DUT
DURBAN
UNIVERSITY OF TECHNOLOGY

FACULTY OF ACCOUNTING
& INFORMATICS

2019 HANDBOOK
INFORMATION & CORPORATE MANAGEMENT

HANDBOOK FOR 2018

FACULTY OF ACCOUNTING AND INFORMATICS

DEPARTMENT OF
INFORMATION and CORPORATE MANAGEMENT

Office Management and Technology
Library and Information Studies
Business and Information Management
Programmes

DEPARTMENTAL VISION AND MISSION

VISION
A preferred department for Academic Excellence

MISSION
"Developing Leaders for the Information and Corporate Environment"
Through

- Student – Centred Teaching and Learning
- Research, Innovation and Technology
- Community Engagement

Values

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

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

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

What is a University of Technology?

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

CONTENTS   Page

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 what- ever 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 per-   mitted, will be in accordance with the rules applicable at that time.

1. CONTACT DETAILS

All departmental queries to:
Secretary O.M.T and BIM:
Ms Alvinette Sathyanand
Tel No: 031-373 5655
Fax No: 031-373 6884
Email: alvinettes@dut.ac.za
Location of Department: Ritson Road Campus

Admin Assistant LIS:
Mr Sanele Zwane
Tel No: 031-373 6808
Fax No: 086 5508 797
Email: SaneleZ1@dut.ac.za
Location of Department: M L Sultan Campus Bee Building.
All Faculty queries to: Ms D Small
Faculty officer: Mrs N Singh-Sakichand
Tel No: 031- 373 5418
Fax No to Email: 086 262 6836

Location of Faculty office: East Wing, Hotel School Building, Ritson Campus
Executive Dean: **Prof Olugbara**
Tel No: 031-3735597
Fax No: 031-373 5593
 Email: oludayoo@dut.ac.za
 Location of Executive Dean's office: Ritson Campus

2. STAFFING — Name and Qualification

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

Senior Lecturer — **Dr N Sentoo,**
D. ADMIN (UKZN)

Lecturers

OFFICE MANAGEMENT AND TECHNOLOGY and BUSINESS AND INFORMATION MANAGEMENT

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

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

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

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

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

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

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

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

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

Lecturers

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

Technician (OMT & BIM) — Mr Y Naidoo,
ND: IT (UNISA), B.Tech (IT) (DUT)

Technician (LIS) — Miss N G Mjoko,
ND: IT; B.Tech: Business Administration (DUT)

3. PROGRAMMES OFFERED BY THE DEPARTMENT

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

Qualification	Code
ND: Office Management and Technology Four Year Extended Curriculum Programme	NDOMF1
ND: Office Management and Technology	NDOMT2
Diploma: Business and Information Management	DIBIM1
Diploma: Business and Information Management Four Year Extended Curriculum Programme	DIBIF1
ND: Library and Information Studies Four Year Extended Curriculum Programme	NDLIF2
ND: Library and Information Studies	NDLIS1
Diploma: Library and Information Studies	DILIS1
BTECH: Office Management and Technology	BTOMT1
BTECH: Library and Information Studies	BTLIS1
Master of Management Sciences 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
The National Diploma in Office Management and Technology
NB: National Diploma will be phased out as from 1st January 2017-31st December 2019. After this date this qualification will no longer be offered at DUT.

Admittance to the programme is based on successful completion of the National Senior Certificate (NSC) with

English (Home) 4 OR English (First Additional) 4, and Mathematics 3 or Mathematics Literacy 4 and three 20 credit subjects (not more than one language,   excluding Life Orientation).

Please note: This requirement represented the minimum requirement and students applying were ranked according to a points system, based on five (5) subjects.

OR

A Senior Certificate with a minimum of an E symbol on the higher grade or D symbol on the standard grade in **English**.

In addition, applicants are ranked for acceptance using their five (5) best subjects, including English and an additional language.

PROGRESSION REQUIREMENTS

On completion of the first year of study, learners may proceed to the second year of study if they have passed one subject, being either Information Administration 1 or Business Administration 1 (major subjects). For the third year of study, learners must have passed one subject being either Information Administration 2 or Business Administration 2 (major subjects).

