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23  
HANDBOOK



FINANCE &  
INFORMATION  
MANAGEMENT (PMB)

# FACULTY OF ACCOUNTING & INFORMATICS

## **Vision**

A globally recognised faculty for academic excellence.

## **Mission**

“Developing Leaders for the Information Society” through

Relevant research and creative innovation

Excellence in teaching and learning

Social entrepreneurship

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

## **Accountability:**

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

**Integrity:** We enhance our reputation with consistent trustworthy conduct.

# DEPARTMENTAL OF FINANCE AND INFORMATION MANAGEMENT

## **Vision**

A preferred university for developing leadership in technology and productive citizenship.

## **Mission**

Our mission is to excel through:

A teaching and learning environment that values and supports the university community.

Promoting excellence in learning and teaching, technology transfer and applied research.

External engagement that promotes innovation and entrepreneurship through collaboration and partnership.

## Values

Respect, Recognition, Opportunity, and Access

Loyalty, Dignity and Trust

Transparency, Openness, Honesty, and Shared Governance

Responsibility, Accountability, Collegiality and Professionalism

## Welcome

In South Africa DUT is ranked within the top 5 Universities and in the top 300 Universities World Ranking. This is one of the main reasons as to why you should consider registering at DUT. The Department of Finance and Information (FIM) is an expanding department and is offering a myriad of programs. The FIM department has three disciplines, that is Information Technology, Accounting and Business Information Management. It is working towards introducing more programs up to master's and PhD programs. The main aim of the department is to develop skills in key areas of business finance, accounting, and information technology.

The IT, Accounting and BIM students speak highly of their learning experiences and of their time spent at the Department of Finance and Information Management. Our department is composed of local and international students, forming a rich tapestry of culture and ethnicity enriching the overall learning experience via interactions and collaborations. The FIM staff are passionate, dedicated, hardworking and experienced and are from different ethnic and cultural backgrounds. Our staff have always put the success of our students first.

Our research programme is underpinned by a simple philosophy of innovative and clever computing, accounting and business information management solutions that improve the lives and livelihood of society. The department is graduating more undergraduate and postgraduate students every year when compared to previous years. Also, more post graduate programs are being introduced.

It is now the responsibility of the student, to capitalize on the resources and expertise of staff to enhance your learning and hone your desired skills to a potent level that makes you a heavy-weight contender in the job market and an innovator of FIM solutions well beyond South African borders.

## 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.

### **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 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.

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## DEPARTMENT AND FACULTY CONTACT DETAILS

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Faculty Queries: Ms D Small

Faculty Officer: Ms N Singh-Sakichand

Tel No: 031-373 5418

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Location of Faculty office: West Wing, Hotel School, Ritson Campus

Executive Dean: Prof Oludayo O Olugbara

Secretary: Ms ML Phasha

Tel No: 031-373 5597

E-mail: [Matladi@dut.ac.za](mailto:Matladi@dut.ac.za)

Location of Executive Dean: North Wing, Hotel School Building, Ritson Campus



## Staffing

STAFF	NAME	QUALIFICATION
Senior Lecturer	Dr Celani Nyide	DBA (UKZN), MBA (MANCOSA), BTECH CMA (DUT), ND CMA (DIT)
Lecturers	Miss Boniswa Mafunda	Masters Information Technology
	Phumlani Trevor Simekani	MTech in IT
	Kevin Chizoba	MSc, BScH Comp Sc (UKZN), BSc Comp Sc. (UNAD, Nigeria)
	Caroline Mukumbareza	MTech in IT (DUT), BSc Ed Comp Sci (BUSE), DIP EDU (CUT)
	Feziwe Lindiwe Yvonne Khomo	MTech in IT (MICT)
	Parivash Khalili	MSc; BSc [Cal. State Univ, USA]
	Dr CK Dongwe	PhD (Higher Education) (UKZN); M Ed (Higher Education) (UKZN), B Tech Commercial Administration (TN), ND Commercial Administration (TN).
	Dr PP Mthlane	PhD: Management Sciences (Public Administration); M Tech: Public Management (DUT); BTech: Commercial Administration (DUT); NC: Project Management (DUT)
	Mr ME Matlala	Masters: Information Management (UKZN); Post-Graduate Diploma in Records and Archival Management (UKZN); Bachelor of Information Studies (UL).
	Dr TR Ncube	PhD: Management Sciences, Business Administration (DUT); Post-graduate Diploma in Education (UNISA); Masters' Degree: Management Sciences, Business Administration (DUT); B-Tech: Business Administration (DUT); ND: Small Business Management (DUT).
	Mrs Tish Sewnunam	Mtech(CMA) (DUT), BTECH (IA) (DUT), ND (IA) (DIT)
	Mr Arshad Latiff	BCom (Hons) (UKZN), CA(SA)
	Mr Mcaba Ngeleni Mabhida	Mtech(CMA) (DUT), BTECH (IA) (DUT), ND (IA) (DIT)
Mrs Longane Bhebhe-Mvelase	MCom Acct (MSU), BBA Acct	
Lab Technician	Fundile Houghton-Fire Ncenjana	BTech in IT (WSU)
Secretary	Mrs J McBain	Sec.Cert. (UND)

Department of Finance and Information Management (FIM) is situated at the Riverside and Indumiso Campuses. The IT programmes are offered at the Indumiso campus while the Accounting and BIM programmes are offered at the Riverside Campus. The following programmes are offered in this

department:

<b>Qualification Name</b>	<b>Qualification Code</b>
Diploma in ICT in Business Analysis	DICTBA
Diploma in ICT in Application Development	DICTAD
Higher certificate in information technology	HCINFP
Diploma in Accounting	DIACT I
Diploma in Management Accounting	DMACCI
Diploma in Business and Information Management	DIBSMI
Advanced Diploma in Information Management	ADBINI
Master Of Management Sciences Degree in Administration and Information Management	MMAINI
Doctor of Philosophy in Business and Information Management	DPBINI

## I. INFORMATION TECHNOLOGY (INDUMISO CAMPUS)

The Department Finance and Information Management offers the Information Technology qualification, and the department is situated at the Indumiso Campus, offering the following under-graduate qualifications: -

<b>Qualification Name</b>	<b>Qualification Code</b>
Diploma in ICT in Business Analysis	DICTBA
Diploma in ICT in Application Development	DICTAD
Higher certificate in Information Technology	HCINFP

The general information below pertains to all the ICT programme offerings above.

