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HANDBOOK

DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INYUNESI YASETHEKWINI YEZOBUHWEPHESHE



INFORMATION &
CORPORATE
MANAGEMENT

HANDBOOK FOR 2023

FACULTY of ACCOUNTING AND INFORMATICS

**DEPARTMENT of INFORMATION and
CORPORATE MANAGEMENT**

PROGRAMMES

Diploma: Business and Information Management

Diploma: Business and Information Management Extended Curriculum programme (4yrs)

Advanced Diploma: Business and Information Management

Postgraduate Diploma: Business and Information Management

Master of Management

Sciences: Administration and Information Management

Doctor of Philosophy in Business and Information Management

DEPARTMENTAL VISION AND MISSION

VISION

A preferred department for developing leadership in business technology and knowledge management.

MISSION

The Department of Information and Corporate Management strives for excellence and sustainability in its contribution to the provision of relevant vocational education and training, research and community engagement in the fields of library/information studies and Business and Information Management to ensure that both the career aspirations of its learners and the regional and national information and corporate management needs of the country are realised.

What is a University of Technology?

A university of technology is characterised 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.

I. CONTACT DETAILS

All departmental queries to:

Secretary of Information and Corporate Management:

Ms Alvinette Sathyanand

Tel No: 031-373 5655

Fax No: 031-3736884

Email: alvinettes@dut.ac.za

Location of Department: Ritson Road Campus

All Faculty queries to:

Faculty officer:

Tel No:

Email:

Mr Lwandile Chiya

Mrs N Singh-Sakichand

031- 373 5152

lwandilec@dut.ac.za

Location of Faculty office:

Executive Dean:

Tel No:

Fax No:

Email:

Location of Executive Dean's
office:

East Wing, Hotel School Building, Ritson Campus

Prof Olugbara

031-3735597

031-373 5593

oludayoo@dut.ac.za

Ritson Campus

2. STAFFING

	Name and Qualification
Head of Department/	Dr SP Moyane (Senior Lecturer) , Doctor of Literature and Philosophy in Information Science (UNISA)
Lecturers	BUSINESS AND INFORMATION MANAGEMENT Dr M Ngibe , Doctor of Philosophy in Business Administration (DUT) Dr T Ramsuraj Doctor of Philosophy in Management Sciences – (DUT) Dr PP Mthlane Doctor of Philosophy in Public Management – Public Administration (DUT) Miss L Bingwa , Master of Management Sciences in administration & Information Management (DUT) Ms E Moodley, (ECP coordinator) Master of Management Sciences in administration & Information Management (DUT) Mrs C Naidoo , Masters of Business Administration (U K Z N) Mrs T Naidoo , M.Tech: Commercial Administration (DUT); Masters in Higher Education (UKZN) Miss T Ndaba , Master of Management Sciences in administration & Information Management (DUT) Mrs R Padiachee , Master of Education (UKZN) Mrs R Reddy , Masters of Business Administration (UKZN) Mrs NS Ross Masters of Business Administration (UKZN)

Technician

Mr Y Naidoo,
Masters in Information Technology (DUT)

Secretary

Ms A Sathyanand,
Bachelor of Technology in Office Management and Technology
(DUT)

3. PROGRAMMES PHASED OUT BY THE DEPARTMENT

Qualification	Code
ND: Office Management and Technology Four Year Extended Curriculum Programme	NDOMFI
ND: Office Management and Technology	NDOMT2
BTECH: Office Management and Technology	BTOMT1

3.1 PROGRAMMES OFFERED BY THE DEPARTMENT

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

Qualification	Code
Diploma: Business and Information Management	DIBIMI
Diploma: Business and Information Management Extended Curriculum Programme (4 yrs)	DIBIFI
Advanced Diploma: Business and Information Management	ADBIMI
Postgraduate Diploma: Business and Information Management	PDBIMI
Master of Management Sciences: Administration and Information Management	MMAIMI
Doctor of Philosophy in Business and Information Management	DPBIMI

4. PROGRAMME INFORMATION AND RULES FOR ENTRANCE REQUIREMENTS

4.1 DIPLOMA: BUSINESS AND INFORMATION MANAGEMENT (DIBIMI)

The minimum duration for the programme is three years of full-time study. There is no part-time study offering.

MINIMUM ENTRANCE REQUIREMENTS

In addition to the requirements of the General Rules (Rule G7 and G21 (b)), an applicant must meet the following requirements:

Subject	NSC rating
English home language (HL)	3
OR English first additional language (FAL)	4
And Mathematics	4

Applicants with Mathematics (3) or Mathematics Literacy (5) will need to have Accounting (4).

Applicants with Senior Certificate

Requirements:

English with a minimum of E (HG) or C (SG)

Mathematics with a minimum of E (HG) or C (SG)

And Accounting with a minimum of a D (HG) or C (SG)

Accounting will not be a requirement for an applicant who holds Mathematics with D, or (higher), on the HG, OR B, or (higher), on the SG

ADMISSION RATING SYSTEM

RATING (FINAL GRADE 12 CERTIFICATE)

SYMBOL	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

Applicants with TVET colleges NCV entrance

Requirements:

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

1. At least 50% in three fundamental subjects including English
2. At least 60% in three compulsory vocational subjects

Applicants will be scored and ranked according to the points system on the ranking code in general rule 7.

