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HANDBOOK



DURBAN UNIVERSITY OF TECHNOLOGY
INYOVESI YASETHEKWINI YEZOBUHWEPHESHE



THE BUSINESS
SCHOOL

HANDBOOK FOR 2023

FACULTY of
Management
Sciences

DUT
Business School

This booklet provides information on the various formal academic programmes and executive education courses offered by the Business School at the Durban University of Technology, and outlines the curriculum, admission and selection criteria. The School also provides the services of customizing its Executive Education programs for specific organizational needs.

DUT Business School

Vision

Advancing contemporary leadership in Southern Africa and beyond.

Mission

Leveraging an applied business curriculum that will enable leaders to solve real-life problems and thereby contribute to socio-economic transformation.

Accreditations and Affiliations

The DUT Business School's academic programmes are accredited by the Council on Higher Education (CHE), registered with the South African Qualifications Authority (SAQA) and approved by the Department of Higher Education & Training (DHET). The DUT Business School is a member of the South African Business School Association (SABSA).

Important Notice

The Business School rules in this handbook must be read in conjunction with the University's General Rules included in the Student Handbook. Please note that the University reserves the right to amend the rules and content of this booklet without prior notice.

Note to all registered students

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

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I. DUT BUSINESS SCHOOL CONTACT DETAILS

Executive Dean: Faculty of Management Sciences

Prof. F. Netswera

Business School: Project Leader

Prof V.P. Rawjee

Head of Department: Executive Education

Dr. S. Jugmohan

Departmental queries:

Student Administrator: Ms F Shamase
Tel No: 031-373 5768
E-mail: faiths@dut.ac.za

Administrator: Ms A Ismail
Tel No: 031-373 5711
E-mail: afrozei@dut.ac.za

Senior Administrator: Ms A Moodley
Tel No: 031-373 5712
E-mail: annem@dut.ac.za

Enquiries: 031- 373 5710 / 5727 / 3008

Location of Department: 1st floor, B Block, ML Sultan Campus, M.L. Sultan Road, Durban

2 PROGRAMMES OFFERED

Programmes offered by the Business School

Programmes	NQF level	SAQA Registration number
Higher Certificate in Business Administration	5	111416
Higher Certificate in Operations Management: Project Management	5	111412
Advanced Diploma in Management Sciences (Business Administration)	7	111427
Postgraduate Diploma in Management Sciences (Business Administration)	8	111313
Master of Business Administration (MBA)	9	104537

Executive Education (non-credit bearing programmes)
Specialist Project Management
Specialist Operations Management
Supply Chain Management
Business Management Development

Executive Education (non-credit bearing short courses)
Project Management
Operations Management
Supply Chain Management
Integrated Logistics Support Management
Continuity Plan for Business
Supervisory and First Line Management
Practical Labour Relations
Basic Entrepreneurship for Start-ups

3. MINIMUM ADMISSION REQUIREMENTS, PROGRAMME STRUCTURE AND MODULE CONTENT OF ACADEMIC PROGRAMMES

3.1 Master of Business Administration (MBA) [NQF level 9]

Number of modules:	12 modules (11 compulsory and 1 elective)
Duration per module:	16 weeks (semester)
Total programme duration:	2 years part-time

Aim

The aim of the MBA is to prepare students with the knowledge, attitudes, insight and skills required for middle and senior management positions within both the private and the public sectors. The MBA graduate will be able to competently apply and integrate theoretical principles, evidence-based techniques, practical experience, and appropriate skills to their particular industry in an independent manner in a variety of management situations.

Minimum Admission requirements

Entry to the MBA degree will be granted to those applicants who hold a **NQF level 8 qualification** (Bachelor Honours degree, or a Postgraduate Diploma, or a four year Bachelor's Degree) **plus 3 years management experience**. In addition to the above, the DUT general rules with regard to admission via Recognition of Prior Learning (RPL) will apply. The admission of international students will be according to DUT's Admission Policy for International students and General Rules G4 and G7 (5).