BACHELOR OF TECHNOLOGY: (BTOMT1)

OFFICE MANAGEMENT AND TECHNOLOGY (3304038)
(Offered on a two year part-time or one year full time basis on the Durban/PMB cam- pus)
ENTRANCE REQUIREMENTS
One of the following:

National Diploma:	Business Administration
National Diploma:	Commercial Administration
National Diploma:	Office Management & Technology

MASTER OF MANAGEMENT SCIENCES DEGREE IN ADMINISTRATION AND INFORMATION MANAGEMENT

This is a thesis based qualification. Entrance into this qualification is a B: Tech: Office Management and Technology or Commercial Administration or Business Administration or equivalent, at the discretion of the programme. **Students with Bachelor's Degree in Technology** in Office Management and Technology or Commercial Administration or Business Administration **may gain entrance to Master in Management Sciences in Administration and Information Management.** The candidates have to apply for a conferment of status via the Faculty Board/Faculty Executive Committee/Faculty Research Committee or Executive Dean for Approval**.** The above rule will apply until B-Tech degree is phase out and the new HEQSF qualification is implemented, that is, postgraduate diploma: Business and Information Management (HEQSF 8). See Rules G24 and G26 in the Rule Book for Students and the Postgraduate Handbook.

4.3 LIBRARY AND INFORMATION STUDIES PROGRAMME ND: LIBRARY AND INFORMATION STUDIES (NDLIS1)

Admittance to the programme is based on successful completion of the National Senior Certificate with English (home) rating code 4 or English (1st additional) rating code 4; Mathematical literacy rating code 4 or Mathematics rating code 3.
OR
A Senior Certificate with a minimum of a D symbol in English on the higher grade.
Applicants will be required to undergo a selection test and an interview

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

B: TECH: LIBRARY AND INFORMATION STUDIES

Entrance into this qualification is a ND: Library and Information Studies or equivalent.

This level of study requires the learner to have achieved an average of 60% for three major subjects at the third-level of study, or, alternatively, two years appropriate experience.

MASTER OF MANAGEMENT SCIENCES IN LIBRARY AND INFORMATION SCIENCE

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

DOCTOR OF PHILOSOPHY IN LIBRARY AND INFORMATION SCIENCE

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

PROGRAMME STRUCTURE - OFFICE MANAGEMENT AND TECHNOLOGY

NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY					
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 1
FACC203	Financial Accounting II	O	2	6	Financial Accounting 1
CBAD202	Communication II	C	2	6	Communication 1
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 1
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 MMAIM1	Subjects	Semester/ Year	NQF levels	Pre-requisite/Co-requisite
THIS IS A THESIS BASED QUALIFICATION			9	B.Tech or equivalent

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

Library and Information Studies Programme

Code	Subjects	Semester /Year	NQF levels	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	
LTEC 202	Library & Information Technology 2	2	6	Library and Information Practice 1 Information Retrieval 1 Library and Information	
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	Library Information Retrieval 3; Library and Information Technology 3 Library and Information Professional Practice 3

Code	Subjects	Semester/ Year	NQF Level	Pre-requisite	Co-requisite
LTEC 302	Library & In-formation 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	Library and Information Practice 3; Library and Information; Technology 3; Library and in-formation Professional Practice

B TECH: LIBRARY AND INFORMATION STUDIES

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

PHD: LIBRARY AND INFORMATION SCIENCE

Code	Subjects	Semester/ Year	NQF levels	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 Com- prehensive 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 shar-   ing, 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 sec-   tors. 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 no-tarial documents with special reference to antenuptual 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, antenuptial 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 con- tents, 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), inven- tory, acceptance of trust, security.
6. Procedure for winding up a solvent, testate deceased estate after receipt of letter of exec- utorship. 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 ref- erence 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 pro- cesses.
2. To introduce students to the responsibilities of personnel management and the realities of   a career in personnel management

CONTENT
Section A: Individual behaviour
1. Individual differences
2. Nature of human abilities
3. Perception
4. Learning
5. Memory
6. Personality
7. Frustration and conflict
8. Stress, alcoholism, drug dependence
Section B: Social processes
1. Attitudes
2. Role theory
3. Conformity
4. Groups
4.1 Group dynamics
4.2 Cohesiveness
5. Social perception

PERSONNEL MANAGEMENT II CODE: 041104222
EXAMINATION: 1 x 3-hour paper
SYLLABI
Instructional offering objectives:
To provide the student with the knowledge, skills and attitudes implied by the functions identified by the syllabus.
CONTENT
1. Introduction to organization theory
2. Manpower planning
3. Job analysis
4. Hiring
    4.1 Recruitment
    4.2 Selection
    4.3 Induction
5. Performance appraisal
6. Compensation
7. Maintenance and safety management