4.2 DIPLOMA: BUSINESS AND INFORMATION MANAGEMENT EXTENDED CURRICULUM PROGRAMME (DIBIFI)

In addition to the requirements of the General Rules (Rule G7 and G21(b)), an applicant must meet the following requirements:

Subject	NSC rating
English home language (HL)	3
OR English first additional language (FAL)	4
And Mathematics	4

Applicants with Mathematics (3) or Mathematics Literacy (5) will need to have Accounting (4).

Applicants with Senior Certificate

Requirements:

English with a minimum of E (HG) or C (SG)

Mathematics with a minimum of E (HG) or C (SG)

And Accounting with a minimum of a D (HG) or C (SG)

Accounting will not be a requirement for an applicant who holds Mathematics with D, or (higher), on the HG, OR B, or (higher), on the SG

ADMISSION RATING SYSTEM
RATING (FINAL GRADE 12 CERTIFICATE)

SYMBOL	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

National Certificate (Vocational) Level 4

A level 4 national certificate vocational 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.

4.3 ADVANCED DIPLOMA: BUSINESS AND INFORMATION MANAGEMENT (ADBIMI)

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

ENTRANCE REQUIREMENTS

Diploma in Business and Information Management / Equivalent qualification in a cognate field at NQF level 6.

4.4 POST GRADUATE DIPLOMA: BUSINESS AND INFORMATION MANAGEMENT CODE: PDBIMI

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

ENTRANCE REQUIREMENTS

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

4.5. MASTER OF MANAGEMENT SCIENCES: ADMINISTRATION AND INFORMATION MANAGEMENT (MMAIMI)

The minimum duration for the above programmes is two years of full-time study or three years of part-time study.

ENTRANCE REQUIREMENTS

In addition to Rule G24 of the General Rules of the DUT, the following shall apply:
The candidate must have been awarded an Honours Degree (New HEQSF) or Post Graduate Diploma qualification in the field of Business and Information Management.

4.6 DOCTOR OF PHILOSOPHY IN BUSINESS AND INFORMATION MANAGEMENT (DPBIM)

In addition to the general rule G25 (1), the minimum admission requirement is a Master of Management Sciences in Business and Information Management or equivalent.

Note: In addition to the above, admission requires approval of draft research proposal and availability of a willing and able supervisor within the relevant field.

5. PROGRAMME STRUCTURE

5.1 Diploma: Business and Information Management (DIBIM1)

YEAR 1/ STUDY PERIOD 1	SEMESTER 1			TOTAL MODULES
	BPRM111	BUSINESS PRINCIPLES AND MANAGEMENT IA	COMPULSORY	6 MODULES
	CMON101	COMMUNICATION I		
	IMTG111	INFORMATION MANAGEMENT & TECHNOLOGY IA		
	PVTL101	PRIVATE LAW		
	RSPP101	RESEARCH PRACTICES AND PRINCIPLES I		
	BSFD101	BUSINESS FUNDAMENTALS I	Faculty General Education (FGE)	
SEMESTER 2		COMPULSORY	5 MODULES	
BPRM121	BUSINESS PRINCIPLES AND MANAGEMENT IB			
HMRM101	HUMAN RESOURCE MANAGEMENT I			
IMTG121	INFORMATION MAN & TECHNOLOGY IB			
PJEM101	PROJECT MANAGEMENT I			
CSTN101	CORNERSTONE 101	Institutional General Education (IGE)		
TOTAL NO OF MODULES REQUIRED FOR YEAR 1			11 MODULES	
YEAR 2/ STUDY PERIOD 2	STUDY PERIOD 3		COMPULSORY	5 MODULES
	ACFP101	ACCOUNTING AND FINANCIAL PRINCIPLES I		
	BPRM211	BUSINESS PRINCIPLES AND MANAGEMENT II A		
	CMON201	COMMUNICATION II		
	IMTG211	INFORMATION MAN & TECHNOLOGY II A		
	BSFD201	BUSINESS FUNDAMENTALS II	FGE	
	STUDY PERIOD 4		COMPULSORY	5 MODULES (4 Core modules and one elective)
	BPRM221	BUSINESS PRINCIPLES AND MANAGEMENT II B		
	IMTG221	INFORMATION MANAGEMENT & TECHNOLOGY II B		
	RSPP201	RESEARCH PRACTICES AND PRINCIPLES II		
HMRM201	HUMAN RESOURCE MANAGEMENT II			
LEGP101	LEGAL PRACTICE I	ELECTIVES Select only one		
PJEM201	PROJECT MANAGEMENT II	IGE		
INSL101	INTRODUCTION TO SIGN LANGUAGE			
TOTAL NO OF MODULES REQUIRED FOR YEAR 2			10 MODULES	
YEAR 3/ STUDY PERIOD 3	STUDY PERIOD 5		COMPULSORY	8 MODULES
	ACFP201	ACCOUNTING AND FINANCIAL PRINCIPLES II		
	BPRM311	BUSINESS PRINCIPLES & MANAGEMENT III A		
	IMTG311	INFORMATION MAN & TECHNOLOGY III (A)		

