



 **DUT**
DURBAN
UNIVERSITY OF
TECHNOLOGY

 **FACULTY OF
ACCOUNTING
& INFORMATICS**

**2019 HANDBOOK
FINANCE & INFORMATION MANAGEMENT
(PMB)**

HANDBOOK FOR 2019

FACULTY OF ACCOUNTING AND INFORMATICS

**DEPARTMENT of FINANCE and INFORMATION
MANAGEMENT
(Midlands)**

DEPARTMENT OF FINANCE & INFORMATION MANAGEMENT

VISION

The department of choice for academic excellence

MISSION

“Advancing Finance and Business Information Leaders”

Through

- Excellence in Teaching and Learning
- Relevant Multidisciplinary Research
 - Stakeholder Engagement

VALUES

Integrity

(Honesty. Truthfulness. Principles. Ethical. Morals. Fairness. Unity of say, do, think and feel.)

Accountability

(Responsibility of duty. Transparency. Openness. Answerable. Forward planning. Follow through)

Collegiality

(Working together. Mutual respect. Teamwork. Compassion. Empathy. uBuntu: I am because we are. Embrace diversity. Acknowledgement for all)

Fairness. Innovation. Motivation

The Department will respond to the needs of the community by offering viable and academically relevant programmes which equip students with specialised knowledge, skills and resources for a successful career in the fields of Finance and Information Management.

To this end, the department will:

- *enhance the quality of teaching;*
- *actively engage in research and innovation;*
- *broaden access to students from disadvantaged communities;*
- *consult with institutes to keep abreast of changes in the working environment;*
- *encourage ongoing staff development.*

GENERAL

The department has developed an identity of its own In line with the national and institutional strategic plans. A good relationship exists between staff and students. The department has a dynamic environment where both students and staff are keen to get involved in the core businesses of the institution which are Teaching and Learning, Research and Community Engagement. Furthermore, there is a commitment to provide the country with personnel who have the expertise to ensure economic growth and prosperity of the country.

What is a University of Technology?

A university of technology is characterized by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution.

Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined 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 of Technology's General Rules contained in the current General Handbook for Students.

NOTE TO ALL REGISTERED STUDENTS

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

DUT reserves the right to change the contents without prior notice.

I. CONTACT DETAILS

All departmental queries to:

Secretary: Mrs Janet McBain
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Location of Department: Block A305

All Faculty queries to:

Faculty officer: Mrs Vineta Hornby
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Location of Faculty office: Block D202

Executive Dean: Prof O.O. Olugbara
Tel No: (031) 373 5597
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Location of Executive Dean's office: Room no. DD3021, Hotel School Building
Ritson Road Campus —Durban

Acting Deputy Dean: Dr KS Ngwane
Tel No: (031) 373 6025
Fax No: (031) 373 5593
Location of Deputy Dean's Office: Room no. DD3024, Hotel School Building
Ritson Road Campus – Durban

2. STAFFING Name and Qualification

Head of Department Dr CJ Nyide, DBA (UKZN); MBA (MANCOSA); B.Tech (CMA) (DUT); ND CMA (DUT); Professional Accountant (SA)

Lecturers Mrs CK Dongwe, M Ed (Higher Education) (UKZN), B Tech Commercial Administration (TN), ND Commercial Administration (TN).
Mr A Latiff, CA (SA), B Comm (Hons) (UKZN)
Mrs PP Mthlane, M Tech: Public Management (DUT); BTech: Commercial Administration (DUT); NC: Project Management (DUT)
Mr MI Mabhida, M. Comm (Taxation) (UKZN); B Comm (Accounting) (UKZN)
Mr R Mbhele, HDE (Economic Sciences) (UND)
Mr D Moonsamy, MCom (IS & Technology) (UKZN); Hons BSc (Info Sys) (UNISA), BSc (Comp. Sc. & Maths) (UNISA), Dip. Datametrics (UNISA), A+ (ITT)
Dr S Parbanath, PhD (IS & T)(UKZN); MCom (UKZN) (Information Systems & Technology); BSc (Hons) (Unisa) (Information Systems); BSc (Unisa) (Computer Science); JSED (SCE)
Mrs T Sewnunan, M Tech: Cost & Management Accounting (DUT); B Tech (Internal Auditing) (DUT); ND Internal Auditing (DIT); IIA (SA)
Mrs T Thompson, B Tech (Cost and Management Accounting) (DUT); HDE (Economic Sciences) (UND); Professional Accountant (SA)

Technician Mr F Ncenjana, B Tech (Information Technology) (WSU)

Administrative Staff Mrs J McBain, Sec.Cert. (UND)

3. PROGRAMMES OFFERED BY THE DEPARTMENT

Programmes are offered in this Department, which, upon successful completion, lead to the award of the following qualifications:

Qualification	SAQA NLRD Number
D: Accounting (replaced ND: Accounting) D: Accounting (Extended Curriculum Programme) (replaced ND: Accounting (Extended Curriculum Programme))	101909
ND: Cost and Management Accounting	72220
ND: Office Management and Technology	72252
D: Business and Information Management	97803
BT: Office Management and Technology	72151
Master of Management Sciences Degree in Administration and Information Management	1083

4. PROGRAMME INFORMATION AND RULES

4.1 Diploma in Accounting (3 Years)

Diploma in Accounting: Extended Curriculum Programme (4 Years):

Entrance Requirements

In addition to the requirements of the General Rules (G7 and G25), the following specific rules shall apply for the New Diploma in Accounting: Applicants must have completed an NSC or equivalent with the following:

NSC REQUIREMENTS		SENIOR CERTIFICATE REQUIREMENTS Senior Cert. or equivalent qualification		
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG
English (home) OR English (1st additional)	3 4	Maths OR Accounting	E D	D C
AND Maths OR Maths Literacy OR Accounting	3 5 4	OR		
AND Three 20 credit subjects	3	Pass in Maths or Accounting with 30 points or more.		
OR		Students applying will be ranked according to the points system based on the ranking code per General Rule 7. 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 the students with the academic foundations necessary for them to success on the particular programme.		
A Pass in ALL four subjects of the Accounting				

ADMISSION RATING SYSTEM

The following admission rating system will be applied to the National Senior Certificate (Grade 12) to rank the applicants, on a purely merit basis, in order to facilitate the selection of students applying for full-time study.

Rating table for Senior Certificate results for 2009 onwards only:

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

A minimum total of 27 points (rating table above) based on six subjects excluding Life Orientation is required for a student to be considered for acceptance.

Rating Table for Senior Certificate Results Only:

Symbol	Marks	HG	SG
A	80 —100	8	6
B	70 —79	7	5
C	60 —69	6	4
D	50 —59	5	3
E	40 —49	4	2
F	30 —39	3	1
G	0 —29	2	0

A minimum total of 30 points (rating table above) based on six subjects excluding Life Orientation is required for a student to be considered for acceptance.

All applicants who meet the above entry requirements would be ranked according to a points system based on the raking code in General Rule 7.

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.

Applicants who meet the minimum requirements and whose overall points are at least 20 points could also be considered for acceptance in the Accounting Bridging Course.

TVET College NCV Entrance requirements for Diploma in Accounting

A level 4 National Certificate 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.

NB: These gazetted minimum admission requirements are subject to a more restrictive departmental admission requirements, where applicable.

General Education Modules

The following applies to the respective years of offering (as per the DHET HEMIS template):

Year 1: Business Fundamentals 1 (fundamental) and Cornerstone 101 (core) and a choice of one out of three elective GE module at NQF level 5.

Year 2: Business Fundamentals 2 (fundamental) and one elective out of two GE module at NQF level 6.

Year 3: ICT (fundamental) and one out of two elective GE modules at NQF level 6.

Course Marks

Each subject has a course mark unless performance is evaluated by the continuous evaluation method as approved by Senate.

Work Done during the Year

The calculation of the year mark for each subject will be issued to students with the lecture programme and subject study guides. In addition to the general requirements for a year mark as stipulated in the General Rule G 15, the department reserves the right to refuse a year mark to a student who has not made adequate progress owing to poor attendance as stipulated in subject study guides.

Eligibility for examinations

In terms of General Rule G15 a student will be permitted to write the final examination in a subject if he/she has obtained a course mark of 40% or more.

Pass Requirements

In order to pass an examination, a candidate must obtain a final mark of 50% in terms of General Rule G17. This must be read in conjunction with the learner guide for each module to confirm how the final mark is calculated.

Supplementary Examination

A student may be admitted to a supplementary examination if he/she has obtained a final result of at least 45% and in terms of General Rule G16 (3).

Duration of instructional programme

Diploma in Accounting: 3 years full-time.

Diploma in Accounting (ECP): 4 years full-time.

Maximum Time Allowed

The maximum duration is five years of registered study, see Rule [G 17(2) (c) and Rule 21 (B)(3)]. The periods of incomplete study at another institution or the department will be included in the assessment.

