



 **DUT**
DURBAN
UNIVERSITY OF
TECHNOLOGY

2016 HANDBOOK ENTREPRENEURIAL STUDIES & MANAGEMENT

 **FACULTY OF
MANAGEMENT
SCIENCES**

HANDBOOK FOR 2016

FACULTY OF MANAGEMENT SCIENCES

**DEPARTMENT of
ENTREPRENEURIAL STUDIES
and MANAGEMENT**

VISION OF THE DEPARTMENT OF ENTREPRENEURIAL STUDIES & MANAGEMENT

To be the department of choice in KwaZulu-Natal for both undergraduate and post-graduate business administration and management studies.

DEPARTMENTAL MISSION STATEMENT

- To promote the skills - cognitive, technical and human - of students in order to provide the community with manpower committed to enhancing the efficiency of both the commerce and service industries.
- To equip students with the study skills and abilities for long-term learning, and to develop their leadership capacity.
- To actively pursue new knowledge by research, conference attendance and meetings with commerce and industry, so as to update the courses offered by the department.
- To encourage graduates to engage in business administration and management research.
- To continually encourage both students and staff to use and apply the new technologies and knowledge to organisations.
- To actively promote the Department as a regional centre of excellence, with respect to business administration and management studies.

What is a University of Technology?

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

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IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the Durban 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:	Nonhlanhla Mdakane
Tel No:	031- 373 5147
Fax No:	031- 373 5475
E-mail:	mdakanena@dut.ac.za
Location of Department:	6th floor, B Block, ML Sultan Campus, ML Sultan Road (formerly Centenary Road).

All Faculty queries to:

Faculty officer:	Ms Rowena Pankhurst
Tel No:	031- 373 5410
E-mail:	rowenap@dut.ac.za
Location of Faculty office:	1st floor, A Block ML Sultan Campus, ML Sultan Road Durban

Executive Dean:	Prof. R Balkaran
Tel No:	031- 373 5130
Fax No:	031- 373 5518
Location of Executive Dean's office:	1st floor, A Block, ML Sultan Campus, ML Sultan Road Durban

2. STAFFING Name and Qualification

Durban Campus

Head of Department & Associate Director:

Mr L. Kaplan [M. Phil. (Stell.); B.Com. Hons. (UNISA); ND:CPM (TN)].

Senior Lecturers:

Dr S. Chetty [D.Com (UKZN); MBL (UNISA); B Com (Hons); B.Paed (Commerce) (UDW)].

Dr I.G. Govender [DPA (UKZN); MBA (UDW); B.Sc. (UDW); B. Com. (UNISA); BA: Law (UNISA); PG Diploma: Personal Financial Planning (UOFS)].

Research Fellow:

Dr M. de Beer [PhD (Vista); M. Com. (UKZN); B. Com (Hons.); B. Com.(UNISA)]

Lecturers:

Ms L. Brady [BBA / B.Com (Hons) (Andrews University)].

Mrs J. Maome [M Tech: Business Admin. (DUT); BTech: Mngt.; (DIT); ND: Mngt. (TN)].

Mr A. Moorley [M. Com (UKZN); B.Com (Hons) (UDW); B. Com.; HED (UNISA)].

Mr P.S. O' Jageer [MBA (MANCOSA); B Com (Hons); UHDE; B. Com (UDW); ND: Credit Management ICM)].

Ms S. Pillay [MBA (MANCOSA); BA Soc. Sc.; B. Admin (Hons) (UDW); PGD: Ed. Man. (UNISA)].

Ms I. Schofield [B. Tech.: HRM (TN); N.D.: Personnel Management (TN)].

Dr R.W.D. Zondo [D. Com (Unizul); MBA (DUT); BTech: Management (DUT); ABP (BSU); ND: Org. & Work Study (UNISA); ND: Forestry (Fort Hare).

Pietermaritzburg Campus

Head of department:

Dr B. Dlamini [B.Admin, B.Admin (Honours: Industrial Psychology), Master of Administration (Industrial Psychology) and DPhil (UZ)

Senior Lecturer:

Ms L. McCullough [B.Sc. (UNP); MBA (Wales)]

Lecturers:

Ms T. Qangule [N.Dip. Public Management & Administration (ML Sultan); B.Tech. HRM (TN); MBA (UKZN).

Secretary:

Ms Elaine Giddings

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	SAQA NLRD Number
Diploma in Management Sciences (Business Administration)	94830
Master of Management Sciences (Business Administration)	96838
Doctor of Philosophy in Management Sciences (Business Administration)	96817
National Diploma: Management ¹	72249
Bachelor of Technology: Management ²	72149
Bachelor of Technology: Business Administration ²	72116
Master of Technology: Business Administration ³	72169
Doctor of Technology: Business Administration ³	72091

¹ The National Diploma in Management (72249) is being phased out and there will be no new first year intake in 2016.

² The B.Tech in Management and the B.Tech, Business Administration will be phasing out and the Advanced Diploma, Postgraduate Diploma in Management Sciences (Business Administration) degrees are to be introduced in 2019

³ The Master of Technology and Doctor of Technology: Business Administration degrees will be phasing out and will be replaced by the Master of Management Sciences (Business Administration) and PhD in Management Sciences (Business Administration) degrees.

The National Diploma: Small Business Management (20029) was phased out with effect from 1 January 2010.

4. PROGRAMME INFORMATION AND RULES – ENTRANCE REQUIREMENTS

4.1 DIPLOMA IN MANAGEMENT SCIENCES (Business Administration)

On the basis of one or more placement assessments, successful applicants for study towards a Diploma in Management Sciences (Business Administration) will be accepted into a three-year (minimum) programme of study.

The number of full-time first-year enrolments is restricted. Students wishing to enter on a full-time basis will be admitted on merit, based on their matriculation or equivalent results. It is therefore a requirement that all prospective students submit certified matriculation or senior certificate or equivalent results, together with their completed application forms for assessment.

