2019 HANDBOOK
INFORMATION & CORPORATE MANAGEMENT
DEPARTMENT OF
INFORMATION and CORPORATE MANAGEMENT

FACULTY OF ACCOUNTING AND INFORMATICS

Office Management and Technology
Library and Information Studies
Business and Information Management
Programmes
DEPARTMENTAL VISION AND MISSION

VISION
A preferred department for Academic Excellence

MISSION
“Developing Leaders for the Information and Corporate Environment”
Through
- Student – Centred Teaching and Learning
- Research, Innovation and Technology
- Community Engagement

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

Compassion
(We follow the uBuntu philosophy “I am because we are” in engaging stakeholders)

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

What is a University of Technology?
A university of technology is characterised by being research informed 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 O.M.T and BIM:
**Ms Alvinette Sathyanand**
Tel No: 031-373 5655
Fax No: 031-373 6884
Email: alvinettes@dut.ac.za
Location of Department: Ritson Road Campus

Admin Assistant LIS:
**Mr Sanele Zwane**
Tel No: 031-373 6808
Fax No: 086 5508 797
Email: SaneleZI@dut.ac.za
Location of Department: M L Sultan Campus Bee Building.
All Faculty queries to: Ms D Small
Faculty officer: Mrs N Singh-Sakichand
Tel No: 031-373 5418
Fax No to Email: 086 262 6836
Location of Faculty office: East Wing, Hotel School Building, Ritson Campus

Executive Dean: **Prof Olugbara**
Tel No: 031-3735597
Fax No: 031-373 5593
Email: oludayoo@dut.ac.za
Location of Executive Dean’s office: Ritson Campus
2. **STAFFING**

**Head of Department**

Dr SP Moyane,
PHD (UNISA); Masters Information Studies (UKZN); PGCE (UKZN);
BA Honours; Higher Diploma LIS (UNIZULU); BA (Comm Sc) UNIZULU.

**Senior Lecturer**

Dr N Sentoo,
D. ADMIN (UKZN)

**Lecturers**

**OFFICE MANAGEMENT AND TECHNOLOGY and BUSINESS AND INFORMATION MANAGEMENT**

Mrs K Moodley,
ND Business Administration (MLST);
B.Tech Commercial Administration (MLST); MBA (MANCOSA)

Mrs C Naidoo,
MBA (UKZN)
ND Commercial Administration (MLST);
B.Tech Commercial Administration (MLST)

Mrs T Naidoo,
ND: Business Administration (MLST);
B.Tech: Commercial Administration (MLST);
M.Tech: Commercial Administration (DUT);
Masters in Higher Education (UKZN)

Miss T Ndaba,
NHD PSE (MLST); B.Tech Educational Management (MLST);
ABP (Natal Tech); B.TECH: Management (TN)

Mr M Ngibe,
M-Tech Degree Commercial Administration (DUT);
ND Office Management and Technology (DUT)

Mrs U Ramraj,
MBA (UKZN); ND Business Administration (MLST);
B.Tech: Commercial Administration (MLST)

Mrs R Reddy,
MBA (UKZN)
ND Business Administration (MLST);
B.Tech Commercial Administration (MLST)

Mrs N Ross,
MBA (UKZN)
ND Commercial Administration (MLST);
B.Tech Commercial Administration (MLST)

Mrs R Padiachee, B.Ed Honours (Natal), M.Ed (UKZN)

**Lecturers**

**LIBRARY AND INFORMATION STUDIES**

Dr M Rajkoomar PHD (DUT)
Mr M Khomo,
M.Tech (DUT)
Miss A Rajagopaul,
M.Tech (DUT)
Miss P Rakoma, (LIS Co-ordinator)
M.Tech (DUT)

**Technician (OMT & BIM)**

Mr Y Naidoo,
ND: IT (UNISA), B.Tech (IT) (DUT)

**Technician (LIS)**

Miss N G Mjoko,
ND: IT; B.Tech: Business Administration (DUT)
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>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND: Office Management and Technology Four Year Extended Curriculum Programme</td>
<td>NDOMF1</td>
</tr>
<tr>
<td>ND: Office Management and Technology</td>
<td>NDOMT2</td>
</tr>
<tr>
<td>Diploma: Business and Information Management</td>
<td>DIBIM1</td>
</tr>
<tr>
<td>Diploma: Business and Information Management Four Year Extended Curriculum Programme</td>
<td>DIBIFI</td>
</tr>
<tr>
<td>ND: Library and Information Studies Four Year Extended Curriculum Programme</td>
<td>NDLIF2</td>
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<tr>
<td>ND: Library and Information Studies</td>
<td>NDLIS1</td>
</tr>
<tr>
<td>Diploma: Library and Information Studies</td>
<td>DILIS1</td>
</tr>
<tr>
<td>BTECH: Office Management and Technology</td>
<td>BTOMT1</td>
</tr>
<tr>
<td>BTECH: Library and Information Studies</td>
<td>BTLIS1</td>
</tr>
<tr>
<td>Master of Management Sciences in Administration and Information Management</td>
<td>MMAIM1</td>
</tr>
<tr>
<td>Master of Management Sciences in Library and Information Science</td>
<td>MMLIS1</td>
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<tr>
<td>PhD: Library and Information Science</td>
<td>PhdLIS1</td>
</tr>
</tbody>
</table>

4. PROGRAMME INFORMATION AND RULES ENTRANCE REQUIREMENTS
4.1 OFFICE MANAGEMENT AND TECHNOLOGY PROGRAMME (NDOMT2)
ND: Office Management & Technology
The National Diploma in Office Management and Technology
NB: National Diploma will be phased out as from 1st January 2017-31st December 2019. After this date this qualification will no longer be offered at DUT.
Admittance to the programme is based on successful completion of the National Senior Certificate (NSC) with English (Home) 4 OR English (First Additional) 4, and Mathematics 3 or Mathematics Literacy 4 and three 20 credit subjects (not more than one language, excluding Life Orientation).
Please note: This requirement represented the minimum requirement and students applying were ranked according to a points system, based on five (5) subjects.
OR
A Senior Certificate with a minimum of an E symbol on the higher grade or D symbol on the standard grade in English.
In addition, applicants are ranked for acceptance using their five (5) best subjects, including English and an additional language.
PROGRESSION REQUIREMENTS
On completion of the first year of study, learners may proceed to the second year of study if they have passed one subject, being either Information Administration 1 or Business Administration 1 (major subjects). For the third year of study, learners must have passed one subject being either Information Administration 2 or Business Administration 2 (major subjects).

BACHELOR OF TECHNOLOGY: (BTOMT1)

OFFICE MANAGEMENT AND TECHNOLOGY (3304038)
(Offered on a two year part-time or one year full time basis on the Durban/PMB campus)

ENTRANCE REQUIREMENTS
One of the following:
- National Diploma: Business Administration
- National Diploma: Commercial Administration
- National Diploma: Office Management & Technology

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.

4.3 LIBRARY AND INFORMATION STUDIES PROGRAMME ND: LIBRARY AND INFORMATION STUDIES (NDLIS1)
Admittance to the programme is based on successful completion of the National Senior Certificate with English (home) rating code 4 or English (1st additional) rating code 4; Mathematical literacy rating code 4 or Mathematics rating code 3.

OR
A Senior Certificate with a minimum of a D symbol in English on the higher grade. Applicants will be required to undergo a selection test and an interview.

NB: The National Diploma: Library and Information Studies will be phased out as from 1st January 2018 – 31st December 2019. After this date this qualification will no longer be offered at DUT.
B: TECH: LIBRARY AND INFORMATION STUDIES

Entrance into this qualification is a ND: Library and Information Studies or equivalent. This level of study requires the learner to have achieved an average of 60% for three major subjects at the third-level of study, or, alternatively, two years appropriate experience.

MASTER OF MANAGEMENT SCIENCES IN LIBRARY AND INFORMATION SCIENCE

Entrance to this higher qualification is a B.Tech: Library and Information Studies (or NQF Level 8 qualification in the LIS field). The minimum duration of study is one year full-time or two years part-time. Attendance of Masters’ Research Workshops for a Semester is required.