4.2 National Diploma: Cost and Management Accounting (3 Years) Entrance Requirements

Minimum admission requirements for the above programmes are as follows:

NSC REQUIREMENTS		SENIOR CERTIFICATE REQUIREMENTS Senior Cert. or equivalent qualification		
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG
English (home) OR English(1st additional)	3 4	Maths OR Accounting	E D	D C
Maths OR Accounting	3 4	OR		
AND Three 20 credit subjects	3	Pass in Maths or Accounting with 30 points or more.		
OR		Students applying will be ranked according to the points system based on the ranking code per General Rule 7. 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 the students with the academic foundations necessary for them to success on the particular programme.		
English (home) OR English(1st additional)	3 4			
Maths literacy And Accounting	5 4			
And Two 20 credits subjects	3			

Course Marks

Each subject has a course mark unless performance is evaluated by the continuous evaluation method as approved by Senate.

Eligibility for examinations

A student will be permitted to write the final examination in a subject if he/she has obtained a course mark of 40% or more.

Pass Requirements

In order to pass an examination, a candidate must obtain a final mark of 50%.

Supplementary Examination

A supplementary examination will be granted to a candidate in terms of the General Rules relating to supplementary examinations.

Duration of instructional programme

Three (3) years full-time.

4.3 **NATIONAL DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY** **NB: The National Diploma in Office Management and Technology is being phased out as from 1st January 2017 – 31 December 2019. After this date this qualification will no longer be offered at DUT.**

OM2 Attendance

Work assignments must be completed satisfactorily, within the programme's stipulated time.

Regular attendance is essential in all subjects if you wish to be successful in this instructional programme.

Holidays are as indicated on the list of sessional dates. These dates must be rigidly observed. Train, plane or ship reservations must be made well in advance to conform with the academic term.

OM3 Year Marks

During the academic year, marks will be given for assignments and tests. These form what is known as the YEAR MARK.

Examination procedures and regulations pertain to tests as well.

The examination pass mark is 50%. The examination mark constitutes 60% and the year mark 40% of the final result for each subject, excepting the major subjects, INFORMATION ADMINISTRATION I, II and III; and BUSINESS ADMINISTRATION I, II AND III.

No examinations are written in these major subjects, INFORMATION ADMINISTRATION I, II and III; and BUSINESS ADMINISTRATION I, II AND III. These subjects are assessed by means of continuous assessment.

Practical and theory tests, assignments, projects, etc are set throughout the year and form the FINAL RESULT for these subjects.

(Please refer to study guides for a detailed description).

Students are requested to study the G-Rules in the Rules Booklet for a more detailed explanation.

Notwithstanding Rule G13 a year/semester mark obtained for any subject is only valid for the main examination in the year/semester in which a student is registered plus the supplementary examination in that subject if granted to the student.

OM4 Condonation of Absence

A student's absence from lectures or year mark tests will be condoned only if he/she produces a doctor's certificate or a certificate from the Durban University of Technology's nursing sister, within three days of his/her return to lectures. The medical certificate must actually state that the student was unfit to write a test/examination. Each lecturer must sign the certificate, which is then filed away for reference by the departmental secretary.

An absence, which will be condoned, will be on the death of an immediate member of the family. An explanatory letter must accompany the student within three days of his/her return to lectures.

A subpoena to appear in Court will also be accepted as a condonation for a test.

OM5 Promotion to a higher level

No student may enrol for Level II of a subject before he/she has passed Level I.

Similarly, no student may attempt Level III of a subject until he/she has passed Level II.

OM6 Supplementary Examinations

Rule G13 in the General Handbook will apply.

These will be set in all subjects where an examination is written in the annual Office Management and Technology instructional programmes during December 2019.

OM7 Subject content

The subject content for all programmes are included in this handbook. Final details of alterations to certain subject content are not at hand at the time of printing. Demand will determine which of the optional subjects will be offered at any time.

OM8 Rewrite Examinations

No rewrite examinations will be available for any subjects on offer in this department.

OM9 Office Management and Technology Practice

This programme requires the student/candidate to undergo a period of Office Management and Technology Practice as part of the course. All prescribed compulsory and elective subjects (instructional offerings) and the prescribed experiential component must be passed in order to obtain sufficient credits to qualify for the qualification.

A compulsory component of nine weeks (360 hours) of work integrated learning is prescribed in the National Diploma: Office Management and Technology.

The Office Management and Technology Practice subject is only offered to those students who are registering for Information Administration III, as it is imperative that the advanced computer applications have been thoroughly taught before the student is exposed to the workplace.

Office Management and Technology Practice will appear with all the other subjects on the usual registration form for the National Diploma: Office Management and Technology. A fee is charged for Office Management and Technology Practice. The department will issue each registered student a logbook, which provides full details of the skills which will be acquired in the workplace. This logbook must be presented to the WIL Co-ordinator on the completion of the hours as listed.

Third-year students must also complete a report to be submitted to the WIL co-ordinator in which attention should be given to the reconciliation of theory and practice.

In order to qualify for the National Diploma: Office Management and Technology, a student must pass the 12 credits in the diploma and achieve a

minimum pass mark of 50% for both the SKILLS as well as the PERSONALITY TRAITS sections answered during the formal work integrated learning period. The supervisors in industry and departmental staff are responsible for this section of the evaluation (Evaluation Form).

Failure in one or both of these sections will mean that the student has to repeat the entire exercise successfully at another firm. This second attempt has to be completed by the end of January 2020 if the student is to receive the diploma at the graduation ceremony. After the second failed attempt, the student must appeal to the Faculty Board for permission to undertake the experiential learning programme for the third time.

Although the department undertakes to assist the student/candidate in obtaining a suitable experiential learning placement, the onus is on the student/candidate to find a suitable employment “employer”.

The employer must be accredited by the Durban University of Technology for the purposes of Work Integrated Learning. A work integrated learning agreement creates a separate contract between the “employer” and the student/candidate.

OM10 Pass Requirements

See General Rule G14, G15, and G17.

4.4

BACHELOR OF TECHNOLOGY: (BTOMNI)

OFFICE MANAGEMENT AND TECHNOLOGY (72151)

(Offered on a two-year part-time basis at Riverside campus).

Research Methodology and Business Administration IV will be offered in the first year of study. Information Administration IV, Labour and Immaterial Law and Office Administration: Behavioural Aspects will be offered in the second year of study.

This qualification will be phased out from December 2019. No new students will be accepted in 2020.

NB: The last first-year intake for B.Tech Office Management & Technology will be in January 2019. This qualification will be replaced with Advanced Diploma in Business and Information Management, to be offered as from 2020.

ENTRANCE REQUIREMENTS

One of the following:

National Diploma:	Business Administration
National Diploma:	Commercial Administration
National Diploma:	Office Management & Technology

SUBJECT CONTENT

NB: Students to read this section in conjunction with the relevant study guides.

Subject content for ND: Office Management and Technology (Subject content can change without notice)

Subject content for BTech: Office Management and Technology (Subject content can subject to change without notice)

OM11 Duration

The minimum duration of the B Tech Degree programme is TWO years.

OM12 Work done during the year

Departmental Rule OM4 will apply. Please be advised that all subjects in the B.Tech: Office Management and Technology are continuously assessed (100% Year Mark). There are no final examinations.

OM13 Pass Requirements

See General Rule G14. No supplementary examinations are granted at BTech level.

OM14 Syllabi

The syllabus for each course in the instructional programme is published at the end of the handbook in alphabetical order. A detailed Learner's Guide for each subject (prepared by the lecturer) will be available at the commencement of the course.

OM15 Work Integrated Learning

No work integrated learning component is required at BTech level.

4.5 DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT

BIMI Entrance Requirements

In addition to the requirements of the General Rules (G7 and G21B), to register for the THREE-YEAR D: Business and Information Management, a student must meet the following requirements:

Compulsory Subjects	NSC Rating	SC		NCV
		HG	SG	
English (Home)	3	E	D	50%
English (First Additional)	4	E	D	50%
	Five 20 credit subjects (excluding Life Orientation). Not more than two Languages.	SIX (6) best subjects, including English and One (1) Additional Language.	SIX (6) best subjects, including English and One (1) additional Language.	(i) At least 50 % in three fundamental subjects, including English: and (ii) At least 60 % in three compulsory vocational subjects.

No points are allocated for the subject “Life Orientation”

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

Preference will be given to applicant with the following subjects:

1. Accounting
2. Business Studies
3. Economics
4. Computer Related Subjects

BIM2 Normal Duration

The minimum duration of the Diploma programme is THREE years.

BIM3 Attendance

Work assignments must be completed satisfactorily, within the programme’s stipulated time.

Regular attendance is essential in all modules if you wish to be successful in this instructional programme.

Holidays are as indicated on the list of sessional dates. These dates must be rigidly observed. Train, plane or ship reservations must be made well in advance to conform to the academic term.

Duration of Programme Offerings

The minimum duration for Diploma in Business and Information Management is three years, unless credits for studies at another institution, via Recognition of Prior Learning have been granted.

Promotion to a Higher Level/ Progression rules

All modules would have a minimum pass mark of 50%.

A student would not be able to attempt higher level modules before completing the prerequisite lower level module(s).