	RSPP301	RESEARCH PRACTICES AND PRINCIPLES III		(6 core modules, 1 elective, 1 general education module)
	CNVP101	CONVEYANCING PRACTICE	ELECTIVE Choose only one	
	HRLM101	HUMAN RELATIONS MANAGEMENT		
	SBME101	SMALL BUS MAN & ENTREPRENEURSHIP		
	INET101	INNOVATION AND EMERGING TECHNOLOGIES	FGE	
	CMEP101	COMMUNITY ENGAGEMENT PROJECT	IGE	
	HCDK101	HIV AND COMMUNICABLE DISEASES IN KZN		
	STUDY PERIOD 6		COMPULSORY	3 MODULES
	BIMP101	BUSINESS & INFORMATION MAN PRAC I		
	BPRM321	BUSINESS PRINCIPLES & MANAGEMENT III B		
	IMTG321	INFORMATION MAN & TECHNOLOGY III B		
	TOTAL NO OF MODULES FOR YEAR 3		11 MODULES	
	TOTAL NO OF MODULES THAT MUST BE COMPLETED TO ACHIEVE THE QUALIFICATION		32 MODULES	

5.2 Diploma: Business and Information Management Extended Curriculum Programme (4 yrs) (DIBIFI)

YEAR 1/ STUDY PERIOD 1	SEMESTER 1		COMPULSORY	6 MODULES
	BIMA101	INFORMATION AND BUSINESS MANAGEMENT 1A		
	SKLA101	SKILLS DEVELOPMENT 1A		
	BPRM111	BUSINESS PRINCIPLES AND MANAGEMENT 1A		
	PVTL101	PRIVATE LAW		
	RSPP101	RESEARCH PRACTICES AND PRINCIPLES I		
	BSFD101	BUSINESS FUNDAMENTALS I	Faculty General Education (FGE)	
	SEMESTER 2		COMPULSORY	6 MODULES
	BPRM121	BUSINESS PRINCIPLES AND MANAGEMENT 1B		
	HMRM101	HUMAN RESOURCE MANAGEMENT I		
BIMB101	INFORMATION AND BUSINESS MANAGEMENT 1B			
SKLB101	SKILLS DEVELOPMENT 1B			
PJEM101	PROJECT MANAGEMENT I			
CSTN101	CORNERSTONE 101	Institutional General Education (IGE)		
YEAR 2/ STUDY PERIOD 2	SEMESTER 1		COMPULSORY	6 MODULES
	BIMA201	INFORMATION AND BUSINESS MANAGEMENT 2A		
	CMON101	COMMUNICATION I		
	IMTG111	INFORMATION MAN & TECHNOLOGY 1A		
	SKLA201	SKILLS DEVELOPMENT 2A		
	BSFD201	BUSINESS FUNDAMENTALS II	Faculty General Education (FGE)	
	CMEP101	COMMUNITY ENGAGEMENT PROJECT	Institutional General Education (IGE)	
	SEMESTER 2		COMPULSORY	6 MODULES (5 Core modules and one elective)
	BIMB201	INFORMATION AND BUSINESS MANAGEMENT 2B		
	SKLB201	SKILLS DEVELOPMENT 2B		
IMTG121	INFORMATION MANAGEMENT & TECHNOLOGY IB			
RSPP201	RESEARCH PRACTICES AND PRINCIPLES II			
HCDK101	HIV AND COMMUNICABLE DISEASES IN KZN	Institutional General Education (IGE)		
HMRM201	HUMAN RESOURCE MANAGEMENT II	ELECTIVES		

	LEGP101 LEGAL PRACTICE I	Select only one	
	PJEM201 PROJECT MANAGEMENT II		
YEAR 3/STUDY PERIOD 3	SEMESTER 1	COMPULSORY	5 MODULES (4 core modules, one elective)
	BPRM211 BUSINESS PRINCIPLES AND MANAGEMENT IIA		
	CMON201 COMMUNICATION II		
	IMTG211 INFORMATION MAN & TECHNOLOGY IIA		
	ACFP101 ACCOUNTING AND FINANCIAL PRINCIPLES I		
	CNVP101 CONVEYANCING PRACTICE		
	HRLM101 HUMAN RELATIONS MANAGEMENT	ELECTIVE Choose only one	
	SBME101 SMALL BUS MAN & ENTREPRENEURSHIP		
	SEMESTER 2	COMPULSORY	3 MODULES
	BPRM221 BUSINESS PRINCIPLES & MANAGEMENT IIB		
IMTG221 INFORMATION MAN & TECHNOLOGY IIB			
INSL101 INTRODUCTION TO SIGN LANGUAGE	Institutional General Education (IGE)		
YEAR 4/STUDY PERIOD 4	SEMESTER 1	COMPULSORY	5 MODULES
	ACFP201 ACCOUNTING AND FINANCIAL PRINCIPLES II		
	BPRM311 BUSINESS PRINCIPLES AND MANAGEMENT IIIA		
	IMTG311 INFORMATION MAN & TECHNOLOGY IIIA		
	RSPP301 RESEARCH PRACTICES AND PRINCIPLES III		
	INET101 INNOVATION & EMERGING TECHNOLOGIES		
	SEMESTER 2	COMPULSORY	3 MODULES
	BIMP101 BUSINESS & INFORMATION MAN PRAC I		
	BPRM321 BUSINESS PRINCIPLES & MANAGEMENT IIIB		
	IMTG321 INFORMATION MAN & TECHNOLOGIES IIIB		
TOTAL NO OF MODULES THAT MUST BE COMPLETED TO ACHIEVE THE QUALIFICATION		40 MODULES	