DOCTOR OF PHILOSOPHY IN LIBRARY AND INFORMATION SCIENCE

Entrance to this higher qualification is a MTECH OR MASTERS: Library and Information Studies/Science (or its equivalent). This is an advanced qualification and is based on research with study duration of a minimum of two years full-time. Registration is only completed when the Institution’s Research Committee accepts the research proposal.
PROGRAMME STRUCTURE - OFFICE MANAGEMENT AND TECHNOLOGY

NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY

<table>
<thead>
<tr>
<th>Code</th>
<th>Subjects</th>
<th>*C/O</th>
<th>Year</th>
<th>NQF levels</th>
<th>Pre-requisite/Co-requisite</th>
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</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
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<tr>
<td>IADM101</td>
<td>Information Administration I</td>
<td>C</td>
<td>1</td>
<td>6</td>
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</tr>
<tr>
<td>BADM103</td>
<td>Business Administration I</td>
<td>C</td>
<td>1</td>
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<tr>
<td>PMGT102</td>
<td>Personnel Management I</td>
<td>O</td>
<td>1</td>
<td>6</td>
<td></td>
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<tr>
<td>LPRC102</td>
<td>Legal Practice I</td>
<td>O</td>
<td>1</td>
<td>6</td>
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<tr>
<td>FACC103</td>
<td>Financial Accounting I</td>
<td>O</td>
<td>1</td>
<td>6</td>
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<tr>
<td>CMNC102</td>
<td>Communication I</td>
<td>C</td>
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<tr>
<td>YEAR 2</td>
<td></td>
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<tr>
<td>IADM201</td>
<td>Information Administration II</td>
<td>C</td>
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<td>Information Administration I</td>
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<tr>
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<td>Business Administration II</td>
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<td>PSMN202</td>
<td>Personnel Management II</td>
<td>O</td>
<td>2</td>
<td>6</td>
<td>Personnel Management I</td>
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<tr>
<td>LPRC201</td>
<td>Legal Practice II</td>
<td>O</td>
<td>2</td>
<td>6</td>
<td>Legal Practice I</td>
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<tr>
<td>FACC203</td>
<td>Financial Accounting II</td>
<td>O</td>
<td>2</td>
<td>6</td>
<td>Financial Accounting I</td>
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<tr>
<td>CBAD202</td>
<td>Communication II</td>
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<td>Communication I</td>
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<td>YEAR 3</td>
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<td>IADM301</td>
<td>Information Administration III</td>
<td>C</td>
<td>3</td>
<td>6</td>
<td>Information Administration 2</td>
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<tr>
<td>BADM303</td>
<td>Business Administration III</td>
<td>C</td>
<td>3</td>
<td>6</td>
<td>Business Administration 2</td>
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<tr>
<td>MRCL101</td>
<td>Mercantile Law I</td>
<td>O</td>
<td>3</td>
<td>6</td>
<td>Information Administration 2 &amp; all first year subjects</td>
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<td>PSMN202</td>
<td>Personnel Management II</td>
<td>O</td>
<td>2</td>
<td>6</td>
<td>Personnel Management I</td>
</tr>
<tr>
<td>LPRC201</td>
<td>Legal Practice II</td>
<td>O</td>
<td>2</td>
<td>6</td>
<td>Legal Practice I</td>
</tr>
<tr>
<td>FACC203</td>
<td>Financial Accounting II</td>
<td>O</td>
<td>2</td>
<td>6</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>OMPT101</td>
<td>Office Management &amp; Technology Practice</td>
<td>C</td>
<td>3</td>
<td>6</td>
<td>Information Administration 2 Business Administration 2 A minimum of 8 credits obtained, including either Personnel Management 2 or Legal Practice 2 or Financial Accounting 2</td>
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</tbody>
</table>

C = Compulsory; O = Optional

B.TECH: OFFICE MANAGEMENT AND TECHNOLOGY - FULL-TIME (2 YEARS)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subjects</th>
<th>*C/O</th>
<th>Year</th>
<th>NQF levels</th>
<th>Pre-requisite/Co-requisite</th>
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<tbody>
<tr>
<td>IADM401</td>
<td>Information Administration IV</td>
<td>C</td>
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<tr>
<td>BADM402</td>
<td>Business Administration IV</td>
<td>C</td>
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<tr>
<td>RSCH101</td>
<td>Research Methodology</td>
<td>C</td>
<td>7</td>
<td>7</td>
<td>National Diploma</td>
</tr>
<tr>
<td>LILA101</td>
<td>Labour &amp; Immaterial Law</td>
<td>C</td>
<td>7</td>
<td>7</td>
<td>National Diploma</td>
</tr>
<tr>
<td>OABA102</td>
<td>Office Administration Behavioural Aspects</td>
<td>C</td>
<td>7</td>
<td>7</td>
<td>National Diploma</td>
</tr>
</tbody>
</table>

PROGRESSION REQUIREMENT FROM DIPLOMA TO DEGREE
National Diploma: Office Management and Tech. or equivalent.

B.TECH: OFFICE MANAGEMENT AND TECHNOLOGY - PART-TIME (TWO YEARS)
Information Administration IV, Labour and Immaterial Law and Office Administration: Behavioural Aspects will be offered in the first year of study. Research Methodology and Business Administration IV will be offered in the second year of study.

PROGRESSION REQUIREMENTS
On completion of the first year of study, learners may proceed to the second year of study, if they have passed one subject being either Information Administration IV or Office Administration: Behavioural Aspects.
**MASTER OF MANAGEMENT SCIENCES IN ADMINISTRATION AND INFORMATION MANAGEMENT**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subjects</th>
<th>Semester/Year</th>
<th>NQF levels</th>
<th>Pre-requisite/Co-requisite</th>
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<tbody>
<tr>
<td>MMAIM1</td>
<td>THIS IS A THESIS BASED QUALIFICATION</td>
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<td>9</td>
<td>B.Tech or equivalent</td>
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</table>