In addition to the prerequisite, co-requisite and exposure requirements of the individual modules, the students need to:

1. Pass all 1st Year modules to progress to 3rd Year – Semester 2 modules.
2. Pass the four major modules (Business Principles and Management 1, 2 and Information Management and Technology 1, 2) in 1st and 2nd Year in order to register for Year 3 – Semester 2 modules.

A Minimum Progression rule (Readily available on the ITS):

1. **The student shall pass and accumulate the minimum number of credits at the end of each year of registration, as indicated in the table below:**

END OF YEAR	MINIMUM CREDITS
1	90
2	180
3	270
4	360

The student shall pass ALL the modules in year one BEFORE he/ she is permitted to register for ANY year 3 Semester 2 modules.

1. **Unsatisfactory Academic Progress**

Students who do not meet the progression rules listed above, will be regarded as having Unsatisfactory Academic Progress, and will not be permitted to continue with the diploma unless an appeal to continue is upheld, (refer to GI (8) for appeals).

In order to progress from one study level to the next, a student would need to accumulate a minimum number of credits as indicated in above table. Students achieving below the threshold would be considered as making unsatisfactory academic progress and would be excluded.

2. **Work Integrated Learning (Business Information Management Practice)**

1. The Diploma in Business and Information Management has a Work-Integrated Learning (WIL) component.
2. The work-integrate learning takes place at third year level. The duration is four months (200 hours).
3. The credit value is 20.
4. Expected learning outcomes

Students are to be able to

1. actively involve themselves in the training and reflect on the experience at the workplace;
2. possess and use analytical skills, cognitive and problem solving skills to conceptualize the experience at the workplace.
3. demonstrate decision making and problem solving skills in order to creatively use the new ideas gained from the experience.
4. effectively work within a team and demonstrate interpersonal skills in the workplace within the BIM environment.
5. organise and manage oneself and one's activities responsibly and effectively in an ethical and professional manner.
6. communicate effectively using visual, basic mathematical and/or language skills in the modes of oral and/or written persuasion;
7. use technology responsibly, effectively and critically, showing responsibility towards the environment.

8. Assessment methods - Logbook/ individual reflective presentations/ portfolio of evidence, online assessments.
9. Monitoring procedures - Site visits/ supervisors report/ student reports

The department will assist with the placement of students for work-integrated learning but it is an onus of every student to find work-integrated learning “employer”.

3. **Interruption of Studies**

As per G rules.

4. **Assessment rules**

Refer to the General Rules, page 26, **G13 (k)** - Assessment
All Exit level modules (Business Principles and Management 3 and Information Management and Technology 3) will be moderated externally

5. **Eligibility for Exams**

1. In addition to rule G12(1) a sub-minimum of 40% is required for the practical components of all subjects in which the semester mark is made up of theory and practical components.
2. As per G12 rules

6. **Academic Integrity**

Refer to the DUT General Rule.

7. **General Education Modules**

The programme comprise of the following compulsory General Education programmes of:

4 Institutional General Educational modules

Cornerstone, Introduction to Sign Language, HIV and Communicable Diseases in KZN, Community Engagement Project

2 Compulsory Faculty General Education modules

Business Fundamentals I and

Business Fundamentals II

1 Elective Faculty General Education modules

Students to choose between Innovation and Emerging Technologies,

The Entrepreneur Spirit

8. **General Rules**

1. All fundamental and core modules are compulsory.
2. Students must complete their four month Work Integrated Learning in Semester 6.
Attendance for all lectures and tutorials are compulsory.
Failure to submit assignments will result in a zero mark being awarded, and late submissions will be penalised.

4.6

MASTER OF MANAGEMENT SCIENCES DEGREE IN ADMINISTRATION AND INFORMATION MANAGEMENT

This is a thesis based qualification. Entrance into this qualification is a B: Tech: Office Management and Technology or Commercial Administration or Business Administration or equivalent, at the discretion of the programme. Students with Bachelor's Degree in Technology in Office Management and Technology or Commercial Administration or Business Administration may gain entrance to Master in Management Sciences in Administration and Information Management. The candidates have to apply for a conferment of status via the Faculty Board/Faculty Executive Committee/Faculty Research Committee or Executive Dean for Approval. The above rule will apply until B-Tech degree is phase out and the new HEQSF qualification is implemented, that is, postgraduate diploma: Business and Information Management (HEQSF 8). See Rules G24 and G26 in the Rule Book for Students and the Postgraduate Handbook.

SAQA Registration No: 1083

Credit: 180

HEQSF Level: 9

- I. This qualification is intended for persons who will make a contribution, through research, to understanding the application and evaluation of existing knowledge in a specialized area of business and information management. They will also demonstrate a high level of overall knowledge in that area, ranging from fundamental concepts to advanced theoretical or applied knowledge.
See Rules G24 and G26 in the Rule Book for Students, and the Postgraduate Handbook.

5. PROGRAMME STRUCTURES

ND: Accounting (being phased-out) NDACT2

Modules	Credit values	Codes	Assessment method	NQF level	Pre-requisites
Year 1 (Study period 1)					
Financial Accounting 1 (M1)	0.1	FACN111	Exam	5	
Cost Accounting 1	0.1	CACC101	Exam	5	
Economics 1 (M1)	0.1	ENCS111	Exam	5	
Business Calculations 1	0.1	BCLC101	Exam	5	
Communication 1	0.1	CMMT101	C/A	5	
Year 1 (Study period 2)					
Financial Accounting 1 (M2)	0.1	FACN121	Exam	5	
Economics 1 (M2)	0.1	ENCS121	Exam	5	
Business Information Systems 1 (M1)	0.1	BINS111	C/A	5	
Entrepreneurial Skills 1	0.1	ETRP101	Exam	5	
Commercial Law for Accountants 1	0.1	CLWA101	Exam	5	
Year 2 (Study period 3)					
Financial Accounting 2 (M1)	0.1	FACN211	Exam	6	FACN111 & FACN121
Cost Accounting 2 (M1)	0.1	CACC211	Exam	5	CACC101
Commercial Law for Accountants 2 (M1)	0.1	CLWA211	Exam	5	CLWA101
Auditing 2 (M1)	0.1	AUDN211	Exam	5	FACN111 & FACN121
Business Information Systems 1 (M2)	0.1	BINS121	C/A	6	
Year 2 (Study period 4)					
Financial Accounting 2 (M2)	0.1	FACN221	Exam	6	FACN111 & FACN121
Cost Accounting 2 (M2)	0.1	CACC221	Exam	6	CACC101
Taxation 1	0.1	TXAN101	Exam	5	FACN111 & FACN121
Auditing 2 (M2)	0.1	AUDN221	Exam	6	FACN111 & FACN121
Commercial Law for Accountants 2 (M2)	0.1	CLWA221	Exam	6	CLWA101
Year 3 (Study period 5)					
Financial Accounting 3 (M1)	0.1	FACN311	Exam	6	FACN211 & FACN221
Advanced Law 3	0.1	ADVL301	Exam	6	
Taxation 2 (M1)	0.1	TXAN211	Exam	6	TXAN101
Business Information Systems 2 (M1)	0.1	BINS211	Exam	6	BINS111 & BINS121
Management Accounting 3 (M1)	0.1	MACT311	Exam	6	CACC211 & CACC221
Year 3 (Study period 6)					
Financial Accounting 3 (M2)	0.1	FACN321	Exam	6	FACN211 & FACN221
Taxation 2 (M2)	0.1	TXAN221	Exam	6	TXAN101
Management Accounting 3 (M2)	0.1	MACT321	Exam	6	CACC211 & CACC221
Business Information Systems 2 (M2)	0.1	BINS221	Exam	6	BINS111 & BINS121
Auditing 3	0.1	AUDN301	Exam	6	AUDN211 & AUDN221
TOTAL CREDIT VALUES	3				