5.3 Advanced Diploma: Business and Information Management (ADBIMI)

YEAR 1 / STUDY PERIOD 1	SEMESTER 1		COMPULSORY	4 MODULES
	STMA401	STRATEGIC MANAGEMENT		
	TRCH401	TRANSFORMATIONAL AND CHANGE MANAGEMENT		
	IMTA401	INFORMATION MANAGEMENT AND TECHNOLOGY		
	ACCS401	ACCOUNTING AND STATISTICS		
	SEMESTER 2		COMPULSORY	4 MODULES
	LSTM401	LEADERSHIP AND SYSTEMS THINKING MANAGEMENT		
	PRPR401	PROFESSIONAL PRACTICE		
	REMA401	RESEARCH METHODOLOGY	ELECTIVES (SELECT ONLY ONE)	
	LIRE401	LABOUR AND INDUSTRIAL RELATIONS		
APMA401	ADVANCED PROJECT MANAGEMENT			
SBDE401	SMALL BUSINESS DEVELOPMENT			
TOTAL NO OF MODULES THAT MUST BE COMPLETED TO ACHIEVE THE QUALIFICATION			8 MODULES	

5.4 Postgraduate Diploma: Business and Information Management (PDBIMI)

YEAR 1 / STUDY PERIOD 1	SEMESTER 1		COMPULSORY	3 MODULES
	IMTA501	INFORMATION MANAGEMENT AND TECHNOLOGY		
	ORBE501	ORGANISATIONAL BEHAVIOUR		
	RMPR501	RESEARCH METHODS AND PROCEDURES		
	SEMESTER 2		COMPULSORY	3 MODULES
	BCTE501	BUSINESS COMMUNICATION TECHNOLOGY		
	GLBE501	GLOBAL BUSINESS ENVIRONMENT	ELECTIVES (SELECT ONLY ONE OF THE TWO MODULES)	
	BUFI501	BUSINESS FINANCE		
BULA501	BUSINESS LAW			
TOTAL NO OF MODULES THAT MUST BE COMPLETED TO ACHIEVE THE QUALIFICATION			6 MODULES	

5.5 Master of Management Sciences: Administration and Information Management (MMAIMI)

Code MMAIMI	Subjects	Semester/Year	NQF levels	Pre-requisite/Co-requisite
THIS IS A THESIS BASED QUALIFICATION			9	Postgraduate Diploma or Equivalent

5.6 Doctor of Philosophy in Business and Information Management (DPBIMI)

Code DPBIMI	Subjects	Semester/Year	NQF levels	Pre-requisite/Co-requisite
THIS IS A THESIS BASED QUALIFICATION			10	Master of Management Sciences: Administration and Information Management or Equivalent

6. REGISTRATION AND PROGRAMME RULES

6.1 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.

6.2 PROGRESSION RULES

Diploma in Business and Information Management (DIBIMI)

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	90
2	180
3	270
4	360

6.3 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.

6.4 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.

6.5 GENERAL EDUCATION MODULE RULES

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

7. MODULE CONTENT

Module Contents

Programme: Business and Information Management (DIBIMI)

Code

The Core Syllabus Of The Module:

BPRM 111 & BPRM 121

BPRM 111

- The Business environment
- Business in a borderless world
- Administrative management

BPRM 121

- Facilities
- Self-management
- Functions and events management

IMTG 111 & IMTG 121

IMTG 111

- Overview of Information systems in the digital age
- Enterprise Network Infrastructure
- Information Processing

IMTG121

- Machines behind computing
- Computer Security
- Information Processing

RSPP101

1. ACADEMIC WRITING SKILLS

- Library Orientation
- Internet Search (Theory & Practical)
- Literature Search
- Database of Research information (List of references)

- Reading, writing skills and paraphrasing
- Research Ethics – plagiarism
- Referencing
- Report Writing

2. RESEARCH CONCEPTS

- Introduction to Research
- Guidelines for conducting research
- Researching a particular idea or topic
- The importance and need for research/objectives of research
- Inspiration to embark on Life-long Research
- Research Concepts
- Criteria for good research
- Categories of Research
- Research Paradigms
- Types of Research
 - Exploratory
 - Descriptive
 - Analytical
 - Predictive
- Research designs/approaches (Qualitative and Quantitative)
- Stages in the research process

3. RESEARCH METHODOLOGY TECHNIQUES

- Research Instruments
- Data Collection
- Data Analysis
- Practical's (Presentations)
- Overview of Research Methods

- Quantitative and Qualitative Research Methods

4. REFLECTIVE WRITING

- What is good research
- Evaluating your Research Project
- Ethical Issues in Research Writing

PJEM101

- Comprehend and express knowledge of the overview of Project Management
- Utilise knowledge of project management processes in order to analyse and develop projects
- Conduct a feasibility study within the project management environment
- Formulate a project management plan and develop an appropriate project management schedule
- Construct and execute project management integration
- Effectively manage the life cycle of projects