The minimum admission requirements for the diploma are as follows:

For those applicants with a National Senior Certificate (NSC)				For those applicants with a Senior Certificate (SC)		
Symbol	Level		Points	Symbol	Higher Grade (HG)	Standard Grade (SG)
80 – 100%	7	Outstanding achievement	7	A	8	6
70 – 79%	6	Meritorious achievement	6	B	7	5
60 – 69%	5	Substantial achievement	5	C	6	4
50 – 59%	4	Moderate achievement	5	D	5	3
40 – 49%	3	Adequate achievement	4	E	4	2
30 – 39%	2	Elementary achievement	3	F	3	1
0 – 29%	1	Not achieved				
Applicants are required to have current National Senior Certificate (NSC) / NQF4 equivalent qualification, with a minimum of 25 points, excluding Life Orientation but with the following compulsory modules:				Applicants with 25 or more points will be considered, provided that they have obtained a minimum symbol of E on the Higher Grade, or D on the Standard Grade, in English and Accounting. If seven senior certificate subjects (or equivalent) were written, then the marks for English and the next best five other subjects (which must include Accounting and only one other language) will be used to calculate the points.		
English (Home)		3				
OR English First Additional Language		4				
Mathematics		3				
OR Mathematics Literacy		4				
And two (2) 20 credit modules (not more than one language)		3				
If seven NSC (or equivalent) subjects were written, then the marks for English and the next best five other subjects (which must include Maths or Maths Lit but excluding Life Orientation) will be used to calculate the points.						
OR						
A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with						
a) at least 50% in three fundamental modules, including English; and						
b) at least 60% in three compulsory vocational modules						
OR						
An access pathway for mature students (older than 23 years with a minimum of 3 years work experience in a related field) will be provided. Learners may also be granted access to the qualification through the DUT Recognition of Prior Learning (RPL) process.						

4.2 BACHELOR OF TECHNOLOGY: MANAGEMENT (to be phased out)

Entrance requirement: N.D.: Management. In exceptional circumstances, access to the Bachelor of Technology: Management via Conferment of Status and/or Recognition of Prior Learning may be considered.

4.3 BACHELOR OF TECHNOLOGY: BUSINESS ADMINISTRATION (to be phased out)

Entrance requirement: Any three-year undergraduate diploma, as well as a minimum of three years' experience in a managerial position.

4.4 MASTER OF TECHNOLOGY: BUSINESS ADMINISTRATION

(to be phased out)

Entrance requirement: B. Tech.: Business Administration, or an appropriate four year tertiary qualification, as well as three years management experience. Preference will be given to candidates who have attained a 60% aggregate pass at the B. Tech. level, and a 60% pass in Research Methodology.

Candidates offering an 'equivalent' qualification for entry must make application for Conferment of Status, which must be granted before a place can be offered or accepted.

4.5 DOCTOR OF TECHNOLOGY: BUSINESS ADMINISTRATION

(to be phased out)

Entrance requirement: M. Tech.: Business Administration, or an appropriate Master's qualification.

4.6 MASTERS OF MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION)

The Masters provides the student to explore research opportunities in a specialised area of business administration. In addition to General Rules G24, the following rules also apply to the masters of Management Sciences (Business Administration). Entrance requirement for the Masters of Management Sciences (Business Administration) is the B.Tech: Business Administration or equivalent. Preference will be given to applicants with an average score of 60% or higher in the B.Tech: Business Administration programme or equivalent.

4.7 D. PHIL. IN MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION)

General Rule G25 refers. For further information, please contact the Head of Department. Students must have completed a Master's Degree in Business Administration or equivalent to do the Doctorate of Philosophy Degree in Management Sciences (Business Administration).

5. PROGRAMME STRUCTURE

5.1 DIPLOMA IN MANAGEMENT SCIENCES (Business Administration)

Module	C/O	Offered	Assessment	NQF Level	Pre-requisite	SAQA Credits	HEQSF Credits
Cornerstone 101	C	Semester	Continuous Assessment	5	As per entrance requirements	12	0.100
Academic Literacy	C	Semester	Continuous Assessment	5	As per entrance requirements	16	0.133
Introduction to Business	C	Semester	Continuous Assessment	5	As per entrance requirements	16	0.133
Law for Life	C	Semester	Continuous Assessment	5	As per entrance requirements	8	0.067
Quantitative Approaches to Management Sciences	C	Semester	Continuous Assessment	5	As per entrance requirements	8	0.067
KZN's Maritime Industry	C Dbn	Semester	Continuous Assessment	5	As per entrance requirements	8	0.067
Introduction to Business Law	C	Semester	Continuous Assessment	5	As per entrance requirements	16	0.133
Time and Stress Management	C Pmb				As per entrance requirements		
Environmental Sustainability	C	Semester	Continuous Assessment	5	As per entrance requirements	8	0.067
Financial Literacy	C	Semester	Continuous Assessment	5	As per entrance requirements	12	0.100
Business Communication & Information Literacy	C	Semester	Continuous Assessment	5	As per entrance requirements	16	0.133
Management 1	C	Semester	Examination plus coursework	6	As per entrance requirements	16	0.133
Finance for Managers	C	Semester	Examination plus coursework	6	As per entrance requirements	16	0.133
Administrative Management 1	C	Semester	Examination plus coursework	6	As per entrance requirements	12	0.133
Introduction to Technology	C	Semester	To be advised	6	As per entrance requirements	12	0.100
Management 2	C	Semester	Examination plus coursework	6	Management 1	16	0.133
Financial Management 2	C	Semester	Examination plus coursework	6	Finance for Managers	16	0.133
Administrative Management 2	C	Semester	Examination plus coursework	6	Administrative Management 1	12	0.100
Introduction to Economics	C	Semester	Examination plus coursework	6	Quantitative Approaches to Management Sciences	16	0.135
Management 3	C	Semester	Examination plus coursework	6	Management 2	16	0.133
Financial Management 3	C	Semester	Examination plus coursework	6	Financial Management 2	16	0.133
Administrative Management 3	C	Semester	Examination plus coursework	6	Administrative Management 2	12	0.100
Credit Control	O	Semester	Examination plus coursework	6	As per entrance requirements	16	0.133
Logistics	O	Semester	Continuous Assessment	6	As per entrance requirements	16	0.133
Operations Management	O	Semester	Examination plus coursework	6	As per entrance requirements	16	0.133
Applied Management	C	Semester	Coursework	6	Management 3	16	0.133