C/A = Continuous assessment

ND: Accounting Extended Curriculum Programme (being phased-out) NDATFI

Modules	Codes	Assessment method	NQF Level	Pre-requisites
Year 1 (Study period 1) – Semester 1				
Accounting professional practice	APFP101	C/A	5	
Quantitative Literacy	QLIT101	Exam	5	
Cost Accounting 1	CACC101	Exam	5	
Communication 1	CMMT101	C/A	5	
Year 1 (Study period 1) – Semester 2				
Business Calculations 1	BCLC101	Exam	5	QLIT101
Entrepreneurial Skills 1	ETRP101	Exam	5	
Business Information Systems 1 (M1)	BINS111	C/A	5	
Commercial law for Accountants 1	CLWA101	Exam	5	
Year 2 (Study period 2)				
Financial Accounting 1 (M1)	FACN111	Exam	6	APFP101
Economics 1 (M1)	ENCS111	Exam	5	
Cost Accounting 2 (M1)	CACC211	Exam	5	CACC101
Business Information Systems 1 (M2)	BINS121	C/A	5	
Commercial law for Accountants 2 (M1)	CLWA211	Exam	5	CLWA101
Year 2 (Study period 3)				
Financial Accounting 1 (M2)	FACN121	Exam	6	APFP101
Economics 1 (M2)	ENCS121	Exam	5	
Cost Accounting 2 (M2)	CACC221	Exam	5	CACC101
Commercial law for Accountants 2 (M2)	CLWA221	Exam	5	CLWA101
Year 3 (Study period 4)				
Financial Accounting 2 (M1)	FACN211	Exam	5	FACN111 & FACN121
Advanced Law 3	ADVL301	Exam	6	
Auditing 2 (M1)	AUDN211	Exam	5	FACN111 & FACN121
Business Information Systems 2 (M1)	BINS211	Exam	6	BINS111 & BINS121
Year 3 (Study period 5)				
Financial Accounting 2 (M2)	FACN211	Exam	5	FACN111 & FACN121
Taxation 1	TXAN101	Exam	5	FACN111 & FACN121
Auditing 2 (M2)	AUDN221	Exam	5	FACN111 & FACN121
Business Information Systems 2 (M2)	BINS221	Exam	6	BINS111 & BINS121
Year 4 (Study period 6)				
Financial Accounting 3 (M1)	FACN311	Exam	6	FACN211 & FACN221
Management Accounting 3 (M1)	MACT311	Exam	6	CACC211 & CACC221
Taxation 2 (M1)	TXAN211	Exam	6	TXAN101
Year 4 (Study period 7)				
Financial Accounting 3 (M1)	FACN311	Exam	6	FACN211 & FACN221
Management Accounting 3 (M1)	MACT311	Exam	6	CACC211 & CACC221
Taxation 2 (M1)	TXAN211	Exam	6	TXAN101
Auditing 3	AUDN301	Exam	6	AUDN211 & AUDN221

C/A = Continuous assessment

Diploma in Accounting

Modules	Assessment method	NQF Level	Pre-requisites
Year 1 (study period 1)			
Introduction to Micro-Economics	Exam	5	
Financial Accounting 1A	Exam	5	
Business Fundamentals 1	C/A	5	
Cost Accounting 1	Exam	5	
Cornerstone 101	C/A	5	
Year 1 (study period 2)			
Introduction to Macro-Economics	Exam	5	
Business calculations	Exam	5	
Financial Accounting 1B	Exam	5	
Commercial law for accountants 1	Exam	5	
Business Information Systems 1	Exam	5	
Cultural Diversity	C/A	5	
Values in the Workplace	C/A	5	
Literacies through literature	C/A	5	
Year 2 (study period 3)			
Financial Accounting 2 A	Exam	6	Fin Acc 1A & Fin Acc 1B
Cost Accounting 2A	Exam	6	Cost Acc 1
Auditing 2A	Exam	6	Fin Acc 1A & FinAcc 1B
Commercial for accountants 2A	Exam	6	Comm Law 1
Business Fundamentals 2	C/A	6	Bus Fund 1
Year 2 (study period 4)			
Financial Accounting 2B	Exam	6	Fin Acc 1A & Fin Acc 1B
Cost Accounting 2B	Exam	6	Cost Acc 1
Auditing 2B	Exam	6	Fin Acc 1A & FinAcc 1B
Commercial for accountants 2B	Exam	6	Comm Law 1
Taxation 1	Exam	6	Fin Acc 1A & Fin Acc 1B
Equality and Diversity	C/A	6	
HIV & Communicable diseases in KZN	C/A	6	
Year 3 (study period 5)			
Financial Accounting 3A	Exam	7	Fin Acc 2A & Fin Acc 2B
Management Accounting 3A	Exam	7	Cost Acc 2A & Cost Acc 2B
Advanced Law 3	Exam	6	Comm Law 2A & Comm Law 2B
Taxation 2A	Exam	7	Tax 1
Business Information Systems 2A	Exam	6	Bus In Sys 1
Global Environment	C/A	6	
Community Engagement Project	C/A	6	
Year 4 (study period 6)			
Financial Accounting 3B	Exam	7	Fin Acc 2A & Fin Acc 2B
Management Accounting 3B	Exam	7	Cost Acc 2A & Cost Acc 2B
Auditing 3	Exam	6	Aud 2A * Aud 2B
Taxation 2A	Exam	7	Tax 1
ICT Innovation	C/A	6	

C/A = Continuous assessment

ND: Cost and Management Accounting NDCSA2

Modules	Credit Values	Codes	Assessment method	NQF	Pre-requisites
Year 1 (Study period 1)					
Financial Accounting 1 (M1)	0.1	FACN111	Exam	5	
Cost Accounting 1	0.1	CACC101	Exam	5	
Economics 1 (M1)	0.1	ENCS111	Exam	5	
Business Calculations 1	0.1	BCLC101	Exam	5	
Communication 1	0.1	CMMT101	C/A	5	
Year 1 (Study period 2)					
Financial Accounting 1 (M2)	0.1	FACN121	Exam	5	
Economics 1 (M2)	0.1	ENCS121	Exam	5	
Business Information Systems 1 (M1)	0.1	BINS111	C/A	5	
Entrepreneurial Skills 1	0.1	ETRP101	Exam	5	
Commercial Law for Accountants 1	0.1	CLWA101	Exam	5	
Year 2 (Study period 3)					
Financial Accounting 2 (M1)	0.1	FACN211	Exam	6	FACN111 & FACN121
Cost Accounting 2 (M1)	0.1	CACC211	Exam	5	CACC101
Commercial Law for Accountants 2 (M1)	0.1	CLWA211	Exam	5	CLWA101
Auditing 2 (M1)	0.1	AUDN211	Exam	5	FACN111 & FACN121
Business Information Systems 1 (M2)	0.1	BINS121	C/A	6	
Year 2 (Study period 4)					
Financial Accounting 2 (M2)	0.1	FACN221	Exam	6	FACN111 & FACN121
Cost Accounting 2 (M2)	0.1	CACC221	Exam	6	CACC101
Taxation 1	0.1	TXAN101	Exam	5	FACN111 & FACN121
Auditing 2 (M2)	0.1	AUDN221	Exam	6	FACN111 & FACN121
Commercial Law for Accountants 2 (M2)	0.1	CLWA221	Exam	6	CLWA101
Year 3 (Study period 5)					
Financial Accounting 3 (M1)	0.1	FACN311	Exam	6	FACN211 & FACN221
Taxation 2 (M1)	0.1	TXAN211	Exam	6	TXAN101
Organisational Management 3 (M1)	0.1	OMNG311	Exam	6	
Management Accounting 3 (M1)	0.1	MACT311	Exam	6	CACC211 & CACC221
Corporate Procedures 2	0.1	CPRD201	Exam	6	CLWA211 & CLWA221
Year 3 (Study period 6)					
Financial Accounting 3 (M2)	0.1	FACN321	Exam	6	FACN211 & FACN221
Taxation 2 (M2)	0.1	TXAN221	Exam	6	TXAN101
Management Accounting 3 (M2)	0.1	MACT321	Exam	6	CACC211 & CACC221
Organisational Management 3 (M2)	0.1	OMNG321	Exam	6	
Business Statistics 2	0.1	BSTT201	Exam	6	BCLC101
TOTAL CREDIT VALUES	3				

C/A = Continuous assessment

ND: Office Management and Technology NDOMNI

Modules	Codes	Compulsory/ Optional	Assessment method	NQF Level	Pre-requisites
Year 3 (Semester 1)					
Business Information III	BSAM301	C	C/A	6	BSAM201
Information Administration III	INFA301	C	C/A	6	INFA301
Mercantile Law	MCTL301	O	Exam	6	LGLP101
Personnel Management II	PSLM201	O	Exam	6	PSLM101
Legal Practice 2 (M1)	LGLP211	O	Exam	6	LGLP101
Financial Accounting 2 (M1)	FACN211	O	Exam	6	FACN111 & FACN121
Office Management and Technology Practice	OTRP101	C	C/A	6	
Year 3 (Semester 2)					
Business Information III	BSAM301	C	C/A	6	BSAM201
Information Administration II	INFA301	C	C/A	6	INFA301
Mercantile Law	MCTL301	O	Exam	6	LGLP101
Personnel Management II	PSLM201	O	Exam	6	PSLM101
Legal Practice 2 (M2)	LGLP221	O	Exam	6	LGLP101
Financial Accounting 2 (M2)	FACN221	O	Exam	6	FACN111 & FACN121
Office Management and Technology Practice	OTRP101	C	C/A	6	

C/A = Continuous assessment

C = Compulsory; O = Optional

BTECH: Office Management and Technology BTOMNI

Modules	Codes	Compulsory /Optional	Assessment method	NQF Level	Pre-requisites
Year 3 (Semester 1)					
Business Information IV	BSAM301	C	C/A	7	National Diploma
Information Administration IV	INFA301	C	C/A	7	National Diploma
Research Methodology	RSCM101	C	C/A	7	National Diploma
Labour and Immaterial law	LBIL101	C	C/A	7	National Diploma
Office Administration Behavioural Aspects	OADB101	C	C/A	7	National Diploma