Application and selection requirements

In addition to the above an internal selection process will apply. Applicants are required to complete and submit the prescribed Application form together with the following documents:

1. Clear certified copies of previous qualification/s completed
2. Clear certified copy of ID and matric certificate
3. An essay (Personal and Professional goals/values/ethics/business experience)
4. An abridged CV (maximum 2 pages)
5. Report from two referees
6. You may be required to write an online test and or attend an online/telephonic interview

Applicants who meet the minimum requirements outlined above will be selected via a ranking process that also considers their work experience. Those with the highest rankings will be accepted, and the maximum number of students enrolled for the programme will be determined by the approved enrollment plan for the programme.

Curriculum; Credits; NQF levels and Assessment method

MASTER OF BUSINESS ADMINISTRATION			
MODULES	CREDITS	NQF	ASSESSMENT METHOD
SEMESTER 1			
Research Methodology	12	7	Continuous Assessment (CA)
Strategic Marketing	12	8	CA
Globalisation and Emerging Markets	16	9	CA
Total credits - semester 1	40		
SEMESTER 2			
Strategic Human Resource Management	12	8	CA
Corporate Governance & Business Ethics	12	9	CA
Financial Management	12	9	CA
Innovation & Entrepreneurship	12	9	CA
Total credits - semester 2	48		
SEMESTER 3			
Operations and Supply Chain Management	12	9	CA
Managerial Economics	12	9	CA
Leadership & Strategic Management	12	9	CA
CHOOSE ONE ELECTIVE			
Local Government Management	12	9	CA
Health Care Management	12	9	CA
Sport Management	12	9	CA
Disaster & Risk Management	12	9	CA
Total credits - semester 3	48		
SEMESTER 4			
Research Project	60	9	CA
Total credits - semester 4	60		
TOTAL CREDITS		196	

3.2 POSTGRADUATE DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION) [NQF level 8]

Aim

The aim of this qualification is to enhance the managerial competence of students and to strengthen and deepen their Business Administration knowledge. Upon completion of the programme, students should be able to competently apply and integrate theoretical principles, evidence-based techniques, and appropriate skills to interrogate and analyse business-related problems and develop appropriate solutions. The programme also promotes the progression of learning by developing the student's ability to undertake scientific research at a more advanced level. Moreover, the programme will contribute to the personal development and growth of students and enhance their efficiency and effectiveness in a dynamic, challenging and complex organisational environment, and provide a pathway to the MBA – the Business School's flagship programme.

Number of modules:	6 modules
Duration per module:	16 weeks (Semester)
Programme duration:	1 year part-time

Minimum Admission requirements

An Advanced Diploma in Management Sciences (Business Administration), or a cognate qualification, at NQF level 7.

In addition to the above, the DUT general rules with regard to admission via Recognition of Prior Learning (RPL) will apply.

Admission of International students

The admission of international students will be in accordance with DUT's Admission Policy for International students and General Rules G4 and G7 (5). The qualifications of international students must be evaluated by SAQA to be equivalent to an NQF 7 qualification, and to be in the same or in a cognate field to the Postgraduate Diploma in Management Sciences (Business Administration).

Application requirements

All applicants are required to complete and submit the prescribed Application form together with the following documents:

1. Clear certified copies of previous qualification/s completed
2. Clear certified copy of ID and matric certificate
3. A CV (maximum 3 pages) detailing one's work experience

Selection criteria for this programme

Applicants who meet the minimum requirements above will be ranked in terms of their qualifications; the marks attained for their major subjects/modules in their qualifications, as well as their managerial experience, and those with the highest rankings will be accepted, with the number of students accepted per year being determined by DUT's approved enrolment plan for the Postgraduate Diploma.

Curriculum; Credits; NQF level and Assessment method

POSTGRADUATE DIPLOMA IN MANAGEMENT SCIENCES: BUSINESS ADMINISTRATION			
MODULES	CREDITS	NQF	ASSESEMENT METHOD
Semester 1			
Business Research Proposal	8	8	CA
Business Research Report	24	8	CA
International Business	20	8	EXAM
Total credits - semester 1	52		
Semester 2			
Applied Strategic Management	28	8	EXAM
Entrepreneurship	20	8	EXAM
Innovation & Change Management	20	8	EXAM
Total credits - semester 2	68		
TOTAL CREDITS	120		

3.3 ADVANCED DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION) [NQF level 7]

Number of modules:	6 modules
Duration per module:	16 weeks (semester)
Programme duration:	1 year part-time

Aim

The purpose of the Advanced Diploma in Management Sciences (Business Administration) is to enable the graduates to competently apply and integrate theoretical principles, evidence-based techniques, practical experience and appropriate skills in an independent manner in a variety of settings.

