FINANCE & INFORMATION MANAGEMENT (PMB)

2022
HANDBOOK

DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

FACULTY OF ACCOUNTING & INFORMATICS

PROGRAMMES OFFERED:

Diploma in ICT: Applications Development

Diploma in ICT: Business Analysis

Higher Certificate in IT

Diploma in Accounting

Bridging course in accounting

Advance Diploma in Accounting

Masters in Accounting

Diploma in Business and Information Management

Master Of Management Sciences Degree in Administration and Information Management

Doctor of Philosophy in Business and Information Management

FACULTY OF ACCOUNTING & INFORMATICS

Vision

A globally recognised faculty for academic excellence.

Mission

"Developing Leaders for the Information Society" through

- Excellence in teaching and learning
- Relevant research and creative innovation
- Social entrepreneurship

Values

Fairness: We treat people equitably with respect. Our decisions are impartial. We embrace diversity and inclusion.

Accountability: We accept responsibility for activities, decisions, actions and disclose outcomes in a transparent way.

Integrity: We enhance our reputation with consistent trustworthy conduct.

Departmental Vision

A preferred provider of progressive financial leaders

Mission

"Making financial accounting count"By

Providing real world accounting education, scholarship, and entrepreneurship

Our Values

Integrity: To act ethically and with honesty.

Transparency: To conduct ourselves with openness. To collaborate, cooperate and make collective decisions.

Accountability: To accept responsibilities for our actions.

Professionalism: To comply with regulatory frameworks. To develop professional expertise. To promote good work ethic.

WHAT IS A UNIVERSITY OF TECHNOLOGY?

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

Important Notice

The departmental rules in this handbook must be read in conjunction with the University's General Rules included in the Student Handbook. *The University reserves the right to change the contents without prior notice.*

Note to All Registered Students

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

CONTENT

DEPARTMENT AND FACULTY CONTACT DETAILS

Head of Department: Dr Parbanath (acting)
Campus location: Riverside Campus
Telephone: 033 845 8862
Fax No: 033 845 8816
E-Mail: stevenp@dut.ac.za

All departmental queries to:

Departmental Secretary: Mrs J McBain
Contact details: 033 845 8862
E-Mail: janet@dut.ac.za

All Faculty queries to:
Faculty officer: Mr Lwandile Chiya
                              Mrs N Singh-Sakichand
Tel No: (031) 373 5670
Fax No: 0866 760 873

Executive Dean: Professor O Ougbara
Tel
No: (031) 373 5597
Fax No: (031) 373 5593

Location of Executive Dean's office: North Wing, Hotel School Building Ritson Campus

1. INFORMATION TECHNOLOGY

Staff Details

STAFF	NAME	QUALIFICATION
Lab Technician	Fundile Houghton-Fire Ncenjana	BTech in IT (wsu)
Lecturers	Miss Boniswa Mafunda	Masters Information Technology
	Kevin Chizoba	MSc, BScH Comp Sc (UKZN), BSc Comp Sc. (UNAD, Nigeria)
	Caroline Mukumbareza	MTech in IT (DUT, BScEd Comp Sci (BUSE), DIP EDU(CUT)
	Sandile Lennox Ndaba	B.Sc(UZ), Diploma in Datamtrics(Unisa), MBL(Unisa), M.Com(Wits), Certificate in IT Auditing(Wits)
	Feziwe Lindiwe Yvonne Khomo	MTech in IT (mict)
	Parivash Khalili	MSc; BSc [Cal. State Univ, USA]

The Department of Financial and Information Management, situated at the Indumiso Campus, offers the following Information and Communications Technology (ICT) under-graduate qualifications: -

- Diploma in ICT: Applications Development
- Diploma in ICT: Business Analysis
- Higher Certificate in IT

The general information below pertains to all of the ICT programme offerings above.

1.1 Diploma in Information and Communications Technology (ICT)

Description of the Programme

A career in ICT is a career path of endless opportunities and diversity. The Diploma in ICT offers the opportunity to work in any industry, anywhere in the world. Careers in the ICT Industry range from highly technical positions such as Software or Web Developers or Systems Analysis.

Students wishing to pursue this career path must have the character and perseverance to work in dynamic environments. A basic skill that tends to categorize an ICT specialist is the ability to think and express oneself logically; therefore, students possessing these skills would be ideal candidates for this programme.

Programme Information

General

Student Attendance

The department does not hold itself responsible for the recording of attendance of its students.

Conduct of students in laboratories. Rules of conduct pertaining to the specific laboratory as instituted by the head of the department, shall apply to all students registered for that subject. Eating, playing music, **smoking,** or drinking in any lecture venue or laboratory is forbidden. Safety rules are to be strictly **always adhered to**. Mobile phones are to be switched off during lecture, **laboratory,** and assessment sessions.

Course/ Year Marks

With reference to Rule G15, the calculation of the year/semester mark for each subject will be indicated within the learner guide of each subject. In addition to the general requirements for a year mark as stipulated in Rule G15, the department reserves the right to recommend at the end of a reasonable portion of the course that a student withdraw from the course, either due to poor performance in **most** subjects, or due to inadequate presentation of assigned work. A year/semester mark is valid only for the main examination in the year/semester in which a student is registered, plus the supplementary examination in that subject, if granted to the student in terms of Rule G16. 4.2 UNDER-GRADUATE PROGRAMMES

General Education

All undergraduate programmes at DUT include a General Education component which adds value by providing learning opportunities to help students think critically, develop values, understand traditions, respect diverse cultures and opinions, create an awareness of the environment and their role in protecting it, and most importantly, put that knowledge to use. The knowledge is holistic, not specialised; integrative, not fragmented.

In line with the embedded values of DUT (as outlined in the DUT Strategic Plan), the aim of General Education is: -

- To build a student-centred educational experience embedded in the local context.
- To prepare students for an increasingly diverse and complex globalised work environment.
- To cultivate an engaged and critical citizenry in the context of an emerging and fragile democracy in an ever-changing world order.