B TECH: OFFICE MANAGEMENT AND TECHNOLOGY
ALL SUBJECTS ARE ASSESSED BY CONTINUOUS ASSESSMENT
INFORMATION ADMINISTRATION IV
CODE: 60202006
SYLLABI
MODULE 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 famil- iarize 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 PROFESSIONAL PRACTICE III (WORK INTEGRATED LEARNING) LIPP301

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

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

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

Third Level of Study
Information Retrieval 11
Literature Studies 1
Library Promotion 1
Library and Information Technology 11
Library and Information Practice 11

FOURTH LEVEL OF STUDY: B.TECH:
LIBRARY AND INFORMATION STUDIES **BTLIS1**

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

LIBRARY AND INFORMATION PRACTICE IV 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

8.   Diploma in Business and Information Management

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

This is a three year qualification.

The purpose of this qualification is to develop students with specific core knowledge, skills and career training in Business and Information Management who become life-long learners and engaged citizens aspiring to pursue career employment and professional growth both locally and internationally. The student will be competent in administration and business applications programs. The Business and Information Management programme also enables a student to pursue career pathways in administration in the various business environments. The qualified learner will have the competence to deliver an effective information service in a global environment towards meeting the requirements of clients in a diverse and changing society. Persons achieving this qualification will be able to supervise and manage in various business environments.

The student will be able to:

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

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

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

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

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

Exit Level Outcomes

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

Graduate attributes

1. Critical and Creative thinkers who work independently and collaboratively
- Graduates work in diverse teams to solve problems through respectful communication, negotiation and cooperation to effect change.
- Graduates make decisions independently and/or collaboratively and take responsibility for the implications of such decisions. Understand how decisions can affect others and make ethically informed choices.
2. Knowledge Practitioners
- Graduates have an in-depth knowledge in the field of Business and Information Management, and an ability to apply that knowledge in practice.
- Graduates apply relevant management principles to their own work, as a member or leader in a team and manage projects in multidisciplinary environments.
- Graduates extend their knowledge through research, inquiry and reflection using relevant technology and acknowledging the work and ideas of others.
3. Effective Communicators
- Graduates demonstrate proficiency in communicating and presenting arguments and ideas effectively in oral and written forms and to diverse audiences.
- Graduates recognise the ethical considerations inherent in using various media for communication.
4. Culturally, Environmentally and Socially aware within a local and global context
- Graduates acknowledge and critically reflect upon personal ethical attitudes, decisions and conduct and act with integrity as part of local, national, global and professional communities.
- Graduates recognise and respect difference and diversity in work and social contexts and practise non-discriminatory attitudes in relation to culture, gender, religion, sexual orientation, identity and ability
5. Active and Reflective Learners
- Graduates will take active, personal responsibility for their learning to enhance their professional and personal life and career development.
- Graduates show initiative and self-motivation in relation to their learning.

2   Minimum Admission Requirements

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

Compulsory Subjects	NSC	SC		NCV
	Rating	HG	SG	
English (Home) or	3	E	D	50%
English (First Additional)	4	E	D	50%
	Four other 20 credit subjects (excluding Life Orientation). Not more than two Languages.	SIX (6) best subjects, including English and One (1) additional Language.	SIX (6) best subjects, including English and One (1) additional Language.	(i) At least 50 % in three fundamental subjects, including English: and (ii) At least 60 % in three compulsory vocational subjects.

3. Suitable Candidate Selection

All applicants must apply through the Central Applications Office (CAO).

Selection will be based on the ranking of applicants who meet the minimum requirements.

Preference will be given to applicants with the following subjects:

- Accounting
- Business Studies
- Economics
- Computer Related Subjects

4. Programme Structure

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

DIPLOMA in Business and Information Management									
Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
YEAR I Semester I									
Business Principles and Management 1A	BPRM111	SP1	5	12	C	Nil		N/A	Yes
Information Management and Technology 1A	IMTG111	SP1	5	12	C	Nil	Nil		Yes
Communication I	CMON101	SP1	5	08	C	Nil	Nil		No
Private Law I	PVTL101	SP1	5	12	C	Nil	Nil		Yes
Research Practices and Principles I	RSPP101	SP1	5	12	C	Nil	Nil		Yes

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
Business Fundamentals 1 (FGE)	BSFD101	SP1	6	12	C	Nil	Nil		No