HMRM101

1. INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

- HRM an Overview
- Reasons for the growth in employees
- Human Resources Development
- HRM in today's workplace (changing nature in HRM)
- HR in Practice
- Effective HRM Practices
- Types of Personnel Records
- Generational differences at work
- Macro/Micro context of Human Resources Management
- Enhancing Organisational Environment
- The labour Market Trends
- Globalisation
- Demographics
- Current issues in Human Resources Management
- Human Resources Information systems

2.RECRUITMENT, SELECTION, PLACEMENT & INDUCTION

- 2.1 Organisational Structure
 - Staff Organisational structures
 - Formal & informal structures

2.2 Recruitment

- Factors that influence recruitment
- Sources of recruitment
- Recruitment process

2.3 Selection

- Factors that influence the selection process
- Steps in the selection process
- Selection methods
- The job interview

Letter of appointment and labour contract

2.4 PLACEMENT

- Placement process

2.5 INDUCTION

- Objectives of induction
- Induction programme

3. LABOUR PRACTICES

- Discipline
- Dismissal
- Unfair Labour Practices

- Retrenchment
- Mergers
- Transfers
- Resignation
- Grievance procedures
- Dispute/Conflict

4. HEALTH, SAFETY AND WELFARE

4.1 HEALTH

Physical health in the workplace, measures to deal with aids, alcohol, smoking, drugs, etc

Mental Health

4.2 SAFETY

Accident Prevention; methods to eliminate unsafe working conditions

The Role of Health and Safety Representatives and Safety Committees

Monitoring and evaluation of Health and Safety

PVTL101

- Basic framework of the South African legal system.
- Sources of South African law.
- Subdivisions of law.
- Persons involved in the administration of justice in South Africa.
- General principles of the law of contract.
- The law relating to specific contracts.
- A brief overview of the principles of consumer law in South Africa.
- General principles relating to the law of delict.
- Marriage.
- Introduction to the administration of deceased estates.
- Introduction to the law of trusts.
- Introduction to the Law of property.

CMON101

- Communication Theory:
- Types of Communication, Process of Communication, Audience Analysis and Demographics, Barriers to Communication, Non-Verbal Communication, Intercultural Communication.
- Paragraph Writing, Summarising and
- Report Writing Format
- Business Correspondence Skills..
- Oral Presentation Skills.

ACFP101

1. SAVING AND INVESTMENT

- Budgeting
- Saving money
- Investments
- Banking
- Retirement planning
- Sources of Finance
- Self-employment

1. Real Estate and Mortgages

2. Estate planning

3. Credit and debt management

4. Insurance

5. ACCOUNTING

- Basic Accounting principles and concepts
- Completing source documents
- Recording of elementary transactions in the cash journal, debtors, journal and creditors journal.
- Posting from the cash journals to the general ledger and to the supplementary ledgers

BSFD 101

1. Efficiently manage key aspects of academic life
An introduction to effectively managing time and stress in the academic environment

2. Basic business communication, written and verbal

Introduce business concepts, definitions' and effective business communication by using case studies.

3. Information Literacy

An introduction and application of data sourcing and referencing techniques.

Introduce students to basic computer applications (i.e. Word, Excel and PowerPoint) that are essential in the business environment.

4. Basic Business Finance

Teach calculations that are essential to business.

5. Critical Citizenry in a business environment

Incorporate ethics, cultural tolerance and environmental sustainability within the business environment.

BPRM211 &

1. Identify and analyse different logistic management systems in a business environment.
2. Understand and apply knowledge of legislative controls.
3. Analyse and apply knowledge of constitutional laws.
4. develop and apply knowledge of self-management so as to display professionalism

1. Identify and analyse different logistic management systems in a business environment.

BPRM221

2. Understand and apply knowledge of legislative controls.
3. Analyse and apply knowledge of constitutional laws.
4. Develop and apply knowledge of self-management so as to display professionalism

IMTG211 & IMTG221

IMTG 211

- Personal, legal, Ethical, social and Organisational Issues of Information systems
- Protecting information resources
- Data communication.
- Software Applications/Skills

IMTG 221

- Data communication.
- Emerging trends, technologies and applications.
- Information Processing
- Advanced practice in meetings procedures
- Graphic Communication
- How to interact with members of a small group
- Problem solving
- Organisational Communication Structure
Information flow Motivation, Intercultural communication
- Conflict and conflict management
- Consulting and negotiation skills
- Job applications Interviews

CMON201

HMRM201

1. MANPOWER REQUIREMENTS

Human Resources Planning Process

Factors that influence Human Resources Planning , decision-making and forecast the staffing requirements to coincide with org strategic plans Methods of Human Resource Forecasting. The impact of good Workforce planning ,Key areas of workforce planning

2. RECRUITMENT, SELECTION, PLACEMENT & INDUCTION

2.1 Recruitment

Considerations when drawing up a recruitment policy
Labour market and recruiting issues

2.2 Placement
Placement strategies

2.3 Induction
Induction planning, designing and implementation of the induction programme.
Evaluation of induction programme.