1.1.1 Diploma in Information and Communications Technology (ICT): Applications Development
NQF 6

SAQA ID: 94697

Purpose of qualification

The purpose of the diploma is to provide a professional, vocational or career focused qualification for the ICT industry. The knowledge emphasizes general principles and applications. Further the diploma will develop learners who can demonstrate focused knowledge and skills to design and produce software products and systems to meet specified needs so that they work reliably, and their production and maintenance is cost effective. This specialization expands the purpose of the qualification by enabling a graduate (diplomat) to conceptualize, design, implement & test application development solutions to address industry related ICT initiatives.

Tuition Fees

To assist you with your planning, the **2020** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

Please Note: DUT cannot be held liable for the fees in this brochure as the **2021** fees are not yet final.

NB: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

Duration: Min: 3 years; Max: 5 years.

Year 1 (Study Period – 1); Note: * denotes Major module.

Module Code	Module Name	Core; Fundamental; General Education	NQF Level	SAQA Credits	Exam/ CA	Prerequisites [P], Co-Requisites [C], Exposure [E]
PSTN101	Cornerstone 101	[GE] Inst.	5	12	CA	
ITLS101	Information & Communications Technology Literacy & Skills	[GE] Inst.	5	8	CA	
BSFN101	Business Fundamentals I	[GE] Fac.	5	12	CA	
DEVP101	Applications Development IA*	[C]	5	12	Exam	
FCSP101	Fundamentals of Computer Security	[F]	5	8	Exam	
ISYT101	Information Systems I*	[C]	5	8	Exam	
MWMP101	Me, My World, My Universe	[GE] Inst.	5	8	CA	
OSYP101	Operating Systems	[F]	5	12	Exam	
APDJ102	Applications Development Project I*	[GE] Program	5	12	CA	Applications Development IA [E]; Applications Development IB [C]
DEVP102	Applications Development IB*	[C]	5	12	Exam	Applications Development IA [E] *
CNTK102	Communications Networks I	[F]	5	16	Exam	

Year 2 (Study Period – 2)

Module Code	Module Name	Core; Fundamental; General Education	NQF Level	SAQA Credits	Exam/ CA	Prerequisites [P], Co-Requisites [C], Exposure [E]
BSFN201	Business Fundamentals II	[GE] Fac.	6	12	CA	Business Fundamentals I [P]
MCPP201	Mobile Computing IIA	[C]	6	8	Exam	
ISYT201	Information Systems IIA*	[C]	6	8	Exam	Information Systems I [P]
DEVP201	Applications Development IIA*	[C]	6	12	Exam	Applications Development IA [P] Applications Development IB [P]
ITPM201	IT Project Management	[C]	6	12	Exam	
INMT201	Information Management IIA	[C]	6	8	Exam	
CEPP202	Community Engagement Project	[GE] Inst.	6	8	CA	
MCPP202	Mobile Computing IIB	[C]	6	12	Exam	Mobile Computing IIA [E]
ISYT202	Information Systems IIB*	[C]	6	8	Exam	Information Systems IIA [E]
DEVP202	Applications Development IIB*	[C]	6	12	Exam	Applications Development IIA [E]
INMT202	Information Management IIB	[C]	6	8	Exam	Information Management IIA [E]
APDJ201	Applications Development Project II*	[GE] Program	6	12	CA	Applications Development Project I [P] Applications Development IIA [E] Information Systems IIA [E].

Year 3 (Study Period – 3)

Module Code	Module Name	Core; Fundamental; General Education	NQF Level	SAQA Credits	Exam/CA	Prerequisites [P], Co-Requisites [C], Exposure [E]
DEVP311	Applications Development IIIA*	[C]	6	12	Exam	Applications Development IIA [P]; Applications Development IIB [P]
ISYT301	Information Systems IIIA*	[C]	6	12	Exam	Information Systems IIA [P]; Information Systems IIB [P]; Applications Development Project II [E]
APDJ301	Applications Development Project IIIA*	[GE] Program	6	12	CA	Applications Development Projects II [P]; Applications Development IIA [P]; Applications Development IIB [P]
HCIP301	Human Computer Interaction	[C]	6	12	Exam	
ITPP301	Theory of ICT Professional Practice III	[GE] Program	6	12	Exam	
ENTS302	Entrepreneurial Spirit	[GE] Fac.	6	12	CA	Business Fundamentals I [P], Business Fundamentals II [P]
DEVP302	Applications Development IIIB*	[C]	6	12	Exam	Applications Development IIIA [E]
ISYT302	Information Systems IIIB*	[C]	6	12	Exam	Information Systems IIIA [E]
APDJ302	Applications Development Project IIIB*	[GE] Program	6	24	CA	Applications Development Project IIIA [E]; Applications Development IIIA [E]

1.1.2 Diploma in Information and Communications Technology: Business Analysis

NQF 6

SAQA ID 97709

Description of the Programme

A career in ICT is a career path of endless opportunities and diversity. The Diploma in ICT offers the opportunity to work in any industry, anywhere in the world. Careers in the ICT Industry range from highly technical positions such as Software or Web Developers or Systems Analysis.

Students wishing to pursue this career path must have the character and perseverance to work in dynamic environments. A basic skill that tends to categorize an ICT specialist is the ability to think and express oneself logically; therefore, students possessing these skills would be ideal candidates for this programme.

Purpose of qualification

The purpose of the diploma is to provide a professional, vocational or career focused qualification for the ICT industry. The knowledge emphasizes general principles and applications. Furthermore, the diploma will develop students who can demonstrate focused knowledge and skills in Business Analysis and use Information and Communications Technology (ICT) in industry to solve business problems. Furthermore, they will be able to analyse business environments and create specifications for ICT solutions to facilitate the alignment of IT and business processes.

