DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

FACULTY OF ACCOUNTING & INFORMATICS

INFORMATION & CORPORATE MANAGEMENT
2020 HANDBOOK

HANDBOOK FOR 2020

FACULTY of ACCOUNTING AND INFORMATICS

DEPARTMENT of
INFORMATION and **CORPORATE MANAGEMENT**

Office Management and Technology
Business and Information Management
Programmes

DEPARTMENTAL VISION AND MISSION

VISION

A preferred department for developing leadership in business technology and knowledgemanagement.

MISSION

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

What is a University of Technology?

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

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IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the University of Technology's General Rules contained in the current General Handbook for Students.

NOTE TO ALL REGISTERED STUDENTS

Your registration is in accordance with all current rules of the Institution. If, for 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

All Faculty queries to: Miss 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 KS Ngwane
Senior Lecturer	ND Commercial Administration (MLST)
	B.Tech Commercial Administration (MLST
	MBA (UKZN)
	Doctor of Administration (UKZN)

Lecturers

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

Miss L Bingwa
Master of Management Sciences in administration & Information Management (DUT)
Miss S Dlamini
Advanced Diploma (O.M.T – MUT)
Miss N Mbatha (ECP coordinator)
B.Tech Commercial Administration (MLST)
Miss Z Mncube
ND Office Management & Technology
B Tech Office Management & Technology
Ms E Moodley,
Master of Management Sciences in administration &   Information Management (DUT)
Mrs K Moodley,
ND Business Administration (MLST);
B.Tech Commercial Administration (MLST); MBA (MANCOSA)
Mrs C Naidoo,
M B A (U K Z N)
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).
Master of Management Sciences in administration & Information Management (DUT)
Mr M Ngibe,
M-Tech Degree Commercial Administration (DUT);
ND Office Management and Technology (DUT);
Mrs R Padiachee,
B.Ed Honours (Natal), M.Ed (UKZN)
Mrs U Ramraj,
M B A (U K Z N ; 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)

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

Secretary (OMT & BIM)   **Ms A Sathyanand**
                    B.Tech Office Management and Technology (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
BTECH: Office Management and Technology	BTOMT1
Diploma: Business and Information Management	DIBIM1
ECP Diploma in Business and Information Management	DIBIF1
Advanced Diploma; Business and Information Management	ADBIN1
Postgraduate Diploma in Business and Information Management	PDBIM1
Master of Management Sciences in Administration and Information Management	MMAIM1
Doctor of Philosophy in Business and Information Management	DPBIN1

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).

5. 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.

PROGRAMME STRUCTURE - OFFICE MANAGEMENT AND TECHNOLOGY

NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY					
Code	Subjects	*C/O	Year	NQF levels	Pre-requisite/Co-requisite
Year I					
IADM101	Information Administration I	C	I	6	
BADM103	Business Administration I	C	I	6	
PMGT102	Personnel Management I	O	I	6	
LPRC102	Legal Practice I	O	I	6	
FACC103	Financial Accounting I	O	I	6	
CMNC102	Communication I	C	I	6	
YEAR 2					
IADM201	Information Administration II	C	2	6	Information Administration I
BADM204	Business Administration II	C	2	6	Business Administration I
PSMN202	Personnel Management II	O	2	6	Personnel Management I
LPRC201	Legal Practice II	O	2	6	Legal Practice I
FACC203	Financial Accounting II	O	2	6	
CBAD202	Communication II	C	2	6	
YEAR 3					
IADM301	Information Administration III	C	3	6	Information Administration 2
BADM303	Business Administration III	C	3	6	Business Administration 2
MRCL101	Mercantile Law I	O	3	6	Information Administration 2 & all first level Subjects
PSMN202	Personnel Management II	O	2	6	Personnel Management I
LPRC201	Legal Practice II	O	2	6	Legal Practice I
FACC203	Financial Accounting II	O	2	6	Financial Accounting I
OMPT101	Office Management & Technology Practice	C	3	6	Information Administration 2 Business Administration 2. A minimum of 8 credits obtained, including either Personnel Management 2 or Legal Practice 2 or Financial Accounting 2.

C + Compulsory; O = Optional

B.TECH: OFFICE MANAGEMENT AND TECHNOLOGY - FULL-TIME					
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.

6. 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

7. 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 antenuptial contracts. Some examples of other common notarial documents.
5. Wills. Nature of and requirements for validity. Analysis of basic contents: Testamentary trusts, usufructs, fideicommissa, codicils.
6. The Stamp Duties Act 77/1968. Nature and payment of. Time period and penalties.

Section D:
Basic conveyancing
1. Brief outline of the deeds office and its functions, and the Deeds Registries Act 47/1937, and regulations.
2. The sequence of events, and preparation of the documentation involved, from deed of alienation to receipt of newly registered title, in a routine transfer of a residential erf between natural persons.
3. Mortgage bonds. Nature of preparation of new mortgage bonds and cancellation of existing bonds.