### **Personal Attributes**

An aptitude for puzzles, mathematics, logic and accuracy characterizes the successful student. If you possess most of these qualities, you should consider a career in ICT.

### **Career Opportunities**

On completion of the qualification, graduates will be able to apply for the following positions: Programmer, Junior Analyst, Programmer/Analyst, Junior Database Administrator, End User Support, Business Analyst and many other related positions. The training offered prepares the student globally, since internationally acceptable software, textbooks, and training methods are used in all programmes.

### **Selection Procedure:**

Meeting the minimum entry requirements does not automatically guarantee acceptance. It depends on the number of applicants and number of places allowed by DUT.

### **Description of the Programme**

A career in ICT is a career path of endless opportunities and diversity. The Diploma in ICT offers the opportunity to work in any industry, anywhere in the world. Careers in the ICT Industry range from highly technical positions such as Software or Web Developers or Systems Analysis. Students wishing to pursue this career path must have the character and perseverance to work in dynamic environments. A basic skill that tends to categorize an ICT specialist is the ability to think and express oneself logically; therefore, students possessing these skills would be ideal candidates for this programme.

## **1.1 Diploma in Information and Communications Technology (ICT): Applications Development**

NQF 6  
SAQA ID: 94697

### **1.1.1 Purpose of qualification**

The purpose of the diploma is to provide a professional, vocational or career focused qualification for the ICT industry. The knowledge emphasizes general principles and applications. Further the diploma will develop learners who can demonstrate focused knowledge and skills to design and produce software products and systems to meet specified needs so that they work reliably, and their production and maintenance is cost effective. This specialization expands the purpose of the qualification by enabling a graduate (diplomat) to conceptualize, design, implement & test application development solutions to address industry related ICT initiatives.

### **Tuition Fees**

To assist you with your planning, the **2021** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

**Please Note:** DUT cannot be held liable for the fees in this brochure as the **2022** fees are not yet final.

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

**Duration:** Min: 3 years; Max: 5 years.

### **1.1.2 Programme Rules**

#### **Unsatisfactory Academic Progress**

General Rules G17 and G19 to G25 apply. In addition, the Department reserves the right to recommend that a student withdraw from a programme due to poor performance.

### **1.1.3 Progression Rules**

#### **Diploma in ICT in Applications Development (DICTAD)**

In addition to General Rules G14, G16, G17 and G21B the student shall pass and accumulate the minimum number of credits at the end of each year as indicated in the table below. This gives the student five years to complete the three-year qualification without intervention. Should a student not achieve the minimum credit indicated in the table below, he/she will not be permitted to register in the subsequent year.

End of Year	Minimum Credits
1	50
2	120
3	200
4	280

A student may not progress to study period 3 (third year) unless they have passed all first-year majors (4), and 2 out of 5 second-

### Interruption of Studies

Should a student interrupt their studies by more than three years the student will be required to provide evidence of appropriate knowledge which will be evaluated by the Department prior to being given permission to re-register. Furthermore, please refer to rule G6B in the DUT General Handbook.

### Final Mark Weighting

The final mark for a module with an examination is calculated as 40% course mark and 60% examination mark. The calculation of the course mark for each module will be indicated within the student guide of each module.

### General Education Module Rules

The General Education modules are compulsory and covers 30% of the total credits of an undergraduate Diploma and Degree Programme.

### 1.1.5 Entry Requirements

In addition to the requirements of the General Rules G7 and G21B, the minimum admission requirement is a National Senior Certificate (NSC) or Senior Certificate (SC) or a National Certificate Vocational (NCV) that is valid for entry into a Diploma and must meet the following minimum requirements:

Compulsory Subjects	NSC Rating	SC		NCV
		HG	SG	
English (Home Language) OR English (1 <sup>st</sup> Additional Language)	3 4	E n/a	C n/a	50% n/a
Mathematics OR Mathematical Literacy	3 6	E n/a	C n/a	50% n/a
Two 20 credit subjects (Life Orientation or more than one additional language is excluded)	3	n/a	n/a	(a) At least 50% in one fundamental subject, in addition to English & Mathematics. (b) At least 60% in three compulsory vocational subjects

**Note:** In addition to the above, the Department of IT can apply selection and ranking criteria based on academic merits and/or work experience before granting admission.

## I.1.6 Diploma in ICT In Applications Development (DICTAD) Modules

Note: \* denotes Major module. Year I (Study Period – I)

Module Code	Module Name	Core; Fundamental; General Education	NQF Level	SAQA Credits	Exam/ CA	Prerequisites [P], Co-Requisites [C], Exposure [E]
ITLS101	Information & Communications Technology Literacy & Skills	[GE] Inst.	5	8	CA	
BSFN101	Business Fundamentals I	[GE] Fac.	5	12	CA	
DEVPI01	Applications Development IA*	[C]	5	12	Exam	
FCSPI01	Fundamentals of Computer Security	[F]	5	8	Exam	
OSYP101	Operating Systems	[F]	5	12	Exam	
ISYT101	Information Systems I*	[C]	5	8	Exam	
MWMP101	Me, My World, My Universe	[GE] Inst.	5	8	CA	
CSTN101	Cornerstone 101	[GE]	5	12	CA	
APDJ102	Applications Development Project I*	[GE] Program	5	12	CA	Applications Development IA [E]; Applications Development IB [C]
DEVPI02	Applications Development IB*	[C]	5	12	Exam	Applications Development IA [E] *
CNTK102	Communications Networks I	[F]	5	16	Exam	