**LIBRARY AND INFORMATION STUDIES PROGRAMME - NATIONAL DIPLOMA: LIBRARY AND INFORMATION STUDIES**

Library and Information Studies Programme

<table>
<thead>
<tr>
<th>Code</th>
<th>Subjects</th>
<th>Semester/Year</th>
<th>NQF levels</th>
<th>Pre-requisite</th>
<th>Co-requisite</th>
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<tbody>
<tr>
<td>LFPR 102</td>
<td>Library and Information Practice 1</td>
<td>1</td>
<td>6</td>
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</tr>
<tr>
<td>LTEC 102</td>
<td>Library and Information Technology 1</td>
<td>1</td>
<td>6</td>
<td></td>
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<tr>
<td>IRET 101</td>
<td>Information Retrieval 1</td>
<td>1</td>
<td>6</td>
<td></td>
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<tr>
<td>USST 101</td>
<td>User Studies 1</td>
<td>1</td>
<td>6</td>
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</tr>
<tr>
<td>ECOM 102</td>
<td>End user computing</td>
<td>1</td>
<td>6</td>
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<td>HSTD 101</td>
<td>Human studies</td>
<td>1</td>
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<tr>
<td>ENGS 101</td>
<td>English</td>
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<td>AFFR 101</td>
<td>Afrikaans</td>
<td>1</td>
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<tr>
<td>ISZU 101</td>
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<td>6</td>
<td></td>
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<tr>
<td>LFPR 203</td>
<td>Library &amp; Information Practice 2</td>
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<td>Library and Information Practice 1; Information Retrieval 1</td>
<td>Library and Information Practice 1; Information Retrieval 1 Library and Information</td>
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<td>6</td>
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<td>Library and Information Practice 1; Information Retrieval 1 Library and Information</td>
</tr>
<tr>
<td>IRET 201</td>
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<td>6</td>
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<td>Library and Information Practice 2; Library and Information Technology 2; Information Retrieval 2; End user computing; Human studies; English; Zulu or Afrikaans</td>
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<td>LPRO 102</td>
<td>Library Promotion</td>
<td>2</td>
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<td>USST 101</td>
<td>User studies 2</td>
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<tr>
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<td>Library &amp; Information Practice 3</td>
<td>3</td>
<td>6</td>
<td>Library and Information Practice 1; Information Retrieval 1 Library and Information Technology 1; End user computing; Human studies; English; Zulu or Afrikaans; Psychology in Organizations; Literature Studies; Library Promotion; Library and Information</td>
<td>Library Information Retrieval 3; Library and Information Technology 3 Library and Information Professional Practice 3</td>
</tr>
<tr>
<td>Code</td>
<td>Subjects</td>
<td>Semester/Year</td>
<td>NQF Level</td>
<td>Pre-requisite</td>
<td>Co-requisite</td>
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<tr>
<td>LTEC</td>
<td>Library &amp; Information Technology 3</td>
<td>3</td>
<td>6</td>
<td>Library and Information Practice I; Information Retrieval I; Library and Information Technology I; End user computing; Human studies; English; Zulu or Afrikaans; Psychology in Organizations; Literature Studies; Library Promotion. Library and Information Technology 2; Library and Information Practice 2, Information Retrieval 2</td>
<td>Library and Information Practice 3; Library and Information Technology 3; Information Retrieval 3</td>
</tr>
<tr>
<td>LIPP</td>
<td>Library and Information Professional Practice 3</td>
<td>3</td>
<td>6</td>
<td>Library and Information; Practice I; Information, Retrieval I; Library and Information Technology I; End user Computing; Human studies; English; Zulu or Afrikaans; Psychology in Organizations; Literature Studies; Library Promotion. Have to pass Library and Information Practice 2, Library and Information Technology 2, Information Retrieval 2</td>
<td>Library and Information Practice 3; Library and Information Technology 3; Information Retrieval 3</td>
</tr>
<tr>
<td>IRET</td>
<td>Information Retrieval 3</td>
<td>3</td>
<td>6</td>
<td>Library and Information Practice I; Information Retrieval I; Library and Information; Technology I; End user computing; Human studies; English; Zulu; Afrikaans; Psychology in Organizations; Literature Studies; Library Promotion. Have to pass Library and Information Practice 2, Library and Information Technology 2, Information Retrieval 2</td>
<td>Library and Information Practice 3; Library and Information Technology 3; Library and Information Professional Practice</td>
</tr>
</tbody>
</table>

**B TECH: LIBRARY AND INFORMATION STUDIES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subjects</th>
<th>Semester/Year</th>
<th>NQF levels</th>
<th>Pre-requisite/Co-requisite</th>
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</thead>
<tbody>
<tr>
<td>RMGD 104</td>
<td>Research Methodology</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
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<tr>
<td>IRET 401</td>
<td>Information Retrieval 4</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
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<td>INFM 101</td>
<td>Information Management</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
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<tr>
<td>LFPR 401</td>
<td>Library and Information Practice 4</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
</tr>
<tr>
<td>PCON 101</td>
<td>Preservation and Conservation</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
</tr>
<tr>
<td>CLIP 101</td>
<td>Children Library Practice</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
</tr>
<tr>
<td>LTEC 401</td>
<td>Library and Information Technology 4</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
</tr>
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<td>ISTU 101</td>
<td>Information Studies</td>
<td>4</td>
<td>7</td>
<td>60% pass in two (2) Major subjects in the National Diploma</td>
</tr>
</tbody>
</table>
8. SUBJECT CONTENT

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

SYLLABI for ND: Office Management and Technology (Syllabi subject to change without notice)

SYLLABI for ND: Office Management and Technology (Syllabi subject to change without notice)

BUSINESS ADMINISTRATION I CODE: 040214612 ASSESSMENT: CONTINUOUS

SYLLABI
1. Economic principles.
2. Industrial sectors.
3. Forms of ownership.
4. Financing.
5. Insurance.
6. Post and telecommunication services.
7. The Administrative function.
8. Office procedures and duties.
10. Customer Services/Office Etiquette
11. Inter-Cultural

BUSINESS ADMINISTRATION II CODE: 040214722 ASSESSMENT: CONTINUOUS

SYLLABI
1. Functions of management.
2. Information and office management.
3. Planning: What office work is to be done.
4. Planning: How will the office work be done.
6. Actuating and directing human resources.
7. Control of office activities.
BUSINESS ADMINISTRATION III  

CODE: 040215703  

ASSESSMENT: CONTINUOUS  

SYLLABI

1. Labour Relations  
   1.1 Principles of LRA  
   1.2 New Institutions  
   1.3 Trade Unions  
   1.4 Dismals  
   1.5 Collective Bargaining  
   1.6 Strikes and lockouts  
   1.7 Employment contracts  
2. Small Business Management  
   2.1 Business Environment  
   2.2 Objectives of business  
   2.3 Causes of Business failure  
   2.4 Forms of ownership  
   2.5 Financing a business  
3. Business Plan  
4. Franchising  
5. Research  

COMMUNICATION I  

CODE: 059900512  

NO EXAMINATION: Assessment: 100 % year mark  

SYLLABI  

SECTION A: INTERPERSONAL COMMUNICATION  

4. Perception.  
5. Cross-cultural communication.  
7. Self-awareness.  
8. Listening skills  
9. Conflict resolution in interpersonal relationships  

SECTION B: GENERAL BUSINESS WRITING SKILLS  

1. Article.  
2. Summarising.  
3. Correspondence.  
4. Short forms of communication.  
5. Reports.  
6. Notices, agendas and minutes.  

SECTION C: ORAL COMMUNICATION  

1. Group discussion.  
2. Individual oral presentation.  
3. Formal meetings.
COMMUNICATION II
CODE: 059900622
NO EXAMINATION: ASSESSMENT: 100 % YEAR MARK
SYLLABI
1. Organisational communication.
2. Visual/Graphic communication.
3. Interviewing, consulting and negotiation skills.
4. Problem solving.
5. Small Group communication.
6. Reading skills (scanning, skimming, comprehension, critical analysis).
7. Job application.
8. Translation skills.
9. More advanced practice in:
   9.1 correspondence
   9.2 report writing
   9.3 meeting procedures

FINANCIAL ACCOUNTING I: MODULE 1 CODE: 0401092120
SYLLABI
1. Define and advise the qualitative characteristics of financial information
2. Explain the need for a conceptual framework
3. Record and process basic accounting transactions in the accounting system
4. Prepare financial statements of a sole trader (service and trading businesses) including the Statement of Comprehensive Income, Statement of Financial position and the Statement of Changes in Equity
5. Record and process year-end adjustments
6. Record and process entries relating to trading entities (ie perpetual and periodic methods)
7. Prepare manufacturing statement
8. Record and perform entries required for bank reconciliation

FINANCIAL ACCOUNTING I
MODULE 2 CODE: 0401092120
SYLLABI
1. Prepare financial statements for a sole trader using correct disclosure (Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity and Notes to the financial statements)
2. Record entries and disclose correctly all information relating to Assets and Liabilities
3. Prepare accounting records and financial statements for a partnership (including profit sharing, admission and liquidation)
4. Record the issue of shares for companies
5. Prepare financial statements for close corporations
FINANCIAL ACCOUNTING II (0401093220) (Module 1)
IAS 01 - Presentation of Financial Statements
IAS 01 - Inventories
IAS 18 - Revenue
IAS 10 - Events after the balance sheet
IAS 38 - Intangibles
IAS 37 - Provisions and contingencies

FINANCIAL ACCOUNTING II (0401093220) (Module 2)
IAS 01 - Presentation of Financial Statements
IAS 16 - Property, Plant & Equipment
IAS 36 - Impairments of Assets
IAS 21 - Foreign exchange
IAS 07 - Cash Flow Statements