Section E:
Practical lesson units:
Here the student is required, on receipt of relevant instructions, any incoming correspondence, documents, notes, tapes or prescribed forms, to open a file, type and prepare basic documentation and/or conduct routine procedures involved in the following:
1. Legal correspondence;
2. Preparing a statement of Account;
4. Powers of attorney and affidavits;
5. A simple will;
6. A deed of sale, lease, antenuptual contract;
7. Standard documentation for a routine transfer;
8. Various forms of summons: Provisional Sentence, Ordinary, Rent Interdict;
8. A defended civil action;
9. An application for summary judgment;
10. A debt collection matter;
11. Default Judgment in terms of either Rule 12, Section 57 or Section 58.
13. Section 65
14. Execution: Warrant of Execution against Property, Emoluments Attachment Orders and   Garnishee Orders.

LEGAL PRACTICE II CODE: 130303922
This subject comprises two modules, viz.
Legal Practice 201 (1303A7422) CONVEYANCING (LPRC211)
Legal Practice 202 (1303A7522) ADMINISTRATION OF ESTATES (LPRC211)
SEMESTER ONE
Legal Practice 201 (1303A7422) CONVEYANCING

SEMESTER TWO
Legal Practice 202 (1303A7522) ADMINISTRATION OF ESTATES (LPRC221)
Although Legal Practice II comprises two modules, neither is a prerequisite of the other.
EXAMINATION: Module 1   1 x 3 hours
                                 Module 2   1 x 3 hours
If a student passes the examination in each module, the student is credited with the subject. If a student fails a module but passes the other, the student carries the credit for the module passed until s/he passes the other module whereupon the student is credited with the subject.
SYLLABI
Module 1: Conveyancing
1. Introduction. Real and personal rights. Registration of real rights in land and brief outline of   the system in South Africa.
2. The deeds registry, its personnel and functions.
3. The Deeds Registries Act No 47/1937 and regulations. Deeds office practice and registrars'   circulars.
4. The specialization and the organisation of the conveyancing department.
5. The subdivision of land. Minor subdivisions, establishment of townships

6. The transfer of real rights to land. The casual requirement of registration and effect of this. Different methods of transfer.
7. Sale of land: Alienation of Land Act 68/1981. Deed of sale, instalment sale of land.
8. A routine transfer: Analysis of a deed of transfer and sequence of steps from deed of sale to delivery of newly registered deed of transfer.
9. Other types of transfer: Estate, donation, partition and expropriation transfers. Transfers in terms of section 31, 33 and proviso to section 16 of Deeds Registries Act.
10. Certificates of registered and consolidated title.
11. Servitudes. Nature and various kinds of. Procedure for registration of.
12. Sectional Titles. Sectional Titles Act No 66/1971. Preparation of scheme and approval and registration thereof. Sequence of steps in the sale and transfer of a sectional title unit. The specialization's protocol.
13. Mortgage bonds. Nature of real rights created by. Analysis of contents of standard building society bond. Preparation and lodgement of, Disposal of cessions, part payments, release and substitutions.

Module 2: Administration of Estates
1. Brief explanation of the South African Law of Succession. Wills, types of, analysis of contents, testamentary trusts, fideicommissa, usufructs, codicils.
2. The Master's office, its personnel and functions.
3. Relevant legislation: The Administration of Estates Act No 66/1965, Wills Act, Estale Duty Act, Succession Act, Trust Monies Protection Act, Deeds Registries Act.
4. The executor. Nature and duties. Executor testamentary and dative.
5. Reporting the estate and appointment of executor. Death notices, section 9(1)(a), 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.

8. Diploma in Business and Information Management

1. 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%
Mathematics	3	E	C	
Mathematical Literacy	4			
	Five 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 1 Semester 1									
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

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
Communication 1	CMON101	SP1	5	08	C	Nil	Nil		No
Private Law 1	PVTL101	SP1	5	12	C	Nil	Nil		Yes
Research Practices and Principles 1	RSPP101	SP1	5	12	C	Nil	Nil		Yes
Business Fundamentals 1 (FGE)	BSFD101	SP1	6	12	C	Nil	Nil		No
YEAR 1 Semester 2									
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****
YEAR 2 Semester 1									
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
YEAR 2 Semester 2									
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

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
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 an d 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 Managemen	BPRM321	SP6	7	12	C		Nil	N/a	Yes
Information Management an	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	Nil		No

						levels 1 & 2		
						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	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	**3. 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:	
	4. 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.	
	5. 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.	
	6. Assessment rules	
	• Refer to the General Rules, page 26, **G13 (K)** – Assessment	
	7. 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.	
	8. 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.	
	9. 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	