## Year 2 (Study Period – 2)

Module Code	Module Name	Core; Fundamental; General Education	NQF Level	SAQA Credits	Exam/ CA	Prerequisites [P], Co-Requisites [C], Exposure [E]
BSFN201	Business Fundamentals II	[GE] Fac.	6	12	CA	Business Fundamentals I [P]
MCPP201	Mobile Computing IIA	[C]	6	8	Exam	
ISYT201	Information Systems IIA*	[C]	6	8	Exam	Information Systems I [P]
DEVP201	Applications Development IIA*	[C]	6	12	Exam	Applications Development IA [P] Applications Development IB [P]
ITPM201	IT Project Management	[C]	6	12	Exam	
INMT201	Information Management IIA	[C]	6	8	Exam	
CEPP202	Community Engagement Project	[GE] Inst.	6	8	CA	
MCPP202	Mobile Computing IIB	[C]	6	12	Exam	Mobile Computing IIA [E]
ISYT202	Information Systems IIB*	[C]	6	8	Exam	Information Systems IIA [E]
DEVP202	Applications Development IIB*	[C]	6	12	Exam	Applications Development IIA [E]
INMT202	Information Management IIB	[C]	6	8	Exam	Information Management IIA [E]
APDJ201	Applications Development Project II*	[GE] Program	6	12	CA	Applications Development Project I [P] Applications Development IIA [E] Information Systems IIA [E].

## Year 3 (Study Period – 3)

Module Code	Module Name	Core; Fundamental; General Education	NQF Level	SAQA Credits	Exam/ CA	Prerequisites [P], Co-Requisites [C], Exposure [E]
DEVP301	Applications Development IIIA*	[C]	6	12	Exam	Applications Development IIA [P]; Applications Development IIB [P]
ISYT301	Information Systems IIIA*	[C]	6	12	Exam	Information Systems IIA [P]; Information Systems IIB [P]; Applications Development Project II [E]
APDJ301	Applications Development Project IIIA*	[GE] Program	6	12	CA	Applications Development Projects II [P]; Applications Development IIA [P]; Applications Development IIB [P]
HCIP301	Human Computer Interaction	[C]	6	12	Exam	
ITPP301	Theory of ICT Professional Practice III	[GE] Program	6	12	Exam	
ENTS101	Entrepreneurial Spirit	[GE] Fac.	6	12	CA	Business Fundamentals I [P], Business Fundamentals II [P]
DEVP302	Applications Development IIIB*	[C]	6	12	Exam	Applications Development IIIA [E]
ISYT302	Information Systems IIIB*	[C]	6	12	Exam	Information Systems IIIA [E]
APDJ302	Applications Development Project IIIB*	[GE] Program	6	24	CA	Applications Development Project IIIA [E]; Applications Development IIIA [E]

## 1.2 Diploma in Information and Communications Technology (DICTBA): Business Analysis

NQF 6  
SAQA ID 97709

### 1.2.1 Description of the programme

A career in ICT is a career path of endless opportunities and diversity. The Diploma in ICT offers the opportunity to work in any industry, anywhere in the world. Careers in the ICT Industry range from highly technical positions such as Software or Web Developers or Systems Analysis. Students wishing to pursue



this career path must have the character and perseverance to work in dynamic environments. A basic skill that tends to categorize an ICT specialist is the ability to think and express oneself logically; therefore, students possessing these skills would be ideal candidates for this programme.

### **Purpose of qualification**

The purpose of the diploma is to provide a professional, vocational or career focused qualification for the ICT industry. The knowledge emphasizes general principles and applications. Furthermore, the diploma will develop students who can demonstrate focused knowledge and skills in Business Analysis and use Information and Communications Technology (ICT) in industry to solve business problems. Furthermore, they will be able to analyse business environments and create specifications for ICT solutions to facilitate the alignment of IT and business processes.

### **Career Opportunities**

Business Analyst, Information Systems specialist, ICT Manager, Project Manager and Entrepreneur

### **Tuition Fees**

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

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

**Duration:** Min: 3 years; Max: 5 years; Note: \* denotes Major module

## **1.2.2 Programme Rules**

### **ITGI Unsatisfactory Academic Progress**

The DUT General Rules G17\* and G19\* – G25\* apply. In addition, the Department reserves the right to recommend that a student withdraws from a programme due to poor performance.

## **1.2.3 ITD2 Progression Rules**

### **Diploma In ICT in Business Analysis (DICTBA)**

In addition to General Rules G14, G16, G17 and G21B the student shall pass and accumulate the minimum number of credits at the end of each year, as indicated in the table below. This gives the student five years to complete the three-year qualification without intervention. Should a student not achieve the minimum credits indicated in the table below, he/she will not be permitted to register in the subsequent year.

- For a student to be progressed from study period one to study period two the student **must have passed at least two subjects** that belong to study period one.

- For a student to be progressed from study period two to study period three the **student must have passed at least three subjects** that belong to study period two.

END OF YEAR	MINIMUM CREDITS
1	50
2	120
3	200
4	280

For DICTBA: A student will be able to register for third-year modules if they have passed all first-year majors (2), and 2 out of 4 second-year majors.

### **Interruption Of Studies**

Should a student interrupt his/her studies by more than three years the student will be required to provide evidence of appropriate knowledge which will be evaluated by the Department before being permitted to re-register.

### **Assessment Rules - Final Mark Weighting**

The final mark for a module with an examination is calculated as 40 % course mark and 60 % examination mark. The calculation of the course mark for each module will be indicated within the student guide of each module.