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
Business Principles and Management 1B	BPRM121	SP2	5	12	C	Nil	Nil		Yes
Information Management and Technology 1B	IMTG121	SP2	5	12	C	Nil	Nil		Yes
Human Resource Management 1	HMRM101	SP2	6	12	C	Nil	Nil		Yes
Project Management 1	PJEM101	SP2	6	12	C	Nil	Nil		Yes
Cornerstone (IGE)	CSTN101	SP2	5	12	C	Nil	Nil		No
Name of subject	**Subject Code**	**Study Level**	**HEQSF Level**	**Module Credits**	**C/E***	**Pre-Req.**	**Co-Req**	**Stream**	**Exam****

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
Business Principles and Management 2A	BPRM211	SP3	6	12	C	Business Principles and Management 1 (Module 1A and Module 1B)	Nil	N/A	Yes
Information Management and Technology 2A	IMTG211	SP3	6	16	C	Information Management and Technology 1A and 1B	Nil		Yes
Communication 2	CMON201	SP3	5	08	C	Communication 1	Nil		Yes
Accounting and Financial Principles 1	ACFP101	SP3	6	12	C		Nil		Yes
Business Fundamentals 2 (FGE)	BSFD201	SP3	6	12	C	Business Fundamentals 1 (fge)	Nil		No

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
Business Principles and Management 2B	BPRM221	SP4	6	12	C	Business Principles and Management 1 (module 1A and module 1A)	Nil		Yes
Information Management and Technology 2B	IMTG221	SP4	6	16	C	Information Management and Technology 1A and 1B	Nil		Yes
Legal Practice 1 OR Human Resource Management 2 OR Project Management 2	LEGP101 BPRM201 PJEM201	SP4	6	16	E	Human Resource Management 1 Project Management 1	Nil		Yes
Research Practices and Principles 2	RSPP201	SP4	6	12	C	Research Practices And Principles 1	Nil		Yes
HIV and Communicable Disease (IGE)	HCDK101	SP4	6	08	C		Nil		No

| Introduction to Sign Language (IGE) | INSL101 | SP4 | 5 | 08 | C | | Nil | | No |

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
YEAR 3 Semester 1									
Business Principles and Management 3A	BPRM311	SP5	7	12	C	Business Principles and Management 2A and B	Nil	N/A	Yes
Information Management and Technology 3A	IMTG311	SP5	7	12	C	Information Management and Technology 2A and B	Nil		Yes
Conveyancing Practice OR Human Relations Management OR Small Business Management and Entrepreneurship	CNP101 HRLM101 SBME101	SP 5	6	12	E		Nil		Yes
Research Practices and Principles 3	RSPP301	SP5	6	08	C	Research Practices and Principles 2	Nil		Yes
Community Engagement Project (IGE)	CMEP101	SP5	6	08	C		Nil		No
Accounting and Financial Principles 2	ACFP201	SP5	6	12	C	Accounting and Financial Principles 1	Nil		Yes
The Entrepreneurship Spirit (FGE) OR ICT Innovation and Emerging Technologies (FGE)	TESP101 INET101	SP5	6	12	E		Nil		No
Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
YEAR 3 Semester 2									
Business Principles and Management 3B	BPRM321	SP6	7	12	C		Nil	N/a	Yes
Information Management and Technology 3B	IMTG321	SP6	7	12	C		Nil		Yes
Business and Information Management Practice	BIMP101	SP6	6	20	C	Business Principles and Management levels 1 & 2 and Information Management and Technology levels 1 & 2	Nil		No

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

5. Duration of Programme Offerings

- The minimum duration for Diploma in Business and Information Management is three years.

6. Promotion to a Higher Level/ Progression rules
- All modules would have a minimum pass mark of 50%.
- A student would not be able to attempt higher level modules before completing the prerequisite lower level module(s).
- In addition to the prerequisite, co-requisite and exposure requirements of the individual modules, the students need to:
(a) Pass all 1st Year modules to progress to study period 6.
(b) Pass the four major modules (Business Principles and Management 1, 2 and Information Management and Technology 1, 2)   in 1st and 2nd Year in order to progress to third Year – Semester 2 modules.
- A Minimum Progression rule (Readily available on the ITS):

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

END OF YEAR	MINIMUM CREDITS
1	90
2	180
3	270
4	360

7. Unsatisfactory Academic Progress
- Students who do not meet the progression rules listed above, will be regarded as having Unsatisfactory Academic Progress.
- In order to progress from one study level to the next, a student would need to accumulate a minimum number of credits as indicated in above table. Students achieving below the threshold would be considered as making unsatisfactory academic progress and would be excluded:

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

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

9. Interruption of Studies	
• Rule G1(5) applies to registration in an instructional programme. If, for whatever reason, the student does not register consecutively for every year/ semester of his/ her programme, the existing registration contract with the Institution will cease. Any re-admission will be at the discretion of the Institution and, if permitted, will be in accordance with the rules applicable at the time of re-admission.	
10. Assessment rules	
• Refer to the General Rules, **G13 (k) –** Assessment	
11. Eligibility for Exams	
• In addition to rule G12(1) a sub-minimum of 40% is required for the practical components of all subjects in which the semester mark is made up of theory and practical components. • As per G12 rules	
12. Academic Integrity	
• Refer to General Rule G13 (1) (o) and (p).	
13. General Education Modules	
Stand-alone General Education modules will comprise of: • Cornerstone 101 • 3 Electives General Educational modules • 2 Compulsory Faculty General Education modules • 1 Elective Faculty General Education modules	
14. General Department Rules	
• All fundamental and core modules are compulsory. • Students must complete their four month Work Integrated Learning in Study period 6.	

9. Diploma in Library and Information Studies

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

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

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

On completion of the Diploma the student will be able   to:

- Communicate effectively within the evolving context of the library and information field.
- Apply information organisation in a professional and competent manner.
- Apply information retrieval and information dissemination strategies effectively and consistently in the process of managing the provision of an information service in response to a specific user population's needs.

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

2. Minimum Admission Requirements

In addition to the requirements of G7, and G21B the minimum entrance requirements are:

Compulsory Subjects	NSC	SC		NCV
	Rating	HG	SG	
English Home language	3	D	C	50%
English First Additional	4			
Mathematics	3	E	C	
Mathematical Literacy	4			
				At least 50% in three fundamental subjects including English At least 60% in three compulsory vocational subjects

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

3. Suitable Candidate Selection

All applications must apply through the Central Applications Office (CAO).

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

3. Registration

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

4. Programme Structure

- The Diploma in Library and Information Studies is a full time qualification and is over three years.

The table below shows the structure of the curriculum.

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Exam**
Library and Information	LFPR101	SP1	5	16	C	Nil	Nil	Yes

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Exam**
Practice 1								
Organisation and Representation of Information 1A	ORIA101	SP1	6	16	C	Nil	Nil	Yes
Communication in English 1	CENL101	SP1	5	12	C	Nil	Nil	No
Afrikaans or isiZulu	CAFR101 CZUL101	SP1	5	12	E	Nil	Nil	Yes
Cornerstone 101	CSTN101	SP1	5	12	C	Nil	Nil	Yes
Organisation and Representation of Information 1B	ORIB101	SP2	5	12	C	Nil	Nil	Yes
Information and Communications Technology 1	ICTC101	SP2	6	16	C	Nil	Nil	Yes
Integrated Human Studies	IHST101	SP2	5	12	C	Nil	Nil	Yes
Business Fundamental 1	BSFD101	1	6	12	C	Nil	Nil	No
Introduction to Technopreneurship (Institutional)	ITCH101	SP2	5	8	C	Nil	Nil	No
Name of subject	**Subject Code**	**Study Level**	**HEQSF Level**	**Module Credits**	**C/E***	**Pre-Req.**	**Co-Req**	**Exam****
Library and Information Practice 2	LFPR201	SP3	6	12	C	Library and Information Practice 1; Information and Communication 1 AND Organisation of Information 1A & 1B	Nil	Yes
Information and Communications Technology 2A	ICTA201	SP3	6	12	C	Library and Information Practice 1; Information and Communication Technology 1 AND Organisation of Information 1A & 1B	Nil	Yes
Organisation and Representation of Information 2A	ORIA201	SP3	6	12	C	Library and Information Practice 1; Organisation and Represantation of Information 1 AND Organisation of Information 1A & 1B	Nil	Yes
User Studies	USRS101	SP3	6	16	C		Nil	Yes
Business Fundamentals 2	BSFD201	3	6	12	C	Business Fundamental 1	Nil	No
Library and Information	LPPA101	SP3	6	16	C	Library and Information	Nil	No