Applied Financial Management	C	Semester	Coursework	6	Financial Management 3	16	0.133
Applied Administration Management	C	Semester	Coursework	6	Administrative Management 3	12	0.100
Entrepreneurial Skills	C	Semester	Examination and coursework	6	As per entrance requirements	16	0.135

C = Compulsory, O= Optional

5.2 NATIONAL DIPLOMA: MANAGEMENT

Subject	Compulsory /Optional	Offering	Assessment	NQFLevel	Pre-requisite
Management 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Communication: Business Admin	C	Year	Continuous assessments, theory & practical work	6	As per entrance requirements
Financial Accounting I (Module 1 and 2)	C	Semester	Two three hour written exam; tests, written and practical assignments	6	As per entrance requirements
End-User Computing (Module 1 and 2)	C	Semester	Continuous assessments, theory & practical work	6	As per entrance requirements
Administrative Management 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Management 2	C	Year	One three hour examination, and written and practical assessments	6	Management 1
Financial Management 2	C	Year	One three hour examination, and written and practical assessments	6	Financial Accounting 101 and 102
Production Management 1	C	Year	One three hour examination, and written and practical assessments		As per entrance requirements
Economics (Mod 1 & 2)	C	Semester	Two three hour written exam; tests, written and practical assignments	6	As per entrance requirements
Management 3	C	Year	One three hour examination, and written and practical assessments	6	Management 2
Financial Management 3	C	Year	One three hour examination, and written and practical assessments	6	Financial Management 2
Marketing 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Mercantile Law 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Experiential Learning	C	Year	One assignment	6	

5.3 NATIONAL DIPLOMA: SMALL BUSINESS MANAGEMENT

Subjects	Compulsory /Optional	Offering	Assessment Method	NQF Level	Pre-requisite
Small Business Management 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Retail Business Management 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
End-User Computing (Modules 101 & 102)	C	Semester	Continuous Assessment	6	As per entrance requirements
Communication 1	C	Year	Continuous Assessment	6	As per entrance requirements
Administrative Management 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Small Business Management 2	C	Year	One three hour examination, and written and practical assessments	6	Small Business Management 1
Retail Business Management 2	C	Year	One three hour examination, and written and practical assessments	6	Retail Business Management 1
Credit Control 1	C	Year	Continuous Assessment	6	As per entrance requirements
Organisational Effectiveness 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirements
Small Business Management 3	C	Year	One three hour examination, and written and practical assessments	6	Small Business Management 2
Retail Business Management 3	C	Year	Continuous Assessment	6	Retail Business Management 2
Costing and Estimating 1	C	Year	One three hour examination, and written and practical assessments	6	As per entrance requirement
Experiential Learning	C	Year	Continuous Assessment	6	As per entrance requirement

5.4 BACHELOR OF TECHNOLOGY: MANAGEMENT

Subjects	Compulsory /Optional	Offering	Assessment Method	NQF Level	Pre-requisite
Management 4	C	Annual	One three hour examination, and written and practical assessments	7	ND: Management
Financial Management 4	C	Annual	One three hour examination, and written and practical assessments	7	ND: Management
Research Methodology	C	Annual	Continuous assessment	7	ND: Management
Marketing 2	C	Annual	One three hour examination, and written and practical assessments	7	ND: Management

5.5 BACHELOR OF TECHNOLOGY: BUSINESS ADMINISTRATION

Subjects	Compulsory /Optional	Offered	Assessment	NQF Level	Pre-requisite
Financial Accounting Aspects 4	C	Year	One three hour examination, and written and practical assessments	7	As per entrance requirements
Management Information Systems	C	Year	Continuous Assessment	7	
Research Methodology	C	Year	Continuous Assessment	7	
Management Practice 4	C	Year	One three hour examination, and written and practical assessments	7	
Financial Management 4	C	Year	One three hour examination, and written and practical assessments	7	
Management Economics 3	C	Year	One three hour examination, and written and practical assessments	7	
Human Resources Management 2	C	Year	One three hour examination, and written and practical assessments	7	
Labour Relations & Law 2	C	Year	Continuous Assessments	7	
Production and Purchasing Management 2	C	Year	One three hour examination, and written and practical assessments	7	
Marketing Management 3	C	Year	One three hour examination, and written and practical assessments	7	

5.6 MASTER OF TECHNOLOGY: BUSINESS ADMINISTRATION

Subjects	Compulsory /Optional	Offering	Assessment Method	NQF Level	Pre-requisite
Research Thesis	C	Year	Final submission of thesis for examination purposes.	8	B.Tech: Business Administration or equivalent

5.7 DOCTOR OF TECHNOLOGY: BUSINESS ADMINISTRATION

Subjects	Compulsory /Optional	Offering	Assessment Method	NQF Level	Pre-requisite
Research Thesis	C	Year	Final submission of thesis for examination purposes	9	M.Tech: Business Administration or equivalent

5.8 MASTER OF MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION)

Subjects	Compulsory /Optional	Offering	Assessment Method	NQF Level	Pre-requisite
Research Thesis	C	Year	Final submission of thesis for examination purposes.	9	B.Tech: Business Administration or equivalent

5.9 DOCTOR OF PHILOSOPHY: BUSINESS ADMINISTRATION

Subjects	Compulsory /Optional	Offering	Assessment Method	NQF Level	Pre-requisite
Research Thesis	C	Year	Final submission of thesis for examination purposes	10	M.Tech: Business Administration or equivalent

6. REGISTRATION AND RE-REGISTRATION RULES

6.1 Registration for Diploma in Management Sciences (Business Administration)

6.1.1 Students registering for the Diploma in Management Sciences are required to meet the minimum requirements detailed in departmental rule 4.1 above. NSC and NCV applications received via the Central Applications Office (CAO) will be scored and ranked from highest to lowest points. Based on these rankings and subject to availability, those students with the highest points will be offered a firm place; the students who have applied with their grade 11 results may be offered a conditional place subject to them meeting the requirements in 4.1 above. Preference will be given to students from designated groups.