### **General Education Module Rules**

The General Education modules are compulsory and cover 30 % of the total credits of an undergraduate Diploma and Degree programme.

### **Minimum Admission Requirements (ICT) DICTBA**

In addition to the requirements of the General Rules G7 and G21B, the minimum admission requirement is a National Senior Certificate (NSC) or Senior Certificate (SC) or a National Certificate Vocational (NCV) that is valid for entry into a Diploma, and must meet the following minimum requirements:

**1.2.4 Entry Requirements: (Diploma in ICT in Applications Development and Diploma in ICT Business Analysis) Selection Procedure:**

Compulsory Subjects	NSC Rating	SC		NCV
		HG	SG	
English (Home Language) OR English (1st Additional Language)	3 4	E n/a	C n/a	50 % n/a
Mathematics OR Mathematical Literacy	3 6	E n/a	C n/a	50 % n/a
Two 20 credit subjects (Life Orientation or more than one additional language is excluded)	3	n/a	n/a	(a) At least 50 % in one fundamental subject, in addition to English & Mathematics. (b) At least 60 % in three compulsory vocational subjects

**Note:** In addition to the above, the Department of IT can apply selection and ranking criteria based on academic merits and/or work experience before granting admission.

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

### 1.2.5 Diploma in ICT In Business Analysis (DICTBA) Modules

Note: \* denotes Major module. **Year I (Study Period – I)**

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam / CA	HEQS F Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]
ICT Literacy and skills	ITLS101	[GE] Inst.	CA	5	8	
Fundamentals of Computer Security	FCSP101	[F]	Exam	5	8	
Applications Development IA	DEVPI01	[C]	Exam	5	12	
Financial Accounting	FACPI02	[C]	Exam	5	12	
Business Fundamentals I	BSFN101	[GE] Inst.	CA	5	12	
Me, My world, My Universe	MWMP101	[GE] Inst.	CA	5	8	
<b>TOTAL</b>						
Law for Life	LFLPI02	[GE] Inst.	CA	5	8	
Cornerstone 101	CSTN101	[GE] Inst.	CA	5	12	
Applications Development IB	DEVPI02	[C]	Exam	5	12	Applications Development IA [E]
Business Information Systems I*	BISPI02	[C]	Exam	5	12	
Business Analysis Project I*	BAPP102	[GE] Program	CA	5	16	
<b>TOTAL</b>						
<b>TOTAL CREDITS SEMESTER I&amp;2</b>					<b>120</b>	

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam/ CA	HEQSF Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]
Business Fundamentals 2	BSFN201	[GE] Fac.	CA	6	12	Business Fundamentals 1 [P]
Applications Development 2A	DEVP201	[C]	Exam	6	12	Applications Development 1A [P] Applications Development 1B [P]
Business Analysis 2A*	BANP201	[C]	Exam	6	8	Financial Accounting 1 [P]
Information Management 2A	INMT201	[C]	Exam	6	8	
Computer Apps in Business and Finance 2	APBF201	[C]	Exam	6	12	
Business Information Systems 2*	BISP201	[C]	Exam	6	8	Business Information Systems 1 [P]
<b>TOTAL</b>						
Theory of Internal Auditing 2	TOIA202	[C]	Exam	6	8	
Business Analysis 2B*	BANP202	[C]	Exam	6	8	Business Analysis 2A [E]
Applications Development 2B	DEVP202	[C]	Exam	6	12	Applications Development 2A [E]
Information Management 2B	INMT202	[C]	Exam	6	8	Information Management 2A [E]
Business Analysis Project 2*	BAPP202	[GE] Program	CA	6	12	Business Analysis Project 1 [P] Business Information Systems 2 [E]
IT Project Management	ITPM201	[C]	Exam	6	12	
<b>TOTAL</b>						
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>					<b>120</b>	

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam/ CA	HEQSF Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]
Business Analysis 3A*	BANP301	[GE] Program	Exam	7	16	Business Analysis 2A [P] Business Analysis 2B [P] Business Analysis Project 2 [E]
Business Information Systems 3A*	BISP301	[C]	Exam	7	16	Business Information Systems 2
Business Analysis Project 3A* *	BAPP301	[GE] Program	CA	6	16	Business Analysis Project 2 [P] Business Analysis IIA [P] Business Analysis IIB [P]
Theory of ICT Professional Practice 3	ITPP301	[C]	Exam	6	12	
<b>TOTAL</b>						
Business Analysis 3B*	BANP302	[GE] Program	Exam	7	16	Business Analysis 3A [E]
Business Analysis Project 3B	BAPP302	[GE] Program	CA	6	20	Business Analysis Project 3A [E] Business Analysis 3A [E]
Entrepreneurial Spirit	ENTS101	[GE] Fac.	CA	6	12	Business Fundamentals 1 [P] Business Fundamentals 2 [P]
Business Information Systems 3B	BISP302	[C]	Exam	7	12	Business Information Systems 3A [E]
<b>TOTAL</b>						
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>					<b>120</b>	

## 1.3 Higher Certificate in Information Technology

NQF 5  
SAQA ID: 98911

### 1.3.1 Purpose of Qualification

The purpose of the higher certificate is to provide a student with basic ICT skills and allow exceptional students access to the diploma qualifications.

In addition to General Rules G7 and G20B, the minimum admission requirement is a National Senior Certificate (NSC) or Senior Certificate (SC) or a National Certificate Vocational (NCV) level 4 pass and must meet the following requirements:

### 1.3.2 Articulation into Diplomas from Higher Certificate IT

Students who complete the Higher Certificate in IT are given the opportunity to apply for articulation into the Diploma in ICT APPLICATION DEVELOPMENT, and the Diploma in ICT BUSINESS ANALYSIS.

