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

Accountability

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
Tel No: (033) 845 8862
Fax No: (033) 845 8816
Location of Department: Block A305

All Faculty queries to:
Faculty officer: Mrs Vineta Hornby
Tel No: (033) 845 8818
Fax No: (033) 845 8840
Location of Faculty office: Block D202

Executive Dean: Prof O.O. Olugbara
Tel No: (031) 373 5597
Fax No: (031) 373 5593
Location of Executive Dean’s office: Room no. DD3021, Hotel School Building

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

Office: 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 Mthalane, 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:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>SAQA NLRD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>D: Accounting (replaced ND: Accounting)</td>
<td>101909</td>
</tr>
<tr>
<td>D: Accounting (Extended Curriculum Programme) (replaced ND: Accounting</td>
<td></td>
</tr>
<tr>
<td>(Extended Curriculum Programme)</td>
<td></td>
</tr>
<tr>
<td>ND: Cost and Management Accounting</td>
<td>72220</td>
</tr>
<tr>
<td>ND: Office Management and Technology</td>
<td>72252</td>
</tr>
<tr>
<td>D: Business and Information Management</td>
<td>97803</td>
</tr>
<tr>
<td>BT: Office Management and Technology</td>
<td>72151</td>
</tr>
<tr>
<td>Master of Management Sciences Degree in Administration and Information</td>
<td>1083</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>NSC REQUIREMENTS</th>
<th>SENIOR CERTIFICATE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Subjects</td>
<td>Compulsory Subjects</td>
</tr>
<tr>
<td>English (home) OR English(1st additional)</td>
<td>Maths OR Accounting</td>
</tr>
<tr>
<td>AND Maths</td>
<td>OR</td>
</tr>
<tr>
<td>OR Maths Literacy</td>
<td>OR</td>
</tr>
<tr>
<td>OR Accounting</td>
<td>OR</td>
</tr>
<tr>
<td>AND Three 20 credit subjects</td>
<td>Pass in Maths or Accounting with 30 points or more.</td>
</tr>
<tr>
<td>A Pass in ALL four subjects of the Accounting</td>
<td>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.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Rating Code</th>
<th>Rating</th>
<th>Marks %</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Outstanding achievement</td>
<td>80 — 100</td>
</tr>
<tr>
<td>6</td>
<td>Meritorious achievement</td>
<td>70 — 79</td>
</tr>
<tr>
<td>5</td>
<td>Substantial achievement</td>
<td>60 — 69</td>
</tr>
<tr>
<td>4</td>
<td>Adequate achievement</td>
<td>50 — 59</td>
</tr>
<tr>
<td>3</td>
<td>Moderate achievement</td>
<td>40 — 49</td>
</tr>
<tr>
<td>2</td>
<td>Elementary achievement</td>
<td>30 — 39</td>
</tr>
<tr>
<td>1</td>
<td>Not achieved</td>
<td>0 - 29</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Marks</th>
<th>HG</th>
<th>SG</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80 — 100</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>70 — 79</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>60 — 69</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>D</td>
<td>50 — 59</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>E</td>
<td>40 — 49</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>30 — 39</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>G</td>
<td>0 — 29</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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 rating 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:

<table>
<thead>
<tr>
<th>NSC REQUIREMENTS</th>
<th>SENIOR CERTIFICATE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Subjects</td>
<td>NSC Rating Code</td>
</tr>
<tr>
<td>English (home) OR English(1st additional)</td>
<td>3</td>
</tr>
<tr>
<td>Maths OR Accounting</td>
<td>4</td>
</tr>
<tr>
<td>AND Three 20 credit subjects</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>English (home) OR English(1st additional)</td>
<td>3</td>
</tr>
<tr>
<td>Maths literacy Accounting</td>
<td></td>
</tr>
<tr>
<td>And Accounting</td>
<td></td>
</tr>
<tr>
<td>And Two 20 credits subjects</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**BIM1 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:

<table>
<thead>
<tr>
<th>Compulsory Subjects</th>
<th>NSC Rating</th>
<th>SC</th>
<th>NCV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HG</td>
<td>SG</td>
</tr>
<tr>
<td>English (Home)</td>
<td>3</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>English (First Additional)</td>
<td>4</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIX (6) best subjects, including English and One (1) Additional Language.</td>
<td>SIX (6) best subjects, including English and One (1) additional Language.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Five 20 credit subjects (excluding Life Orientation). Not more than two Languages.</td>
<td></td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>END OF YEAR</th>
<th>MINIMUM CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>90</td>
</tr>
<tr>
<td>2</td>
<td>180</td>
</tr>
<tr>
<td>3</td>
<td>270</td>
</tr>
<tr>
<td>4</td>
<td>360</td>
</tr>
</tbody>
</table>

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 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.

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

1. 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.
# PROGRAMME STRUCTURES

**ND: Accounting (being phased-out) NDACP2**

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## Diploma in Accounting

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C/A = Continuous assessment
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### BTECH: Office Management and Technology BTOMN1

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MASTER OF MANAGEMENT SCIENCES DEGREE IN ADMINISTRATION AND INFORMATION MANAGEMENT MMAIN1

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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 1
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.
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.
**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 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%

**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 1**
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 an 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 1
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.
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.

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 1
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.
3. Evaluation of Software & Hardware.
4. E-Business.
5. In-house training/Consultancy services.
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.
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.
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.

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

LEGAL PRACTICE II (130302922) MODULE 2

2. The Master’s office, its personnel and functions.
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:
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.
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  
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**  
1. Saving and Investment  
   1.1 Budgeting  
   1.2 Saving money  
   1.3 Investments  
   1.4 Banking  
   1.5 Retirement planning  
   1.6 Sources of Finance  
   1.7 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

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