INFORMATION ADMINISTRATION I CODE: 060205612
ASSESSMENT: CONTINUOUS - FOR PRACTICAL AND THEORETICAL WORK
SYLLABI
1. Introduction to Processing of Information
   1.1 Role of text and data processing in office automation.
   1.2 Flow of information.
   1.3 Systems approach.
   1.4 Hardware and software.
   1.5 Care and maintenance of equipment.
2. Computer Applications
   2.1 Computer literacy.
   2.2 Processing of text.
   2.3 Introduction to data capturing.
3. Practical Assignments

INFORMATION ADMINISTRATION II CODE: 060205722
ASSESSMENT: CONTINUOUS - FOR PRACTICAL AND THEORETICAL WORK
SYLLABI
1. Information Processing Technology: Specific.
2. Assessment of user requirements.
5. Information and Knowledge Management
6. Electronic Communication
7. Practical Assignments
8. Theory Assessments and Presentations
INFORMATION ADMINISTRATION III CODE: 060205803
ASSESSMENT: CONTINUOUS - FOR PRACTICAL AND THEORETICAL WORK
SYLLABUS
1. Management of Information and Technology.
3. Evaluation of Software.
4. Evaluation of Hardware.
5. In-house training/Consultancy services.
6. Networks (including the Internet).
7. Skills Development
10. Practical assignments

OFFICE MANAGEMENT AND TECHNOLOGY PRACTICE (OMPT 101)
A minimum of 360 hours (9 weeks) of training in an appropriate environment is required. Each student is expected to present, in PowerPoint, a reflection of their training experience.

LEGAL PRACTICE I CODE: 130303812
DURATION: 32 weeks
TUITION: Four periods per week
YEAR MARK: Four tests are held during the year. The best three are averaged for the year mark.
EXAMINATION: 1 x 3-hour paper
SYLLABI

Section A:
The law firm:
The role of the private practitioner in the administration of justice; the structure and organisation of a legal practice.
1. The legal profession: Legal practitioners in private practice and the public and private sectors. The role of the legal profession.
2. Attorneys and advocates in private practice. Academic and professional training. The legal format of their practices and personnel structure thereof.
3. The organisation of an attorney's practice. Departmentalisation, office layout, specialisation and word processing, the handling of mail, files and filing systems, telephone techniques and etiquette, accounting procedures that concern the secretary/administrator; the firm's library.
4. The role of the legal secretary/administrator. Duties; the importance of legal ethics; confidentiality; relationship with professionals, staff, clients, officialdom and the public.
Section B
Litigation and collections:
1. Introduction: Brief analysis of the concept of law and the sources and divisions of modern South African law.
3. Tribunals: Labour Court, Court Of Registrar of Patents and Trademarks, Valuations Court, Road Transportation and Liquor Licensing Boards.
4. Officers and officials of the courts: Presiding officers: Judges, Magistrates, Commissioners, Chairmen (Of Boards); Officers of the Registrar, Master of the High Court, Deputy Sheriff; And Clerks and Messengers of the lower courts.

Section C
Legal instruments:
1. Affidavits: Nature of, and examples of when required. Regulations for administration of oaths and affirmations.

Section D:
Basic conveyancing
2. The sequence of events, and preparation of the documentation involved, from deed of alienation to receipt of newly registered title, in a routine transfer of a residential erf between natural persons.
Section E:
Practical lesson units:
Here the student is required, on receipt of relevant instructions, any incoming correspondence, documents, notes, tapes or prescribed forms, to open a file, type and prepare basic documentation and/or conduct routine procedures involved in the following:
1. Legal correspondence;
2. Preparing a statement of Account;
4. Powers of attorney and affidavits;
5. A simple will;
6. A deed of sale, lease, antenuptual contract;
7. Standard documentation for a routine transfer;
8. Various forms of summons: Provisional Sentence, Ordinary, Rent Interdict;
8. A defended civil action;
9. An application for summary judgment;
10. A debt collection matter;
11. Default Judgment in terms of either Rule 12, Section 57 or Section 58.
13. Section 65

LEGAL PRACTICE II CODE: 130303922
This subject comprises two modules, viz.

Legal Practice 201 (1303A7422) CONVEYANCING (LPRC211)
Legal Practice 202 (1303A7522) ADMINISTRATION OF ESTATES (LPRC211)

SEMESTER ONE
Legal Practice 201 (1303A7422) CONVEYANCING

SEMESTER TWO
Legal Practice 202 (1303A7522) ADMINISTRATION OF ESTATES (LPRC221)

Although Legal Practice II comprises two modules, neither is a prerequisite of the other.

EXAMINATION:
Module 1  1 x 3 hours
Module 2  1 x 3 hours

If a student passes the examination in each module, the student is credited with the subject. If a student fails a module but passes the other, the student carries the credit for the module passed until s/he passes the other module whereupon the student is credited with the subject.

SYLLABI
Module 1: Conveyancing
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 specialization 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.

Module 2: Administration of Estates
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; specialization and transfer to beneficiaries and heirs, final requirements.
7. A brief note on intestate and insolvent estates.

MERCANTILE LAW I CODE: 130301012
EXAMINATION: 1 x 3-hour paper
DURATION: 32 weeks
YEAR MARK: Three tests are held during the year.
SYLLABI
SECTION A INTRODUCTION
The purpose of this section is to orientate the students with regard to the Law and give them the necessary background knowledge concerning the origin and administration of Law. Superficial knowledge is required for examination purposes.
CONTENT
The concept Law
Sources or origin of the SA Law, Common Law, judicial precedent, function and purpose of SA Law Reports, Custom.
Divisions 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 divisions is also not expected. The judiciary in South Africa of courts (including special courts), Jurisdiction of courts and the various types of legal practitioners.

**SECTION B PRINCIPLES OF THE LAW OF CONTRACT**
The requirements of a valid contract  Parties to the agreement Void and voidable contracts Obligations subject to time-classes and conditions Forms of breach of contract Remedies for breach of contract Transfer and termination of obligations and personal rights

**SECTION C - LAW CONRACTS OF PURCHASE AND SALE**
The nature and information of the agreement The rights and duties of the seller; remedies for breach the rights and duties of the buyer; remedies for breach Special contracts of the sale; Alienation of Land Act Sale by description and sample; CIF, FOR and FOB sales; Auctions

**SECTION D - CREDIT ACT**
The nature and formation of the agreement Agreements subject to the National Credit Act, as amended Provisions of the National Credit Act, with which the parties must comply The provisions of the Act, directed to the protection of the Credit Provider and Credit Consumer respectively

**SECTION E - LAW OF NEGOTIABLE INSTRUMENTS**
A study of the Bills of Exchange Act, No. 34 of 1964, as amended with reference to various types of negotiable instruments (with particular emphasis on cheques) Parties to negotiable instruments, excluding their liability Formal requirements for negotiable instruments with special reference to cheques The concepts of negotiability and transferability. Limitations on negotiability and transferability of cheques; Protection of bankers.

**SECTION F**

1. **ELECTRONICS COMMUNICATIONS AND TECHNOLOGY ACT**
It is important for students registered for this Diploma to have some knowledge of the law relating to computers. You will appreciate that this is an area of great development.
PERSONNEL MANAGEMENT I CODE: 041104112
EXAMINATION: 1 x 3-hour paper
SYLLABI - Instructional offering objectives:
1. To introduce students to the psychological aspects of individual behaviour and social pro- cesses.
2. To introduce students to the responsibilities of personnel management and the realities of a career in personnel management

CONTENT
Section A: Individual behaviour
1. Individual differences
2. Nature of human abilities
3. Perception
4. Learning
5. Memory
6. Personality
7. Frustration and conflict
8. Stress, alcoholism, drug dependence

Section B: Social processes
1. Attitudes
2. Role theory
3. Conformity
4. Groups
4.1 Group dynamics
4.2 Cohesiveness
5. Social perception

PERSONNEL MANAGEMENT II CODE: 041104222
EXAMINATION: 1 x 3-hour paper
SYLLABI
Instructional offering objectives:
To provide the student with the knowledge, skills and attitudes implied by the functions identified by the syllabus.

