apply: The candidate must have been awarded a Post Graduate Diploma qualification in the field of Business and Information Management OR; Equivalent qualification in a cognate field at NQF level 7.

4.6 DOCTOR OF PHILOSOPHY IN BUSINESS AND INFORMATION MANAGEMENT, PROGRAMME CODE:DPBIM1

The purpose of the Doctor of Philosophy in Business and Information Management is to promote the academic advancement of knowledge to learners who undertake independent, novel and original research within a Business and Information Management context. The qualification will enable learners to contribute to knowledge, procedures and systems in Business and Information Management and related areas and will submit the dissertations reporting the results of the research.

The minimum duration for a Doctoral Degree shall be two consecutive academic years of registered study as per the DUT rules G25 A and B.

MINIMUM ENTRANCE REQUIREMENTS
In addition to the General Rule G25(I), the minimum admission requirement is a Master of Management Sciences in Administration and Information Management OR equivalent at NQF level 9.
Note: In addition to the above, admission requires approval of draft research proposal and availability of a willing and able supervisor from the Department of ICM.

5 PROGRAMME STRUCTURE

5.1 DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT (DIBIMI)

YEAR ONE – STUDY PERIOD ONE							
Core (C); Fundamental(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	SAQA Credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
SEMESTER 1							
C	Business Principles and Management IA	BPRM111	5	12	0.094	N/A	Exam
F	Communication I	CMON101	5	08	0.060	N/A	CA
C	Information Management and Technology IA	IMTG111	5	12	0.094	N/A	Exam
F	Private Law	PVTL101	5	12	0.094	N/A	Exam
C	Research Practices and Principles I	RSPP101	5	12	0.094	N/A	CA
GE	Business Fundamentals I	BSFD101	6	12	0.094	N/A	CA
TOTAL FOR SEMESTER 1				68	0.53		
SEMESTER 2							
C	Business Principles and Management IB	BPRM121	5	12	0.094	N/A	Exam
F	Human Resource Management I	HMRM1	6	12	0.094	N/A	Exam
C	Information Management and Technology IB	IMTG121	5	12	0.094	N/A	Exam
F	Project Management I	PJEM101	6	12	0.094	N/A	Exam
GE	Cornerstone 101	CSTN101	5	12	0.094	N/A	CA
TOTAL FOR SEMESTER 2				60	0.47		

TOTAL FOR ACADEMIC TERM					128	I		
YEAR TWO – STUDY PERIOD TWO								
Core (C); Fundamental(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credit	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA	
SEMESTER I								
F	Accounting and Financial Principles I	ACFP101	6	12	0.097	N/A	Exam	
C	Business Principles and Management IIA	BPRM211	6	12	0.097	Business Principles and Management IA and Business Principles and Management IB (P)	Exam	
F	Communication II	CMON201	5	08	0.064	Communication I (P)	CA	
C	Information Management and Technology IIA	IMTG211	6	16	0.129	Information Management and Technology IA and Information Management and Technology IB (P)	Exam	
GE	Business Fundamentals II	BSFD201	6	12	0.097	Business Fundamentals I (P)	CA	
TOTAL FOR SEMESTER ONE				60	0.484			
SEMESTER 2								
C	Business Principles and Management IIB	BPRM221	6	12	0.097	Business Principles and Management IA and Business	Exam	

						Principles and Management IB (P)	
C	Information Management and Technology IIB	IMTG22I	6	16	0.129	Information Management and Technology IA and Information Management and Technology IB (P)	Exam
C	Research Practices and Principles I I	RSPP20I	6	12	0.097	Research Practices and Principles I (P)	CA
E	Human Resource Management I I	HMRM20I	6	16	0.129	Human Resource Management I (P)	Exam
E	Legal Practice I	LEGP10I	6	16	0.129	Private Law (P)	Exam
E	Project Management I I	PJEM20I	6	16	0.129	Project Management I (P)	Exam
GE	Introduction to SignLanguage	INSL10I	5	08	0.064	N/A	CA
TOTAL FOR SEMESTER 2				64	0.516		
TOTAL FOR ACADEMIC TERM				124	1		
YEAR THREE – STUDY PERIOD THREE							
Core (C); Fundam ental(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
SEMESTER I							

F	Accounting and Financial Principles I I	ACFP20I	6	12	0.094	Accounting and Financial Principles I (P)	Exam
C	Business Principles and Management I I I A	BPRM3I I	7	12	0.094	Business Principles and Management 2A and Business Principles and Management 2B (P)	Exam
C	Information Management and Technology I I I A	IMTG3I I	7	12	0.094	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam
C	Research Practices and Principles I I I	RSPP30I	6	8	0.063	Research Practices and Principles 2 (P)	CA
E	Conveyancing Practice	CNVP10I	6	12	0.094	Legal Practice I (P)	Exam
E	Human Relations Management	HRLM10I	6	12	0.094	N/A	Exam
E	Small Business Management and Entrepreneurship	SBME10I	6	12	0.094	N/A	Exam
GE	Innovation and Emerging Technologies	INET10I	6	12	0.094	N/A	CA
GE	Community Engagement Project	CMEP10I	6	08	0.063	N/A	CA
GE	HIV and Communicable Diseases in KZN	HCDK10I	6	08	0.063	N/A	CA
TOTAL FOR SEMESTER I				92	0.659		