Tuition Fees

To assist you with your planning, the **2020** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

Please Note: DUT cannot be held liable for the fees in this brochure as the **2021** fees are not yet final.

Duration: Min: 3 years; Max: 5 years; **Note**: * denotes Major module

Entry Requirements: (Diploma in ICT in Applications Development and Diploma in ICT Business Analysis)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)	SENIOR CERTIFICATE (SC) (PRE 2009)	NATIONAL CERTIFICATE VOCATIONAL (NCV)
NSC DIPLOMA ENTRY	SENIOR CERTIFICATE (SC)	NATIONAL CERTIFICATE VOCATIONAL (NCV) LEVEL 4

Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English (Home Language) OR	3	English	E	C	At least 50% in three fundamental subjects including English & Mathematics,	50%
English (1st Additional Language)	4					
Mathematics OR	3	Mathematics	E	C		
Mathematics Literacy	6					
Two 20 credit subjects (Life Orientation or more than one additional language is excluded)	3				At least 60% in three compulsory vocational subjects	60%
Selection Procedure: These requirements represent the minimum and students will be ranked according to a points system based on the rating code.						

NB: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam/ CA	HEQSF Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]
Cornerstone 101	PSTN101	[GE] Inst.	CA	5	12	

ICT Literacy and skills	ITLS101	[GE] Inst.	CA	5	8	
Fundamentals of Computer Security	FCSP101	[F]	Exam	5	8	
Applications Development 1A	DEVP101	[C]	Exam	5	12	
Business Fundamentals 1	BSFN101	[GE] Inst.	CA	5	12	
Me, My world, My Universe	MWMP101	[GE] Inst.	CA	5	8	
TOTAL						
Law for Life	LFLP102	[GE] Inst.	CA	5	8	
Applications Development 1B	DEVP102	[C]	Exam	5	12	Applications Development 1A [E]
Financial Accounting 1	FACP102	[C]	Exam	5	12	
Business Information Systems 1*	BISP102	[C]	Exam	5	12	
Business Analysis Project 1*	BAPP102	[GE] Program	CA	5	16	
TOTAL						
TOTAL CREDITS SEMESTER 1&2					120	

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam/ CA	HEQSF Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]
Business Fundamentals 2	BSFN201	[GE] Fac.	CA	6	12	Business Fundamentals 1 [P]

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam/ CA	HEQSF Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]
Applications Development 2A	DEVP201	[C]	Exam	6	12	Applications Development 1A [P] Applications Development 1B [P]
Business Analysis 2A*	BANP201	[C]	Exam	6	8	Financial Accounting 1 [P]
Information Management 2A	INMT201	[C]	Exam	6	8	
Computer Apps in Business and Finance 2	APBF201	[C]	Exam	6	12	
Business Information Systems 2*	BISP201	[C]	Exam	6	8	Business Information Systems 1 [P]
TOTAL						
Theory of Internal Auditing 2	TOIA202	[C]	Exam	6	8	
Business Analysis 2B*	BANP202	[C]	Exam	6	8	Business Analysis 2A [E]
Applications Development 2B	DEVP202	[C]	Exam	6	12	Applications Development 2A [E]
Information Management 2B	INMT202	[C]	Exam	6	8	Information Management 2A [E]
Business Analysis Project 2*	BAPP202	[GE] Program	CA	6	12	Business Analysis Project 1 [P] Business Information Systems 2 [E]
IT Project Management	ITPN101	[C]	Exam	6	12	
TOTAL						
TOTAL CREDITS SEMESTER 1&2					120	

Name of Modules	Subject Code	Core; Fundamental; General Education	Exam/ CA	HEQSF Level	SAQA Credits	Prerequisites [P], Co-Requisites [C], Exposure [E]

Business Analysis 3A*	BANP301	[GE] Program	Exam	7	16	Business Analysis 2A [P] Business Analysis 2B [P] Business Analysis Project 2 [E]
Business Information Systems 3A*	BISP301	[C]	Exam	7	16	Business Information Systems 2
Business Analysis Project 3A* *	BAPP301	[GE] Program	CA	6	16	Business Analysis Project 2 [P] Business Analysis IIA [P] Business Analysis IIB [P]
Theory of ICT Professional Practice 3	ITPP301	[C]	Exam	6	12	
TOTAL						
Business Analysis 3B*	BANP302	[GE] Program	Exam	7	16	Business Analysis 3A [E]
Business Analysis Project 3B	BAPP302	[GE] Program	CA	6	20	Business Analysis Project 3A [E] Business Analysis 3A [E]
Entrepreneurial Spirit	ENTS101	[GE] Fac.	CA	6	12	Business Fundamentals 1[P] Business Fundamentals 2 [P]
Business Information Systems 3B	BISP302	[C]	Exam	7	12	Business Information Systems 3A [E]
TOTAL						
TOTAL CREDITS SEMESTER 1&2					**120**	

1.1.3 Higher Certificate in Information Technology

NQF 5

SAQA ID: 98911

Purpose of Qualification

The purpose of the higher certificate is to provide a student with basic ICT skills and allow exceptional students access to the diploma qualifications.

In addition to General Rules G7 and G20B, the minimum admission requirement is a National Senior Certificate (NSC) or Senior Certificate (SC) or a National Certificate Vocational (NCV) level 4 pass and must meet the following requirements:

Entry Requirements for the Higher Certificate in Information Technology (IT)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC DIPLOMA ENTRY		SENIOR CERTIFICATE (SC)			NATIONAL CERTIFICATE VOCATIONAL (NCV) LEVEL 4	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	C	50%	50%

Note: In addition to the above, the Department of IT can apply selection and ranking criteria based on academic merits and/or work experience before granting admission.

Tuition Fees

To assist you with your planning, the **2020** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

Please Note: DUT cannot be held liable for the fees in this brochure as the **2021** fees are not yet final.

