DUT
DURBAN
UNIVERSITY OF
TECHNOLOGY

2016 HANDBOOK
INFORMATION & CORPORATE
MANAGEMENT

FACULTY OF
ACCOUNTING
& INFORMATICS

HANDBOOK FOR 2016

FACULTY OF ACCOUNTING AND INFORMATICS

DEPARTMENT of INFORMATION and CORPORATE MANAGEMENT

Office Management and Technology Library and Information Studies Programmes

DEPARTMENTAL VISION AND MISSION

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

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

What is a University of Technology?

A university of technology is characterised by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined by industry and the professions.

CONTENTS

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.

1. CONTACT DETAILS

All departmental queries to:

Secretary O.M.T:	Ms A Sathyanand
Tel No:	031-373 5655
Fax No:	031-373 6884
Email:	alvinettes@dut.ac.za
Location of Department:	Ritson Road Campus

Secretary L.I.S:	Miss Melissa Fynn
Tel No:	031-373 6808
Fax No:	086 5508 797
Email:	melissaf1@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 (Acting):	Mr S Kharwa
Tel No:	031-373 5597
Fax No:	031-373 5593
Email:	saleemk@dut.ac.za
Location of Executive Dean's office:	Ritson Road Campus

2.   STAFFING   Name and Qualification

Head of Department Dr KS Ngwane, ND Commercial Administration (MLST); B.Tech Commercial Administration (MLST), MBA (UKZN) Doctor of Administration Degree (UKZN), SAAPAM

Senior Lecturer Dr N Sentoo, D. ADMIN (UDW)

Lecturers **OFFICE MANAGEMENT AND TECHNOLOGY**

Mrs K Moodley, ND Business Administration (MLST); B.Tech Commercial Administration (MLST); MBA (MANCOSA)
Mrs C Naidoo, ND Commercial Administration (MLST); B.Tech Commercial Administration (MLST); MBA (UDW)
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).
Mrs U Ramraj, ND Business Administration (MLST); B.Tech. Commercial Administration (MLST); MBA (UDW)
Mrs R Reddy, ND Business Administration (MLST); B.Tech Commercial Administration (MLST); MBA (UDW)
Mrs N Ross, ND Commercial Administration (MLST); B.Tech Commercial Administration (MLST) MBA (UDW)
Mrs R Padiachee, B.Ed Honours (Natal), M.Ed (UKZN)

Lecturers **LIBRARY AND INFORMATION STUDIES**
Mr M Khomo, M.Tech (DUT)
Ms SP Moyane, Masters Information Studies (UKZN); PGCE (UKZN); BA Honours; Higher Diploma LIS (UNIZULU); BA (Comm Sc) UNIZULU
Miss A Rajagopaul, M.Tech (DUT)
Dr M Rajkoomar, Bachelor of Library Science (UNISA); Higher Education Diploma (UNISA); Bachelor of Arts (Education and Psychology) (UNISA); MIM (UNSW), PhD LIS (DUT)
Miss P Rakoma, M.Tech (DUT) (LIS Co-ordinator)

Technician (OMT) 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:

Qualification	Code
ND: Office Management and Technology Four Year Extended Curriculum Programme	NDOMF1
ND: Office Management and Technology	NDOMT2
ND: Library and Information Studies Four Year Extended Curriculum Programme	NDLIF1
ND: Library and Information Studies	NDLIS2
BTECH: Office Management and Technology	BTOMT1
BTECH: Library and Information Studies	BTLIS1
Master degree in Administration and Information Management	MMAIM1
Master of Management Sciences in Library and Information Science	MMLIS1
PhD: Library and Information Science	PhdLIS1

4. PROGRAMME INFORMATION AND RULES
ENTRANCE REQUIREMENTS

4.1 OFFICE MANAGEMENT AND TECHNOLOGY PROGRAMME (NDOMT2)
ND: Office Management & Technology

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 represents the minimum requirement and students applying will be 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 will be 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** Office Management and Technology or Commercial Administration or Business Administration **may gain entrance to Master in Management Sciences in Administration and Information Management provided that a minimum of 60 % is obtained in Research Methodology (if the student completed B-Tech after 2016).** 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).

4.2   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.

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 its equivalent) with a minimum of 60% **obtained in Research Methodology (if the student completed B-Tech after 2016).** Registration is only completed when the Institution's Research Committee accepts the research proposal. The minimum duration of study is one year full-time or two years part-time.