CONTENT
1. Introduction to organization 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
B TECH: OFFICE MANAGEMENT AND TECHNOLOGY
ALL SUBJECTS ARE ASSESSED BY CONTINUOUS ASSESSMENT
INFORMATION ADMINISTRATION IV
CODE: 60202006
SYLLABI
MODULE I
Management Responsibilities/Information Systems in Business: Decisions, Surveys, Direction
Business Strategy
Strategic Decision-making Systems and Business Processes the Internet and E-business
Ethics, Information Security and Fraud Defences (Computer Related Fraud: Nature and methods)
Computer Security and Fraud Defences: Risk evaluation, defensive systems
Personal Computer Security: Links, Access Control, Backup, Viruses
Enterprise Architecture: Information, Infrastructure and Application Architecture
Backup and recovery, Disaster Recovery and Information Security
Databases and Data Warehouses
Networks, Telecommunications and Mobile Technology
Globalization

MODULE 2
Decision making, systems modelling and support implementing management decision making
Organizational and social impact of management decision making Organizational Learning
and Creativity
Entrepreneurship and Creativity
Promoting Effective
Communication
Information Richness and Communication
Media Communication Networks
Information Technology and Communication

LABOUR AND IMMATURAL LAW CODE: 130305812
SYLLABI
I. 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 IMATERIAL 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 CODE: 40205906
SYLLABI
1. STRATEGIC MANAGEMENT
1.1 Introduction to Strategic Management
1.2 Environmental considerations
1.3 Environmental analysis
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 Working capital
2.9 Credit policy and current asset management
2.10 Financing decisions
2.10.1 Sources of finance
2.10.2 The cost of capital
RESEARCH METHODOLOGY CODE: 229900012
Term One:  Research basics  Literature review
Term Two:  Statistics  
Research Proposal
Term Three:  Research Report on a mini research

OFFICE ADMINISTRATION: BEHAVIOURAL ASPECTS  CODE: 200700412
SYLLABI

1. THE INDIVIDUAL
   1.1 Foundations of Individual Behaviour
   1.2 Attitudes and Job satisfaction
   1.3 Personality and Values
   1.4 Perception and Individual Decision Making
   1.5 Motivation
   1.6 Emotions and Moods
2. THE GROUP
   2.1 Foundations of Group Behaviour
   2.2 Understanding Work Teams
   2.3 Communication
   2.4 Leadership
   2.5 Power and Politics
   2.6 Conflict and Negotiation
3. THE ORGANISATION
   3.1 Foundations of Organisational Structure
   3.2 Organisational Culture
   3.3 Human Resource Policies and Practices
4 PROJECT MANAGEMENT –An introduction

ND: LIBRARY AND INFORMATION STUDIES:
FIRST YEAR OF STUDY
Library and Information Practice I  LFPR102
General orientation to libraries and information services (information environments)
Orientation to library and information services
Orientation to legislation affecting information provision  Circulation services
General office administration
### LIBRARY AND INFORMATION TECHNOLOGY I  LTEC102
- Introduction to concepts
- Equipment's and formats of recorded information
- Reprographic and office equipment
- Ergonomics
- Office and library safety
- Information Retrieval I
- Orientation and bibliographic control (principles and products)
- Arrangements of materials
- Cataloguing and classification
- (Abridged Dewey decimal classification scheme and Resource Description and Access)
- OPAC searches
- End-user Computing
- Computer types, hardware and software
- Keyboard skills
- Operating systems and environments (DOS and WINDOWS)
- Relevant software packages for word processing, spreadsheet, database, and graphic applications
- Human Studies
- Ways of knowing and the organisation of knowledge
- History and appreciation of art and music
- Orientation to science and technology
- Societal themes: for example, culture, information, knowledge, work ethics, the role of work, and role and function of business in society.
- Communication in English A

**ONE** of the following is an option in place of User Studies I
- Communication in Afrikaans B
- Communication in Zulu A
- Communication in Xhosa A  AFFR101; ISZU103; IXHO101

### SECOND YEAR OF STUDY

### LIBRARY AND INFORMATION PRACTICE II  LFPR203
- The book trade and publishing
- Acquisition and procedures
- Periodical control
- Library administration and other routines

### LIBRARY AND INFORMATION TECHNOLOGY II  LTEC202
- Computer applications in libraries
- Description of network hardware and telecommunications
- On-line (bibliographic) database services
- Issues in LAN maintenance
- Introduction to digital libraries

### INFORMATION RETRIEVAL II  IRET201
- Cataloguing (Resource Description and Access)
- Classification and subject headings (21st Dewey decimal classification, Sears List of Subject Headings)
- Introduction to indexing
LITERATURE STUDIES

History and appreciation of children’s literature
Popular fiction
History and appreciation of African literature and African literature in English
History and appreciation of English literature

PSYCHOLOGY IN ORGANISATIONS

Concepts and developments in organizational behaviour
Personality types and human relations (individual behaviour)
Motivation and Communication
The work situation

LIBRARY PROMOTION

Marketing the library and special services
Outreach activities and special services
Press relations and public relations programmes
Internal and external publications
Material and techniques in library promotion (including exhibitions, art techniques, photography)

SECOND YEAR WORK INTEGRATED LEARNING

A six-week period is completed in a large public library. The six weeks period is completed during July and August and the learning and assessment are described in the Second Year Work Integrated Learning Manual. The learning aim is to familiarise the learner with general library work that serves the needs of a community.

THIRD YEAR OF STUDY

LIBRARY AND INFORMATION PRACTICE III

Introduction to readership
Extension activities and readers’ advisory services Book discussion techniques and reviews
Community analysis — introduction to research methodology Orientation in management techniques and financial control

INFORMATION RETRIEVAL III

Bibliographic techniques
The reference process
Reference sources (advanced)

LIBRARY AND INFORMATION TECHNOLOGY III

Evolution of digital libraries
Strategic planning for the development of a digital library
Fund raising and cost
Technological devices necessary to operate a digital library
Collection and preservation in the library
Retrieval of digital information
The user of the digital information
Copyright and licensing
Promotion of the digital library
PROFESSIONAL LIBRARY AND INFORMATION PROFESSIONAL PRACTICE III (WORK INTEGRATED LEARNING) LIPP301

Two months’ work integrated learning in a recognized library or information service. The two-month period is completed during July and August and the learning and assessment are described in the third year work integrated learning manual. The learning aims to familiarize the student with information work in a wide-range of industries.

National Diploma: Library and Information Studies (Four Years)
First Level of Study
Academic Literacy
English
End-User Computing (Module 1 and 2)
Human Studies
Library and Information Practice 1
Library and Information Principles

Second Level of Study
Afrikaans
Information Retrieval 1
Zulu
Library and Information Studies Principles
Library and Information Technology 1

Third Level of Study
Information Retrieval 11
Literature Studies 1
Library Promotion 1
Library and Information Technology 11
Library and Information Practice 11
FOURTH LEVEL OF STUDY: B.TECH:
LIBRARY AND INFORMATION STUDIES

A student who has achieved an average of 60% for two major subjects in the third-year level of study, or a student with two years relevant work experience may apply for admission to study for the B.Tech. Degree in Library and Information Studies. The following two subjects are compulsory:

LIBRARY AND INFORMATION PRACTICE IV
Organisational theory
Organisational culture
Organisation politics
Personnel management
Strategic management

RESEARCH METHODOLOGY
The research process the research proposal
Data collection techniques Data analysis
The research report
A mini research project

A choice of three instructional offerings from the following:

INFORMATION RETRIEVAL IV
Indexing (process, languages, policy, quality, computers and indexing, internet and indexing,
Indexing multi-media sources, practical indexing)
Abstracting (types, procedure, quality, automatic abstracting, practical abstracting)
Thesaurus construction (purposes and functions, process, practical thesaurus construction)