For articulation into the Diploma in ICT in Business Analysis (DICTBA), and Diploma in Application Development (DICTAD) from the Higher Certificate Information Technology (HCINFP)

- i. Students must have passed all nine modules in the Higher Certificate in IT (HCINFP) programme at the first attempt in the first year of registration to be considered for articulation into the Diploma in ICT.
- ii. A student must get an overall average mark of 60% and above to qualify to be enrolled into a Diploma programme and each of the students will choose between DICTAD and DICTBA.
- iii.

### 1.3.3 Entry Requirements for The Higher Certificate In Information Technology (IT)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC DIPLOMA ENTRY		SENIOR CERTIFICATE (SC)			NATIONAL CERTIFICATE VOCATIONAL (NCV) LEVEL 4	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	C	50%	50%

**Note:** In addition to the above, the Department of IT can apply selection and ranking criteria based on academic merits and/or work experience before granting admission.

#### Tuition Fees

To assist you with your planning, the **2021** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

**Please Note:** DUT cannot be held liable for the fees in this brochure as the **2022** fees are not yet final.

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

### 1.3.4 Higher Certificate in Information Technology (IT) Modules

Name of Modules	Subject Code	HEQSF Level	SAQA Credits
<b>Semester 1</b>			
Database Administration	DBAPI01	5	12
E-Commerce	ECOMI01	5	12
Web Technology	WEBTI01	5	12
Hardware Support	HDWPI01	5	12
Networking	NTWKI01	5	12
<b>TOTAL</b>			
<b>Semester 2</b>			
Software Support	SWPPI01	5	12
Cornerstone 101	CSTNI01	5	12
Solution Development	SDVLI01	5	12
Web Project	PWEBI01	5	24
<b>TOTAL</b>			
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>120</b>

### 1.3.5 Application

Application must be made to the Central Applications Office before 31 October 2022 to be eligible for admission the following year.

#### Application Forms:

Central Applications Office (CAO)

Private Bag X06

Dalbridge 4014

Tel: (031) 2684444

Fax: (031) 2682244

#### OR

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

**CAO Code:** **PMB:** Dip. ICT (Applications Development) – DU-I-APD  
Dip. ICT (Business Analysis) – DU-I-BUA  
Higher Certificate in IT – DU-I-HIT

**Closing Date for applications:** 31 October 2022

#### For More Information Contact:

Contact the Department of Financial and Information Management

Durban University of Technology, Indumiso Campus

PO Box 101112

Scottsville



# I. ACCOUNTING

The Finance and Information Management department offers 2 Accounting courses as follows:

<b>Programme Name</b>	<b>Programme Code</b>
Diploma in Accounting	DIACTI
Diploma in Management Accounting	DMACCI

## 2.1 Diploma in Accounting: Dip (Accounting)

SAQA ID Number 101909

This is a three-year qualification

### 2.1.1 Programme Information and Rules

•

**The purpose of the qualification is to enable qualifying students to:**

- Ensure that individuals are equipped with the knowledge, theory, and methodology of the disciplines of accounting and the related fields and,
- Enable them to demonstrate initiative and responsibility in a professional or academic context where the application of the principles and theory are emphasized as a basis for entry into the workplace, professional training, further graduate study, or professional practice in a wide range of careers within civil society, in the public or private sectors.
- Graduates will be able to demonstrate focus, knowledge, and proficiencies in the accounting and allied fields.

**Exit Level Outcomes:**

- Apply IFRS and general business principles to a variety of business contexts
- Demonstrate knowledge and an understanding of the underlying principles and concepts relating to financial accounting standards
- Demonstrate knowledge of the general legal framework, and of specific legal areas relating to business including the South African tax system, as applicable, to different forms of business entities including but not limited to, companies, close corporations, partnerships, and sole proprietors.
- Demonstrate knowledge of the use of computerized accounting software and technology resources in organizations.
- Identify the socio-economic needs of society and display cultural sensitivity within organizations for a diverse nation.

## Graduate attributes

Diploma in Accounting aims to achieve all five DUT graduate attributes:

- Critical and creative thinkers who work independently and collaboratively
- Knowledge practitioners
- Effective communicators
- Culturally, environmentally and socially aware within an local and global context
- Active and reflective learners.

### 2.1.2 Minimum Admission Requirements

In addition to the requirements of the General Rules (G7 and G25) the following specific rules shall apply for the Diploma: Accounting, which is a Senior Certificate or equivalent with the following:		<b>Senior certificate Requirements –Senior Certificate or equivalent Qualification</b>	
<b>NSC Requirements</b>			
<b>Compulsory subjects</b>	<b>NSC Rating code</b>	<b>Compulsory subjects</b>	<b>HG</b>
English (home) <b>OR</b>	3	Math <b>OR</b>	E
English (1 <sup>st</sup> additional)	4	Accounting	D
<b>AND</b>			
Math <b>OR</b>	3		
Math Literacy	5		
<b>OR</b> Accounting	4		
<b>AND</b>			
Two credit subjects	3		
<b>OR</b>			
A pass in four subjects of the Accounting Cluster Bridging Course.			
<b>Please note that this requirement represents the minimum requirement and students applying will be ranked according to a points system based on the ranking code in General rule 7.</b>			

## 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, to facilitate the selection of students applying for full-time study.

### Rating Table for National 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

<b>Symbol</b>	<b>Marks</b>	<b>HG</b>	<b>SG</b>
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 of 30 points (old rating table above) based on six subjects is required for a student to be considered for acceptance.

All applicants that meet the above entry requirements would be ranked according to a points system based on the ranking 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.

### **2.1.3 FET Colleges NCV Entrance requirements for Diploma in Accounting**

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

- At least 50% in three fundamental subjects including English
- At least 60% in three compulsory vocational subjects

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

#### **Normal Duration**

- Diploma in Accounting: 3 years full-time or 4 years
- part-time Diploma in Accounting (ECP): 4 years full-time (no part-time)

Maximum time allowed for the completion of qualification (Diploma: Accounting and Extended Curriculum Programme)

The maximum duration is five years of registered study, whether full-time or part-time, see Rule [G17 (2)(c) and rule G21 (b)(3)]. The periods of incomplete study at another institution or the department will be included in the assessment.