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					
Code	Subjects	*C/O	Year	NQF levels	Pre-requisite/Co-requisite
Year 1					
IADM101	Information Administration I	C	1	6	
BADM103	Business Administration I	C	1	6	
PMGT102	Personnel Management I	O	1	6	
LPRC102	Legal Practice I	O	1	6	
FACC103	Financial Accounting I	O	1	6	
CMNC102	Communication I	C	1	6	
YEAR 2					
IADM201	Information Administration II	C	2	6	Information Administration 1
BADM204	Business Administration II	C	2	6	Business Administration 1
PSMN202	Personnel Management II	O	2	6	Personnel Management 1
LPRC201	Legal Practice II	O	2	6	Legal Practice I
FACC203	Financial Accounting II	O	2	6	
CBAD202	Communication II	C	2	6	
YEAR 3					
IADM301	Information Administration III	C	3	6	Information Administration 2
BADM303	Business Administration III	C	3	6	Business Administration 2
MRCL101	Mercantile Law I	O	3	6	Information Administration 2 & all first level subjects
PSMN202	Personnel Management II	O	2	6	Personnel Management 1
LPRC201	Legal Practice II	O	2	6	Legal Practice 1
FACC203	Financial Accounting II	O	2	6	Financial Accounting I
OMPT101	Office Management & Technology Practice	C	3	6	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.

C + Compulsory; O = Optional

B.TECH: OFFICE MANAGEMENT AND TECHNOLOGY - FULL-TIME (ONE YEAR)					
Code	Subjects	*C/O	Year	NQF levels	Pre-requisite/Co-requisite
IADM401	Information Administration IV	C		7	National Diploma
BADM402	Business Administration IV	C		7	National Diploma
RSCH101	Research Methodology	C		7	National Diploma
LILA101	Labour & Immaterial Law	C		7	National Diploma
OABA102	Office Administration Behavioural Aspects	C		7	National Diploma

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: Behaviourial Aspects.

MASTER OF MANAGEMENT SCIENCES IN ADMINISTRATION AND INFORMATION MANAGEMENT

Code	Subjects	NQF LEVEL	Pre-requisite/ co-requisite
THIS IS A THESIS BASED QUALIFICATION		9	B.Tech or equivalent (Research Methodology 60% and above at B-Tech Level)-

LIBRARY AND INFORMATION STUDIES PROGRAMME - NATIONAL DIPLOMA: LIBRARY AND INFORMATION STUDIES
Library and Information Studies Programme

Code	Subjects	Sem / Year	NQF lev-els	Pre-requisite	Co-requisite
LFPR 102	Library and Information Practice 1	1	6		
LTEC 102	Library and Information Technology 1	1	6		
IRET 101	Information Retrieval 1	1	6		
USST 101	User Studies 1	1	6		
ECOM 102	End user computing	1	6		
HSTD 101	Human studies	1	6		
ENGS 101	English	1	6		
AFFR 101	Afrikaans	1	6		
ISZU 101	Zulu	1	6		
LFPR 203	Library & Information Practice 2	2	6	Library and Information Practice 1 Information Retrieval 1 Library and Information Technology 1	
LTEC 202	Library & Information Technology 2	2	6	Library and Information Practice 1 Information Retrieval 1 Library and Information Technology 1	
IRET 201	Information Retrieval 2	2	6	Library and Information Practice 1 Information Retrieval 1 Library and Information Technology 1	Library and Information Practice 2; Library and Information Technology 2; Information Retrieval 2 End user computing; Human studies; English; Zulu or Afrikaans
LITS 101	Literature Studies	2	6		
PSYO 101	Psychology in Organizations	2	6		
'LPRO 102	Library Promotion	2	6		
USST 101	User studies 2	2	6		
LFPR 302	Library & Information Practice 3	3	6	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 Practice 2; Library and Information Technology 2; Information Retrieval 2	Library Information Retrieval 3; Library and Information Technology 3 Library and Information Professional Practice 3

Code	Subjects	Sem/Year	NQF Level	Pre-requisite	Co-requisite
LTEC 302	Library & Information Technology 3	3	6	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 Technology 2; Library and Information Practice 2, Information Retrieval 2	
LIPP 301	Library and Information Professional Practice 3	3	6	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 . Have to pass Library and Information Practice 2, Library and Information Technology 2, Information Retrieval 2	Library and Information Practice 3; Library and Information Technology 3; Information Retrieval 3
IRET 301	Information Retrieval 3	3	6	Library and Information Practice 1; Information Retrieval 1 Library and Information; Technology 1; 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	Library and Information Practice 3; Library and Information; Technology 3; Library and information Professional Practice