PRESERVATION AND CONSERVATION
Appreciate the value of documentary heritage. Understand the nature of documentary materials.
Identify the agents that cause deterioration of library and related materials and take appropriate action.
Apply of appropriate methods of storage, handling and preservation of different media.
Apply the techniques of protection, reformatting, repair and maintenance of different media. Manage an effective preservation programme.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
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<tbody>
<tr>
<td>INFORMATION MANAGEMENT</td>
<td>INFMI01</td>
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<tr>
<td>Definition of information</td>
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<tr>
<td>Certain business management determinants and applications of information</td>
<td>An integrated model of information (function) processes</td>
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<td>Resource life-cycle management</td>
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<tr>
<td>Operations and personnel management in the information business</td>
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<td>LIBRARY AND INFORMATION TECHNOLOGY IV</td>
<td>LTEC401</td>
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<tr>
<td>The management of a digital library</td>
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<td>Human resources planning</td>
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<td>Advanced information technology developments and implementations</td>
<td>Interface design</td>
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<td>Database design</td>
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<td>Electronic publishing</td>
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<td>Personalizing the digital library</td>
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<td>Records management</td>
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<td>Digital archives</td>
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<td>Entrepreneurship</td>
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<td>CHILDREN’S LIBRARY PRACTICE</td>
<td>CLIP101</td>
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<td>Child development</td>
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<td>Children’s literature</td>
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<td>Readers’ guidance to children</td>
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<td>Services offered by the children’s library</td>
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<td>Management of the children’s library</td>
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<td>READERSHIP SERVICES TO SEMI-LITERATES</td>
<td>RSLT101</td>
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<tr>
<td>Literature for adult learners</td>
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<td>Literary resources for adult</td>
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<td>Organisation and administration for adult literacy</td>
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<td>Types of library services</td>
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<td>An overview of literacy among adults</td>
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<tr>
<td>Approaches to adult education</td>
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<tr>
<td>PHILOSOPHY OF LIBRARY AND INFORMATION SCIENCE</td>
<td>PLIS101</td>
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<tr>
<td>Orientation of different library philosophers</td>
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<tr>
<td>Influence of certain philosophical perspectives</td>
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<tr>
<td>Integrated theory of library and information science</td>
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8. Diploma in Business and Information Management

I. Diploma in Business and Information Management: Dip (BIM) – SAQA ID NUMBER 97803 – 380 Credits

This is a three year qualification.

The purpose of this qualification is to develop students with specific core knowledge, skills and career training in Business and Information Management who become life-long learners and engaged citizens aspiring to pursue career employment and professional growth both locally and internationally. The student will be competent in administration and business applications programs. The Business and Information Management programme also enables a student to pursue career pathways in administration in the various business environments.

The qualified learner will have the competence to deliver an effective information service in a global environment towards meeting the requirements of clients in a diverse and changing society. Persons achieving this qualification will be able to supervise and manage in various business environments.

The student will be able to:

- Manage themselves, others and all business and management functions within the internal, external and global environment.
- Create and sustain a small business or entrepreneurial enterprise within the global context.
- Create strong and lasting customer relationships with internal and external customers pertaining to service excellence and quality within the business environment.
- To be able to work effectively with others as members of a team, group, organisation and community in being engaged citizens.
- Identify and solve problems and make decisions using critical and creative thinking within the business environment in the fields of Human Resource Management, Project Management and Law.

The Research Practice and Principles module which progresses from first year to third year will enable students to collect, analyse, organise and critically evaluate information. The curriculum is designed to provide students with the ability to understand, research, interpret and implement business and information management principles and practices to help grow the student within the business environment both locally and globally. The design provides for the progression from year one to year three whereby research forms the underpinning principle.

The Entrepreneurship module will enable the student to be competent in developing an idea into a successful business and gain the necessary skills and knowledge base to grow and manage the business venture. Further to this, the Information Management and Technology module equips students with the necessary skills to be competent within the technology driven business environment.

Professional and personal growth outcome is addressed in the Business Principles and Management module, which enables the student to become engaged citizens.

The curriculum has been designed so that students develop a culture of continual learning and develop their full intellectual and human potential. The pedagogy and assessment supports the attainment of the outcomes within the qualification.
Exit Level Outcomes

- Manage themselves, others and all business and management functions within the internal, external and global environment.
- Gain advanced skills and knowledge required for the management of Information and support systems as well as the application of information processing within the business environment.
- Develop, evaluate and manage Human Resource practices and policies as well as build and maintain successful relationships in the home, community and workplace.
- Demonstrate knowledge of philosophy, tools, attitudes and skills in the field of Project Management.
- Gain knowledge of Research concepts, skills and techniques in designing a proposal.
- Gain advanced knowledge, skills and competencies to analyse, interpret and calculate Accounting and Financial problems in the Business and Information field.
- Create and sustain a small business or entrepreneurial enterprise within the global context.

Graduate attributes

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

2. Knowledge Practitioners
   - Graduates have an in-depth knowledge in the field of Business and Information Management, and an ability to apply that knowledge in practice.
   - Graduates apply relevant management principles to their own work, as a member or leader in a team and manage projects in multidisciplinary environments.
   - Graduates extend their knowledge through research, inquiry and reflection using relevant technology and acknowledging the work and ideas of others.

3. Effective Communicators
   - Graduates demonstrate proficiency in communicating and presenting arguments and ideas effectively in oral and written forms and to diverse audiences.
   - Graduates recognise the ethical considerations inherent in using various media for communication.

4. Culturally, Environmentally and Socially aware within a local and global context
   - Graduates acknowledge and critically reflect upon personal ethical attitudes, decisions and conduct and act with integrity as part of local, national, global and professional communities.
   - Graduates recognise and respect difference and diversity in work and social contexts and practise non-discriminatory attitudes in relation to culture, gender, religion, sexual orientation, identity and ability.

5. Active and Reflective Learners
   - Graduates will take active, personal responsibility for their learning to enhance their professional and personal life and career development.
   - Graduates show initiative and self-motivation in relation to their learning.

2 Minimum Admission Requirements
In addition to the requirements of the General Rules (Rules G7 and G21 (b)), the minimum entrance requirement are:

<table>
<thead>
<tr>
<th>Compulsory Subjects</th>
<th>NSC Rating</th>
<th>SC HG</th>
<th>SC SG</th>
<th>NCV</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (Home) or</td>
<td></td>
<td>E</td>
<td>D</td>
<td>50%</td>
</tr>
<tr>
<td>English (First Additional)</td>
<td></td>
<td>E</td>
<td>D</td>
<td>50%</td>
</tr>
<tr>
<td>Four other 20 credit subjects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(excluding Life Orientation)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not more than two Languages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIX (6) best subjects, including</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English and One additional Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIX (6) best subjects, including</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English and One, including</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One additional Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(i) At least 50 % in three fundamental subjects, including English; and
(ii) At least 60 % in three compulsory vocational subjects.

3. Suitable Candidate Selection
All applicants must apply through the Central Applications Office (CAO). Selection will be based on the ranking of applicants who meet the minimum requirements. Preference will be given to applicants with the following subjects:
- Accounting
- Business Studies
- Economics
- Computer Related Subjects

4. Programme Structure
- The Diploma in Business and Information Management is a full time qualification and can be done over three years.
  The table below shows the structure of the curriculum.