NB: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

Note: The departmental policy is that it will only take 15% of Higher certificate graduates to enroll for Diploma level.

Name of Modules	Subject Code	HEQSF Level	SAQA Credits
Semester 1			
Cornerstone 101	PSTN101	5	12
Database Administration	DBAP101	5	12
E-Commerce	ECOM101	5	12

Hardware Support	HDWP101	5	12
Networking	NTWK101	5	12
TOTAL			
Semester 2			
Software Support	SWPP101	5	12
Solutions Development	SDVL101	5	12
Web Project	PWEB101	5	24
Web Technology	WEBT101	5	12
TOTAL			
TOTAL CREDITS SEMESTER 1&2			**120**

2. ACCOUNTING

Staff Details

Staff	Name	Qualification
Lecturer	Dr Celani Nyide	DBA (UKZN), MBA (MANCOSA), BTECH CMA (DUT), ND CMA (DIT)
	Mr Arshad Latiff	BCom (Hons) (UKZN) , CA(SA)
	Mrs Tish Sewnunam	Mtech(CMA) (DUT), BTECH (IA) (DUT), ND (IA) (DIT)
	Mr Mcaba Ngeleni Mabhida	MCom (UKZN), BCom (UKZN)
	Mrs Longane Bhebhe-Mvelase	MCom Acct (MSU), BBA Acct

Programme Information and Rules

2.1 Diploma in Accounting: Dip (Accounting) – SAQA ID Number 101909

- This is a three-year qualification
- **The purpose of the qualification is to enable qualifying students to:**

  - Ensure that individuals are equipped with the knowledge, theory, and methodology of the disciplines of accounting and the related fields and,
  - Enable them to demonstrate initiative and responsibility in a professional or academic context where the application of the principles and theory are emphasized as a basis for entry into the workplace, professional training, further graduate study, or professional practice in a wide range of careers within civil society, in the public or private sectors.

- Graduates will be able to demonstrate focus, knowledge, and proficiencies in the accounting and allied fields.

Exit Level Outcomes:

- Apply IFRS and general business principles to a variety of business contexts

- Demonstrate knowledge and an understanding of the underlying principles and concepts relating to financial accounting standards

- Demonstrate knowledge of the general legal framework, and of specific legal areas relating to business including the South African tax system, as applicable, to different forms of business entities including but not limited to, companies, close corporations, partnerships, and sole proprietors.

- Demonstrate knowledge of the use of computerized accounting software and technology resources in organizations.

In addition to the requirements of the General Rules (G7 and G25) the following specific rules shall apply for the Diploma: Accounting, which is a Senior Certificate or equivalent with the following: **NSC Requirements**		**Senior certificate Requirements – Senior Certificate or equivalent qualification**	
Compulsory subjects	**NSC Rating code**	**Compulsory subjects**	**HG**
English (home) **OR**	3	Math **OR**	E
English (1st additional)	4	Accounting	D
AND			
Math **OR**	3		
Math Literacy	5		
OR Accounting	4		
AND			
Two credit subjects	3		
OR A pass in four subjects of the Accounting Cluster Bridging Course.			
Please note that this requirement represents the minimum requirement and students applying will be ranked according to a points system based on the ranking code in General rule 7.			

- Identify the socio-economic needs of society and display cultural sensitivity within organizations for a diverse nation.

Graduate attributes

Diploma in Accounting aims to achieve all five DUT graduate attributes:
- Critical and creative thinkers who work independently and collaboratively
- Knowledge practitioners
- Effective communicators
- Culturally, environmentally and socially aware within an local and global context
- Active and reflective learners.

2.2 Diploma in Accounting

Minimum Admission Requirements

Admission Rating System

The following admission rating system will be applied to the National Senior Certificate (Grade 12) to rank the applicants, on a purely merit basis, in order to facilitate the selection of students applying for full-time study.

Rating Table for National Senior Certificate results for 2009 onwards only:

Rating Code	Rating	Marks %
7	Outstanding achievement	80- 100
6	Meritorious achievement	70-79
5	Substantial achievement	60-69
4	Adequate achievement	50-59
3	Moderate Achievement	40-49
2	Elementary achievement	30-39
1	Not achieved	0-29

A minimum total of 27 points (rating table above) based on six subjects excluding Life Orientation is required for a student to be considered for acceptance.

Rating Table for Senior Certificate Results Only

Symbol	Marks	HG	SG
A	80-100	8	6
B	70-79	7	5
C	60-69	6	4
D	50-59	5	3
E	40-49	4	2
F	30-39	3	1
G	0-29	2	0

A minimum of 30 points (old rating table above) based on six subjects is required for a student to be considered for acceptance.

All applicants that meet the above entry requirements would be ranked according to a points system based on the ranking code in General Rule 7.

Those applicants who meet the minimum requirements but whose overall points rating could put them at risk could still be placed on the extended curriculum programme as they would be considered under prepared and at risk of not coping with the demands of the regular programme. The extended curriculum programme, through a purposeful and structured set of learning experiences will provide these students with the academic foundations necessary for them to succeed on the regular programme.

Applicants who meet the minimum requirements and whose overall points are at least 20 points could also be considered for acceptance in the Accounting Bridging Course.

FET Colleges NCV Entrance requirements for Diploma in Accounting

A level 4 national certificate vocational with the following minimum requirements:
- At least 50% in three fundamental subjects including English
- At least 60% in three compulsory vocational subjects

NB: These gazetted minimum admission requirements are subject to more restrictive departmental admission requirements, where applicable.

Normal Duration

- Diploma in Accounting: 3 years full-time or
4 years
- part-time Diploma in Accounting (ECP): 4
years full-time (no part-time)

Maximum time allowed for the completion of qualification (Diploma: Accounting and Extended Curriculum Programme)

The maximum duration is five years of registered study, whether full-time or part-time, see Rule [G17 (2)(c) and rule G21 (b)(3)]. The periods of incomplete study at another institution or the department will beincluded in the assessment.