B TECH: LIBRARY AND INFORMATION STUDIES

Code	Subjects	Sem/Year	NQF levels	Pre-requisite/Co-requisite
RMGD 104	Research Methodology	4	7	60% pass in two (2) Major subjects in the National Diploma
IRET 401	Information Retrieval 4	4	7	60% pass in two (2) Major subjects in the National Diploma
INFM 101	Information Management	4	7	60% pass in two (2) Major subjects in the National Diploma
LFPR 401	Library and Information Practice 4	4	7	60% pass in two (2) Major subjects in the National Diploma
PCON 101	Preservation and Conservation	4	7	60% pass in two (2) Major subjects in the National Diploma
CLIP 101	Children Library Practice	4	7	60% pass in two (2) Major subjects in the National Diploma
LTEC 401	Library and Information Technology 4	4	7	60% pass in two (2) Major subjects in the National Diploma
ISTU 101	Information Studies	4	7	60% pass in two (2) Major subjects in the National Diploma

MASTER OF MANAGEMENT SCIENCES IN LIBRARY AND INFORMATION SCIENCE

Code	Subjects	Sem/ Year	NQF lev- els	Pre-requisite/Co-requisite
THIS IS A THESIS BASED QUALIFICATION			9	B.Tech or equivalent

PHD: LIBRARY AND INFORMATION SCIENCE

Code	Subjects	Sem/ Year	NQF lev- els	Pre-requisite/Co-requisite
THIS IS A THESIS BASED QUALIFICATION			10	M-Tech/Master or Equivalent

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.
9. Financial administrative procedures.
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.
5. Organisation: Principles of organisation.
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
1.   Communication Process.
2.   Models.
3.   Barriers.
4.   Perception.
5.   Cross-cultural communication.
6.   Nonverbal 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
10. Human relations and self-development.
11. Nature and field of Public Relations.

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
Computer applications

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.
3. Systems and Software Configuration.
4. Computer Security.
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.
2. Management Information Systems.
3. Evaluation of Software.
4. Evaluation of Hardware.
5. In-house training/Consultancy services.
6. Networks (including the Internet).
7. Skills Development
8. Managing Information, Technology and Training in the workplace.
9. Advanced Spreadsheets, Presentations, Database, Desktop Publishing, Internet and Email.
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.
2. The structure of the judicial system. Nature of a court. Concept of jurisdiction: Trial/appeal, criminal and civil, inherent limited. The supreme courts: Appellate, High Courts, circuit courts and the specialized courts. Lower courts: Regional and District Magistrate's courts, Divorce courts, Children's courts, courts of chiefs and headmen. The Small Claims Courts.
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.
5. Civil litigation. The jurisdiction of civil courts, particularly The Magistrates And Small Claims Courts. The progression of defended civil cases in the High and Magistrates courts. The difference between Actions And Applications. Summonses and pleadings, notices of motion and affidavits. Preparation for trial: Setting down, discovery, subpoenas. Judgment and the taxation of costs. Appeal and review.
6. Debt collection in the Magistrates court. Nature of collection work and organisation of collections department. Magistrates Court Act 32/1944. Procedures before judgment: Citation of parties describing causes of action, written offers and consents, the summonses. Taking judgment. Procedures after judgment: Section 65 procedures and possible orders and steps thereafter.

Section C
Legal instruments:
1. Affidavits: Nature of, and examples of when required. Regulations for administration of oaths and affirmations.
2. Powers of attorney. General and special. Preparation of.
3. Underhand agreements. Nature of, typing and preparation of, examples.
4. Notarial documents. The notary public, his qualifications and functions. Preparation of notarial documents with special reference to antenuptial contracts. Some examples of other common notarial documents.
5. Wills. Nature of and requirements for validity. Analysis of basic contents: Testamentary trusts, usufructs, fideicommissa, codicils.
6. The Stamp Duties Act 77/1968. Nature and payment of. Time period and penalties.

Section D:
Basic conveyancing
1. Brief outline of the deeds office and its functions, and the Deeds Registries Act 47/1937, and regulations.
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.
3. Mortgage bonds. Nature of preparation of new mortgage bonds and cancellation of existing bonds.

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
14. Execution: Warrant of Execution against Property, Emoluments Attachment Orders and Garnishee Orders.

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.
3. The Deeds Registries Act No 47/1937 and regulations. Deeds office practice and registrars' circulars.
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.
7. Sale of land: Alienation of Land Act 68/1981. Deed of sale, instalment sale of land.
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.
11. Servitudes. Nature and various kinds of. Procedure for registration of.
12. Sectional Titles. Sectional Titles Act No 66/1971. Preparation of scheme and approval and registration thereof. Sequence of steps in the sale and transfer of a sectional title unit. The specialization's protocol.
13. Mortgage bonds. Nature of real rights created by. Analysis of contents of standard building society bond. Preparation and lodgement of, Disposal of cessions, part payments, release and substitutions.