C/A = Continuous assessment

C = Compulsory; O = Optional

DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT DIBSMI

Modules	Codes	Compulsory/ Optional	Assessment method	NQF Level	Pre-requisites
Year 1 (Study period 1)					
Business Fundamentals 1	BSFN101	C	C/A	6	
Business Principles and Management 1 (M1)	BSPM111	C	Exam	5	
Information Management and Technology 1 (M1)	IMTN111	C	Exam	5	
Private Law	PVLW101	C	Exam	5	
Communication 1	COMC101	C	C/A	5	
Research Practices and Principles 1	RPAP101	C	Exam	5	
Year 1 (Study period 2)					
Business Principles and Management 1 (M1)	BSPM121	C	Exam	5	
Information Management and Technology 1 (M1)	IMTN121	C	Exam	5	
Human Resource Management 1	HREM101	C	Exam	6	
Project Management 1	PJMA101	C	Exam	6	
Cornerstone 101	CSTN101	C	C/A	5	
Year 2 (Study period 3)					
Business Fundamentals 2	BSFN201	C	C/A	6	BSFN101
Accounting and Financial Principles 1	AFPR101	C	Exam	6	
Business Principles and Management 2 (M1)	BSPM211	C	Exam	6	BSPM111 & BSPM121
Information Management and Technology 2 (M1)	IMTN211	C	Exam	6	IMTN111 & IMTN121
Communication 2	COMC201	C	C/A	6	COMC101
Research Practices and Principles 2	RPAP201	C	Exam	6	RPAP101
Introduction to Sign Language	INSL101	C	C/A	5	
Year 2 (Study period 4)					
Business Principles and Management 2 (M2)	BSPM221	C	Exam	6	BSPM111 & BSPM121
Information Management and Technology 2 (M2)	IMTN221	C	Exam	6	IMTN111 & IMTN121
Human Resource Management 2	HREM201	O	Exam	6	HREM101
Project Management 2	PJMA201	O	Exam	6	PSJM101
Legal Practice 1	LGAP101	O	Exam	6	
Year 3 (Study period 5)					
Business Principles and Management 3 (M1)	BSPM311	C	Exam	7	BSP211 & BSPM221
Information Management and Technology 3 (M1)	IMTN311	C	Exam	7	IMTN211 & IMTN221
Research Practices and Principles 3	RPAP301	C	Exam	7	RPAP201
Conveyancing Practice	CVYP101	O	Exam	6	
Human Relations Management	HMLR101	O	Exam	6	
Small Business Management and Entrepreneurship	SBSE101	O	Exam	6	
Year 3 (Study period 6)					
Accounting and Financial Principles 2	AFPR201	C	Exam	6	AFPR101
Information Management and Technology 3 (M1)	IMTN311	C	Exam	7	IMTN211 & IMTN221
Business Principles and Management 3 (M1)	BSPM311	C	Exam	7	BSP211 & BSPM221
Community Engagement Project	CMEP101	C	C/A	6	
HIV & Communicable Diseases in KZN	HCCK101	C	C/A	6	
Innovation and Emerging Technologies	INET101	C	C/A	6	
The Entrepreneurial Spirit	TESP101	C	C/A	6	

C/A = Continuous assessment

C = Compulsory; O = Optional

MASTER OF MANAGEMENT SCIENCES DEGREE IN ADMINISTRATION AND INFORMATION MANAGEMENT MMAINI

Modules	NQF Level	Pre-requisites
Thesis Based Qualification	9	B Tech or Equivalent

6. ASSESSMENT RULES

Examinations and Continuous Assessment.

Year marks are awarded for tests written (or orals) and assignments during the academic year. The number and duration of subject tests are set out in the subject learner guides issued to students at the first lecture.

7. RE-REGISTRATION RULES

7.1 National Diploma:

Re-admission to later years of study

Full time students who are enrolled for a National Diploma must pass a minimum of three modules per study period in order to be re-admitted for further studies.

Appeals

Students may apply with motivation to the Head of Department, in writing, to be re-considered for re-admission. The Head of Department will make a recommendation to the Faculty Board for a decision.

Maximum Time Allowed for Completion of Qualifications

The maximum time allowed for completion of qualifications is twice the minimum time of study for the qualifications. The periods of incomplete study at another institution or department will be included in the assessment.

SUBJECT CONTENT

DIPLOMA IN ACCOUNTING ADVANCED LAW III (130310103)

Introduction to the law of succession

The Wills Act and drafting of Wills

The Intestate Succession Act and the Distribution of intestate estates

The administration of Deceased Estates Act and the reporting of estates

Winding up of deceased estates and liquidation and distribution accounts

Section 18 (3) estates

Introduction to the law of insolvency

Powers and duties of a trustee

Effects of Insolvency

Proving of claims

Liquidation and distribution account of an insolvent estate

Rehabilitation

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

AUDITING II (040105322) Module 1

Introduction to Auditing

Professional Conduct

Statutory Matters

Corporate Governance

Audit Process

Audit Evidence

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

AUDITING II (040105322) Module 2

Internal Controls

Revenue and Receipts Cycle

Acquisition and Payment Cycle

Inventory Cycle

Payroll Personnel Cycle

Finance and Investment Cycle

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

AUDITING III (040105403)

Planning and conducting an audit

Process of gathering audit evidence

Preparation of audit working papers

Method of evaluation

Year Mark 40% and one 3- hour examination 60% = 100%

BUSINESS CALCULATIONS I (1160805212)

Basic mathematics

Summarising and analysing data

Index numbers

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

BUSINESS INFORMATION SYSTEMS I (060219312) Module 1

Understand the function of the hardware elements and software of the computer.

Use the computer as a storage management tool.

Use the computer as a word-processing tool.

Use the computer as a research and communication tool.

Method of Evaluation

100 % Year Mark

BUSINESS INFORMATION SYSTEMS I (060219312) Module 2

Understand the role of the computer in an e-commerce trade cycle.

Use the computer as a word-processing tool.

Use the computer as a spreadsheet tool.

Use the computer as an accounting tool.

Method of Evaluation

100 % Year Mark

BUSINESS INFORMATION SYSTEMS II (060219422) Module 1

Communications and Networks

Database Management

Computer Security and Safety, Ethics, and Privacy

Information System Development and Programming Languages

Enterprise Computing

Method of evaluation

Year Mark 40% and one 3 examination 60% = 100%

BUSINESS INFORMATION SYSTEMS II (060219422) Module 1

The World of the Information Systems Analyst

Approaches to System Development

Investigating systems Requirements

Modelling system requirements

The traditional approach to requirements

Moving to Design

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS I (130309912)

Introduction to the study of law
The South African Judiciary
Contracts
Serious intention to contract
Consensus
Factors affecting consensus
Contractual capacity
Lawfulness
Formalities
Possibility of performance
Valid, void and voidable contracts
Breach of contract and remedies

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS II (130319022) Module I

Lease
Negotiable instruments
Law of security
Law of insurance
Law of insolvency
Credit agreements

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS II (130319022) Module 2

Know and apply the law relating to companies.
Understand and apply provisions of the Close Corporation Act 69 of 1984.
Know partnerships as business form.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMUNICATION I (059900512)

Overview of Communication in the South African Workplace which includes the Communication Process, Intercultural and Non-Verbal Communication; Barriers to Communication and Group Work.
Business Correspondence: Business Letters; Guidelines with regard to Email content; Memoranda.
Meetings: Procedure; Terminology; Documents, that is, Notice, Agenda and Minutes.
Report Writing: The Formal Report Structure including appropriate vocabulary to be used and the use of various tenses.
Oral Communication Skills: preparation and presentation.

Method of Evaluation

100 % Year Mark

COST ACCOUNTING I (040104112)

Cost classification and terminology

Stock valuation and inventory control

Labour

Overheads

Statement of goods manufactured and sold

Cost Volume Profit analysis

Method of Evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COST ACCOUNTING II (040140522) Module 1

Cash budgets

Operational budgets

Flexible budgets

Integrated Accounting

Inter-locking

Contract Costing

Job Costing

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COST ACCOUNTING II (040140522) Module 2

Marginal Costing

Pricing

Process Costing

Standard Costing

Joint & By Product

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ECONOMICS I (220205612) Module 1

Introductory concepts

The Goods Market

Elasticity

The Labour Market

Production and costs

Market Structure 1: Perfect Competition

Market Structure 2: Monopoly and Imperfect Competition

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ECONOMICS I (220205612) Module 2

Basic Concepts, Relationships and Issues
Measuring the performance of the economy
A simple Keynesian Model of the economy
The Government and Fiscal Policy
Money and Monetary Policy
The Foreign Sector

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ENTREPRENEURIAL SKILLS I (040510912)

Introduction and importance of SMME's
Creativity and Idea Generation
The Challenges of Entrepreneurship
Market Feasibility Study
Financial Feasibility Study
Marketing Plan
Financial Plan
Management Plan/Elements of the Business Plan

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING I (040109212) Module 1

Basics of Financial Accounting
Capturing and Processing
The Adjustment and Closing Process
Reporting on Trading Entities
Reporting on Manufacturing Entities
Expanding the Accounting system (Bank Reconciliation)

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING I (040109212) Module 2

Presentation of Financial Statements
Assets
Liabilities
Equity and different forms of ownership
Partnerships
Companies