Suitable Candidate Selection

All applications must be made via the Central Applications Office (CAO) not later than the stipulated date within the CAO handbook. The contact details of the CAO are on this website: Web: www.cao.ac.za. Selection will be based on the ranking of applicants who meet the minimum requirements.

Registration

- Registration takes place in January and July each year, however, there is no new intake in July.
- Only students that have been accepted are invited for registration.

Programme Structure Diploma in accounting

The table below shows the structure of the curriculum

Module Title	HEQSF level	HEMIS Course Level	HEQSF Credit	Period of Study	Block Code	Offering type	WIL Indicator	Foundation Indicator	Examinations	E-Learning	Pre-requisite module/s	Co-requisite module/s	Substitute Module	Major module	Compulsory module	Service Dept
Introduction to Micro-	5		12	1	21	D	N/A	N	Y	Y	N/A	N/A	N/A	N		Public Management
Economics Introduction to Macro-						I/ P1	N/A	N	Y	Y	N/A	N/A	N/A	N	Y	Public Management
Economics	5		12 D1/	1	22	P1										
Business	5		12	1	22	D1/P1	N/A	N	N	Y	N/A	N/A	N/A	N	Y	Statistics
Calculations Financial	5		12	1	21	D1/P1	N/A	N	Y	Y	N/A	N/A	N/A	N	Y	N/A
Accounting 1A Financial	5		12	1	22	D1/P1	N/A	N	Y	Y	N/A	N/A	N/A	N	Y	N/A
Accounting 1B Business	5		12	1	21	D1/P1	N/A	N	N	N	N/A	N/A	N/A	N	Y	Centre for Gen Ed
Fundamentals 1 Cost	5		12 Management	1	21	D1/P1	N/A	N	Y	Y	N/A	N/A	N/A	N	Y	
Accounting 1 Commercial Law for	5		12	1	22	D1/P1	N/A	N	Y	Y	N/A	N/A	N/A	N	Y	Accounting Applied Law
Accountants 1 Business Information sys 1	5		12	1	22	D1/P1	N/A	N	Y	Y	N/A	N/A	N/A	N	Y	Information Technology

Module Title	HE	HEMI	HEQ	Period	Block Cod	Offeri	WIL	Foun	Exam	E-Learn	Pre-requisite module/s	Co-requisite module/s	Substitute Module	Major module	Compulsory module	Service Dept
Cornerstone 101	5		12	I	21	DI/PI	N/A	N	N	Y	N/A	N/A	N/A	N/A	N	Y	Centre forGen Ed
Cultural Diversity	5		08	I	22	DI/PI	N/A	N	N	Y	N/A	N/A	N/A	N	N	Centre forGen Ed
Values in the	5		08	I	22	DI/PI	N/A	N	N	Y	N/A	N/A	N/A	N	N	Centre for Gen Ed
Literacies through literature	5		08	I	22	DI/PI	N/A	N	N	Y	N/A	N/A	N/A	N	N	Centre forGen Ed
Module Title	**HE**	**HEMI**	**HEQ**	**Period**	**Block Cod**	**Offeri**	**WIL**	**Foun**	**Exam**	**E-Learn**	**Pre-requisite module/s**	**Co-requisite module/s**	**Substitute Module**	**Major module**	**Compulsory module**	**Service Dept**
Financial Accounting	6		12	2	21	DI/PI	N/A	N	Y	Y	Financial Accountingg 1A and	N/A	N/A	N	Y	N/a
Financial Accounting	6		12	2	22	DI/PI	N/A	N	Y	Y	Financial Accountingg 1A and	N/A	N/A	N	Y	N/A
Cost Accounting2A	6		12	2	21	DI/PI	N/A	N	Y	Y	Financial Accounting 1A and 1B and / Cost	N/A	N/A	N	Y	Management Accounting
Cost Accounting2B	6		12	2	22	DI/PI	N/A	N	Y	Y	Financial Accounting 1A and 1B and Cost / Accounting	N/A	N/A	N	Y	Management Accounting
Auditing 2A	6		12	2	21	DI/PI	N/A	N	Y	Y	Financial Accountingg 1A and 1B	N/A	N/A	N	Y	Internal Auditing & Tax
Auditing 2B	6		12	2	22	DI/PI	N/A	N	Y	Y	Financial Accountingg 1A and 1B					Internal Auditing & Tax

Commercial Law	6		12	2	21	D1/ P1	N/A	N	Y	Y	Commercial Law for	N/A	N/A	N	Y	Applied Law

Module Title	HEQSF	HEMI	HEQSF	Period	Block	Offeri	WIL Indic	Foundati	Exam	E-Learn	Pre-requisite module/s	Co-requisite module/s	SubstituteModule	Major module	Compulsory module	Service Dept
Accountants 2A											Accountants1					
Commercial Law for Accountants 2B	6		12	2	22	D1/P1	N/A	N	Y	Y	Commercial Law for Accountants1	N/A	N/A	N	Y	Applied Law
Business Fundamentals 2	6		12	2	21	D1/P1	N/A	N	N	Y	Business Fundamentals 1	N/A	N/A	N	Y	Centre For Gen
Taxation 1	6		12	2	22	D1/P1	N/A	N	Y	Y	Financial Accounting1A and 1B	N/A	N/A	N	Y	Internal Auditing & Tax
Equality & Diversity	6		08	2	22	D1/P1	N/A	N	N	Y	N/A	N/A	N/A	N	Y	Centre For Gen
HIV and communicable diseases i	6		08	2	22	D1/P1	N/A	N	N	Y	N/A	N/A	N/A	N	Y	Centre For Gen Ed
Module Title	HEQSF	HEMI	HEQSF	Period	Block	Offeri	WIL Indic	Foundation	Exam	E-Learn	Pre-requisite module/s	Co-requisite module/s	SubstituteModule	Major module	Compulsory module	Service Dept
Financial Accounting	7		12	3	21	D1/P1	N/A	N	Y	Y	Financial Accounting2A and 2B	N/A	N/A	Y	Y	N/A
Financial Accounting 3B	7		12	3	22	D1/P1	N/A	N	Y	Y	Financial Accounting2A and 2B	N/A	N/A	Y	Y	N/A
Management Accounting 3A	7		12	3	21	D1/P1	N/A	N	Y	Y	Cost Accounting2A and 2B	N/A	N/A	Y	Y	Management Accounting
Management Accounting	7		12	3	22	D1/P1	N/A	N	Y	Y	Cost Accounting 2A and 2B	N/A	N/A	Y	Y	Management Accounting