SEMESTER 2

C	Business and Information Management Practice I	BIMP101	6	20	0.156	Business Principles and Management 2A, Business Principles and Management 2B, Information Management and Technology 2A and Information Management and Technology 2B, all level one modules, one elective module in year 2 and one general education module (P)	CA
C	Business Principles and Management I I I B	BPRM32I	7	12	0.094	Business Principles and Management 2A and Business Principles and Management 2B (P)	Exam
C	Information Management and Technology I I I B	IMTG32I	7	12	0.094	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam
TOTAL FOR SEMESTER 2				44	0.344		

TOTAL FOR ACADEMIC TERM	136	1.003		
TOTAL FOR THE QUALIFICATION	388	3		

5.2 BUSINESS AND INFORMATION MANAGEMENT EXTENDED CURRICULUM PROGRAMME (DIBIFI)

YEAR ONE – STUDY PERIOD ONE							
Core (C); Fundamen- tal(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	SAQA Credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam/ CA
SEMESTER 1							
C	Skills Development IA	SKLAI01	5	10	0.098	N/A	CA
C	Information and Business Management IA	BIMA101	5	10	0.098	N/A	CA
C	Business Principles and Management IA	BPRM111	5	10	0.070	N/A	Exam
F	Private Law	PVTI101	5	08	0.050	N/A	Exam
C	Research Practices and Principles I	RSPP101	5	08	0.050	N/A	CA
GE	Business Fundamentals I	BSFD101	6	06	0.094	N/A	CA
TOTAL FOR SEMESTER 1				52	0.46		
SEMESTER 2							
C	Skills Development IB	SKLBI01	5	10	0.098	N/A	CA
C	Information and Business Management IB	BIMBI01	5	10	0.098	N/A	CA

C	Business Principles and Management IB	BPRM12I	5	10	0.070	N/A	Exam
F	Human Resource Management I	HMRMI	6	10	0.050	N/A	Exam
F	Project Management I	PJEM10I	6	08	0.050	N/A	Exam
GE	Cornerstone 10I	CSTN10I	5	06	0.094	N/A	CA
TOTAL FOR SEMESTER 2				54	0.46		
TOTAL FOR ACADEMIC TERM				106	0.92		
YEAR TWO – STUDY PERIOD TWO							
Core (C); Fundamen- tal(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam/ CA
SEMESTER I							
C	Skills Development 2A	SKLA20I	6	10	0.098	N/A	CA
C	Information and Business Management 2A	BIMA20I	6	10	0.098	N/A	CA
C	Information Management and Technology 1A	IMTG11I	5	10	0.070	N/A	Exam
F	Communication I	CMON10I	5	08	0.050	N/A	CA
GE	Community Engagement Project	CMEP10I	6	06	0.050	N/A	CA
GE	Business Fundamentals I I	BSFD20I	6	06	0.097	Business Fundamentals I (P)	CA
TOTAL FOR SEMESTER I				50	0.463		
SEMESTER 2							

C	Skills Development 2B	SKLB201	6	10	0.098	N/A	CA
C	Information and Business Management 2B	BIMB201	6	10	0.098	N/A	CA
C	Information Management and Technology 1B	IMTG121	6	10	0.070	N/A	Exam
C	Research Practices and Principles 11	RSPP201	6	08	0.050	Research Practices and Principles 1 (P)	CA
E	Human Resource Management 11	HMRM201	6	10	0.050	Human Resource Management 1 (P)	Exam
E	Legal Practice 1	LEGP101	6	10	0.050	Private Law(P)	Exam
E	Project Management 11	PJEM201	6	10	0.050	Project Management 1 (P)	Exam
GE	HIV and Communicable Diseases in KZN	HCDK101	6	06	0.097	N/A	CA
TOTAL FOR SEMESTER 2				54	0.463		
TOTAL FOR ACADEMIC TERM				104	0.926		
YEAR THREE – STUDY PERIOD THREE							
Core (C); Fundamen- tal(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam/ CA
SEMESTER 1							
F	Accounting and Financial Principles I	ACFP101	6	10	0.050	N/A	Exam

C	Business Principles and Management IIA	BPRM21I	6	12	0.070	Business Principles and Management IA and Business Principles and Management IB (P)	Exam
C	Information Management and Technology IIA	IMTG21I	6	12	0.070	Information Management and Technology IA and Information Management and Technology IB (P)	Exam
F	Communication II	CMON20I	5	08	0.050	Communication I (P)	CA
E	Conveyancing Practice	CNVP10I	6	10	0.050	Legal Practice I(P)	Exam
E	Human Relations Management	HRLM10I	6	10	0.050	N/A	Exam
E	Small Business Management and Entrepreneurship	SBME10I	6	10	0.050	N/A	Exam
TOTAL FOR SEMESTER I				52	0.29		
SEMESTER 2							
C	Business Principles and Management IIB	BPRM22I	6	12	0.072	Business Principles and Management IA and Business Principles and Management IB (P)	Exam
C	Information Management and Technology IIB	IMTG22I	6	12	0.070	Information Management and Technology IA and Information Management and	Exam