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING II (040109322) (Module 1)

IAS 01 - Presentation of Financial Statements

IAS 01 - Inventories

IAS 18 - Revenue

IAS 10 - Events after the reporting period

IAS 38 —Intangible assets

IAS 37 - Provisions and contingencies

Share capital

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING II (040109322) (Module 2)

IAS 01 - Presentation of Financial Statements

IAS 16 - Property, Plant & Equipment

IAS 36 - Impairments of Assets

IAS 21 - Foreign exchange

IAS 07 —Statements of Cash Flow

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING III (040109403) Module 1

IAS 1- Framework and presentation of financial statements

IAS 33 —Earnings per share

IAS 17 —Leases

IAS 7 —Statements of Cash Flow

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING III (040109403) Module 2

IAS 27- Group Financial Statements

Valuation of business enterprises

Analysis & Interpretation of Financial Statements

Liquidations & Reconstructions

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

MANAGEMENT ACCOUNTING III (040140603) Module I

Explain, calculate, prepare and evaluate fixed and flexible operational and cash budgets

Prepare budget reports reflecting actual against budget

Discuss the use of budget reports to evaluate performance

Explain the behavioural implications of planning and budgeting

Explain the use of IT in the budget process

Analyse, calculate and interpret operational variances

Prepare reports using a range of benchmarks and evaluate the results

Explain the behavioural implications of standard costing

Explain, calculate, apply and compare different group incentive schemes

Discuss and apply the use of advanced stock control methods

Use activity based costing in cost determination

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

MANAGEMENT ACCOUNTING III (04010603) Module 2

Short term decision-making

Capital budgeting

Network Analysis

Decision Trees

Linear Programming

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

TAXATION I (040109212)

Gross income

Exemptions

Deductions

Fringe benefits

Retirement benefits

Capital gains tax

Employees' tax

Provisional tax

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

TAXATION II (040140722) - Module I

Taxable income of business enterprises

Special deductions

Capital allowances

Partnerships

Tax avoidance & evasion

Administrative procedures

Method of Evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

TAXATION II (04010722) Module 2

VAT

Turnover tax

Capital gains tax

Trusts

Small business corporations

Dividends tax

Farming

Method of Evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

NATIONAL DIPLOMA: COST AND MANAGEMENT ACCOUNTING

AUDITING II (040105322) Module 1

Introduction to Auditing

Professional Conduct

Statutory Matters

Corporate Governance

Audit Process

Audit Evidence

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

AUDITING II (040105322) Module 2

Internal Controls

Revenue and Receipts Cycle

Acquisition and Payment Cycle

Inventory Cycle

Payroll Personnel Cycle

Finance and Investment Cycle

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

BUSINESS CALCULATIONS I(1160805212)

Basic mathematics

Summarising and analysing data

Index numbers

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

BUSINESS INFORMATION SYSTEMS I (060219312) Module 1

Understand the function of the hardware elements and software of the computer.

Use the computer as a storage management tool.

Use the computer as a word-processing tool.

Use the computer as a research and communication tool.

Method of Evaluation

100 % Year Mark

BUSINESS INFORMATION SYSTEMS I (060219312) Module 2

Understand the role of the computer in an e-commerce trade cycle.

Use the computer as a word-processing tool.

Use the computer as a spreadsheet tool.

Use the computer as a accounting tool.

Method of Evaluation

100 % Year Mark

BUSINESS STATISTICS II (160805422)

Financial calculations/mathematics.

- Forecasting - Correlation and Regression
- Time Series
- Probability - Probability concepts
- Probability distributions

Sampling Theory

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS I (130309912)

Introduction to the study of law

The South African Judiciary

Contracts

Serious intention to contract

Consensus

Factors affecting consensus

Contractual capacity

Lawfulness

Formalities

Possibility of performance

Valid, void and voidable contracts

Breach of contract and remedies

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS II (130319022) Module I

Lease

Negotiable instruments

Law of security

Law of insurance

Law of insolvency

Credit agreements

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS II (130319022) Module 2

Know and apply the law relating to companies.

Understand and apply provisions of the Close Corporation Act 69 of 1984.

Know partnerships as business form.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMUNICATION I (059900512)

Overview of Communication in the South African Workplace which includes the Communication Process, Intercultural and Non-Verbal Communication; Barriers to Communication and Group Work.

Business Correspondence: Business Letters; Guidelines with regard to Email content; Memoranda.

Meetings: Procedure; Terminology; Documents, that is, Notice, Agenda and Minutes.

Report Writing: The Formal Report Structure including appropriate vocabulary to be used and the use of various tenses.

Oral Communication Skills: preparation and presentation.

Method of Evaluation

100 % Year Mark

COST ACCOUNTING I (040104112)

Cost classification and terminology

Stock valuation and inventory control

Labour

Overheads

Statement of goods manufactured and sold

Cost Volume Profit analysis

Method of Evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COST ACCOUNTING II (040140522) Module 1

Cash budgets

Operational budgets

Flexible budgets

Integrated Accounting

Inter-locking

Contract Costing

Job Costing

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COST ACCOUNTING II (040140522) Module 2

Marginal Costing

Pricing

Process Costing

Standard Costing

Joint & By Product

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

CORPORATE PROCEDURES II (130304022)

Know and understand the general principles of corporate law.

Know and understand the procedure of meetings

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ECONOMICS I (220205612) Module 1

Introductory concepts

The Goods Market

Elasticity

The Labour Market

Production and costs

Market Structure 1: Perfect Competition

Market Structure 2: Monopoly and Imperfect Competition

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ECONOMICS I (220205612) Module 2

Basic Concepts, Relationships and Issues

Measuring the performance of the economy

A simple Keynesian Model of the economy

The Government and Fiscal Policy

Money and Monetary Policy

The Foreign Sector

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ENTREPRENEURIAL SKILLS I (040510912)

Introduction and importance of SMME's

Creativity and Idea Generation

The Challenges of Entrepreneurship

Market Feasibility Study

Financial Feasibility Study

Marketing Plan

Financial Plan

Management Plan/Elements of the Business Plan

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING I (040109212) Module 1

Basics of Financial Accounting

Capturing and Processing

The Adjustment and Closing Process

Reporting on Trading Entities

Reporting on Manufacturing Entities

Expanding the Accounting system (Bank Reconciliation)

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING I (040109212) Module 2

Presentation of Financial Statements

Assets

Liabilities

Equity and different forms of ownership

Partnerships

Companies

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING II (040109322) (Module 1)

IAS 01 - Presentation of Financial Statements

IAS 01 - Inventories

IAS 18 - Revenue

IAS 10 - Events after the reporting period

IAS 38 —Intangible assets

IAS 37 - Provisions and contingencies

Share capital

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING II (040109322) (Module 2)

IAS 01 - Presentation of Financial Statements

IAS 16 - Property, Plant & Equipment

IAS 36 - Impairments of Assets

IAS 21 - Foreign exchange

IAS 07 —Statements of Cash Flow

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING III (040109403) Module 1

IAS 1- Framework and presentation of financial statements

IAS 33 —Earnings per share

IAS 17 —Leases

IAS 7 —Statements of Cash Flow

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING III (040109403) Module 2

IAS 27- Group Financial Statements

Valuation of business enterprises

Analysis & Interpretation of Financial Statements

Liquidations & Reconstructions

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

MANAGEMENT ACCOUNTING III (040140603) Module 1

Explain, calculate, prepare and evaluate fixed and flexible operational and cash budgets

Prepare budget reports reflecting actual against budget

Discuss the use of budget reports to evaluate performance

Explain the behavioural implications of planning and budgeting

Explain the use of IT in the budget process

Analyse, calculate and interpret operational variances

Prepare reports using a range of benchmarks and evaluate the results

Explain the behavioural implications of standard costing

Explain, calculate, apply and compare different group incentive schemes

Discuss and apply the use of advanced stock control methods

Use activity based costing in cost determination

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

MANAGEMENT ACCOUNTING III (04010603) Module 2

Short term decision-making

Capital budgeting

Network Analysis

Decision Trees

Linear Programming

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ORGANISATIONAL MANAGEMENT III (040941803) Module 1

Basic concepts of management

Business environments

Planning

Organising

Leadership

Motivation & job satisfaction

Modern trends in Management

Organisational change

Conflict,

Organisational development

Control

Method of evaluation Year Mark 40% and one 3-hour examination 60% = 100%

ORGANISATIONAL MANAGEMENT III (040941803) Module 2

Introduction to Human Resource Management

Job Analysis & Job design

Human Resource Planning

Recruitment

Selection

Induction & Staffing

Health & Safety

Performance Management

Compensation

Labour Relations

Training & Development

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

TAXATION I (040109212)