Advanced Diploma in Business and Information Management			
SAQA ID number	110795	HEQSF level	7
Total number of HEQSF credits	*120*	HEQSF Credits at each level	
CESM Category/Categories	*04 Business, Economics and Management Studies*		
Programme department	*Department of Information and Corporate Management*	Head of Department	*Dr KS Ngwane*
Purpose of the qualification	Purpose The primary purpose of the qualification is to build on and strengthen the skills and theoretical foundation that was laid in the Diploma in Business and Information Management. This qualification is thus most appropriate for continuing with the professional development of students via the incorporation of an in-depth and systematic understanding of the contemporary underpinning principles, knowledge-base, methods and applications in Business and Information Management. This will equip students to be specialists and professionals in business and information management and in related sectors. A secondary purpose is to enhance the development of research competencies in the student so as to prepare them for possible future postgraduate study. This will be achieved by deepening a student's understanding and knowledge of theories, practices and methods in Business and Information Management. The student's ability to create, undertake and solve intricate practical and theory-related problems and activities, through the selection and utilization of suitable methods and techniques in Business and Information Management, will be developed. This is in alignment and support of the national and institutional strategy to enhance postgraduate output.		
Exit Level Outcomes	• Demonstrate detailed knowledge and understanding of various contemporary management tools and principles within the business and information management environment. • Apply research skills with the purpose of evaluating current technologies, techniques and business methods in resolving theoretical and practice related problems experienced within the Business and Information Management environment. • Apply knowledge of accounting and statistical principles and practices and demonstrate skills of managing information effectively. • Apply discipline specific knowledge, skills, policies and promote ethical behaviour in fostering specific Professional Practice. • Apply current information management concepts and practices in managing within a business environment using the latest information management software and tools. • Apply knowledge of Labour and Industrial Relations, Advanced Project Management or Small business development in effectively implementing and managing tasks within the Business and Information Management environment. • Communicate effectively and efficiently with a range of audiences within an organization, as well as an ability to function effectively within a team to accomplish a common goal.		
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 apply in-depth knowledge in practice, 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		

	ideas of others.
	3. Effective Communicators • Graduates demonstrate proficiency in ethically communicating and presenting arguments and ideas effectively in oral and written Forms to diverse audiences. **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, while demonstrating initiative and self-motivation in relation to their learning.

I	SP1	Strategic Management	7	0401	STME401	16	0.133	C	N/A	N/A	N/A	N/A	N/A
I	SP1	Research Methodology	7	0401, 0603	REME401	12	0.1	C	N/A	N/A	N/A	N/A	N/A
I	SP1	Transformational and Change Management	7	040199	TRCM401	16	0.133	C	N/A	N/A	N/A	N/A	N/A
I	SP1	Accounting and Statistics	7	0402, 041002	ACST401	16	0.133	C	N/A	N/A	N/A	N/A	N/A
I	SP2	Information Management and Technology 4	7	0401, 0603	IMTE401	16	0.133	C	N/A	N/A	N/A	N/A	N/A
I	SP2	Professional Practice	7	040199	PROP401	16	0.133	C	N/A	N/A	N/A	N/A	N/A
I	SP2	Leadership and Systems Thinking Management	7	041001	LETS401	16	0.133	C	N/A	N/A	N/A	N/A	N/A
I	SP2	Labour and Industrial Relations OR	7	120311, 1299	LIAR401	12	0.1	E	N/A	N/A	N/A	N/A	N/A
I	SP2	Advanced Project Management OR	7	040110	APRN401	12	0.1	E	N/A	N/A	N/A	N/A	N/A
I	SP2	Small Business Development	7	0405	SBUD401	12	0.1	E	N/A	N/A	N/A	N/A	N/A