						Technology IB (P)	
GE	Introduction to Sign Language	INSL101	5	08	0.060	N/A	CA
TOTAL FOR SEMESTER 2				32	0.202		
TOTAL FOR ACADEMIC TERM				84	0.492		
YEAR FOUR – STUDY PERIOD FOUR							
Core (C); Fundamen- tal(F) Gen Edu. (GE)	Module Name	Module Code	NQF level	SAQA Credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam/ CA
SEMESTER I							
F	Accounting and Financial Principles II	ACFP201	6	10	0.050	Accounting and Financial Principles I (P)	Exam
C	Business Principles and Management IIIA	BPRM311	7	12	0.078	Business Principles and Management 2A and Business Principles and Management 2B (P)	Exam
C	Information Management and Technology IIIA	IMTG311	7	12	0.078	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam
C	Research Practices and Principles III	RSPP301	6	08	0.050	Research Practices and Principles 2 (P)	CA
GE	Innovation and Emerging Technologies	INET101	6	06	0.094	N/A	CA
TOTAL FOR SEMESTER I				48	0.35		

SEMESTER 2

C	Business and Information Management Practice I	BIMP101	6	14	0.078	Business Principles and Management 2A, Business Principles and Management 2B, Information Management and Technology 2A and Information Management and Technology 2B, all level one modules, one elective module in year 2 and one general education module (P)	CA
C	Business Principles and Management I I I B	BPRM32I	7	12	0.078	Business Principles and Management 2A and Business Principles and Management 2B (P)	Exam
C	Information Management and Technology I I I B	IMTG32I	7	12	0.078	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam
TOTAL FOR SEMESTER 2				38	0.234		
TOTAL FOR ACADEMIC TERM				86	0.584		
TOTAL FOR QUALIFICATION				380	3		

5.3 ADVANCED DIPLOMA IN BUSINESS AND INFORMATIONMANAGEMENT (ADBIMI)

YEAR ONE – STUDY PERIOD ONE							
Core (C), Fundamental (F), General education (GE)	Module Name	Module Code	NQF level	Module credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam/CA
SEMESTER 1							
C	Strategic Management	STMA401	7	16	0.133	N/A	Exam
C	Transformational and Change Management	TRCH401	7	16	0.133	N/A	Exam
C	Information Management and Technology	IMTA401	7	16	0.133	N/A	Exam
C	Accounting and Statistics	ACCS401	7	16	0.133	N/A	Exam
TOTAL SEMESTER 1				64	0.532		
SEMESTER 2							
C	Leadership and Systems Thinking Management	LSTM401	7	16	0.133	N/A	Exam
C	Professional Practice	PRPR401	7	16	0.133	N/A	Exam
C	Research Methodology	REMA401	7	12	0.1	N/A	CA
E	Labour and Industrial Relations	LIRE401	7	12	0.1	N/A	Exam
E	Advanced Project Management	APMA401	7	12	0.1	N/A	Exam
E	Small Business Development	SBDE401	7	12	0.1	N/A	Exam
TOTAL SEMESTER 2				56	0.466		
TOTAL				120	1		

5.4 POSTGRADUATE DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT (PDBIMI)

YEAR ONE – STUDY PERIOD ONE							
Core (C), Fundamental (F), General education (GE)	Module Name	Module Code	NQF level	Module credits	HEMIS credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam \ C A
	SEMESTER 1						
C	Information Management and Technology 5	IMTA501	8	24	0.200	N/A	Exam
C	Organisational Behaviour	ORBE501	8	16	0.134	N/A	Exam
C	Research Methods and Procedures	RMPR501	8	32	0.267	N/A	Exam
TOTAL SEMESTER 1				72	0.601		
SEMESTER 2							
C	Business Communication Technology	BCTE501	8	16	0.133	N/A	Exam
C	Global Business Environment	GLBE501	8	16	0.133	N/A	Exam
E	Business Finance	BUFI501	8	16	0.133	N/A	Exam
E	Business Law	BULA501	8	16	0.133	N/A	Exam
TOTAL SEMESTER 2				48	0.399		
TOTAL				120	1		

6 MODULE CONTENT

Students must read this section in conjunction with the relevant module guides.