Gross income

Exemptions

Deductions

Fringe benefits

Retirement benefits

Capital gains tax

Employees' tax

Provisional tax

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

TAXATION II (040140722) - Module I

Taxable income of business enterprises

Special deductions

Capital allowances

Partnerships

Tax avoidance & evasion

Administrative procedures

Method of Evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

TAXATION II (04010722) Module 2

VAT

Turnover tax

Capital gains tax

Trusts

Small business corporations

Dividends tax

Farming

Method of Evaluation Year Mark 40% and one 3-hour examination 60% = 100%

NATIONAL DIPLOMA: OFFICE MANAGEMENT & TECHNOLOGY BUSINESS ADMINISTRATION III (040215703)

1. Management of human resources.
2. Introduction to Research.
3. Labour relations.
4. Entrepreneurship

Method of Evaluation

100 % Year Mark

FINANCIAL ACCOUNTING II (040109322) (Module 1)

IAS 01 - Presentation of Financial Statements

IAS 01 - Inventories

IAS 18 - Revenue

IAS 10 - Events after the reporting period

IAS 38 —Intangible assets

IAS 37 - Provisions and contingencies

Share capital

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING II (040109322) (Module 2)

IAS 01 - Presentation of Financial Statements

IAS 16 - Property, Plant & Equipment

IAS 36 - Impairments of Assets

IAS 21 - Foreign exchange

IAS 07 —Statements of Cash Flow

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

INFORMATION ADMINISTRATION III (060205803)

1. Management of Information Technology.
2. Management Information Systems and Database Management Systems.
3. Evaluation of Software & Hardware.
4. E-Business.
5. In-house training/Consultancy services.
6. Social networks.
7. Advanced Spreadsheets, Database, Presentation, Graphics and Desktop Publishing.
8. Practical Assignments.

A group theory research project is allocated and the group is required to present their findings in the form of a PowerPoint presentation to their class. Students also have to provide the notes for their particular section. Three evaluations will take place for each group presentation:

1. The individuals within each group will evaluate each other.
2. A class evaluation
3. The lecturer's evaluation

Method of Evaluation

100 % Year Mark

LEGAL PRACTICE II (130302922) MODULE I

1. Introduction. Real and personal rights. Registration of real rights in land and brief outline of the system in South Africa.
2. The deeds registry, its personnel and functions.
3. The Deeds Registries Act No 47/1937 and regulations. Deeds office practice and registrars' circulars.
4. The conveyancer, and the organisation of the conveyancing department.
5. The subdivision of land. Minor subdivisions, establishment of townships.
6. The transfer of real rights to land. The casual requirement of registration and effect of this. Different methods of transfer.
7. Sale of land: Alienation of Land Act 68/1981. Deed of sale, instalment sale of land.
8. A routine transfer: Analysis of a deed of transfer and sequence of steps from deed of sale to delivery of newly registered deed of transfer.
9. Other types of transfer: Estate, donation, partition and expropriation transfers. Transfers in terms of section 31, 33 and proviso to section 16 of Deeds Registries Act.
10. Certificates of registered and consolidated title.
11. Servitudes. Nature and various kinds of. Procedure for registration of.
12. Sectional Titles. Sectional Titles Act No 66/1971. Preparation of scheme and approval and registration thereof. Sequence of steps in the sale and transfer of a sectional title unit. The conveyancer's protocol.
13. Mortgage bonds. Nature of real rights created by. Analysis of contents of standard building society bond. Preparation and lodgement of, Disposal of, cessions, part payments, release and substitutions.

Method of Evaluation

Year Mark 40% and two 3-hour examinations 60% = 100%

LEGAL PRACTICE II (130302922) MODULE 2

1. Brief explanation of the South African Law of Succession. Wills, types of, analysis of contents, testamentary trusts, fideicommissum, usufructs, codicils.
2. The Master's office, its personnel and functions.
3. Relevant legislation: The Administration of Estates Act No 66/1965, Wills Act, Estate Duty Act, Succession Act, Trust Monies Protection Act, Deeds Registries Act.
4. The executor. Nature and duties. Executor testamentary and dative.
5. Reporting the estate and appointment of executor. Death notices, section 9(1)(a), inventory, acceptance of trust, security.
6. Procedure for winding up a solvent, testate deceased estate after receipt of letter of executorship. Notice to debtors and creditors. Ascertaining value of estate assets for executors inventory, opening and operating estate banking account, dealing with claims against estate, completing estate duty return and liquidation and distribution account, with particular reference to preparation, lodgement of, and dealing with Master's queries regarding estate account; realisation and transfer to beneficiaries and heirs, final requirements.

7. A brief note on intestate and insolvent estates.

Method of Evaluation

Year Mark 40% and two 3-hour examinations 60% = 100%

MERCANTILE LAW I (130301012)

GENERAL INTRODUCTION

The purpose of this section is to orientate the student with regard to the Law and to give him/her the necessary background knowledge concerning the origin and administration of the Law. Superficial knowledge is required for examination purposes.

- 1.1 The concept "Law".
- 1.2 Sources of origin of the SA Law Legislation, common law, judicial precedent, function and purpose of SA Law Reports, custom.
- 1.3 Division of the SA Law is not expected that students should have an in-depth knowledge of the various legal fields but they should have an idea about the nature of each field. A critical approach to the division is also not expected.
- 1.4 The judiciary in South Africa types of courts (special courts excluded), types of proceedings, the execution of judgements and sentences, various types of legal practitioners.

2. GENERAL PRINCIPLES OF THE LAW OF CONTRACT

- 2.1 The requirements for a valid contract.
- 2.2 Parties to the agreement.
- 2.3 Void and voidable contracts.
- 2.4 Obligations subject to time-clauses & conditions.
- 2.5 Forms of breach of contract.
- 2.6 Remedies for breach of contract.
- 2.7 Transfer and termination of obligations and personal rights.

3. SPECIFIC CONTRACTS

- 3.1 The contract of Purchase and Sale
 - 3.1.1 The nature and formation of the agreement.
 - 3.1.2 The rights and duties of the seller.
 - 3.1.3 The rights and duties of the buyer.
 - 3.1.4 Special contracts of sale.
 - 3.1.4.1 Sale by description and sample
 - 3.1.4.2 CIF, FOR, and FOB sales.
 - 3.1.4.3 Auctions.
 - 3.1.4.4 Sales subject to price control.
- 3.2 Hire-Purchase Contract
 - 3.2.1 The nature and formation of the agreement.
 - 3.2.2 Agreements subject to the Hire-Purchase Act, 1942, as amended.
 - 3.2.2.1 Provisions of the Hire-Purchase Act, 1942, with which the parties must comply.
 - 3.2.2.2 The provisions of the Hire-Purchase Act, 1942, directed to the protection of the buyer and seller respectively.

- 3.2.2.3 The rights of pledgees, retention holders, and lessors in respect of goods subject to Hire Purchase.
- 3.2.2.4 The Limitation and Disclosure of Finance Charges Act, no 73/1968, as amended.

3.3 The Common Law Contract of Service

- 3.3.1 The nature and formation of the agreements locatio conductio operarum and locatio conductio operis.
- 3.3.2 The parties.
- 3.3.3 The relationship between the parties with reference to the following:
 - 3.3.3.1 Their rights and duties toward each other.
 - 3.3.3.2 Sick leave.
 - 3.3.3.3 Vacation leave.
 - 3.3.3.4 Quantum meruit.
 - 3.3.3.5 The termination of the agreements.
- 3.3.4 The rights and duties between the parties inter se and as against third parties.
- 3.3.5 Liability of the employer, for the delicts of servants and independent contractors.

4. THE LAW OF NEGOTIABLE INSTRUMENTS

A study of the Bills of Exchange Act. No 34 of 1964, as amended with reference to

- 4.1 The various types of negotiable instruments (bills of exchange, promissory notes, cheques).
- 4.2 Parties to negotiable instruments excluding their liability.
- 4.3 Formal requirements for negotiable instruments with special reference to cheques.
- 4.4 The concepts negotiability and transferability. Limitations on the negotiability and transferability of cheques.
- 4.5 Protection of bankers.

Method of Evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

PERSONNEL MANAGEMENT II (041104222)

- 1. Introduction to organisation theory
- 2. Manpower planning
- 3. Job analysis
- 4. Hiring
 - 4.1 Recruitment
 - 4.2 Selection
 - 4.3 Induction
- 5. Performance appraisal
- 6. Compensation
- 7. Maintenance and safety management

Method of Evaluation Year Mark 40% and one 3-hour examination 60% = 100%

B TECH: OFFICE MANAGEMENT AND TECHNOLOGY (72151)
ALL SUBJECTS ARE ASSESSED BY A 100 % YEAR MARK.