3. LEGISLATIVE REQUIREMENTS RELATED TO HUMAN RESOURCES PRACTICES

Labour Relations Act
Basic Conditions of Employment Act
Occupational Health and Safety Act

Workman's Compensation and Unemployment Insurance Act
Employment Equity Act
Broad Based Black Empowerment Regulations
Skills Development Act & Levy

3.1 EMPLOYEE REPRESENTATIVE UNIONS

3.1.1 Collective Bargaining
Rationale for collective bargaining and Bargaining Councils
Negotiation and Consultation as the vehicles of collective bargaining

3.1.2 Freedom of Association
Union Management Relations
Labour Rights
Strike and lockout

4. COMPENSATION MANAGEMENT

Objectives
Elements
Factors
Pay for knowledge and skills
Performance based pay

Strategies and practices

Employee Benefits

Non mandatory employee benefits
Mandatory Employee benefits
Payroll management

Wage and salary determination
Factors that determine the levels of and differences in compensation
Profit sharing schemes - advantages to employer and staff

5. PERFORMANCE MANAGEMENT

Performance management Process

Coaching and Mentoring
Performance rating techniques
Characteristics of high performance co.

Significance of job evaluation
Methods of job evaluation - quantitative

Job satisfaction

Effective development systems

Motivation

Definition

Theories

Motivation strategies

Groups and motivation

Culture and motivation (Religion in workplace)

LEGP101

- The role of the legal Profession.
- Costs, accounts and accounting practices.
- Legal instruments; wills, affidavits, powers of attorney, underhand agreements.
- Notarial documents.
- South African courts, hierarchy and jurisdiction.
- Criminal law and procedure.
- Civil law and procedure.
- Debt collection in the Magistrates court.
- Administration of deceased estates.

PJEM201

- Project communication and documentation
- Project time management
- Project human resources management and Project Organisation structures
- Project cost management and Project accounts

- Project risk management
- Project control and Quality management
- Bringing your project to a successful conclusion

BSFD201

Module Content:

1. Introduction to research methodology (research terms and concepts e.g. qualitative; quantitative; research ethics; types of research)

- Customer analysis
- Techniques of customer analysis (data collection methods)
- Questionnaires
- Interviews
- Sampling and sampling techniques
- Stages in the research process (including compiling a research proposal and contents of a research report)

2. Environmental Considerations

- The Evolution of Environmental Protection
- Creating Protection Strategies for Sustainable Development
- The role of Ethics in Environmental Sustainable Development
- PEST (Political, economic, social and technological) analysis

3. Business Communication

- Effective Business Writing
- Writing Preparation
- Developing Business Presentations
- Business Plans (8 key elements)
- Negative News and Crisis Communication
- Intercultural and International Business Communication
- Group Communication, Teamwork and Leadership

4. Technology and Society:

- Awareness of basic business technology (Pastel)?
- Societal consequences of technological developments
- Appropriate technologies for business practices
- Current social issues (Energy, Health and Agriculture)
- Forces that shape industry competition

RSPP201

1. Stages in the Research Process

- Identification of a problem
- Variables – Dependent & Independent
- Hypotheses

2. Literature Review

- What is Literature Review?
- Database of Research information
- Why the need for Literature Review?
- How to conduct a Literature Review?

3. Research Designs /Approaches

- Qualitative and Quantitative research
- Applied /Basic
- Deductive/Inductive
- Mixed methods

4. Research Methodology

- Sampling & Populations
- Data Collection Methods and Techniques
- Data Analysis & Interpretation

5. Report Writing

- Plagiarism
- Referencing

ACFP201

- Trial Balance and Final accounts
 - Financial statements
 - Analysis and interpretation of financial statements
 - Subsidiary journals
 - Wages and salaries journals.
 - Fixed Asset Disposal
 - Inventory systems
- Debtors and creditors ledgers and control accounts

BPRM311 & BPRM321

1. Managing a changing environment – Decision-making and Problem-solving
2. Governmental influences on business organisations
3. Performance management
4. Strategic management
5. Manpower requirements

IMTG311 & IMTG321

IMTG111

1. Overview of Information systems in the digital age
2. Enterprise Network Infrastructure

3. Information Processing

IMTG121

1. Machines behind computing
2. Computer Security
3. Information Processing

CMEPI01

- The principles of community engagement.
- Working in groups (being an effective team player) .
- Guidelines for undertaking a community engagement project.
- The community as a main factor in community engagement.
- Skills for community engagement.
- Ethical issues in community engagement.
- Planning a community engagement project.
- Implementing a community engagement project.
- Evaluating a community engagement project.

CNVP101

- Introduction to Conveyancing.
- Property and Conveyancing Law.
- Title deeds, Certificates of Title and Substituted Title Deeds.
- Rules for the preparation of deeds for registration in the Deeds Office.
- The preparation of miscellaneous documents such as affidavits, consents and guarantees.
- The preparation of various deeds and documents in a conveyancing practice for a conventional property transfer.
- The preparation of various deeds and documents in a conveyancing practice for bond registrations and bond cancellations.
- The preparation of various deeds and documents in a conveyancing practice for a sectional title transfer property transfer.
- The preparation of various deeds and documents in various applications found in conveyancing practice.
- The preparation of accounts to the relevant parties involved in and relating to the registration of transfer, creation or cancellation of real rights in immovable property transactions and registrations.