6.1 DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT

MODULE CODE	MODULE NAMES	NQF Level\ SAQA Credits
BPRM111	Business Principles and Management 1A NQF Level: 5 SAQA Credits: 12 Develop and demonstrate a comprehensive knowledge of economic principles in a business environment. Apply fundamentals business principles within the internal and external environment. Understand and manage business effectively in a borderless world. Analyse the different functions of administrative management in the business world.	
CMON101	Communication I NQF Level: 5 SAQA Credits: 12 Effectively work in groups so as to complete career-related tasks effectively, using group task functions, group maintenance functions and group leadership functions. Able to identify and define key concepts of Communication Theory. Ability to apply key concepts of Communication Theory in work-related scenarios. Engage in work and academic-related communication genres in listening (e.g. aural comprehension of lectures), reading (e.g. academic texts and newspapers), written (e.g. paragraphs, letters, summaries) and spoken (e.g. talks, group discussions) modes of communication. Solve problems relevant to work-related communication. Assess the quality of their own and other students' communicative performance.	
IMTG111	Information Management and Technology 1A NQF Level: 5 SAQA Credits: 12 Understand and interpret the concepts of information systems in relation to technology mediated learning. Execute and manage activities related to enterprise network infrastructure utilising the different forms of networking and social media. Apply practical knowledge of information processing in a business environment.	

PVTL101	<p>Private Law</p> <p>NQF Level: 5 SAQA Credits: 12</p> <p>Explain the basic framework of the South African legal system. Understand the sources of South African law. Classify the subdivisions of law. Describe the functions of persons involved in the administration of justice in South Africa. Interpret and implement the general principles of the law of contract. Interpret and implement the law relating to specific contracts. Understand the principles of consumer law in South Africa. Explain and apply general principles relating to the law of delict. Understand and compare the different marital regimes applicable in South Africa. Explain the concept of a deceased estate and recognise the difference between testate and intestate succession. Use the rules of testate and intestate succession in practical examples. List the requirements for a valid will in South Africa. List the duties of executors. Identify and explain the establishment, characteristics and termination of trusts. List the powers and duties of trustees and the rights of beneficiaries. Describe the law relating to the acquisition, transfer and termination of real rights as they relate to the law of property.</p>
RSPP101	<p>Research Practices and Principles I</p> <p>NQF Level: 5 SAQA Credits: 12</p> <p>Illustrate an understanding of academic writing, information literacy and research skills. Demonstrate knowledge of research principles applicable within a business environment. Understand, identify and describe research methodology techniques. Engage in reflective ethical research writing and display effective presentation skills in business research.</p>
BSFD101	<p>Business Fundamentals I</p> <p>NQF Level: 6 SAQA Credits: 12</p> <p>Manage principles of key business aspects such as time and stress within your everyday and academic life. Develop and apply written and verbal skills for effective interpersonal, group and organisational communication within business context. Identify and use information from a variety of sources ethically and responsibly. Demonstrate an awareness of cultural, social justice issues and ethics in the business world. Apply basic business literacy concepts small businesses.</p>
BPRM121	<p>Business Principles and Management I B</p> <p>NQF Level: 5 SAQA Credits: 12</p> <p>Identify, plan and execute effective facilities management. Develop and apply an in-depth knowledge of self-management. Identify and apply appropriate procedures in planning and managing functions and events. Apply theories and principles of business within the fields of legal, human resources, finance and project management.</p>

HMRM101	Human Resources Management I NQF Level: 6 SAQA Credits: 12 <p>Develop an understanding of Human Resource Management and its essential role in a contemporary business environment. Define, recognize and perform the functions of Recruitment, Selection, Placement and Induction. Demonstrate an understanding of labour practices relevant to Human Resource Management. Identify, monitor and evaluate Health, Safety and Welfare within the workplace.</p>
IMTG121	Information Management and Technology IB NQF Level: 5 SAQA Credits: 16 <p>Distinguish between hardware, software, input and output devices and have knowledge of key concepts and terms of data base management. Understand computer related security in order to protect data and ensure privacy. Apply practical knowledge of information processing in a business environment.</p>
PJEM101	Project Management I NQF Level: 6 SAQA Credits: 12 <p>Comprehend and express knowledge of the overview of Project Management. Utilise knowledge of project management processes in order to analyse and develop projects. Conduct a feasibility study within the project management environment. Formulate a Project Management plan and develop an appropriate Project Management schedule. Construct and execute Project Management Integration. Effectively manage the life cycle of projects.</p>
CSTN101	Cornerstone I NQF Level: 5 SAQA Credits: 12 <p>Identify and critically interrogate particular constructions about themselves and others in the context of a diverse society. Apply communication practices appropriate to higher education. Demonstrate values of respect, accountability and responsibility in relation to a just society and a sustainable environment.</p>
ACFP101	Accounting and Financial Principles I NQF Level: 6 SAQA Credits: 12 <p>Demonstrate an understanding of the principles of saving, investment and insurance in managing personal finance. Comprehend and manage real estate, mortgage, and estate planning, within a business and personal environment. Identify, interpret and manage credit and debt management concepts. Understand, Identify and explain accounting principles and practices as well as prepare the necessary documents.</p>