6.1.2 This course is offered on a semester basis and registration takes place during January and July. See General Rules G3, G4, G5, G6 and G7.

6.1.3 The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.

Registration for National Diploma: Management is on an annual basis with registration taking place in January of each year. A learner shall be admitted to maximum of SIX subjects in the first and second years of study

Registration for the B. Tech: Management and the B. Tech: Business Administration. New students wishing to apply for these programmes are required to apply via the department by the end of September of the year preceding their intended registration. These programmes are offered on an annual basis with registration taking place in January of each year.

6.2 Changing from old programme to new programme. The ND: Management will be phased out and students who have not completed the outstanding subject/modules in terms of the phase out plan, will be required to either transfer to the new programme, or must complete the outstanding

subjects/modules elsewhere and may apply for exemption, subject to the provisions of the general rules. Students transferring from the incomplete ND: Management to the Diploma in Management Sciences (Business Administration) may, on application, be granted credit for modules passed towards the new qualification.

- 6.3 **Exemptions and Transfers:** Students will be able to carry credits from the ND: Management to the new qualification within a four-year period. See General Rules G8 and G9.

6.4 **Work done during the semester/year:**

- 6.4.1 Year marks/semester marks shall be determined in accordance with the requirements as indicated in the student guides. For details of assessment refer to the student guide pertaining to each subject/module. Failure to meet these requirements will disqualify a student from writing the final examination in the modules concerned.
- 6.4.2 Notwithstanding Rule G12 a year/semester mark obtained for any module is valid only for the main examination in the year/semester in which a student is registered plus the supplementary examination in that module if granted to the student in terms of Rule G13.
- 6.4.3 If a student is absent from a test / formal assessment a medical certificate must be provided within seven working days from the date that the assessment was conducted. The department reserves the right to verify any medical certificate.
- 6.4.4 All students that were absent for a formal assessment and have submitted a medical certificate to the Department, will be permitted to write a make-up test in the common general education modules. A make-up test replaces a single test that has been missed in the course of the year/semester, and may not be used to replace an assignment mark. If the student is absent for the make-up test, a zero will be allocated. Details whether make-up tests are offered in other, non-common modules will be outlined in the student guide for each module.
- 6.4.5 Students must verify course marks before the final examinations are written. A 40% year/semester mark is needed to gain entry into the examination of subjects/modules that have a terminal examination. Continuous assessment modules require a year/semester mark of 50%.

6.5 **Experiential Learning.**

A student who is enrolled for the N.D. in Management is required, usually in the third/final year of study, to complete a period of experiential learning, and submit an assignment based on the experiential learning to the Head of Department by a specified date, failing which the student will not be able to graduate.

6.6 Exclusion rules.

Students who are refused re-admission in terms of the University rules may motivate, in writing, to the Head of Department to be re-admitted. The Head of Department may forward a recommendation to the Faculty Board for a decision.

Maximum time allowed for completion of qualifications:

Diploma or National Diploma:	5 years
B Tech Degree:	4 years part-time or 2 years full-time
M Tech Degree:	3 years
D Tech Degree:	4 years part-time

First-year students registered for the Diploma in Management Sciences (Business Administration) who fail five (5) or more modules will not be permitted to re-register for the program. Students have the right to appeal this decision via the Students Appeals Committee (SAAC).

Notwithstanding DUT General Rules relating to unsatisfactory students (G17, G21, G22, and G23), any other student who does not pass a minimum of 40% of the subjects/modules for which they were registered in a year will be prevented from re-registering for the qualification. Students will have the right to appeal against their exclusion. In calculating the time taken to complete a qualification, the periods of incomplete study at another institution/ programme / department will be taken into consideration.

7. SUBJECT CONTENT

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

DIPLOMA IN MANAGEMENT SCIENCES (Specialisation in Business Administration)

ACADEMIC LITERACY AND WRITING

- I. (a) **Duration:** 12 weeks
- (b) **Evaluation:** Continuous Assessment

The module consists of the following:

Each week the teaching and learning will incorporate the three strategies outlined below collaboratively.

Strategy I: Reading

Students will be given guided reading tasks in order to encourage them to complete a full reading of the text. Focus will be drawn to each of the following approaches to reading:

- Reading a text for its educational value
- Reading for pleasure
- Reading selected passages of a text for analysis
- The differentiation between reading novels, business correspondence newspapers and social media

- The identification of different registers, dialects, and jargon within a text
- The emergence of blending, code-switching and the incorporation of indigenous languages

Strategy 2: Critical-thinking and Discussion

Students will be provided with group discussion topics which will be related to the text that they have read. The objective will be to draw parallels between students' own life stories and experiences, and the pertinent issues which emerge from the text.

Focus will be drawn to the following areas of social discourse:

- Preparation for life in the adult world of work and responsibility
- Gender relations
- Personal ethical frameworks
- Cultural literacies: reconfiguring inter-cultural communication into transculturation and engaging with global cultural trends through South African modes of representation

Strategy 3: Writing

Students will be guided to build upon the platform laid by the reading and critical-thinking/discussion sections of the module. The objective will be to develop writing skills at the sentence and paragraph construction levels using the following methodologies:

- Examining how sentences and paragraphs have been constructed by the writer of the text in selected passages
- Revision of the basic properties of sentences and paragraphs
- Writing practice (beyond the shadow of plagiarism)
- Laying the foundations of academic research through research report writing.
- Proofreading and editing of writing
- Summary writing

Administrative Management I

Duration: 12 weeks

Assessment: Examined

The module consists of the following:

- Introduction
- Worldwide trends
- The business environment
- Forms of business ownership and entry into the business world
- Levels of management and skills required at the different levels
- Functional departments within an organisation
- Information and knowledge management
- The office environment.