### **Suitable Candidate Selection**

All applications must be made via the Central Applications Office (CAO) not later than the stipulated date within the CAO handbook. The contact details of the CAO are on this website: Web: [www.cao.ac.za](http://www.cao.ac.za). Selection will be based on the ranking of applicants who meet the minimum requirements.

### **Registration**

- Registration takes place in January and July each year, however, there is no new intake in July.
- Only students that have been accepted are invited for registration.

## 2.1.4 Programme Structure Diploma in Accounting

<b>STUDY LEVEL 1</b>		
<b>Module name</b>	<b>Module code</b>	<b>Semester</b>
Business calculations	BSNC101	2
Business Fundamentals I	BSFN101	1
Business Information Systems I	BSYS101	1
Commercial law for accountants	CLFA101	2
Cornerstone 101	CSTN101	2
Cost Accounting I	COAC101	1
Financial Accounting IA	FCAA101	1
Financial Accounting IB	FCAB101	2
Introduction to Microeconomics	IMIE101	1
Introduction to Macroeconomics	IMAE101	2
Values in the Workplace	VWKP101	2
<b>STUDY LEVEL 2</b>		
<b>Module name</b>	<b>Module code</b>	<b>Semester</b>
Auditing 2A	ADTA201	1
Auditing 2B	ADTB201	2
Business Fundamentals II	BSFN201	1
Equality and Diversity	EQVD101	2
Cost Accounting 2A	CSAA201	1
Cost Accounting 2B	CSAB201	2
Commercial law 2A	CLLA201	1
Commercial law 2B	CLLB201	2
Financial Accounting 2A	FCAA201	1
Financial Accounting 2B	FCAB201	2
Taxation I	TXON101	2
HIV and communicable diseases in KZN	HIVD101	2
<b>STUDY LEVEL 3</b>		

<b>Module name</b>	<b>Module code</b>	<b>Semester</b>
Advanced law III	AVLW301	1
Auditing III	ADTG301	2
Business Information Systems II	BSYS201	1
Community Engagement Project	CMEPI01	1 (elective)
Financial Accounting 3A	FCAA301	1
Financial Accounting 3B	FCAB301	2
ICT – Innovation and Emerging Technologies	ICTI101	2
Management Accounting 3A	MCCA301	1
Management Accounting 3B	MCCB301	2
Taxation 2A	TXNA201	1
Taxation 2B	TXNB201	2
The Global Environment	GENVI01	1 (elective)

#### 2.1.4 Programme structure of Diploma in Management Accounting

<b>STUDY LEVEL 1</b>		
<b>Module name</b>	<b>Module code</b>	<b>Semester</b>
Business Fundamentals I	BSFN101	1
Business Information Systems I	BUIS101	1
Commercial law for accountants I	CLAW101	2
Cornerstone 101	CSTN101	2
Cost and Management Accounting IA	CMAC101	1
Cost and Management Accounting IB	CMAC102	2
Financial Accounting IA	FCAA101	1
Financial Accounting IB	FCAB101	2
Principles of Microeconomics	PRMO101	1
Principles of Macroeconomics	PRIM201	2
Values in the Workplace	VWKPI01	2
Quantitative Techniques IA	QUTC101	2
<b>STUDY LEVEL 2</b>		

<b>Module name</b>	<b>Module code</b>	<b>Semester</b>
Auditing 2A	ADTA212	1
Auditing 2B	ADTA222	2
Business Fundamentals II	BSFN201	1
Business Information Systems 2	BUIS121	1
Cost and Management Accounting 2A	CMAC211	1
Cost and Management Accounting 2B	CMAC221	2
Commercial law for accountants 2A	CLAW211	1
Commercial law for accountants 2B	CLAW221	2
Financial Accounting 2A	FCAA213	1
Financial Accounting 2B	FCAA223	2
Taxation I	TAXA101	2
Quantitative Techniques 1B	QUTC102	2
<b>STUDY LEVEL 3</b>		
<b>Module name</b>	<b>Module code</b>	<b>Semester</b>
Applied Financial Accounting 3A	AFAC301	1
Applied Financial Accounting 3B	AFAC302	2
Community Engagement Project	CMEP101	1
Corporate Procedures	CRPC301	1
Entrepreneurial Spirit	ENTS302	2
Management Accounting 3A	MCCB312	1
Management Accounting 3B	MCCB322	2
Organisational Management 1A	ORMA301	1
Organisational Management 1B	ORMA302	2
Taxation 2A	TAXA211	1
Taxation 2B	TAXA221	2
The Global Environment	GENV101	2

**Application**

Application must be made to the Central Applications Office before 31 October 2022 to be eligible for admission the following year.

**Application Forms:**

Central Applications Office (CAO)

Private Bag X06

Dalbridge 4014

Tel: (031) 2684444

Fax: (031) 2682244

**OR**

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

<b>CAO Code:</b>	<b>PMB:</b> Diploma in Accounting	(DIACTI) -DUPDAT
	Diploma in Management Accounting	(DMACCI) –DUPMAC

**Closing Date for applications:** 31 October 2022



### 3. BUSINESS AND INFORMATION MANAGEMENT

The Finance and Information Management department offers the following Business Information Management courses:

Programme Name	Programme Code
Diploma in Business and Information Management	DIBSMI
Advanced Diploma in	ADBINI
Master Of Management Sciences Degree in Administration and Information Management	MMAINI
Doctor of Philosophy in Business and Information Management	DPBINI

#### 3.1 Diploma in Business and Information Management

SAQA ID Number 97803

\* This is a three-year qualification

##### 3.1.1 BIM I Minimum Entrance Requirements

In addition to the requirements of the General Rules (G7 and G21B), to register for the three-year Diploma in Business and Information

Compulsory Subjects	NSC Rating	SC		NCV
		HG	SG	
English (Home)	3	E	D	50%
English (First Additional)	4	E	D	50%
	Five 20 credits 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.