BPRM211	Business Principles and Management 2A NQF Level: 6 SAQA Credits: 12 <p>Demonstrate and apply relevant and professional management skills. Analyse and illustrate the functions of management. Interpret, evaluate and develop effective management of quality control. Illustrate and articulate ultimate value and standards through ethics, both internally and externally. Demonstrate responsible citizenship through social responsibility efforts/tasks. Understand and effectively manage group dynamics by working cohesively within a team/group.</p>
CMON	Communication 2 NQF Level: 5 SAQA Credits: 12 <p>Effectively work in groups so as to complete career-related tasks effectively, using: Group task functions, Group maintenance functions and Group leadership functions. Identify and define key concepts of Organisational Communication. Apply key concepts of Organisational Communication in work- related scenarios, namely: Structural formations in organisations, Information flow within an organization, Theories of motivation and Intercultural communication in organisations. Engage in work-related communication genres in the various communication modes. Apply consulting and negotiation skills. Engage constructively in conflict management. Handle job interviews Solve work- related communication issues. Investigate a complex, career- related task, come to conclusions, and make decisions on the basis of the findings of their investigation. Assess the quality of their own and other students' communicative performance.</p>
IMTG211	Information Management and Technology 2A NQF Level: 6 SAQA Credits: 16 <p>Understand the personal, legal, ethical, social and organizational issues of information systems and the impact thereof. Comprehend basic security concepts as well as identify and manage various security measures in order to protect data and ensure privacy. Apply practical information processing skills and knowledge to create business publications, graphics and process data.</p>
BSFD201	Business Fundamentals 2 NQF Level: 6 SAQA Credits: 12 <p>Conduct independent research using several methods & sources. Develop a sense of environmental awareness & responsibility through exposure to trends in sustainable environmental practice. Explain the environmental impact & ethical implications of decisions taken at the organisational level. Use established conventions of academic writing to prepare a basic business plan. Explain perspectives on value, respect and appreciate diversity & difference in local, regional, national and global context. Develop an awareness of link between technology & society.</p>

BPRM221	Business Principles and Management 2B NQF Level: 6 SAQA Credits: 12 <p>Develop and apply knowledge of self-management so as to display professionalism. Identify and analyse different logistic management systems in a business environment. Understand and apply knowledge of legislative controls. Analyse and apply knowledge of statutory laws.</p>
IMTG221	Information Management and Technology 2B NQF Level: 6 SAQA Credits: 16 <p>Understand the personal, legal, ethical, social and organizational issues of information systems and the impact thereof. Develop an understanding of data communication components and network typologies in keeping abreast with the emerging trends in managing technology applications. Apply practical information processing skills and knowledge to create publications and process data.</p>
RSPP201	Research Practice and Principles 2 NQF: 6 SAQA CREDITS: 12 <p>Understand and identify the stages in the research process. Demonstrate an understanding of literature review and conduct a literature review relevant to a field of study. Understand and demonstrate research approaches and techniques. Demonstrate an understanding of research methodology and data analysis. Apply knowledge of research principles and methodology in compiling a report.</p>
HMRM201	Human Resource Management 2 NQF Level: 6 SAQA Credits: 16 <p>Develop and analyse a Human Resource Management Plan. Plan, design and evaluate Recruitment, Selection, Placement and Induction strategies and policies. Demonstrate an understanding of legislative requirements related to Human Resource Practices. Recognise, explain and apply knowledge of Compensation Management in a Human Resource Environment. Effectively manage performance management in the business environment.</p>
LEGP101	Legal Practice 1 NQF Level: 6 SAQA Credits: 16 <p>Understand the role of the legal Profession. Compare attorneys and advocates. Prepare pro forma accounts and understand the law relating to electronic and other forms of payments. Understand and apply the requirements for the following types of legal instruments, wills, affidavits, powers of attorney, underhand agreements. Understand and apply the requirements for notarial documents. Compare the jurisdiction of the different South African courts. Compare criminal law and procedure with civil law and procedure and understand the terminology. Explain the elements of a crime, the steps involved in bringing a criminal matter to trial and the different judgments that may be given.</p>

	<p>Outline the purpose of bail. Explain the steps involved in bringing a civil matter to trial and the different judgments that may be given. Distinguish between defended and undefended actions. Distinguish between application and action proceedings. Explain the purpose of and complete various pleadings, processes and notices. Outline the debt collection process in the Magistrates court. Explain the purpose of and complete various execution notices and processes. Analyse a deceased estate and compare testate and intestate succession. Outline the steps involved in the administration of a deceased estate. Distinguish between different types of executors and implement the duties of executors. Outline the functions of the Master of the High court in the administration of deceased estates. Complete the forms, letters, accounts and other documentation required to wind-up a deceased estate.</p>
PJEM201	<p>Project Management 2</p> <p>NQF Level: 6 SAQA Credits: 16</p> <p>Develop and model effective communication skills and manage documentation efficiently within the Project Management environment. Assess and manage time constructively within projects. Demonstrate an understanding of Human Resource principles and concepts in the execution of Projects. Manage the cost and financial elements of projects within the business environment. Demonstrate knowledge of successfully managing risk within projects in the business environment. Interpret and design effective Quality, Monitoring and Control measures of a project within a business environment. Evaluate the success and professionally manage the completion of a project within the business environment.</p>
ACFP201	<p>Accounting and Financial Principles 2</p> <p>NQF Level: 6 SAQA Credits: 12</p> <p>Process books of entity, prepare and analyse advanced financial statements within the business environment. Record and post relevant journals. Record and manage transactions related to fixed assets. Develop the ability to effectively manage the transactions of inventory systems. Compile and manage debtors and creditors ledgers and control accounts within the business environment.</p>
BPRM311	<p>Business Principles and Management 3A</p> <p>NQF Level: 7 SAQA Credits: 12</p> <p>Identify, analyse and demonstrate knowledge of decision making and problem solving within a changing management. Recognise and analyse governmental influences on business and apply these changes within the organisation. Demonstrate an integrated knowledge of performance management within a business environment.</p>