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Exam**
Professional Practice 1A						Practice 1; Information and Communications Technology 1 AND Organisation and Representation of Information 1		
Organisation and Representation of Information 2B	ORIB201	SP4	6	8	C	Library and Information Practice 1; Information and Communication Technology 1 AND Organisation and Representation of Information 1	Nil	Yes
Information and Communications Technology 2B	ICTB201	SP4	6	8	C	Library and Information Practice1; Organisation and Representation of Information 1A & 1B and Information and Communications Technology 1	Nil	Yes
Organisation and Social Psychology	ORSP101	SP4	6	12	C	Nil	Nil	Yes
Library Marketing and Promotion	LMKP101	SP4	6	12	C	Nil	Nil	Yes
Library and Information Professional Practice 1B	LPPB101	SP4	6	12	C	Library and Information Professional Practice1A; Library and Information Practice1; Organisation and Representation of Information 1A & 1B; Information and Communications Technology 1	Nil	No
Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Exam**
Library and Information Practice 3A	LIPA301	SP5	7	16	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1;	Nil	Yes

						Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2		
Organisation and Representation of Information 3A	ORIA301	SP5	7	8	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business	Nil	Yes

						Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2		
Information and Communications Technology	ICTA301	SP 5	6	12	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A;	Nil	Yes

						Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2			
Library and Information Professional Practice 2A	LPPA201	SP5	6	16	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship ; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B;	Nil	No

						Business Fundamentals 2		
Community Engagement	CENG101	SP5	6	8	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2	Nil	Yes
Innovation and Emerging Technologies	INET101	5	6	12	E	Nil	Nil	No

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Exam**
The Entrepreneurship Spirit	TESP101	5	6	12	E	Nil	Nil	No
Library and Information Practice 3B	LIPB301	SP6	7	8	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2	Nil	Yes
Organisation and Representation of Information 3B	ORIB301	SP6	7	12	C	Library and Information Practice 1;Organisation ad	Nil	Yes

						Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2		
Information and Communications Technology	ICTB301	SP6	6	12	C	Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to	Nil	Yes

| | | | | | | Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2 | | |
| Library and Information Professional Practice 2B | LPPB201 | SP6 | 6 | 16 | C | Library and Information Practice 1;Organisation ad Representation of Information 1A & 1B; Information and Communication Technology 1; Integrated Human Studies; Communication in English 1; Afrikaans or IsiZulu; Cornerstone 101; Introduction to Technopreneurship; Business Fundamentals 1; Library and Information Practice 2; Information and Communication 2A; Information and Communication 2B; Organisation | Nil | No |

					and Representation of Information 2A; Organisation and Representation of Information 2B; User Studies; Organisation and Social Psychology; Library and Information Professional 1A; Library and Information Professional 1B; Business Fundamentals 2	

5. Duration of Programme Offerings
- The minimum duration for Diploma in Library and Information Studies is three years.

6. Promotion to a Higher Level/ Progression rules
- Promotion to the higher level of study will be governed by the progression rules prescribed by the pre-requisites.
- All modules would have a minimum pass mark of 50%.
- In addition to the prerequisite, co-requisite and requirements of the individual modules, the student needs to:
(a) Pass all 1st Year modules to progress to 3rd Year – Semester 2 modules.
(b) Pass the three major modules (Organisation and Representation of Information; Library and Information Practice and Information and Communications Technology) in 1st and 2nd year in order to register for Year 3 – Semester 2 modules.
- A Minimum Progression rule (Readily available on the ITS):
o **The student shall pass and accumulate the minimum number of credits at the end of each year of registration, as indicated in the table below:**

END OF YEAR	MINIMUM CREDITS
1	60
2	120
3	240
4	300

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

7. Unsatisfactory Academic Progress
- Students who do not meet the progression rules listed above, will be regarded as having Unsatisfactory Academic Progress, and will not be permitted to continue with the diploma unless an appeal to continue is upheld, (refer to G1 (8) for appeals).
- In order to progress from one study level to the next, a student would need to accumulate a minimum number of credits as indicated in above table. Students achieving below the threshold would be considered as making unsatisfactory academic progress and would be excluded:

8. Work Integrated Learning
Students will only be eligible for WIL placements in the second level of study after passing Library and Information Professional 1A.
Students will only be eligible for WIL placements in the third level of study after passing Library and Information Professional 1A & 1B as well as Library and Information Professional 2A.

	Assessment methods: confidential reports; individual WIL reflective essays and reports; oral presentations and PowerPoint presentations (3rd year students) Monitoring procedures: visits by academic staff/telephone interviews.

9. Interruption of Studies

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

10. Assessment rules

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

11. Eligibility for Exams

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

As per G12 rules.

12. Academic Integrity

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

13. General Education Modules

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

E&OE