HRLM101

1. Personality development
2. Achieve personal success
3. Relationships within the family

4. Relationships at work and in the country
5. Communication skills and techniques
6. Customer relations management
 - 6.1. Blocks to excellent customer service
 - 6.2 Team building
7. Customer service and strategy
8. Manage your career

SBME101

1. Introduction to Entrepreneurship & Small Business
Management Key success factors of Entrepreneurs
Business Skills
2. Innovation and Entrepreneurship
Business Plan
Finance
Technology and Small Business
3. Alternate Business Ventures
4. Ethics and Social Responsibility relating to Entrepreneurship
The legal environment and entrepreneurship
5. Managing Growth
Exit strategy for your business
6. Marketing
7. Government and entrepreneurial relationships

RSPP301

1. STAGES IN THE RESEARCH PROCESS
 - Overview of the research process
 - Conceptual framework
 - Planning – purposes of research
 - Research instruments
 - Sampling Strategies
2. RESEARCH PROPOSAL STRUCTURE & DESIGN

TESP101

Spirit of Entrepreneurship

Product visioning

- a. processes involved in moving an idea for a new venture from concept through to launch
- b. Turn an idea/dream into a plan

- c. Methodologies? Outcome 2

Operations

- 2. Project Management
 - a. Key concepts relates to outcome 2
 - b. Scheduling and tracking
 - c. components of the project plan/business plan
- 3. Team Management
 - a. Team organization and decision-making
 - b. Role identification and assignment
 - c. Individual and team performance assessment outcome 3
 - d. Reflective Practitioner (lessons learned)

Business and Finance

- 4. Investigating the Business Environment/Architecture
 - a. Business Analysis Techniques
 - b. Nature of enterprises: governmental, non-profit, social enterprise or hybrid organizations
- 5. Financing (Cost and Profit analysis, projected proforma statements, budgets, Working Capital Management and Capital Budgeting) outcome 4
- 6. Marketing (Advertising, Promotions etc)
- 7. Risk Management
 - a. Risk categories including security, safety, market, financial, technology, people, quality, structure and process
 - b. Risk identification
 - c. Risk tolerance (e.g., risk-adverse, risk-neutral, risk-seeking)
 - d. Risk planning
 - e. Risk removal, reduction and control
- 8. Entrepreneurial Case study Analysis (Creativity enhancement)
 - a. A selection of real world, contemporary case studies to showcase failures and successes and reasons thereof
 - b. May include guest speakers
- 9. ICT Enablers (Excel, , social media, M&E commerce)

10. Intellectual property protection
11. Practical skills needed to create a successful small entrepreneurial enterprise : Completion of business plan

EMBEDDED CONTENT:

1. Evidence of Research to support project work
2. An Integrative experience (with students from different disciplines)
3. Communication
4. Design and presentation
5. Team work
6. Writing Skills
7. Inter team reporting skills

INET101

1. Globalization
2. Conversation about the commoditization of IT
3. Technologies that have shaped the electronic world
4. Process of IS innovation
 - Diffusion
 - Innovation cycles
5. Strategic importance of the Web as a platform
 - Web services
 - Collective intelligence
 - Peer-to-peer networking
 - Social networking
6. Web 2.0 tools
 - RSS
 - Podcasts
 - Wikis
 - Blogs
 - Mash-ups
7. Information organization
 - Categorization
 - Taxonomies
 - Tagging
8. Virtual teams
9. Economics of digital goods and services
 - E-commerce distribution

- Wikinomics
10. Search space
 - How search works
 - How search is monetized
 - Internet search engines and strategies
 11. Knowledge management
 12. Future trends
 13. Ethics, legal implications and information security.

BIMPI01

1. Interview skills
2. CV writing
3. Communication and presentation skills
4. Time management skills
5. Writing reflective essays
6. Soft skills
7. Practical training within a business environment

Programme: Advanced Diploma in Business and Information Management(ADBIMI)

Code

The Core Syllabus Of The Module:

SBDE 401

- Understand and identify the different phases of a business from its inception to the final stage.
- The role that government plays in small business development.
- Developing a marketing plan and Business Plan.

PRPR401

- Professional competence capabilities and professional identity formation and development
- Literature on identity formation
- Ethical behaviour, confidentiality,

accountability and Advocacy for the profession

- Policy life cycle.
- Information Management practices.

ACCS401

- Presentation of Financial Statements, incorporating ethics and professional values and conduct.
- Financial accounting reporting documents and group statements.
- Share and JSE listing
- Descriptive statistics (summarising data, measure of central tendency, measure of dispersion).
- Inferential statistics.