Management, a student must meet the following requirements:

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:

- Accounting
- Business Studies
- Economics
- 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 with 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:
  - Pass all first-year modules to progress to study period three
  - The student shall pass the four major modules (Business Principles and Management 1, 2 and Information Management and Technology 1, 2) in the first year to register for third year modules.
  - Student would not be able to attempt higher level modules before completing

the prerequisite lower-level modules

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

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	320

This gives the student five years to complete the three-year qualification without intervention as required within DUT general rules G17\* and G2

#### 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 G1 (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.

#### Work Integrated Learning (Business Information Management Practice)

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

Students are to be able to

- 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 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.
- Assessment methods - Logbook/ individual reflective presentations/ portfolio of evidence, online assessments.
- 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”.

### **Interruption of Studies**

As per G I (5) rules.

### **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

### **Eligibility for Exams**

- 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.
- As per G12 rules

### **Academic Integrity**

Refer to the DUT General Rule.

### **General Education Modules**

- The programme comprises 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

### **General Rules**

- All fundamental and core modules are compulsory.
- 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.

### 3.1.1 Diploma in Business and Information Management (DIBIMI): Programme Structure

YEAR 1 / STUDY PERIOD 1		SEMESTER 1		TOTAL MODULES TO BE REGISTERED	
YEAR 1 / STUDY PERIOD 1		BSPM111 BUSINESS PRINCIPLES AND MANAGEMENT IA	COMPULSORY	6 MODULES	
		COMC101 COMMUNICATION I			
		IMTN111 INFORMATION MANAGEMENT & TECHNOLOGY IA			
		PVLW101 PRIVATE LAW			
		RRAP101 RESEARCH PRACTICES AND PRINCIPLES I			
		BSFN101 BUSINESS FUNDAMENTALS I			Faculty General Education (FGE)
		<b>SEMESTER 2</b>		COMPULSORY	5 MODULES
	BSPM121 BUSINESS PRINCIPLES AND MANAGEMENT IB				
	HREM201 HUMAN RESOURCE MANAGEMENT I				
	IMTN121 INFORMATION MAN & TECHNOLOGY IB				
	PJMA101 PROJECT MANAGEMENT I				
	CSTN101 CORNERSTONE 101	Institutional General Education (IGE)			
YEAR 2 / STUDY PERIOD 2	<b>STUDY PERIOD 3</b>		COMPULSORY	5 MODULES	
		AFPR101 ACCOUNTING AND FINANCIAL PRINCIPLES I			
		BSPM211 BUSINESS PRINCIPLES AND MANAGEMENT II A			
		COMC201 COMMUNICATION II			
		IMTN211 INFORMATION MAN & TECHNOLOGY II A			
		BSFN201 BUSINESS FUNDAMENTALS II	FGE		
		<b>STUDY PERIOD 4</b>		COMPULSORY	5 MODULES (4 Core modules and one elective)
		BSPM221 BUSINESS PRINCIPLES AND MANAGEMENT II B			
		IMTN221 INFORMATION MANAGEMENT & TECHNOLOGY II B			
		PRAP201 RESEARCH PRACTICES AND PRINCIPLES II			
	HREM201 HUMAN RESOURCE MANAGEMENT II	ELECTIVES Select only one			
	LGAP101 LEGAL PRACTICE I				
	PJMA201 PROJECT MANAGEMENT II				
	INSL101 INTRODUCTION TO SIGN LANGUAGE	IGE			
YEAR 3	<b>STUDY PERIOD 5</b>		COMPULSORY	8 MODULES (6 core modules, 1 elective, 1 general education module)	
		AFPR201 ACCOUNTING AND FINANCIAL PRINCIPLES II			
		BSPM311 BUSINESS PRINCIPLES & MANAGEMENT III A			
		IMTN311 INFORMATION MAN & TECHNOLOGY III (A)			
		PRAP301 RESEARCH PRACTICES AND PRINCIPLES III			
		CVYP101 CONVEYANCING PRACTICE			ELECTIVE Choose only one
		HRLM101 HUMAN RELATIONS MANAGEMENT			
		SBSE101 SMALL BUS MAN & ENTREPRENEURSHIP			
		INNV101 INNOVATION AND EMERGING TECHNOLOGIES	FGE		
		CMEP101 COMMUNITY ENGAGEMENT PROJECT	IGE		
	HCDK101 HIV AND COMMUNICABLE DISEASES IN KZN				
YEAR 3	<b>STUDY PERIOD 6</b>		COMPULSORY	3 MODULES	
		BIMP101 BUSINESS & INFORMATION MAN PRAC I			
		BSPM321 BUSINESS PRINCIPLES & MANAGEMENT III B			
		IMT1321 INFORMATION MAN & TECHNOLOGY III B			
<b>TOTAL NO OF MODULES THAT MUST BE COMPLETED TO ACHIEVE THE QUALIFICATION</b>			<b>32 MODULES</b>		

## 3.2 Advanced Diploma in Business and Information Management

SAQA ID Number 110795

\*This is a one-year qualification.

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, knowledge base, methods and applications in Business and Information Management. This will equip students to be specialists and professionals in business and information management and 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.