Advanced Law 3	6		12	3	21	DI/PI	N/A	N	Y	Y	Commercial Law for Accountants 2A	N/A	N/A	N	Y	Applied Law
Auditing 3	6		12	3	22	DI/PI	N/A	N	Y	Y	Auditing 2Aand 2B	N/A	N/A	Y	Y	Internal Auditing

																& Tax
Taxation 2A	7		12	3	21	DI/PI	N/A	N	Y	Y	Taxation 1 and Financial Accounting	N/A	N/A	Y	Y	Internal Auditing& Tax
Taxation 2B	7		12	3	22	DI/PI	N/A	N	Y	Y	Taxation 1 and Financial Accounting	N/A	N/A	Y	Y	Internal Auditing& Tax
Business InfoSystems 2A	6		12	3	21	DI/PI	N/A	N	Y	Y	Business Info Systems 1	N/A	N/A	N	Y	
ICT Innovation	6		08	3	22	DI/PI	N/A	N	N	Y		N/A	N/A	N	Y	
Global Environment	6		08	3	21	DI/PI	N/A	N	N	Y		N/A	N/A	N	N	Centre For GE
Community Engagement Project	6		08	3	21	DI/PI	N/A	N	N	Y		N/A	N/A	N	N	Centre For GE

2.3 Advance Diploma in accounting

Purpose of the qualification	The purpose of the Advanced Diploma in Accounting is to further strengthen and deepen the students' knowledge and professional practice in Accounting and Related Services by providing higher-level subject matter and related application of standards, building on the knowledge and skills developed in the undergraduate curriculum. Furthermore, this qualification enhances flexibility as a response to an ever-changing and evolving Accounting industry, thus providing students with the agility and ability to transform their professional career choices and paths within theAccounting environment. The curriculum incorporates primarily Accounting and Financial Management professional skills as the core competencies required by a professional accountant. Other discipline-specific content such as Auditing and Corporate Law is included to a limited extent as the allied and supporting aptitudes. The integration of all these specific competencies is done to facilitate the development of a holistic professional who can function efficiently and effectively in the corporate sector.
Graduate attributes	• Proficient and competent in information literacy, communication, numeracy and technology application • Displays good leadership qualities • Ethically and civically responsible with an appreciation of diversity • Graduate that adapts to the work environment

ACADEMIC STRUCTURE:
MODULE LEVEL

Module Title	HEQSF level	HEQSF Credit	Period of Study[1]	Block Code[2]	Offering type[3]	WIL Indicator	Foundation Indicator	Pre-requisite module/s	Co-requisite module/s	Substitute Module	Major module	Compulsory module	Service Dept	Staff Teaching
Advanced Financial Accounting 4A	7	12	1	21	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Financial Accounting 4B	7	12	1	21	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Financial Accounting 4C	7	12	1	21	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Financial Accounting 4D	7	12	1	22	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Financial Accounting for SME's	7	12	1	22	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Financial Management 1	7	12	1	21	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Financial Management 2	7	12	1	22	DI	n/a	n/a	N	N	N	N	Y	n/a	
Advanced Taxation	7	12	1	21	DI	n/a	n/a	N	N	N	N	Y	n/a	

Advanced Auditing	7	1 2	1	22	**D1**	n/a	n/a	**N**	**N**	**N**	**N**	**Y**	n/a	
Advanced Corporate Practice 1	7	1 2	1	22	**D1**	n/a	n/a	**N**	**N**	**N**	**N**	**Y**	n/a	

.

2.4 Accounting Bridging Course

Purpose of the Course

The purpose of the course is to allow access to many students who would rather end up being excluded from the system should they not be afforded this opportunity to improve themselves and gain access to the university. These students could end up performing even better than other mainstream students as they will be provided with accounting specific training that will be focused in improving their skills and understanding.

Learning Outcomes

After studying this course students should have: -
- •An improved understanding of the basics of Financial Accounting
- •An improved understanding of the basics of Cost and Management Accounting.
- •An improved academic and quantitative literacy.
- •A basic understanding of the tax systems

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)
NSC DIPLOMA ENTRY

A minimum of 20 Points

Compulsory Subjects	NSC Rating Code
English	3
English (1st additional)	3
Accounting OR	3
Mathematics OR	3
Mathematics Literacy	4

Please note: this requirement represents the minimum requirement andstudents applying will be ranked according to a points system.

Registration and Re-Registration Rules

Registration for all programmes offered by the department:

Students registering for any of the programmes offered by the departmentare required to meet the minimum requirements detailed in the departmental rules in section 4 above.

Registration for Diploma: Accounting and Extended Curriculum Programme:

- NSC and NCV applications received via the Central Applications Office(CAO) will be scored and ranked according to the points system on the ranking code in general rule 7.
- these programmes are offered on a semester basis and registration takes place in January only for the whole year. Only students that have been accepted for the programme are invited for registration.