IMTA401

1. Current Business driven technologies
 - 1.1 Customer relationship Management
 - 1.2 Supply chain management
 - 1.3 Enterprise resource management
2. Database Management
 - 2.1 Data collection
 - 2.2 Advanced Database using Microsoft Access
 - 2.3 Data verifying and management using MS excel and access
3. Introduction to data analysis (Quantitative and Qualitative)
 - 3.1 Data analysis using Microsoft Excel (Quantitative data)
 - 3.2 Data analysis using SPSS (Quantitative data)

4. Advanced word
5. Current Referencing management systems/tools.

STMA401 (Strategic Management)

- Introduction to Strategic Management (what is strategic management, principles, theories and functions of strategic management)
 - Company Background and analysis –goal-setting for key areas of the business and criteria for effective strategy.
 - Internal and external analysis
 - Strategy Analysis and Choice
 - Strategy Formulation
 - Strategy Implementation
- Strategy Evaluation and Controlling Performance

TRCH401

- Organisational change literature
- Transformation management literature
- Conceptual models on predictors of attitudes to change as well as frameworks on organisational change
- Awareness and importance of attitudes towards change
- Literature on responding to change

LSTM401

- Global and national paradigm shift and leadership
- Systems thinking theories, definitions and principles
- Understanding systemic leadership
- Basic principles of systems thinking applied

REMA401

- to management and leadership
- Research methods and approaches
- Data analysis
- Ethical consideration in Social Research.

APMA401

The core syllabus of the module is:

- Management practices and principles in Project Management
- Project planning, scheduling, implementation and control
- Project accounting and contract management
- Bidding processes for good economic growth, good governance and social progress

LIRE401

The core syllabus of the module is:

- The principles of labour economics.
- The functioning and policy of the labour market in South Africa.
- The development of trade unions and employers' organisations.
- Trends in the trade union movement
- The role of the government in industrial relations
- Relations between management and unions
- Industrial relations as a subsystem of the economic, social and political systems,
- Labour relations theories and perspectives.
- Environmental influences on labour relations, unions: goals, strategies and organisation, management strategy and employer associations, the role of the state, government strategies and the state.

SBDE 401

The core syllabus of the module is:

- I. Understand and identify the different phases of a business from its inception

to the final stage.

2. The role that government plays in small business development.
3. Developing a marketing plan and Business Plan.

Programme: Postgraduate Diploma in Business and Information Management(PDBIMI)

Code

The Core Syllabus Of The Module:

IMTA501

- Information and Communication Technology (ICT)
- Operations Management
- Accounting Information System

RMPR501

- Explain key concepts and terms in research
- Explain the philosophical understanding of research
- Explain key concepts of paradigms of research
- Explain the use of various research methods in given journal papers
- Describe how a particular research strategy will be implemented by producing a detailed research design
- Describe the criteria for high quality research for the different research methods and challenges
- Apply research skills in introductory statistics using statistics tools such as SPSS.
- Apply research skills by doing exercises in qualitative analysis using tools such as Atlas ti.
- Apply proper referencing by using a reference manager tool.
- Compare the different options for research approaches, methodologies and methods in order to be able to choose a combination of these that suit the Informatics research problem.
- Select a coherent set of options
- Argue (justify) why these options have been selected

- Propose a research design including a research plan
- Write the preliminary research methodology section of a research proposal

ORBE501

- Internal and External Environmental Factors (PEST factors)
- Personality traits Power, Authority and Politics.
- Job satisfaction and reward management
- Motivation theories of motivation
- Group Process
- Stereotyping.
- Negotiation
- Approaches to leadership
- Organizational structure

BCTE501

- Principles and theories of business management
- The role of technology in enhancing business communication.
- Business Communication Technology trends
- Perspectives on business and Information Communication Technologies (ICT).
- Integration of information and communication technologies in business
- Analysis of business technology application within a specific business.

GLBE501

- Overview of the Global Business Environment
- Impact of Global Business Environment in the national context.
- Global Economic and Political environment.
- Global Social and Cultural environment.
- Global Technological environment.
- Global Regulatory Tax and Legal Environment.
- Complexity of Global business.

BUFI 501

- Financial management concepts and principles
- Objectives of Financial Management
- Investment Appraisal
- Management of Working Capital
- Sources of Finance
- Performance Appraisal
- Risk and Return
- Case study analysis

BULA 501

1. Law and Society
 - Introduction to western legal theory
 - Classification of law
 - Some basic skills – statute and case reading
2. Foundations of the Constitutional System
 - Common law in South Africa
 - Other legal systems compared
 - Introduction to the South African constitutional system
3. Case Law
 - Court hierarchy in South Africa
 - Introduction to Doctrine of Precedent
1. Legislative Process
 - Parliamentary processes
 - Division of legislative power in a federal system
 - Constitutional restrictions on legislative power
2. Case Analysis and Problem Solving
 - Operation of the Doctrine of Precedent and Court Hierarchy
 - Case analysis skills
 - Statutory Interpretation skills
 - Principles of Statutory Interpretation
3. Introduction to Legal Research & Writing

4. Introduction to writing an academic paper
5. Discussion of citations
6. Introduction to electronic databases

Introduction to Contract Law in South Africa

1. Formation of a Business Contract
 - Intention to Create Legal Relations
 - Agreement
 - Consideration
 - Privity of Contract
 - Terms of a Contract
2. Rescission and Discharge
 - A. Grounds for Rescission:
 - Misleading or Deceptive Conduct
 - Misrepresentation
 - Unconscionability
 - Undue Influence and Duress
 - Mistake and Illegality
 - B. Discharge:
 - for Breach
 - by Frustration
 - by Agreement
3. Remedies
 - Compensation
 - Enforcement
 - Restitution
 - Statutory Remedies