<table>
<thead>
<tr>
<th>Diploma in Business and Information Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of subject</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>YEAR 1 Semester 1</td>
</tr>
<tr>
<td>Business Principles and Management IA</td>
</tr>
<tr>
<td>Information Management and Technology IA</td>
</tr>
<tr>
<td>Communication I</td>
</tr>
<tr>
<td>Private Law I</td>
</tr>
<tr>
<td>Research Practices and Principles I</td>
</tr>
<tr>
<td>Name of subject</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td><strong>YEAR 1 Semester 2</strong></td>
</tr>
<tr>
<td>Business Principles and Management 1B</td>
</tr>
<tr>
<td>Information Management and Technology 1B</td>
</tr>
<tr>
<td>Human Resource Management 1</td>
</tr>
<tr>
<td>Project Management 1</td>
</tr>
<tr>
<td>Cornerstone (IGE)</td>
</tr>
<tr>
<td><strong>YEAR 2 Semester 1</strong></td>
</tr>
<tr>
<td>Business Principles and Management 2A</td>
</tr>
<tr>
<td>Information Management and Technology 2A</td>
</tr>
<tr>
<td>Communication 2</td>
</tr>
<tr>
<td>Accounting and Financial Principles 1</td>
</tr>
<tr>
<td>Business Fundamentals 2 (FGE)</td>
</tr>
<tr>
<td><strong>YEAR 2 Semester 2</strong></td>
</tr>
<tr>
<td>Business Principles and Management 2B</td>
</tr>
<tr>
<td>Information Management and Technology 2B</td>
</tr>
<tr>
<td>Legal Practice 1 OR Human Resource Management 2 OR Project Management 2</td>
</tr>
<tr>
<td>Research Practices and Principles 2</td>
</tr>
<tr>
<td>HIV and Communicable Disease (IGE)</td>
</tr>
<tr>
<td>Name of subject</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Introduction to Sign Language (IGE)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3 Semester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Principles and Management 3A</strong></td>
<td>BPRM311</td>
</tr>
<tr>
<td><strong>Information Management and Technology 3A</strong></td>
<td>IMTG311</td>
</tr>
<tr>
<td><strong>Conveyancing Practice OR Human Relations Management OR Small Business Management and Entrepreneurship</strong></td>
<td>CNP101</td>
</tr>
<tr>
<td></td>
<td>HRLM101</td>
</tr>
<tr>
<td></td>
<td>SBME101</td>
</tr>
<tr>
<td><strong>Research Practices and Principles 3</strong></td>
<td>RSPP301</td>
</tr>
<tr>
<td><strong>Community Engagement Project (IGE)</strong></td>
<td>CMEP101</td>
</tr>
<tr>
<td><strong>Accounting and Financial Principles 2</strong></td>
<td>ACFP201</td>
</tr>
<tr>
<td><strong>The Entrepreneurship Spirit (FGE) OR ICT Innovation and Emerging Technologies (FGE)</strong></td>
<td>TESP101</td>
</tr>
<tr>
<td></td>
<td>INET101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3 Semester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Principles and Management 3B</strong></td>
<td>BPRM321</td>
</tr>
<tr>
<td><strong>Information Management and Technology 3B</strong></td>
<td>IMTG321</td>
</tr>
<tr>
<td><strong>Business and Information Management Practice</strong></td>
<td>BIMP101</td>
</tr>
</tbody>
</table>

Total credits for Graduation (minimum): 380
C = Compulsory; E = Elective; **Subjects without NO for exams are “Continuously Evaluated”

5. Duration of Programme Offerings
• The minimum duration for Diploma in Business and Information Management is three years.

6. 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:
  (a) Pass all 1st Year modules to progress to study period 6.
  (b) 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 progress to third Year – Semester 2 modules.
• A Minimum Progression rule (Readily available on the ITS):

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

<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>

7. Unsatisfactory Academic Progress
• Students who do not meet the progression rules listed above, will be regarded as having Unsatisfactory Academic Progress.
• 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:

8. Work Integrated Learning
• The Diploma in Business and Information Management have Work-Integrated Learning (WIL).
• The work-integrated learning takes place at third year level. The duration is four month (200 hours).
• The credit value is 20.
• Expected learning outcomes:
The student should be able to
  • actively involve themselves in the training and reflect on the experience at the workplace;
  • Possess and use analytical skills, cognitive and problem solving skills to conceptualize the experience at the workplace.
  • Demonstrate decision making and problem solving skills in order to creatively use the new ideas gained from the experience.
  • Effectively work within a team and demonstrate interpersonal skills in the workplace within the BIM environment.
  • Organise and manage oneself and one’s activities responsibly and effectively in an ethical and professional manner.
  • communicate effectively using visual, basic mathematical and/or language skills in the modes of oral and/or written persuasion;
8

- Use technology responsibly, effectively and critically, showing responsibility towards the environment.
- Assessment methods - Logbook/ individual reflective presentations/ portfolio of evidence, online assessments.
- Monitoring procedures - Site visits/ supervisors report/ student reports.

9. **Interruption of Studies**
   - Rule G1(5) applies to registration in an instructional programme. If, for whatever reason, the student does not register consecutively for every year/ semester of his/ her programme, the existing registration contract with the Institution will cease. Any re-admission will be at the discretion of the Institution and, if permitted, will be in accordance with the rules applicable at the time of re-admission.

10. **Assessment rules**
    - Refer to the General Rules, G13 (k) – Assessment

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

12. **Academic Integrity**
    - Refer to General Rule G13 (1) (o) and (p).

13. **General Education Modules**
    Stand-alone General Education modules will comprise of:
    - Cornerstone 101
    - 3 Electives General Educational modules
    - 2 Compulsory Faculty General Education modules
    - 1 Elective Faculty General Education modules

14. **General Department Rules**
    - All fundamental and core modules are compulsory.
    - Students must complete their four month Work Integrated Learning in Study period 6.

9. **Diploma in Library and Information Studies**

   **Diploma in Library and Information Studies SAQA ID Number 72248 (SAQA Credit Value – 380 Credits)**

   This is a three year qualification. The Diploma in Library and Information Studies replaces the existing qualification (National Diploma in Library and Information Studies). The programme belongs to the Department of Information and Corporate Management and will therefore be managed by the Department of Information and Corporate Management. This qualification has been designed in line with the technological developments and new trends in bibliographic control and metadata developments in terms of tools and current practices in the Library and Information Science/Studies (LIS) sector.

   Persons achieving this qualification will be competent at applying information organisation, information retrieval and information dissemination strategies effectively and consistently in the process of providing an information service to a general user population. This qualification is intended for persons who will work in the information and knowledge environment. Persons achieving this qualification will be able to manipulate information and knowledge using various strategies and technologies to empower users and to address their needs. Employment opportunities for persons with such skills exist in the wide variety of information and knowledge environments within corporate and public organisations.

   **On completion of the Diploma the student will be able to:**
• Communicate effectively within the evolving context of the library and information field.
• Apply information organisation in a professional and competent manner.
• Apply information retrieval and information dissemination strategies effectively and consistently in
  the process of managing the provision of an information service in response to a specific user
  population’s needs.

The graduate should have proficiency and competencies, including:
• Knowledgeable practitioners
• Effective communicators
• Critical and creative thinkers who work independently and collaboratively
• Culturally, environmentally and socially aware within a local and global context

2. **Minimum Admission Requirements**
In addition to the requirements of G7, and G21B the minimum entrance requirements are:

<table>
<thead>
<tr>
<th>Compulsory Subjects</th>
<th>NSC Rating</th>
<th>SC</th>
<th>NCV Rating</th>
<th>SC</th>
<th>NCV</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Home language</td>
<td>3</td>
<td>D</td>
<td>C</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>English First Additional</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>E</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematical Literacy</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Rating</th>
<th>SC</th>
<th>NCV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HG</td>
<td>SG</td>
<td></td>
</tr>
<tr>
<td>At least 50% in three fundamental subjects including English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 60% in three compulsory vocational subjects</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

In addition to the above requirements, students will be accepted upon passing a selection test and interview.

3. **Suitable Candidate Selection**
All applications must apply through the Central Applications Office (CAO).

Ranking will be based on the students that have passed the selection test and an interview.
The nature of the profession demands that the graduate be suited to work in the library and information environment. Relying solely on the ranking system will not allow the Programme to recruit the kind of students that are inclined to the library and information environment. The test used for selection is a comprehension test, an interest profile questionnaire and a one-on-one with an academic. The interest profile and interview give appropriate students that will best fit the LIS profession.

3. **Registration**
Prospective students must apply through the Central Applications Office (CAO).

4. **Programme Structure**
• The Diploma in Library and Information Studies is a full time qualification and is over three years.
The table below shows the structure of the curriculum.