IMTG311	Information Management and Technology 3A NQF: 7 SAQA CREDITS: 12 <p>Understand and apply the concepts of e-commerce within a business environment. Understand, interpret and analyse information systems within a global business environment. Apply practical skills and knowledge to basic web design. Apply practical information processing skills and knowledge to create and process project specific and discipline specific packages.</p>
RSPP301	Research Practices and Principles 3 NQF: 6 SAQA CREDITS: 12 <p>Demonstrate knowledge of the stages in the research process. Apply knowledge of research in the design and development of a research proposal</p>
CNVP101	Conveyancing Practice NQF Level: 6 SAQA Credits: 12 <p>Compare the role, function, and responsibility of the Conveyancer, with that of the conveyancing paralegal and conveyancing secretary. Outline the role, function, and responsibility of the various persons the Conveyancer, conveyancing paralegal and secretary. Analyse property and conveyancing law; and apply the knowledge to prepare and generate the relevant documentation for conveyancing transactions and registrations. Integrate the relevant law applicable to the field of conveyancing. Analyse the legal mechanisms in place, which enables conveyancing transactions and registrations to take place. Outline and apply the Deeds office rules and procedures governing the preparation and submission of all the relevant deeds and documentation required for a conveyancing transaction and registration. Find the law and rules governing electronic completion, submission of documentation and payment of taxes to various government departments, such as South African Revenue Services and Municipalities. Outline and apply the legal provisions relating to main Acts and Regulations pertaining to land registration.</p>
HRLM101	Human Relations Management NQF Level: 6 SAQA Credits: 12 <p>Demonstrate knowledge of personal development as well as groom and enhance oneself to foster a positive change. Understand, manage and maintain good relations at home, work and within the community. Develop and model effective communication skills and techniques. Plan and Manage internal and external customer relationships effectively and develop a customer service strategy. Effectively manage career development.</p>
SBME101	Small Business Management and Entrepreneurship NQF Level: 6 SAQA Credits: 12 <p>Explain and apply the principles, key success factors and business skills within the small business management/entrepreneurial environment. Evaluate, select</p>

	and apply appropriate methods, processes and techniques in creating innovative, viable and sustainable entrepreneurs. Identify, evaluate and plan alternate business ventures. Demonstrate responsible citizenship through identifying and modelling ethics and social responsibility considering the legal environment within entrepreneurship. Employ and demonstrate knowledge of managing growth and the formulation of exit strategies within small businesses. Interpret, evaluate and develop effective marketing strategies within small business management.
INET101	Innovation and Emerging Technologies NQF Level: 6 SAQA Credits: 12 Examine how technologies are increasing the ability of organizations to globalize business processes and to extend their reach to global customers. Analyse and evaluate the role of web technologies such as online communities in the business world. Identify and apply community-oriented tools, such as, online social networking to business. Critically assess the emergence and impact of new technologies, and the factors affecting their development. Explain key concepts related to ethics, legal implications and information security on information and communication technology.
CMEPI01	Community Engagement Project NQF Level: 6 SAQA Credits: 8 Demonstrate how to apply community engagement principles for the improvement of society. Work effectively in a diverse group to plan a community engagement project. Work effectively in a diverse group to implement a community engagement project. Work effectively in a diverse group to evaluate a community engagement project.
HCDK101	HIV and Communicable Diseases in KZN NQF Level: 6 SAQA Credits: 8 Explain the epidemiology of HIV, TB and sexually transmitted infections (STIs) globally, in sub-Saharan Africa, South Africa and KZN. Describe the infection, transmission and prevention of HIV, TB and STIs. Discuss the psychological impact of HIV and TB in relation to Decision making and family autonomy and Social isolation and stigma; Disclosure of HIV status and Communication for people infected and affected by HIV and AIDS. Critical reflection on HIV, AIDS and communicable diseases in the context of the individual, groups and society.