Registration for Advanced and Post Graduate Diplomas: Accounting:

- Students wishing to apply for these programmes are required to apply online or via the department by the end of October of the year preceding their intended registration.
- These programmes are offered on a semester basis and registration takes place in January only for the whole year. Only students that have been accepted for the programme are invited for registration.

Registration for Master of Accounting: Accounting

- Students wishing to apply for these programmes are required to apply via the department by the end of October of the year preceding their intended registration.
- These programmes are offered on an annual basis and registration takes place from January. Only students that have been accepted for the programme are invited for registration.

Changing from an old programme to a new programme:

The following programmes are being phased out:

- Diploma: Accounting
- Bridging course: Accounting
- Advance Diploma: Accounting
- Master in Accounting

- Students who have not completed the outstanding modules in terms of the phase out plan for the respective programme, will be required to either transfer to the new programme, or must complete the outstanding modules elsewhere and may apply for exemption, subject to the provisions of the general rules.
- Students transferring from the incomplete old programme to the new programme, on application, be granted credit for modules passed towards the new qualification.

Exemptions and Transfers:

Students will be able to carry credits from the old programmes to the new programme within a four-year period. Refer to General rules G8 and G9.

Work done during the semester/ year:

- Semester marks shall be determined in accordance with the requirements as indicated in the student guides. For details of assessment, refer to the study guide pertaining to each module. Failure to meet these requirements will disqualify a student from writing the final examination in the modules concerned.
- Notwithstanding Rule G12 a semester mark obtained for any module is valid only for the main examination in the semester in which a student is registered plus the supplementary examination in that module if granted to the student in terms of Rule G13.
- Students must verify course marks before the final examinations are written. A 40% semester mark is needed to enter the examination of modules that have a final examination. Continuous assessment modules require a semester mark of 50%.

Examinations:

- To pass an examination, a student must obtain a final mark of 50% in terms of rule G14. This must be read in conjunction with the study guide for each module to confirm how the final mark is calculated.
- A student may be admitted to a supplementary examination for a module if he/ she has obtained a final mark of at least 45% in terms of rule G13(2).

Exclusion rules:

- Students who are refused re-admission in terms of the University rules may motivate, in writing, to the Head of Department to be re-admitted. The Head of Department may forward a recommendation to the Faculty Board for a decision. Exclusion rules in terms of the General rules G17, G21, G22, and G23 will be applied.

Maximum Time Allowed for Completion of Qualifications:

- Diploma – 5 years.
- Advanced Diploma – 2 years full-time or 4 years part-time.
- Postgraduate Diploma – 2 years full-time or 4 years part-time.
- Masters Degree – 3 years full-time or 6 years part-time.
- Students who are enrolled for a Diploma and fails more than 50% of the modules in the first semester, will not be permitted to re-register for this qualification. Students have the right to appeal this decision via the students the right to appeal this decision via the students

Appeals Committee: In addition to rule G16, students should pass the specified pre-requisite modules (as per the programme structure) to progress to the next

Level Of Study.

- In addition to rules G14, G16, G17 and G21B(3) the following is applicable for the Diploma in Accounting , i.e.:
  - At the end of year 1, a minimum of 84 credits must be obtained.
  - At the end of year 2, a minimum of 204 credits must be obtained.
  - At the end of year 3, a minimum of 324 credits must be obtained.
  - At the end of year 4, a minimum of 384 credits must be obtained.
- Students who are enrolled for the first year of study for a Master of Accounting degree must complete their proposal within the first year of registration to be re-admitted for further studies.
- In calculating the time taken to complete a qualification, the periods of in-complete study at another institution/ programme / department will be taken into consideration.

B.TECH: CORPORATE ADMINISTRATION(BTCAD)				
Modules	Credit values	Codes	Assessment method	NQF levels
Year 1				
Semester 1 (Study period 1)				
Financial Management IV	0.2	FNLM 401	Exam	7
Interpretation of Financial Statements IV	0.2	IFNS 401	Exam	7
Research Methodology	0.1	RMCA 201	Exam	**7**
Semester 2 (Study period 2)				
Corporate Reporting IV	0.2	CREP 401	Exam	7
Annual subjects				
Advanced Corporate Procedures IV	0.2	ADCP 401	Exam	7
Corporate Mercantile Law	0.1	COM L 201	Exam	7

2.5 Phasing out programmes

NATIONAL DIPLOMA: ACCOUNTING (Phasing out from January 2019)				
Modules	**Credit values**	**Codes**	**Assessment method**	**NQF levels**
Year 1				
Semester 1 (Study period 1)				
Financial Accounting 1 (M1)	0.1	FACC 113	Exam	5
Economics 1 (M1)	0.1	ECMC 112	Exam	5
Entrepreneurial Skills	0.1	ENSK 103	Exam	5
Business Calculations 1	0.1	BCALC 101	Exam	5
Communication	0.1	CMUN 101	Continuous Assessment	5
Semester 2 (Study period				

2)				
Financial Accounting 1 (M2)	0.1	FACC 103	Exam	5
Economics 1 (M2)	0.1	ECMC 102	Exam	5
Commercial Law for Accountants 1	0.1	CLAC 101	Exam	5
Cost Accounting 1	0.1	CTAC 101	Exam	5
Business Information Systems 1 (M1)	0.1	BISY 111	Continuous Assessment	5
Year 2				
Semester 1 (Study period3)				
Financial Accounting 2 (M1)	0.1	FACC 213	Exam	6
Cost Accounting 2 (M1)	0.1	CTAC 211	Exam	5
Auditing 2 (M1)	0.1	AUDT 212	Exam	5
Business Information Systems 1 (M2)	0.1	BISY 121	Continuous Assessment	5
Commercial Law for Accountants 2 (M1)	0.1	CLAC 211	Exam	5
Semester 2 (Study period 4)				
Financial Accounting 2 (M2)	0.1	FACC 223	Exam	6