Minimum Admission requirements

Diploma in Management Sciences, specialising in Business Administration, or a related 360-credit NQF level 6 qualification.

Selection criteria for this programme

Applicants who meet the minimum requirements outlined above will be ranked in terms of their qualifications; the marks attained for their major subjects/modules in their NQF level 6 qualification, as well as their managerial experience. Those with the highest rankings will be accepted, with the maximum number of students accepted per semester/year determined by DUT's approved enrolment plan for the Advanced Diploma.

Application requirements

All applicants are required to complete and submit the prescribed Application form together with the following documents:

1. Clear certified copies of previous qualification/s completed
2. Clear certified copy of ID and matric certificate
3. A CV (maximum 3 pages) detailing one's work experience

Curriculum; Credits; NQF level and Assessment method

ADVANCED DIPLOMA IN MANAGEMENT SCIENCES: BUSINESS ADMINISTRATION			
MODULES	CREDITS	NQF LEVEL	ASSESSMENT METHOD
Semester 1			
Project Management	20	7	EXAM
Organisational Behaviour	20	7	EXAM
Research Methodology	20	7	CA
Total credits - semester 1	60		
Semester 2			
Corporate Governance and Business Ethics	20	7	EXAM
Advanced Strategic Management	20	7	EXAM
Advanced Financial Management	20	7	EXAM
Total credits - semester 2	60		
TOTAL CREDITS	120		

3.4 HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION [NQF level 5]

Number of modules: 8 modules
 Duration per module: 16 weeks (semester)
 Programme duration: 1 year part-time

Aim

The Higher Certificate in Business Administration is designed to enhance the employability of students by equipping them with basic administrative knowledge and skills, which will enable them to occupy entry- level administrative or support positions in the workplace.

Minimum Admission requirements

In addition to Rule G7, applicants with a National Senior Certificate (NSC) or a Senior Certificate (SC) qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a National Certificate (Vocational) level 4 qualification must score a minimum of 50% for English or Communication.

Compulsory Subjects	NSC	SC		NCV
	Rating			
English home language/English first additional language/Communication	3	E	D	50%

<p>The total points scored by an applicant with a National Senior Certificate (NSC) will be calculated as follows:</p> <table border="1"> <thead> <tr> <th>Percentage</th> <th>Rating</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90 - 100%</td> <td>7</td> <td>8</td> </tr> <tr> <td>80 - 89%</td> <td>7</td> <td>7</td> </tr> <tr> <td>70 - 79%</td> <td>6</td> <td>6</td> </tr> <tr> <td>60 - 69%</td> <td>5</td> <td>5</td> </tr> <tr> <td>50 - 59%</td> <td>4</td> <td>4</td> </tr> <tr> <td>40 - 49%</td> <td>3</td> <td>3</td> </tr> <tr> <td>30 - 39%</td> <td>2</td> <td>2</td> </tr> <tr> <td>0 - 29%</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Percentage	Rating	Points	90 - 100%	7	8	80 - 89%	7	7	70 - 79%	6	6	60 - 69%	5	5	50 - 59%	4	4	40 - 49%	3	3	30 - 39%	2	2	0 - 29%	1	1	<p>The total points scored by an applicant with a Senior Certificate will be calculated as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Higher Grade</th> <th>Standard Grade</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>8</td> <td>6</td> </tr> <tr> <td>B</td> <td>7</td> <td>5</td> </tr> <tr> <td>C</td> <td>6</td> <td>4</td> </tr> <tr> <td>D</td> <td>5</td> <td>3</td> </tr> <tr> <td>E</td> <td>4</td> <td>2</td> </tr> <tr> <td>F</td> <td>3</td> <td>1</td> </tr> </tbody> </table>		Higher Grade	Standard Grade	A	8	6	B	7	5	C	6	4	D	5	3	E	4	2	F	3	1
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In calculating the total points scored by an applicant, the ratings/symbols achieved for Life Orientation and more than one additional language will be excluded.