Administrative Management 2

Duration: 12 weeks

Assessment: Examined

The module consists of the following:

- What is technology?
- The importance and use of technology in a business
- Internal communications using technology
- Introducing a (new) technological application into a business
- What is marketing?
- The importance of marketing to a business
- The marketing mix
- The link between technology and marketing
- Social networking.

Administrative Management 3

Duration: 12 weeks

Assessment: Examined.

The module consists of the following:

- What is the human resource function?
- Job Analysis
- Recruitment, selection and placement
- Employment categories
- Legislation affecting recruitment, selection and placement
- Induction
- Human Resource Maintenance (performance appraisal, compensation management, job satisfaction)
- Human Resources Development
- Termination of employment and legislation affecting termination

Applied Administrative Management

Duration: 12 weeks

Assessment: Continuous Assessment

The module consists of the following:

- Marketing Plan
- HR Programmes (recruitment, induction, development, retrenchment)
- Technology applications
- Occupational health and safety
- Workplace Preparedness

Applied Financial Management

Duration: 12 weeks

Assessment: Examined.

The module consists of the following:

- Share Valuation and Stock Exchanges
- Risk and Return
- Capital Budgeting
- Analysis and Interpretation of AFS
- Long and short term financial planning

Applied Management

Duration: 12 weeks

Assessment: Continuous Assessment

The module consists of the following sections:

- Components of the business environment
- Systems theory and thinking
- Problem solving and decision making processes
- Management of information and effective communication thereof
- Professional conduct and work place ethics
- Change management processes
- Total quality management system
- Group formation processes and its functional dynamics
- Presentation and reporting of information

BUSINESS COMMUNICATION & INFORMATION LITERACY

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections:

- Overview of Communication in the South African context
- Begin to reflect on group roles, functions and behavior
- Purpose, audience, context, conventions and types of business letters
- Guidelines for Writing emails
- Meetings: Types, jargon, office bearer roles
- Meetings procedure
- Meetings Documentation: Practice writing Notice, Agenda, Minutes
- Report Writing: Asking questions in surveys and interviews at a basic level
- Interpreting findings, and writing conclusions and recommendations
- Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy
- Work at computers learning how to access and search in electronic sources of information.
- Conduct a search for relevant information on an analysed topic using a variety of different resources.
- Search in Reference works such as encyclopedias and dictionaries both in print and online.
- Search Library Online Public Access Catalogue.
- Search using a Discovery tool such as Summon. Search using a search engine such Google.
- Search in a relevant Library database.
- Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used
- Answer questions about information found, or, give a presentation on information found or write a report on information found
- Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use
- Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references)

CORNERSTONE 101

- I. (a) **Duration:** 12 weeks
(b) **Evaluation:** Continuous Assessment

The module consists of the following sections:

The module will start with the analysis of a current issues (one critical event or development will be and analysed; the event in focus will be selected on the basis of its connections to the theme of journeys and its relevance to the issues of ethics, diversity and critical citizenry). The topics will include such topics as the following, not necessarily in this sequence:

- Our journeys: moving into higher education
- Journeys from self to community (including forms of community engagement and service)
- Journeys of migration, discovery and coercion (including movement of labour)

CREDIT CONTROL

Duration: 12 weeks

Evaluation: Examined

The module consists of the following sections:

- Credit process in terms of the National Credit Act
- Consumer credit information
- Consumer rights and obligations
- Credit agreements
- Cost of credit
- The marketing of credit
- Cancellation, variation and early settlement of credit agreements
- Reckless credit and debt counselling
- Debt collection
- Consumer credit institutions and complaints procedures
- Mortgages, motor vehicle finance and credit cards.

ENTREPRENEURIAL SKILLS

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

- Nature and development of entrepreneurship
- Resource requirements, legal and related aspects
- Financing and entrepreneurial venture
- Networking and support
- Alternative routes to business ownership
- Managing growth and growth strategies and option
- International business opportunities

ENVIRONMENTAL SUSTAINABILITY

1. (a) **Duration:** 12 weeks

(b) **Evaluation:**

2. Content

The module consists of the following sections:

Ecological studies

- Ecosystems
- Biodiversity
- Conservation

Hydrological cycle

- Climatology
- Global warming and climate change
- Effects on biodiversity
- Strategies to curb facilitated climate change

Environmental health

- What is environmental health?
- Pollution
- Environmental risk and society
- Sustainable development

Environmental sociology

- Traditional environmental knowledge
- Poverty, abuse and crime
- Resource management
- Poverty, abuse and crime

FINANCIAL LITERACY

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections:

- Savings and budgeting
- Debt Reduction and Asset Building (bank statement and bank recon) (interest rate, compound and simple)
- Building a good credit rating
- Consumer Protection (link with law)
- Wages and taxation (basic categories, direct and indirect, vat, individual tax)
- Investment Planning
- Retirement (Building a pension fund / provident fund)

FINANCIAL MANAGEMENT 2

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

1. Cost Classification
2. Cost Volume Profit Analysis
3. Budgets
4. Cash Flow Statements
5. Time Value of Money

FINANCIAL MANAGEMENT 3

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

1. Long Term Financial Planning and Growth
2. Valuation of Bonds and Shares
3. Capital Budgeting and Project Evaluation
4. Cost of Capital, Capital Structure and Dividend Policy
5. Risk and Return
6. Short term Financial planning and Management
7. Corporate Governance

FINANCE FOR MANAGERS

1. (a) **Duration:** 12 weeks

(b) **Evaluation:**

2. Content

The module consists of the following sections:

- Basic Accounting
- Cash Management including cash budget
- Credit Transactions including Recon & Credit Management
- Basic AFS with Adjustments (explanation of journals and Process) including Ratios (basic ratios interpretation - liquidity, profitability, solvency and structure)
- Cost Classification, Materials and Labour
- Job Costing
- Cost Volume Profit Analysis

INTRODUCTION TO BUSINESS

- I. (a) **Duration:** 12 weeks
(b) **Evaluation:** Continuous Assessment

The module consists of the following sections:

Business Environment

- The nature of the business environment
- External, market and internal environments and their inter-relationship.
- Environmental analysis

Business Management

- The nature of business management.
- Management concepts: Planning, organising, leading and controlling.
- Decision-making process
- Careers in Business Management

Marketing Management

- What is Marketing Management?
- The 4P's (Product, Price, Promotion and Place)
- Careers in Marketing Management

Retail Management

- What is Retail Management?
- Functions of Retailing
- Retail mix
- Role of retail in the supply chain
- Careers in Retail Management

Human Resources Management

- What is Human Resources Management & Personnel Management?
- Careers in Human Resources Management

Public Relations Management

- What is Public Relations Management?
- Functions of Public Relations
- Careers in Public Relations Management

Operations Management

- What is Operations Management?
- Concepts of efficiency, factories, products, layouts and quality.
- Careers in Operations Management

Business Law

- What is law
- Business and the Law
- Careers in law

INTRODUCTION TO BUSINESS LAW

- I. (a) **Duration:** 12 weeks
(b) **Evaluation:** Examination

The module consists of the following sections:

- Basic framework of the South African legal system.
- General principles of the law of contract.
- The principles of consumer law in South Africa.
- Brief overview of the Basic Conditions of Employment Act 75 OF 1977.
- Brief overview of social security at work: Unemployment Insurance Act 63 of 2000, Compensation for Occupational Injuries and Diseases Act 130 of 1993.

Specialisation specific:

- Legislation relating to packaging in South Africa.
- Intellectual property law.
- The law relating to electronic payment systems.
- Dismissals and unfair labour practice. The Labour Relations Act 66 of 1995.
- Censorship
- Freedom of expression

INTRODUCTION TO ECONOMICS

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

Principles of Microeconomics

- Define economics.
- Define the economic problem.
- Explain scarcity, opportunity cost and choice.
- Explain how scarcity results in the problems of allocation, distribution and production.
- Identify the four sectors in the economy and show how they interact in the various markets.
- Describe how production, income and spending are related in the economy.
- Explain the components of the mixed economy.
- Use demand and supply curves to explain how price and output are determined in free and regulated goods markets.
- Use demand and supply curves to explain how wages and employment levels are determined in free and regulated labour markets.
- Use the concept of elasticity to predict how producers and consumers will respond to changing market conditions.
- Discuss the implications for price, output, profit, and efficiency of competition, monopoly, monopolistic competition and oligopoly market structures.

Principles of Macroeconomics

- Calculate the major measures of macroeconomic activity (GDP; GNP; Expenditure on the GDP; GDE etc.)
- Explain the value-added method of calculating GDP.
- Distinguish between GDP at market prices and GDP at factor cost.
- Explain the difference between nominal and real GDP.
- Describe the problems associated with measurement of GDP and GNP.
- Draw a diagram of the business cycle.
- Identify the different phases of the business cycle.
- Explain what happens in the macroeconomy during the different phases of the business cycle.
- Define unemployment and explain its measurement.
- Identify different types of unemployment.
- Define inflation and explain its measurement.
- Describe the causes of inflation.
- Discuss the consequences of unemployment and inflation for the economy.
- Describe the functions of money.
- Describe the main functions of the South African Reserve Bank.
- Demonstrate the money creation process.
- Explain how the basic instruments of monetary policy may be used to pursue macroeconomic objectives.
- Describe the distribution, allocation and stabilization functions of government.
- Explain fiscal policy and its relationship to the budget.
- Explain how the basic instruments of fiscal policy may be used to pursue macroeconomic objectives.
- Explain why international trade occurs.
- Critically analyse the arguments for trade intervention.
- Evaluate the impact of an import tariff.
- Identify the main components of the balance of payments.
- Explain how exchange rates are determined in the foreign exchange market.
- Discuss the implications of globalisation for the economy.

INTRODUCTION TO TECHNOLOGY

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections:

- Overview of computer terminology
- Overview of the Ethics of Information Technology.
- Access to the internet, upload and downloading files
- Overview of MS Word
- Overview of a presentation package such as PowerPoint.

KZN MARITIME INDUSTRY

Duration: 12 weeks

Evaluation: Continuous Assessment.

The module consists of the following:

- The history of the Port of Durban and the Port of Richards Bay
- The historical background of locally based shipping lines and associations.
- The present maritime services offered and industries located in KZN
- The future of KZN's maritime industry including the planned dugout port and the Durban to Gauteng Freight Corridor
- Ship types including, but not limited to, container, tankers, bulk carriers, general cargoes, etc.
- Cargo types including, but not limited to, containerised cargoes, coal, oil cargoes, chemical cargoes, automobiles, etc.
- Routes including, but not limited to, KZN to the Far East, KZN to the Indian Sub-continent, KZN to NW Europe, KZN to Australia, etc.
- Ports including, but not limited to, Mumbai, Singapore, Fremantle, Rotterdam, etc.
- Local organisations including, but not limited to, EMC, SAASOA, SAAFF, Transnet, SAMSA,
- International organisations including, but not limited to, IMO, ILO, ITF, BIMCO, etc.
- Industries to include, but not limited to, ship building and repair

LAW FOR LIFE

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections:

1. Life scenario: Motor vehicle accident:

- Criminal law- purpose, procedure, parties, bail, sentences
- Civil law-purpose, procedure, parties, outcomes
- Law of insurance-purpose, concept of risk, the contract of insurance, the parties, the premium, the insurable interest and the doctrine of subrogation
- Road Accident Fund- effect on the common law, purpose of the fund, application, forms.