<table>
<thead>
<tr>
<th>Name of subject</th>
<th>Subject Code</th>
<th>Stud Level</th>
<th>HEQS Level</th>
<th>Modul e Credits</th>
<th>C/E</th>
<th>Pre-Req.</th>
<th>Co-Req</th>
<th>Exam*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library and Information</td>
<td>LFPR101</td>
<td>SPI</td>
<td>5</td>
<td>16</td>
<td>C</td>
<td>Nil</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of subject</td>
<td>Subject Code</td>
<td>Study Level</td>
<td>HEQSF Level</td>
<td>Module Credits</td>
<td>C/E*</td>
<td>Pre-Req.</td>
<td>Co-Req</td>
<td>Exam**</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
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</tr>
<tr>
<td>Library and Information Practice 2</td>
<td>LFPR201</td>
<td>SP3</td>
<td>6</td>
<td>12</td>
<td>C</td>
<td>Library and Information Practice 1; Information and Communication 1 AND Organisation of Information 1A &amp; 1B</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Information and Communications Technology 2A</td>
<td>ICTA201</td>
<td>SP3</td>
<td>6</td>
<td>12</td>
<td>C</td>
<td>Library and Information Practice 1; Information and Communication Technology 1 AND Organisation of Information 1A &amp; 1B</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Organisation and Representation of Information 2A</td>
<td>ORIA201</td>
<td>SP3</td>
<td>6</td>
<td>12</td>
<td>C</td>
<td>Library and Information Practice 1; Organisation and Representation of Information 1 AND Organisation of Information 1A &amp; 1B</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>User Studies</td>
<td>USRS101</td>
<td>SP3</td>
<td>6</td>
<td>16</td>
<td>C</td>
<td>Nil</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Business Fundamentals 2</td>
<td>BSFD201</td>
<td>3</td>
<td>6</td>
<td>12</td>
<td>C</td>
<td>Business Fundamental 1</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Library and Information</td>
<td>LPPA101</td>
<td>SP3</td>
<td>6</td>
<td>16</td>
<td>C</td>
<td>Library and Information</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Name of subject</td>
<td>Subject Code</td>
<td>Study Level</td>
<td>HEQSF Level</td>
<td>Module Credits</td>
<td>C/E*</td>
<td>Pre-Req.</td>
<td>Co-Req</td>
<td>Exam**</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
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<td>--------</td>
</tr>
<tr>
<td>Library and Information Practice 3A</td>
<td>LIPA301</td>
<td>SP5</td>
<td>7</td>
<td>16</td>
<td>C</td>
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<td>Yes</td>
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<tr>
<td>Library and Information Practice 1A</td>
<td>ORIB201</td>
<td>SP4</td>
<td>6</td>
<td>8</td>
<td>C</td>
<td>Nil</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Organisation and Representation of Information 1A &amp; 1B</td>
<td>ORIB201</td>
<td>SP4</td>
<td>6</td>
<td>8</td>
<td>C</td>
<td>Nil</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Information and Communications Technology 2B</td>
<td>ICTB201</td>
<td>SP4</td>
<td>6</td>
<td>8</td>
<td>C</td>
<td>Nil</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Library Marketing and Promotion</td>
<td>LMKP101</td>
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<td>6</td>
<td>12</td>
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<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Library and Information Professional Practice 1B</td>
<td>LPPB101</td>
<td>SP4</td>
<td>6</td>
<td>12</td>
<td>C</td>
<td>Library and Information Professional Practice 1A; Library and Information Practice 1; Organisation and Representation of Information 1A &amp; 1B; Information and Communications Technology 1</td>
<td>Nil</td>
<td>No</td>
</tr>
<tr>
<td>Organisation and Social Psychology</td>
<td>ORSP101</td>
<td>SP4</td>
<td>6</td>
<td>12</td>
<td>C</td>
<td>Nil</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Library and Information Practice 1B</td>
<td>LIPA301</td>
<td>SP5</td>
<td>7</td>
<td>16</td>
<td>C</td>
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<td>Nil</td>
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</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Semester</td>
<td>Year</td>
<td>Credit</td>
<td>Notes</td>
<td>Requirement</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ORIA301</td>
<td>Organisation and Representation of Information 3A</td>
<td>SP5</td>
<td>7</td>
<td>8</td>
<td>C</td>
<td>Nil</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- Integrated Human Studies;
- Communication in English 1; Afrikaans or IsiZulu;
- Cornerstone 101;
- Introduction to Technopreneurship;
- Business Fundamentals 1;
- Library and Information Practice 2;
- Information and Communication 2A;
- Information and Communication 2B;
- Organisation and Representation of Information 2A;
- Organisation and Representation of Information 2B;
- User Studies;
- Organisation and Social Psychology;
- Library and Information Professional 1A;
- Library and Information Professional 1B;
- Business Fundamentals 2
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Semester</th>
<th>Credits</th>
<th>Application</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information and Communications Technology</td>
<td>ICTA301</td>
<td>SP 5</td>
<td>6</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2</td>
<td></td>
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<td>Code</td>
<td>Semester</td>
<td>Year</td>
<td>Credit</td>
<td>Prerequisites</td>
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<td>Community Engagement</td>
<td>CENG10</td>
<td>SP5</td>
<td>6</td>
<td>8</td>
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<td>Study Level</td>
<td>HEQS Level</td>
<td>Module Credit</td>
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<td>Year</td>
<td>Semester</td>
<td>Credits</td>
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<td>SP6</td>
<td>6</td>
<td>16</td>
<td>C</td>
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</table>
5. Duration of Programme Offerings
- The minimum duration for Diploma in Library and Information Studies is three years.

6. Promotion to a Higher Level/ Progression rules
- Promotion to the higher level of study will be governed by the progression rules prescribed by the pre-requisites.
- All modules would have a minimum pass mark of 50%.
- In addition to the prerequisite, co-requisite and requirements of the individual modules, the student needs to:
  (a) Pass all 1st Year modules to progress to 3rd Year – Semester 2 modules.
  (b) Pass the three major modules (Organisation and Representation of Information; Library and Information Practice and Information and Communications Technology) in 1st and 2nd year in order to register for Year 3 – Semester 2 modules.
- A Minimum Progression rule (Readily available on the ITS):
  o 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>60</td>
</tr>
<tr>
<td>2</td>
<td>120</td>
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<tr>
<td>3</td>
<td>240</td>
</tr>
<tr>
<td>4</td>
<td>300</td>
</tr>
</tbody>
</table>

  o This gives the student four years to complete the three year qualification without intervention.
  o At the end of any year, if the student has not met the progression rules, he/ she may appeal etc.
  o At the end of the fourth year, when the student appeals, the HoD would evaluate the student’s progress to see if there is a reasonable chance of the student completing in the maximum time and use this to make a decision. This is in line with the requirements of rule G 17.

7. 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:

8. Work Integrated Learning
Students will only be eligible for WIL placements in the second level of study after passing Library and Information Professional 1A.
Students will only be eligible for WIL placements in the third level of study after passing Library and Information Professional 1A & 1B as well as Library and Information Professional 2A.
Assessment methods: confidential reports; individual WIL reflective essays and reports; oral presentations and PowerPoint presentations (3rd year students)
Monitoring procedures: visits by academic staff/telephone interviews.

9. **Interruption of Studies**
   - In accordance with Rule G21A(b), the minimum duration for this programme will be 3 years/ 6 semesters of registered study and the maximum duration will be 5 years/ 10 semesters of registered study. Should a student interrupt their studies by more than three (3) years, the student will need to apply to the department for permission to re-register and will need to prove currency of appropriate knowledge prior to being given permission to continue with registration.

10. **Assessment rules**
    - Refer to the General Rules, page 26, **G13 (K) – Assessment**

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

    As per G12 rules.

12. **Academic Integrity**
    - Refer to the DUT General Rules pertaining to academic integrity **G13 (1) (o) – covering falsification of academic records, plagiarism and cheating.** These will be enforced wherever to safeguard the worthiness of our qualifications, and the integrity of the Faculty of Accounting and Informatics at DUT.

13. **General Education Modules**
    - Stand-alone General Education modules will comprise of:
      - Cornerstone 101
      - 3 Compulsory Faculty General Education modules
      - 2 Institutional General Education modules
      - 1 Elective Faculty General Education module

E&OE