Postgraduate Diploma in Business and Information Management			
SAQA ID number	*111385*	**HEQSF level**	*8*
Total number of HEQSF credits	*120*	**HEQSF Credits at each level**	*120 at 8*
CESM Category/Categories	*04 Business, Economics and Management Studies*		
Programme department	*Department of Information and Corporate Management*	**Heads of Department**	*Dr KS Ngwane*
Purpose of the qualification	The Postgraduate Diploma in Business and Information Management serves to intensify and strengthen the student's knowledge in the discipline. The primary purpose of the Postgraduate Diploma in Business and Information Management is to enable students and working professionals to embark on advanced reflection and growth in their chosen field. This is achieved by means of an intellectual expansion of current theory and discourse as well as application and research methods in business and information management. The graduating student will have the competence to supervise and manage an effective information service in varied but specialized business environments within a dynamic society. The curriculum has been specifically designed to enrich students with an extensive knowledge of business and management, together with a strong information technology component that will provide students with a competitive advantage over other qualifications and institutions. A secondary purpose is to enhance the development of research competencies in the student by conducting and reporting research under supervision. This will be achieved by deepening a student's understanding and knowledge of research methodology in Business and Information Management. The student's ability to create, undertake and solve intricate practical and theory-related problems, through the selection and utilization of suitable research methods and techniques in Business and Information Management, will be developed. This is in alignment and support of the national and institutional strategy to enhance postgraduate output.		
Exit Level Outcomes	• Demonstrate knowledge of and engage information technologies and business strategies relevant to organization behaviour, both locally and globally, to identify and solve problems and make decisions using critical and creative thinking within the local and global economies. The outcome is addressed in the following modules: • Interrogate multiple sources of knowledge and evaluate knowledge and processes of knowledge production in order to develop creative responses to problems and issues to conduct research projects wihin the business environment. The outcome is addressed in the following modules: • Evaluate and manage the broader social, cultural and environmental issues while effectively managing roles and relationships within the organization. This outcome is addressed in the Organisational Behaviour module. • Demonstrate crucial cost and financial management knowledge and skills to expertly plan, analyse and control operations relevant in the workplace in a responsible and accountable manner. The outcome is addressed in the Business Finance module. • Analyse legal problems related to general business law in order to manage effective relationships and conduct legal research. The outcome is		

		addressed in the following modules:
		• Present and communicate academic, professional or occupational ideas and texts effectively to a range of audiences, both internal and external to an organisation, offering creative insights, interpretations and solutions to problems individually or within a team.
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.

SP1	Information Management and Technology 5	8	0603, 0605	IMTA501	24	0.2	C	N/A	N/A	N/A	NA	N/A
SP1	Research Methods and Procedures	8	0401, 0603	RMPR501	32	0.267	C	N/A	N/A	N/A	NA	N/A
SP1	Organisational Behaviour	8	040199	ORBE501	16	0.134	C	N/A	N/A	N/A	N/A	N/A
SP2	Business Communication Technology	8	0603, 0605	BCTE501	16	0.133	C	N/A	NA	N/A	N/A	N/A
SP2	Global Business Environment	8	040901	GLBE501	16	0.133	C	N/A	N/A	N/A	N/A	N/A
SP2	Business Law or	8	040101	BULA501	16	0.133	E	N/A	N/A	N/A	N/A	N/A
SP2	Business Finance	8	040103	BUFI501	16	0.133	E	N/A	N/A	N/A	N/A	N/A

Doctor of Philosophy in Business and Information Management			
SAQA ID number	*TBA*	**HEQSF level**	*10*
Total number of HEQSF credits	*360*	**HEQSF Credits at each level**	*360*
CESM Category/Categories	*04 Business, Economics and Management Studies*		
Programme department	*Department of Information and Corporate Management*	**Head of Department**	*Dr KS Ngwane*
Purpose of the qualification	Purpose: The purpose of the Doctor of Philosophy: Business and Information Management is to promote the academic advancement of knowledge through students who undertake independent, novel and original research within a Business and Information Management context. It is intended that the students will contribute to knowledge, procedures and systems in Business and Information Management and related areas and will submit original theses reporting the results of the research. Successful completion of this qualification will: ➢ Contribute to the development of a high level of critical, research-based knowledge in Business and Information Management and related areas through analysis of new information, at the highest level ➢ Promote the application of specialist knowledge and theory in critically reflexive, creative and novel ways to address complex theoretical, procedural and systemic problems. ➢ Enhance the pool of academics and professionals with the competencies and critical intellectual abilities to ensure academic advancement in Business and Information Management and related areas.		
Exit Level Outcomes	• Do research independently and produce an original contribution to the body of knowledge in Business and Information Management and related fields. • Full Research Thesis		

	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.

Year of study (1, etc.)	Study Period (SP)	Module title	HESQF Level of module (5-9)	CESM (at module level)	Module code	SAQA Credit for the module		Compulsory or Elective	General Education Theme				
									Theme Introduced [I]; Reinforced [R]; Assessed [A]	Credits for the Gen Ed theme	W	QR	KZN
	KZN												
1	N/A	Doctor of Philosophy Thesis in Business and Information Management	10	0401, 0603, 0605	THBN511	360	360	C	N/A	None	N/A	N/A	N/A
2	N/A	Doctor of Philosophy Thesis in Business and Information Management Subsequent Year	10	0401, 0603, 0605	THBN521	360	360	C	N/A	None	N/A	N/A	N/A
3	N/A	Doctor of Philosophy Thesis in Business and Information Management Subsequent Year	10	0401, 0603, 0605	TBC	360	360	C	N/A	None	N/A	N/A	N/A
TOTAL CREDITS FOR THE YEAR		SAQA 360		HEMIS		3							
				MUST BE 1									