Application requirements

All applicants are expected to:

1. Complete an application form
 - Complete all personal details on the application form
 - Submit clear certified copies of previous qualification/s completed
 - Submit clear certified copy of ID and matric certificate
2. Need to be at least 23 years old
3. Have three years business/work experience.
4. Need to be self-funded (NSFAS funding does not apply for part-time studies)

Applicants who meet the minimum requirements outlined above will be selected via a ranking process that also considers their work experience. Those with the highest rankings will be accepted, and the maximum number of students enrolled for the programme will be determined by the approved enrollment plan for the programme.

Curriculum; Credits; NQF level and Assessment method

HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION			
MODULES	CREDITS	NQF	ASSESEMENT METHOD
Semester 1			
Business Communication and Information Literacy	16	5	CA
Financial Literacy	12	5	CA
Introduction to Technology	12	5	CA
Cornerstone 101	12	5	CA
Total credits - semester 1	52		
Semester 2			
Fundamentals of Business Administration	16	5	CA
Introduction to Business	20	5	CA
Introduction to Business Law	16	5	CA
Introduction to Entrepreneurship	16	5	CA
Total credits - semester 2	68		

3.5 HIGHER CERTIFICATE IN OPERATIONS MANAGEMENT IN PROJECT MANAGEMENT [NQF level 5]

Number of modules:	8 modules
Duration per module:	16 weeks
Programme duration:	1 year part-time

Aim

The Higher Certificate in Operations Management specializing in Project Management prepares learners for employment in entry-level or support positions in the field of project management.

Minimum Admission requirements

In addition to Rule G (7), applicants with a National Senior Certificate (NSC) and a Senior Certificate (SC) qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a NCV vocational qualification must score a minimum of 50% for English or Communication.

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Applicants who meet the minimum requirements outlined above will be selected via a ranking process that also considers their work experience. Those with the highest rankings will be accepted, and the maximum number of students enrolled for the programme will be determined by the approved enrollment plan for the programme.

Application requirements

All applicants are expected to:

1. Complete an application form
 - Complete all personal details on the application form
 - Submit clear certified copies of previous qualification/s completed
 - Submit clear certified copy of ID and matric certificate
2. Need to be at least 23 years old
3. Have three years business/work experience.
4. Need to be self-funded (NSFAS funding does not apply for part-time studies)

Curriculum; Credits; NQF level and Assessment method

HIGHER CERTIFICATE IN OPERATIONS MANAGEMENT IN PROJECT MANAGEMENT			
SEMESTER	CREDITS	NQF	ASSESEMENT METHOD
Semester 1			
Essentials of Operations Management	20	5	CA
Financial Literacy	12	5	CA
Introduction to Technology	12	5	CA
Cornerstone 101	12	5	CA
Total credits - semester 1	56		
Semester 2			
Fundamentals of Project Quality	16	5	EXAM
Introduction to Organisational Effectiveness	16	5	EXAM
Introduction to Project Tools & Techniques	16	5	EXAM
Essentials of Project Management	16	5	EXAM
Total credits - semester 2	64		
TOTAL CREDITS	120		

4. EXECUTIVE EDUCATION (NON-CREDIT BEARING PROGRAMMES)

- The primary aim of the executive education programmes is to provide employees with access into higher education through part time studies, with a view to developing and enhancing their managerial and leadership competence

Admission requirements

- Twenty-three years of age.
- Three years business/work experience.
- Submit clear certified copy of Senior certificate or NQF 4 equivalent
- Submit clear certified copy of ID

Assessment rules

Assessment is both formative and summative and includes:

- Individual and group exercises and tasks
- Group and individual assignments
- Final written examinations or Continuous Assessments may apply

4.1 SHORT LEARNING PROGRAMMES (maximum 12 months) are developed with the intention to offer students an opportunity to access formal qualifications through the ladder of learning option and to aid the professional development of company leaders and managers as part of an ongoing process of lifelong learning.