### Exit Level Outcomes

- Demonstrate detailed knowledge and understanding of various contemporary management tools and principles within the business and information management environment.
- Apply research skills with the purpose of evaluating current technologies, techniques, and business methods in resolving theoretical and practice related problems experienced within the Business and Information Management environment.
- Apply knowledge of accounting and statistical principles and practices and demonstrate skills of managing information effectively.
- Apply discipline specific knowledge, skills, policies and promote ethical behaviour in fostering specific Professional Practice.
- Apply current information management concepts and practices in managing within a business environment using the latest information management software and tools.
- Apply knowledge of Labour and Industrial Relations, Advanced Project Management or Small business development in effectively implementing and managing tasks within the Business and Information Management environment.
- Communicate effectively and efficiently with a range of audiences within an organization, as well as an ability to function effectively within a team to

accomplish a common goal.

### **Graduate attributes**

- Critical and Creative thinkers who work independently and collaboratively
- Graduates work in diverse teams to solve problems through respectful communication, negotiation, and cooperation to effect change.
- Graduates make decisions independently and/or collaboratively and take responsibility for the implications of such decisions.
- Understand how decisions can affect others and make ethically informed choices.

### **Knowledge Practitioners**

- Graduates apply in-depth knowledge in practice, to their own work, as a member or leader in a team and manage projects in multidisciplinary environments.
- Graduates extend their knowledge through research, inquiry and reflection using relevant technology and acknowledging the work ideas of others.

### **Effective Communicators**

- Graduates demonstrate proficiency in ethically communicating and presenting arguments and ideas effectively in oral and written forms to diverse audiences.
- Culturally, Environmentally and Socially aware within a local and global context
- Graduates acknowledge and critically reflect upon personal ethical attitudes, decisions and conduct and act with integrity as part of local, national, global and professional communities.
- Graduates recognise and respect difference and diversity in work and social contexts and practise non-discriminatory attitudes in relation to culture, gender, religion, sexual orientation, identity and ability

### **Active and Reflective Learners**

- Graduates will take active, personal responsibility for their learning to enhance their professional and personal life and career development, while
- Demonstrating initiative and self-motivation in relation to their learning.

### **Minimum Admission Requirements**

In addition to the requirements of the General Rules [Rules G7 and G21 (b)], the minimum entrance requirements are:

- Diploma in Business and Information Management at NQF level 6 Or

- Equivalent Diploma at NQF level 6 Or
- An appropriate Bachelor's Degree.

Suitable Candidate Selection

Applicants will be ranked.

### 3.2.1 Programme Structure

The Advanced Diploma in Business and Information Management is full-time qualification which needs to be completed over a one-year period.

#### Duration of Programme Offerings

The minimum duration for Advanced Diploma in Business and Information Management is one year.

Promotion to a Higher Level/ Progression rules

The student shall pass all modules to complete the qualification.

#### Interruption of Studies

In accordance with Rule G21A (b).

#### Assessment rules

Refer to the General Rules, page 26, **G13 (I) (K)**.

### 3.2.1 Advance Diploma in Business and Information Management Programme Structure

<b>YEAR 1 / STUDY PERIOD 1</b>	<b>SEMESTER 1</b>			<b>TOTAL MODULES TO BE REGISTERED</b>
	ACST401	ACCOUNTING AND STATISTICS	<b>COMPULSORY</b>	<b>4 MODULES</b>
	IMTE401	INFORMATION MANAGEMENT AND TECHNOLOGY 4		
	STME401	STRATEGIC MANAGEMENT		
	TRCM401	TRANSFORMATIONAL AND CHANGE MANAGEMENT		
	<b>SEMESTER 2</b>			
	PROP401	PROFESSIONAL PRACTICE	<b>COMPULSORY</b>	<b>4 MODULES</b>
	REME401	RESEARCH METHODOLOGY		
	APRN401	ADVANCED PROJECT MANAGEMENT		
PJMA101	PROJECT MANAGEMENT I			
	SBUD401 SMALLBUSINESS DEVELOPMENT LIAR401 LABOUR AND INDUSTRIAL RELATIONS LETS401 LEADERSHIP AND SYSTEMS THINKING	<b>ELECTIVE MODULE</b>		



### **3.3 Master of Management Sciences Degree in Administration and Information Management –**

SAQA ID Number 1083

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's in management sciences in Administration and Information Management. The candidates must 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.

This qualification is intended for persons who will contribute, 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.

### **3.4 Doctor of Philosophy in Business and Information Management**

SAQA ID Number 11132

#### **3.4.1 Minimum Admission Requirements**

In addition to the requirements of the General Rules (Rules G7 and G21 (b)), the minimum entrance requirements are:

- Master of Management Sciences in Business and Information Management
- degree or Master of Management Sciences in Administration and Information Management Degree or M-Tech: Commercial Administration degree or
- M-Tech in Office Management and Technology degree or equivalent.

Suitable Candidate Selection

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

### **Programme Structure**

The PhD in Business and Information Management is both full-time and part-time qualification and can be done over three years.

### **Duration of Programme Offerings**

The minimum duration for Doctor of Philosophy in Business and Information Management is three years. The qualification will be offered for the first time in 2020.

### **Promotion to a Higher Level/ Progression rules**

The student shall pass the thesis to be awarded the PhD in Business and Information Management.

### **Interruption of Studies**

In accordance with Rule G21A(b).

### **Assessment rules**

Refer to the General Rules, page 26, G13 (I)(K).

### **Application**

Application must be made to the Central Applications Office before 31 October 2022 to be eligible for admission the following year.

### **Application Forms:**

Central Applications Office (CAO)

Private Bag X06

Dalbridge 4014

Tel: (031) 2684444

Fax: (031) 2682244

### **OR**

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

### **CAO Code:           PMB:**

Diploma in Business and Information Management

(DIBSM1) - DUPBI3

Advanced Diploma in Business Information Management

(ADBINI) – Not on CAO

Master Of Management Sciences Degree in Administration and Information Management

(MMAINI) – Not on CAO

Doctor of Philosophy in Business and Information Management

(DPBINI) – Not on CAO

**Closing Date for applications:** 31 October 2022