2. Life scenario: A man wishes to get married, he already has one wife.

- Different types of marital regimes in South Africa
 - civil unions
 - customary unions
 - Same-sex life partnerships.

3. Life scenario: A man dies leaving three wives and eight children.

- The law of testate and intestate succession.
- The requirements for a valid will.
- Drafting a valid will

LOGISTICS MANAGEMENT

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections:

- Developing and implementing retail logistics strategies
- Nature and principles of stock management
- Stock performance Levels
- Principles of logistics and supply chain management
- Management of product movement and handling
- Customer accommodation
- Distribution Centers and Warehousing
- Risk Management

MANAGEMENT I

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

- History of Management
- Importance of Management
- Management Skills
- Planning, Organising, Leading and Controlling
- Decision Making
- Introduction to quality

MANAGEMENT 2

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

- Identify the various stakeholder groups and their interests on an organisation
- Understand the Importance of Managing in a Global Environment
- Strategic Planning
- Organisational Structure
- Organisational Culture
- Organisational Change
- Organisational Control
- Case Study Application
- Corporate Social Responsibility
- Diversity management/ contemporary issues
- Leadership

MANAGEMENT 3

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

- Organisations and organisational effectiveness
- Basic challenges of organisational design
- Designing organisational structure: authority and control
- Designing organisational structure: specialisation and coordination
- Organisational design and strategy in a changing global environment
- Organisational design, competences and technology
- Decision making, learning, knowledge management and information technology
- Innovation, intrapreneurship and creativity
- Managing conflict, power and politics

OPERATIONS MANAGEMENT

Duration: 12 weeks

Evaluation: Examination

The module consists of the following sections:

Productivity, Competitiveness and strategy

- Definition of terms
- Operations and marketing influences towards competitiveness
- Why some organisations fail
- Computing productivity
- Factors that affect productivity
- Improving productivity

Capacity planning

- Importance of capacity decision
- Defining and measuring capacity
- Determinants of effective capacity
- Determining capacity alternatives
- Evaluating capacity alternatives

Product and service design:

- Reasons for product and service design;
- The degree of newness; phases in product design development;
- Designing for manufacturing; designing for service.
- Determining capacity alternatives;
- Evaluation capacity alternatives.

Process selection and facilities layout:

- Process selection;
- Facility layouts;
- Designing product layout:
- Line balancing; designing
- Process layout.

Management of quality:

- The evolution of quality management;
- Quality gurus;
- Consequences of poor quality;
- Quality awards;
- Quality certification.

QUANTITATIVE APPROACHES TO MANAGEMENT SCIENCES

Duration: 12 weeks

Evaluation: Continuous Assessment, based on tests and/or assignments

The module consists of the following sections:

- Basic Number Calculations
- Using a Calculator
- Working with Decimals
- Working with Fractions
- Factorisation
- Decimal Fractions
- Working with percentages
- Working with averages
- Ratio and Proportion
- Simple and Compound Interest
- Markups
- Profitability
- Discounts and Commissions
- Graphs and Charts
- Banking and Investing

SUBJECT CONTENT: NATIONAL DIPLOMA: MANAGEMENT

ADMINISTRATIVE MANAGEMENT I

The role of administrative management in an organisation. Organisation and organisational structure in the enterprise and for administrative management. Management of an administrative office. Communication in the administrative office. Office systems, procedures and methods. The management of the office environment. BCE Act, Occupational Health and Safety Act.

COMMUNICATION: BUSINESS ADMINISTRATION I

The communication process. Non-verbal messages. Transactional analysis. Guidelines for making speeches. Short speeches. Conducting interviews. Group discussions. Listening techniques. Meeting procedures. Memos. Compiling programmes. Notices for notice boards. Formal invitations. Translating. Internal and external memoranda. Official letters. Business letters. Application for employment. Reports.

ECONOMICS I

Module One (Micro-Economics)

Introductory concepts; interpretation of graphs; demand, supply and the market; Market applications (elasticity, price fixing, tax incidence); revenue and costs, profit maximization theory of the firm; perfect and imperfect competition; competition policy.

Module Two (Macro-Economics)

Circular flow of economic activity; Macro-economic aims of an economy; national income accounting; money and banking and monetary policy; economic growth and development; economic role of government and fiscal policy; economic instability- unemployment and inflation; international trade and exchange rates.

END USER COMPUTING I

Theory: Historical background; concept definitions; operating system concepts; information organization; tele-communications; application programmes; PC hardware and software acquisition; security

Practical

Experience of a package in each of the following fields:

MS DOS commands and file management, word processing, spreadsheets and graphics, record, file and database programmes, use of a specific application package in the study field of the student.

FINANCIAL ACCOUNTING I

1. Introduction to accounting.
2. Processing of accounting data.
3. Control and recording of cash.
4. Completion of the accounting cycle.
5. Cost determination of certain assets.
6. Generally accepted accounting practice.
7. Control accounts.
8. Correction of errors (elementary).
9. Department accounts.
10. Manufacturing concerns (elementary).
11. Account systems and internal control.
12. Elementary statement of source and application of funds.

13. Clubs and non-profit organisations (elementary).
14. Analysis and interpretation of financial statements (elementary).
15. Partnerships

FINANCIAL MANAGEMENT 2

1. Introduction to financial management.
2. Financial analysis and control.
3. Working capital management.
4. Management of fixed assets

FINANCIAL MANAGEMENT 3

1. The basis of forward planning.
2. The budget.
3. Sources of finance.

MANAGEMENT I

1. Evolution of management
2. Planning, Leading, Organising, Controlling
3. Decision-making
4. Co-ordination and Delegation
5. Training and Development in SA
6. Performance Appraisal, Motivation
7. Communication
8. Control

MANAGEMENT II

1. Introduction / Why do we study management?
2. Planning
3. Leading
4. Organising
5. Controlling
6. Contemporary issues

MANAGEMENT III

1. The establishment of Corporate Culture
2. The Team Leaders
3. Social Responsibility and Ethics
4. Management of changes
5. Political Behaviour in organisations
6. Management of Groups
7. Management of Conflict
8. Total Quality Control
9. Negotiation

MARKETING I

1. The marketing concept. Study of marketing philosophy.
2. An overview of the marketing process
3. The S.A. marketing environment.
4. The market.
5. Market measurement and forecasting.
6. Market segmentation.