Module 2:   Administration of Estates
1. Brief explanation of the South African Law of Succession. Wills, types of, analysis of contents, testamentary trusts, fideicommissa, usufructs, codicils.
2. The Master's office, its personnel and functions.
3. Relevant legislation: The Administration of Estates Act No 66/1965, Wills Act, Estale Duty Act, Succession Act, Trust Monies Protection Act, Deeds Registries Act.
4. The executor. Nature and duties. Executor testamentary and dative.
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-clauses and conditions
Forms of breach of contract
Remedies for breach of contract
Transfer and termination of obligations and personal rights

SECTION C - LAW CONTRACTS 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 processes.
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 organisation theory
2. Manpower planning
3. Job analysis
4. Hiring
    4.1 Recruitment
    4.2 Selection
    4.3 Induction
5. Performance appraisal
6. Compensation
7. Maintenance and safety management

B TECH: OFFICE MANAGEMENT AND TECHNOLOGY
ALL SUBJECTS ARE ASSESSED BY CONTINUOUS ASSESSMENT

INFORMATION ADMINISTRATION IV
CODE: 60202006

SYLLABI

MODULE 1
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 IMMATERIAL LAW
CODE: 130305812

SYLLABI

1.   PRIVATE LAW; LAW OF OBLIGATIONS
    1.1 Law of Delict
        1.1.1   Requirements for delictual liability
        1.1.2   Vicarious liability: the employer is liable for actions of his employee
        1.1.3   Unfair competition

    1.2 Law of Contract
        1.2.1   Basic principles for a valid contract
        1.2.2   Contents of a contract
        1.2.3   Contract of employment
        1.2.4   Leases, lease-lend, mandate

2. **CORPORATE LAW**
   2.1 Basic differences between a company, close corporation, sole trader and partnership
   2.2 Basic aspects of company law

3. **LABOUR LAW**
   3.1 Basic principles
   3.2 Legislation applicable e.g. Workmen's Compensation Act (injuries on duty)
   3.3 Institutional bodies, their functions and powers

4. **LAW OF IMMATERIAL PROPERTY**
   4.1 Nature, origin, rights and infringement thereof
        4.1.1 Patents
        4.1.2 Trade marks
        4.1.3 Copyright
        4.1.4 Computer software, videos, advertisements etc.

BUSINESS ADMINISTRATION IV
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   IRET101
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   ECOM101
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   HSTD101
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   ENGL101
ONE of the following is an option in place of User Studies 1
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   LITS101

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   PSYO101
Concepts and developments in organizational behaviour
Personality types and human relations (individual behaviour)
Motivation and Communication
The work situation

LIBRARY PROMOTION   LPRO102
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 familiarize the learner with general library work that serves the needs of a community.

THIRD YEAR OF STUDY

LIBRARY AND INFORMATION PRACTICE III   LFPR302
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   IRET301
Bibliographic techniques
The reference process
Reference sources (advanced)

LIBRARY AND INFORMATION TECHNOLOGY III   LTEC302
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 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 Professional Library and Information Practice 3 manual.   The learning aims to familiarize the diplomate with information work in a wide-range of industries.

FOURTH LEVEL OF STUDY: B.TECH:

LIBRARY AND INFORMATION STUDIES   LIS401

A diplomate who has achieved an average of 60% for two major subjects in the third-year level of study, or a diplomate 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   LFPR401

Organisational theory
Organisational culture
Organisation politics
Personnel management
Strategic management

RESEARCH METHODOLOGY   RMGD104

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   IRET401

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   PCON101

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.

INFORMATION MANAGEMENT INFM101

Definition of information
Certain business management determinants and applications of information
An integrated model of information (function) processes
Resource life-cycle management
Operations and personnel management in the information business

LIBRARY AND INFORMATION TECHNOLOGY IV LTEC401

The management of a digital library
Human resources planning
Advanced information technology developments and implementations
Interface design
Database design
Electronic publishing
Personalizing the digital library
Records management
Digital archives
Entrepreneurship

CHILDREN'S LIBRARY PRACTICE CLIP101

Child development
Children's literature
Readers' guidance to children
Services offered by the children's library
Management of the children's library

READERSHIP SERVICES TO SEMI-LITERATES RSLT101

Literature for adult learners
Literary resources for adult
Organisation and administration for adult literacy
Types of library services
An overview of literacy among adults
Approaches to adult education

PHILOSOPHY OF LIBRARY AND INFORMATION SCIENCE PLIS101

Orientation of different library philosophers
Influence of certain philosophical perspectives
Integrated theory of library and information science