INFORMATION ADMINISTRATION IV (060202006)

1. RISK MANAGEMENT

- 1.1 Management's responsibilities
- 1.2 Computer related fraud
- 1.3 Computer security and fraud defences
- 1.4 Personal computer security
- 1.5 Legal aspects of computer security

2. MANAGEMENT DECISION MAKING

- 2.1 Decision making, systems, modelling and support
- 2.2 Implementing management decision making
- 2.3 Organisational and social impact of management decision-making
- 2.4 Linear programming: basic principles

LABOUR AND IMMATERIAL LAW (130305812)

1. PRIVATE LAW; LAW OF OBLIGATIONS

- 1.1 Law of Delict
 - 1.1.1 Requirements for delictual liability
 - 1.1.2 Vicarious liability: the employer is liable for actions of his employee
 - 1.1.3 Unfair competition
- 1.2 Law of Contract
 - 1.2.1 Basic principles for a valid contract
 - 1.2.2 Contents of a contract
 - 1.2.3 Contract of employment
 - 1.2.4 Leases, lease-lend, mandate

2. CORPORATE LAW

- 2.1 Basic differences between a company, close corporation, sole trader and partnership
- 2.2 Basic aspects of company law

3. LABOUR LAW

- 3.1 Basic principles
- 3.2 Legislation applicable e.g. Workmen's Compensation Act (injuries on duty)
- 3.3 Institutional bodies, their functions and powers

4. LAW OF IMMATERIAL PROPERTY

- 4.1 Nature, origin, rights and infringement thereof
 - 4.1.1 Patents
 - 4.1.2 Trade marks
 - 4.1.3 Copyright
 - 4.1.4 Computer software, videos, advertisements etc.

BUSINESS ADMINISTRATION IV (040205906)

1. STRATEGIC MANAGEMENT

- 1.1 Introduction to Strategic Management
- 1.2 Environmental considerations
- 1.3 Environmental analysis and the Management Information system
- 1.4 Determining strategic objectives
- 1.5 Analysing strategic alternatives
- 1.6 Selecting corporate strategy
- 1.7 Implementing strategy
- 1.8 Evaluating and controlling performance

2. FINANCIAL MANAGEMENT

- 2.1 Introduction
- 2.2 Essential concepts for financial management
- 2.3 The time value of money
- 2.4 Risk and return
- 2.5 Financial statement analysis
- 2.6 Valuations
- 2.7 Investment decisions
- 2.8 Capital budgeting
- 2.9 Working capital
- 2.10 Credit policy and current asset management
- 2.11 Financing decisions
 - 2.11.1 Sources of finance
 - 2.11.2 The cost of capital

RESEARCH METHODOLOGY (229900012)

Introduction to research

Problem formulation

Contextualising research

Literature review

Research Approaches

Data collection methods

Data collection

Data analysis and interpretation

Research writing

Research Proposal

Mini research project

OFFICE ADMINISTRATION: BEHAVIOURAL ASPECTS (200700412)

1. INDIVIDUAL BEHAVIOUR AND MECHANISMS OF CHANGE

- 1.1 Personality, Values, Emotions, Moods and Perception
- 1.2 Motivation and Human Needs
- 1.3 HR Policies and Procedures
- 1.4 Leadership

1.5 The role of the Office Administrator and Review of Literature on Organisational Behaviour

2. **GROUP BEHAVIOUR AND MECHANISMS OF CHANGE**

2.1 Group Characterisation and Processes

2.2 Group Communication

2.3 Group Leadership and Facilitation

2.4 Designing Group Learning Activities

2.5 Problems with Group Learning Activities

2.6 The Role of the Office Administrator in Effective Teams in the Workplace

3. **ORGANISATIONAL BEHAVIOUR AND MECHANISMS OF CHANGE**

3.1 Change and stress management

3.2 Manpower Needs and Planning

3.3 Conflict and Stress in Organisations: Introduction to Negotiating Principles

3.4 Liaison and Communication with Management

3.5 The role of the Office Administrator in Ethical Decision Making

4. **PROJECT MANAGEMENT**

4.1 Introduction to project management

4.2 The Project Process

4.3 History of Project Management

4.4 Project Communication

4.5 Project Implementation and Evaluation (Community Engagement Project)

DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT BUSINESS PRINCIPLES AND MANAGEMENT I Module 1

1. Motivation
2. Self-development
3. Goal setting
4. Macro and Micro Environment
5. PEST analysis
6. SWOT analysis
7. Economic Principles

BUSINESS PRINCIPLES AND MANAGEMENT I Module 2

1. Change Management
2. People Management
3. Customer Relationship Management
4. Business Dynamics
5. Facilities Management
6. Introduction to Supply Change Management

BUSINESS PRINCIPLES AND MANAGEMENT II Module 1

1. Functions of Management
2. Quality control, review and management
3. Ethics and values
4. Social responsibility
5. Group dynamics

BUSINESS PRINCIPLES AND MANAGEMENT II Module 2

1. Self-management
2. Logistics management
3. Imports and Exports
4. Distribution Channels
5. Legislative controls

INFORMATION MANAGEMENT AND TECHNOLOGY I Module 1

1. Computer Security
2. Information Systems
3. Data Communication
4. Emerging Trends in Technology
5. Microsoft Word

INFORMATION MANAGEMENT AND TECHNOLOGY I Module 2

1. Referencing
2. Enterprise Network Infrastructure
3. E-Commerce
4. E-Business
5. Social Networks
6. Microsoft PowerPoint

INFORMATION MANAGEMENT AND TECHNOLOGY II Module I

1. Information Systems
2. Data Security
3. Fraud and Risk Management
4. Advanced MS Word
5. Introduction to Excel
6. Introduction to Publisher

COMMUNICATION I

1. Communication Theory:
2. Types of Communication, Process of Communication, Audience Analysis and Demographics, Barriers to Communication, Non-Verbal Communication, Intercultural Communication.
3. Paragraph Writing, Summarising and
4. Report Writing Format
5. Business Correspondence Skills.

COMMUNICATION II

1. Report writing
2. Meetings.
3. Decision making
4. Organisational communication
5. Applying for employment

BUSINESS FUNDAMENTALS I

1. Time Management
2. E-mail messages
3. Assertive communication
4. Conflict Resolution
5. Listening strategies
6. Business Plan

BUSINESS FUNDAMENTALS II

1. Introduction to research
2. Selecting a research topic
3. Stages in the research process
4. Research Methodology
5. Sampling
6. Data collection instruments
7. Environmental considerations
8. Go Green initiative at DUT
9. Sustainable development
10. Ethics in Environmental sustainability
11. Carbon Footprint
12. PEST analysis

13. Triple-bottom line reporting
14. Effective Business Writing
15. 8 Key Elements of a Business Plan
16. Teamwork and leadership
17. Pastel Accounting software
18. Societal consequences of technological developments
19. Appropriate technologies for business practices
20. Forces that shape industry completion

PRIVATE LAW

1. Basic framework of the South African legal system.
2. Sources of South African law.
3. Subdivisions of law.
4. Persons involved in the administration of justice in South Africa.
5. Introduction to the law of Delict.
6. Introduction to the law of Marriage.
7. A brief overview of the principles of the law of Contract.
8. A brief overview of the principles of the law relating to specific contracts.
9. A brief overview of the principles of consumer law in South Africa.
10. A brief overview of the administration of deceased estates.
11. Introduction to the law of trusts.

RESEARCH PRACTICES AND PRINCIPLES I

1. Databases
2. Plagiarism
3. Reading, writing paraphrasing
4. Introduction to research
5. Types of research
6. Research paradigms
7. Stages in the research process
8. Methodology and methods
9. Sampling
10. Data collection
11. Data analysis

RESEARCH PRACTICES AND PRINCIPLES II

1. The importance of the literature review
2. Research areas
3. Research problem
4. Research questions
5. Searching and finding literature relevant to your research area
6. Organising the literature
7. Theoretical Framework
8. Research approaches
9. Sampling

10. Data collection
11. Ethical considerations
12. Research proposal
13. Uses of a research proposal
14. Research instruments

PROJECT MANAGEMENT I

1. Introduction to Project Management
2. History of Project management
3. Project Life Cycle
4. Project Methodology
5. Project Feasibility
6. Work Breakdown Structure
7. Grant Charts and Network diagrams
8. Project Plan

PROJECT MANAGEMENT II

1. Project Management Techniques
2. Project Resource Management.
3. Project Cost Management
4. Project Communication Management
5. Project Quality Management
6. Project Risk Management

HUMAN RESOURCE MANAGEMENT I

1. HRM an Overview
2. Reasons for the growth in employees
3. Human Resources Development
4. HRM in today's workplace (changing nature in HRM)

HUMAN RESOURCE MANAGEMENT II

1. Human Resources Planning and Forecasting
2. Recruitment, selection, placement and induction
3. Legislative requirements related to Human Resource Practices
4. Negotiations, Bargaining Councils, Unions, Strikes and Lockouts
5. Compensation and Benefits Management
6. Performance Management
7. Motivation

ACCOUNTING AND FINANCIAL PRINCIPLES I

- I. Saving and Investment
 - I.1 Budgeting
 - I.2 Saving money
 - I.3 Investments
 - I.4 Banking
 - I.5 Retirement planning
 - I.6 Sources of Finance
 - I.7 Self-employment

2. Real Estate and Mortgages
3. Estate planning
4. Credit and debt management
5. Insurance
6. Accounting
 - 6.1 Basic Accounting principles and concepts
 - 6.2 Completing source documents
 - 6.3 Recording of elementary transactions in the cash journal, debtors' journal and creditor's journal.
 - 6.4 Posting from the cash journals to the general ledger and to the supplementary ledgers