7. Definition and scope of consumer behaviour.
8. Overview of the decision process.
9. Group influences on behaviour.
10. Individual influences on behaviour.
11. The decision process.
12. Applications and future directions of consumer analysis.

MERCANTILE LAW I

General Introduction

1. The concept law.
2. Sources of SA law.
3. Division of the law.
4. The judiciary.

General Principles of Law of Contract

1. Requirements.
2. Parties.
3. Void and voidable contracts.
4. Obligations.
5. Forms of breach.
6. Remedies for breach.
7. Termination.

Specific Contracts

1. The contract of purchase and sale.
2. Credit agreements.
3. Common law contract of service.
4. Electronic Commerce

The Law of Negotiable Instruments

1. Types of negotiable investments
2. Parties
3. Formal requirements
4. Concepts of negotiability and transferability
5. Protection of bankers

PRODUCTION MANAGEMENT I

1. Introduction to production management.
2. Product service design.
3. Application of forecasting.
4. Facilities planning and layout.
5. Capacity management.
6. Aggregate planning.
7. Introduction to quality management.

SUBJECT CONTENT:
B. TECH. MANAGEMENT

MANAGEMENT 4

Module A: The process of strategic management, with case studies

Module B: Integrated Management

FINANCIAL MANAGEMENT IV

Overview of financial management. Risk and fair rate of return. Capital budgeting and project development. Long term financing decisions. Dividend policy. Working capital management. Case studies.

RESEARCH METHODOLOGY (100% Year Mark)

The aim and importance of research. Aids in research. Development of the techniques required to conduct a research project. Introduction to the Design of Experiments.

MARKETING II

Understanding of marketing management. Analysis of marketing opportunities. Developing marketing strategies. Planning Marketing programmes. Managing the marketing effort.

SUBJECT CONTENT:
B.TECH. BUSINESS ADMINISTRATION

FINANCIAL ACCOUNTING ASPECTS 4

1. Introduction to financial performance in the management perspective
2. The accounting cycle
3. The books of prime entry (done basically in theory)
4. The general ledger and trial balance
5. Income statement and balance sheet
6. Accounting conventions
7. The regulatory framework, including, Companies Act, GAAP, Corporate Governance, Audit Report, Directors Report and JSE
8. Financial indicators
9. A selected listed company as a project study

Human Resources Management 2

1. General concepts of human resources management
2. Job analysis and job design
3. Employee recruitment and selection
4. Performance management
5. Compensation management
6. Employee training and management development
7. Career management
8. Labour issues
9. Interpersonal relations

Management Economics 3

1. Introduction to micro-economics
2. Basic macro-economic concepts, methods and theory
3. Fiscal policy the role of government
4. The financial markets and monetary policy
5. Financial instruments and management
6. The business cycle
7. International economics
8. Macro-economic problem issues

Financial Management 4

1. Task and terrain of the financial manager
2. The capital structure of the business
3. Capital budgeting and the time value of money
4. Working capital policy
5. The budgetary process
6. Financial analysis and planning
7. Inflation and its effect on financial decision making
8. Taxation and its effects on financial decision making
9. Dividend policy
10. Acquisition, mergers, prediction of business failure
11. Issues and concepts in financial management

Production and Purchasing Management 2

1. The business in the external environment, including stakeholders
2. Logistics, operations and material flow, elements of a supply chain
3. Production requirements through purchasing
4. The impact of inventory on production
5. The production system: design and productivity
6. Inventory management and techniques
7. Production planning and control
8. Outbound logistics
9. Service/Relationships/Operations

Marketing Management 3

1. Introduction
2. Market segmentation
3. Market information and research
4. Product strategy
5. Pricing strategy
6. Distribution strategy
7. Market communications
8. Marketing, planning and strategies

Management Information Systems

1. An introduction to information systems
2. Traditional information systems
3. Using information systems towards a strategic edge
4. Computer networking
5. Systems for automation and collaboration
6. Information systems as a decision making tool
7. Global information society
8. Managing in an information driven society a social and ethical challenge

Research Methodology (100% Year Mark)

The aim and importance of research

Aids in research

Development of the techniques required to conduct a research project.

Introduction to the Design of Experiments

Management Practice 4

1. Managing generally in a changing environment
2. Managing strategically: Environmental and global forces
3. Managing strategically: Planning and strategy information
4. Making sound decisions
5. Designing the organisation
6. Motivating for performance
7. Leading and communication
8. Leading teams and organisational cultures
9. Managing conflict and stress
10. Controlling performance in organisations

Labour Relations & Law 2

1. Diagnosis of the South African Labour Relations system and an explanation of the roles of the various players.
2. Classification of South African Trade Unions and demarcation of their policies and aims.
3. Employer organisations in relation to Trade Unions and the function of shop stewards.
4. Bargaining relationship of an organisation: commonality, conflict, power and different levels of bargaining.
5. The Basic Conditions of Employment Act and the Employment Equity Act; interpretation of contracts of employment; fair and legal employment practices.
6. The rights of employers and employees; the Act for Collective Bargaining; work place forums; dispute settlement and fair discipline.
7. Preparing for negotiations, power dynamics, and conducting negotiations.
8. The personnel function and labour relations; the role of communication in labour relations; lawful dismissals and grievance handling; work stoppages.
9. Distinguishing between types of dispute and disputes settlement; referring disputes in terms of the New Labour Relations Act and completing the necessary documentation.