BIMP101	Business and Information Management Practice NQF Level: 6 SAQA Credits: 20 <p>Actively involve themselves in the training and reflect on the experience at the workplace. Possess and use analytical skills, cognitive and problem-solving skills to conceptualize the experience at the workplace. Demonstrate decision making and problem-solving skills in order to creatively use the new ideas gained from the experience. Effectively work within a team and demonstrate interpersonal skills in the workplace within the BIM environment. Organise and manage oneself and one's activities responsibly and effectively in an ethical and professional manner. Communicate effectively using visual, basic mathematical and/or language skills in the modes of oral and/or written persuasion. Use technology responsibly, effectively and critically, showing responsibility towards the environment.</p>
BPRM321	Business Principles and Management 3B NQF Level: 7 SAQA Credits: 12 <p>Evaluate, formulate and implement strategic management in the business environment. Critically analyse evaluate and manage manpower requirements in a business environment.</p>
IMTG321	Information Management and Technology 3B NQF Level: 7 SAQA Credits: 12 <p>Comprehend, interpret and evaluate management support systems within a business environment. Comprehend and apply practical information processing knowledge and skills effectively. Apply knowledge of discipline specific software applications in the various fields of business in keeping abreast with latest technological advancements.</p>

Diploma in Business and Information Management Extended Curriculum Programme (DIBIFI)

This qualification includes all the above modules as well as the modules included below:

MODULE CODE	MODULE NAMES LEVEL\CREDITS	NQF
BIMA101	Information and Business Management 1A NQF Level: 5 SAQA Credits: 10 The module equips students with comprehensive knowledge to enable the student to develop further in the discipline and comprehend business activities within the local and global world. It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subject. It is aimed at making the academic literacies embedded in the programme overt to the students.	
SKLA101	Skills Development 1A NQF Level: 5 SAQA Credits: 10 It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension.	
BIMB101	Information and Business Management 1B NQF Level: 5 SAQA Credits: 10 The module equips students with comprehensive knowledge to enable the student to develop further in the discipline and comprehend business activities within the local and global world. It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subject. It is aimed at making the academic literacies embedded in the programme overt to the students.	
SKLB101	Skills Development 1B NQF Level: 5 SAQA Credits: 10 It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension	

BIMA201	<p>Information and Business Management 2A</p> <p>NQF Level:6 SAQA Credits:10</p> <p>It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines in their diploma. The module equips students with comprehensive knowledge to enable the student to develop further in discipline and comprehend business activities within the local and global world. To make overt to students the academic literacies embedded in their discipline</p>
SKLA201	<p>Skills Development 2A</p> <p>NQF Level:6 SAQA Credits:10</p> <p>It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension.</p>
BIMB201	<p>Information and Business Management 2B</p> <p>NQF Level: 6 SAQA Credits:10</p> <p>It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines in their diploma. The module equips students with comprehensive knowledge to enable the student to develop further in discipline and comprehend business activities within the local and global world. To make overt to students the academic literacies embedded in their discipline.</p>
SKLB201	<p>Skills Development 2B</p> <p>NQF Level: 6 SAQA Credits:10</p> <p>It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension.</p>

Advanced Diploma in Business and Information Management (ADBIMI)

MODULE CODE	MODULE NAMES LEVEL\CREDITS	NQF
STMA401	Strategic Management NQF Level: 7 SAQA Credits: 16 Demonstrate a detailed understanding of the principles, theories and functions of strategic management. Evaluate the role and nature of strategic management within different organisations and contexts. Demonstrate the ability to identify, analyse, evaluate and address complex problems, using the strategic management process.	
TRCH401	Transformational and Change Management NQF Level: 7 SAQA Credits: 16 Demonstrate a detailed knowledge and understanding of transformation and organisational change management. Critically analyse transformation and organisational change management literature. Apply learnt skills to manage their individual ability to cope with and effectively respond to change in organisations in a self-directed manner. Demonstrate a critical awareness of the importance of attitudes towards change management.	
IMTA401	Information Management and Technology NQF Level: 7 SAQA Credits: 16 Analyse and critically reflect on the strategic initiatives of different manufacturing and retailing companies that have implemented current business-driven technologies. Demonstrate an ability to evaluate different sources of information, select information appropriate to the task, and apply well-developed processes of analysis, synthesis and evaluation. Create, verify, manage and analyse data using appropriate software packages such as MS Access, MS Excel and SPSS. Demonstrate a detailed understanding and application of advanced information processing tools to revise research artefacts. Demonstrate their ability to correctly employ an appropriate style of referencing, including the use of current electronic referencing tools and methods.	
ACCS401	Accounting and Statistics NQF Level: 7 SAQA Credits: 16 Efficiently compile and present detailed financial statements in a professional and ethical manner. Demonstrate an ability to evaluate, summarise and present data in an appropriate interpretable format. Manipulate and interpret descriptive and inferential statistics. Demonstrate an ability to make informed inferences about population parameters.	