4.2 SHORT COURSES

- Duration 6 – 8 Weeks
- The Certificates of Competence will reflect the following:
This short course is a stand-alone course and does not lead to a part or full qualification registered on the NQF.

PROJECT AND OPERATIONS MANAGEMENT

Project Management

Project Management is the application of processes, methods, skills, knowledge, and experience to achieve specific project objectives according to the project acceptance criteria within agreed parameters. The need for becoming efficient and effective in a risk-free environment is becoming a reality and Project Management is fast gaining traction.

This course is aimed at management or employees wishing to improve business systems, structures and resource sustainability. The course provides an overview of the most important Project Management functions and will assist in developing the essential skills needed to manage a project and the team, the project manager will be able to communicate with stakeholders in greater depth and with understanding of the technical concepts of Project Management.

Operations Management

Operations Management describes the processes concerned with planning, organizing, leading, and controlling the overall operations environment to produce goods and services. The Operations Management course adds value by solving industry problems to achieve organisational objectives, in particular improved profit, cost-effectiveness, quality, customer service, productivity, and efficiencies. This will, in turn, provide a competitive advantage that will benefit both the service and manufacturing sectors.

SUPPLY CHAIN

Support Management (ILS Management)

Concepts of Logistics Management are common features and are usual practices in most Supply and Value Chains by procurement and logistics managers. Through effective management of logistics support systems, organisations can benefit greatly, including increased cost savings.

This short course will focus on the need for good management practice in Logistics Management activities that will impact the operations and productivity of the organisation.

Supply Chain Management

Organisations optimize profits through value chains, specifically the Supply Chain, and this relies heavily on the management and control of the inbound and outbound logistics, with a focus of quality on the production cycle. Effective Supply Chain Management (SCM) will preserve and manage the supply value chain, which will, in turn, reduce costs and increase the growth of the organisation. It is vital to practice good Supply Chain Management principles in order to retain competitiveness in the market.

This course assists students in analyzing the SCM of an organisation in order to optimize the existing parameters for dynamic change and adaptability.

MIDDLE MANAGEMENT

A Continuity Plan for your Business, your Industry And/or your Department

In both the public and private sector, new technology has led to an increased dependency on computers, networks, systems, and structures. Natural and man-made incidents, crises and disasters can disrupt and lead to the failure of businesses.

This course is aimed at management or employees wishing to improve business systems, structures and resource sustainability. The course provides an overview of the most important business continuity functions and will assist in developing the essential skills needed to manage a business continuity programme or plan.

This course enables students to understand business continuity terminology and functionality to implement a Business Continuity programme. It will allow students to understand business risks and enable them to calculate the impact of a possible threat on the business or department. Furthermore, it provides students with strategies to reduce risk, the ability to respond to the incident and recover impacted functions that are crucial for business continuation during and after an incident.

Supervisory and First-Line Management

Supervisory and first-line Management involves the processes of planning, organizing, leading and controlling the internal business environment at a junior management level. Effective global organisations are built by sound and effective supervisors and managers.

This course will provide students with an understanding of how to implement Supervisory and first-line management principles in the organisation. The various functions and skills required of a supervisor/first-line manager is covered by this short course in order to facilitate an effective transition into the role.

Practical Labour Relations

It is widely recognised that Labour Relations impacts the economy at large, and South Africa is no exception. The South African Labour Relations environment is highly legislated and is fraught with industrial action in various forms. Workplace Relations can be facilitated and labour peace can be achieved if all role-players and stakeholders understand and appreciate the various laws, processes, mechanisms and procedures that enhance peaceful, collaborative and employment relations.

ENTREPRENEURSHIP

Basic Entrepreneurship for Start-Ups

It is generally accepted that entrepreneurial ventures, in the form of small and medium-sized businesses, are a major force in many economies.

This is aimed at potential entrepreneurs wishing to acquire the basic business skills required for establishing and managing a start-up enterprise.

The course provides an overview of what characteristics a potential entrepreneur should have or develop, how to determine the viability of an existing or potential business, how to compile a business plan and the basics of successful small-business management.