LSTM401	Leadership and Systems Thinking Management NQF Level: 7 SAQA Credits: 16 <p>Understand and interpret the concept of paradigm shift of leadership. Demonstrate an integrated knowledge of the key terms, concepts, principles and theories of systems thinking within a business environment. Critically apply systems thinking theories to leadership within the Business and Information Management environment. Apply a systems thinking approach to identify, analyse, evaluate and critically reflect on and address complex problems within the Business and Information Management environment.</p>
PRPR401	Professional Practice NQF Level: 7 SAQA Credits: 16 <p>Demonstrate a detailed knowledge and understanding of professionalism expected in the business environment. Demonstrate the ability to develop and apply appropriate policy implementation skills. Critically evaluate current practices and policies in the profession. Conduct themselves ethically and take full responsibility for his/her decision-making with respect to professional practice areas.</p>
REMA401	Research Methodology NQF Level: 7 SAQA Credits: 12 <p>Demonstrate a critical and practical understanding of research methodology including qualitative, quantitative and mixed methods. Identify, select and apply different methods of scientific investigation and data analysis. Embark on the independent development of a research proposal based on a topic of their choice.</p>
LIRE401	Labour and Industrial Relations NQF Level: 7 SAQA Credits: 12 <p>Analyse interaction within a labour relations system. Describe the most important guidelines in labour legislation. Explain the environmental influences on labour relations. Set up and maintain an effective communication, representation and grievance resolution structure. Understand, and apply and manage a range of discipline and dismissal practices in the workplace. Manage disputes through a negotiation and/or CCMA process; and identify, evaluate and address complex problems related to industrial action.</p>

APMA401	Advanced Project Management NQF Level: 7 SAQA Credits: 12 Apply basic general management practices within a project management contextual environment. Successfully manage high quality projects through the effective application of project management knowledge and skills. Professionally perform project accounting and contract management activities and exercise stakeholders' relationship management. Efficiently and effectively engage in the bidding process in support of economic development, good governance, social progress and rising standards of living.
SBDE401	Small Business Development NQF Level: 7 SAQA Credits: 12 Demonstrate an understanding of and ability to evaluate the life cycle of a small business venture. Understand and evaluate the involvement of government in the development of small businesses. Competently design and develop an appropriate Marketing plan for a sustainable small business.

6.4 Postgraduate Diploma in Business and Information Management(PDBIMI)

MODULE CODE	MODULE NAMES LEVEL\CREDITS	NQF
IMTA501	Information Management and Technology 5 NQF Level: 8 SAQA Credits: 24 Effectively and efficiently apply modern Information and Communication Technology (ICT) by using the platform of networking systems. Interrogate and evaluate complex cyber-physical systems and progress in data processing and human-machine interfaces. Analyse, interpret and manage the various elements in the accounting cycle. Evaluate the importance of accounting information system which includes data relating to revenue, expenses, customer information, employee information and tax implications.	

ORBE501	Organisational Behaviour NQF Level: 8 SAQA Credits: 16 <p>Analyse and categorise the internal and external environmental factors (PEST factors). Critique the effect of power, authority and politics within a business context on the development of workplace regulations in an organization. Interpret and critique job satisfaction determinants. Interrogate and comprehensively examine the different theories of motivation that applies to a specific context within the organisational structure. Appraise traditional and contemporary leadership theories and styles. Comprehensively describe, classify and manage structures of organisational behaviour.</p>
RMPR501	Research Methods and Procedures NQF Level: 8 SAQA Credits: 32 <p>Formulate and address research questions through the application of integrated knowledge of research methods, techniques and skills. Recognise, identify and appraise ethical issues pertaining to the chosen research study. Develop an appropriate analytical framework in the form of a research proposal. Conduct a research project to identify, analyse, evaluate and critically address complex problems within a selected research area. Conduct and apply basic statistics for their research. Display an appropriate level of autonomy and accountability in decision making.</p>
BCTE501	Business Communication Technology NQF Level: 8 SAQA Credits: 16 <p>Interrogate and evaluate multiple communication technologies related to various business operations. Interpret and effectively utilise a range of technologies to enhance communication in modern businesses. Prepare detailed reports through the critical analysis and evaluation of multiple perspectives across a range of business contexts.</p>
GLBE501	Global Business Environment NQF Level: 8 SAQA Credits: 16 <p>Critically analyse global business environments. Interrogate and evaluate global business opportunities in order to make responsible and accountable decisions. Critique the success of global businesses using a case study approach. Design appropriate solutions for cross border business relationships.</p>

BUFI501	<p>Business Finance</p> <p>NQF Level: 8 SAQA Credits: 16</p> <p>Apply detailed knowledge of crucial concepts of financial management in making responsible and ethical financial management decisions. Critically evaluate the financial objectives of various types of organisations and the respective requirements of stakeholders. Evaluate alternative sources of finance and investment opportunities and their suitability in specific business contexts. Critically assess the factors affecting investment decisions and opportunities presented to an organization. Analyse a company's performance and make appropriate and accountable recommendations in appropriately managing risk.</p>
BULA501	<p>Business Law</p> <p>NQF Level: 8 SAQA Credits: 16</p> <p>Interrogate sources of South African law including the development and operation of common law, precedent and court hierarchy, and the roles of parliament and the courts, in particular the law of contract. Examine and analyse cases, using an integrated knowledge of the methods that can be used to apply and distinguish cases. Critically apply strategies that can be used to appropriately solve legal matters. Interpret, analyse and apply statutes through the selection of appropriate methods of statutory interpretation. Access and review legal databases of research case law, legislation and scholarly journal articles in order to conduct legal research.</p>

E&OE