Cost Accounting 2 (M2)	0.1	CTAC 221	Exam	5
Auditing 2 (M2)	0.1	AUDT 222	Exam	5
Taxation 1	0.1	TAXN 102	Exam	5
Commercial Law for Accountants 2 (M2)	0.1	CLAC 221	Exam	5
Year 3				
Semester 1 (Study period5)				
Financial Accounting 3 (M1)	0.1	FACC 313	Exam	6
Management Accounting 3 (M1)	0.1	MGTA 312	Exam	6
Taxation 2 (M1)	0.1	TAXN 211	Exam	6
Business Information Systems2 (M1)	0.1	BISY 211	Exam	6
Advanced Law 3 (M1)	0.1	ADLW 301	Exam	6
NATIONAL DIPLOMA: ACCOUNTING (CONT)				
Semester 2 (Study period 6)				
Financial Accounting 3 (M2)	0.1	FACC 323	Exam	6
Management Accounting 3 (M2)	0.1	MGTA 322	Exam	6
Taxation 2 (M2)	0.1	TAXN 221	Exam	6
Business Information Systems2 (M2)	0.1	BISY 221	Exam	6
Auditing 3 (M1)	0.1	AUDT 321	Exam	6

NATIONAL DIPLOMA: ACCOUNTING (ECP)
(Phasing out from January 2019)

Modules	Codes	Assessment method
Year 1		
Semester 1 (Study period 1)		
Accounting Professional Practice (Annual)	APP101	Continuous Assessment
Quantitative Literacy	QLIT101	Exam
Entrepreneurial Skills	ENSK 103	Exam
Business Calculations 1	BCALC 101	Exam
Communication	CMUN 101	Continuous Assessment
Semester 2 (Study period 1)		
Accounting Professional Practice (Annual)		
Commercial Law for Accountants 1	CLAC 101	Exam
Cost Accounting 1	CTAC 101	Exam
Business Information Systems 1 (M1)	BISY 111	Continuous Assessment
Year 2		
Semester 1 (Study period 2)		
Financial Accounting 1 (M1)	FACC 113	Exam
Cost Accounting 2 (M1)	CTAC 211	Exam
Business Information Systems 1 (M2)	BISY 121	Continuous Assessment
Commercial Law for Accountants 2 (M1)	CLAC 211	Exam
Economics 1 (M1)	ECMC 112	Exam
Semester 2 (Study period 3)		
Financial Accounting 1 (M2)	FACC 103	Exam
Cost Accounting 2 (M2)	CTAC 221	Exam
Commercial Law for Accountants 2 (M2)	CLAC 221	Exam
Economics 1 (M2)	ECMC 102	Exam
Year 3		
Semester 1 (Study period 4)		
Financial Accounting 2 (M1)	FACC 213	Exam
Business Information Systems 2 (M1)	BISY 211	Exam
Advanced Law 3 (M1)	ADLW 301	Exam
Auditing 2 (M1)	AUDT 212	Exam

NATIONAL DIPLOMA: ACCOUN	TING (ECP) (	CONT)
Semester 2 (Study period 5) Financial Accounting 2 (M2) Business Information Systems 2 (M2)	FACC 223 BISY 221	Exam Exam
Auditing 2 (M2)	AUDT 222	Exam
Year 4		
Semester 1 (Study period 6)		
Financial Accounting 3 (M1)	FACC 313	Exam
Management Accounting 3 (M1)	MGTA 312	Exam
Taxation 2 (M1)	TAXN 211	Exam
Semester 2 (Study period 7)		
Financial Accounting 3 (M2)	FACC 323	Exam
Management Accounting 3 (M2)	MGTA 322	Exam
Taxation 2 (M2)	TAXN 221	Exam
Auditing 3 (M1)	AUDT 321	Exam

Assessment Rules

Examinations and Continuous Assessment.

Year marks are awarded for tests written (or orals) and assignments during the academic year. The number and duration of subject tests are set out in the subject study guides issued to students at the first lecture.

Continuous Assessment details are set out in the subject study guides issued to students at the first lecture.

Re-Registration Rules

Diploma

Re-admission to later years of study National Diploma Accounting

- Students must complete a minimum of 6 modules of the National Diploma within two years of their first registration.
- A minimum of 12 modules of the National Diploma within three years of their first registration
- A minimum of 20 modules of the National Diploma within four years of their first year of registration

National Diploma Accounting (ECP)

- Students must complete a minimum of 7 modules of the National Diploma within two years of their first registration.
- A minimum of 10 modules of the National Diploma within three years of their first registration
- A minimum of 22 modules of the National Diploma within four years of their first year of registration

Appeals

Students may apply, in writing and with motivation to the Head of Department to be considered for re-admission. The Head of Department will make a recommendation to the Faculty Board for a decision.

Maximum time allowed for completion of qualification

The maximum duration is five years of registered study, whether full-time or part-time, see Rule [G17 (2) (c) and rule G21 (b) (3)]. The periods of incomplete study at another institution or department will be included in the assessment.

2.6 B. Tech: Corporate Administration

Re-admission to later years of study

Full time students who are enrolled for the first year of study for a B Tech must pass a minimum of three subjects to be re-admitted for further studies.

Appeals

Students may apply with motivation to the Head of Department, in writing, to be re-considered for re-admission. The Head of Department will make a recommendation to the Faculty Board for a decision.

Maximum Time Allowed for Completion of Qualifications

The maximum time allowed for completion of qualifications is twice the minimum time of study for the qualifications. The periods of incomplete study at another institution or the department will be included in the assessment.

Subject Content

Advanced Law III

Module I

- Know the legal principles relating to Trusts
- Understand and apply general concepts and provisions regarding Labour law/Arbitration
- Understand the law relating to immaterial property and marketing
- Define law of carriage of goods and carriage of persons
- Know statutes relating to financial institutions
- Know statutes relating to property transactions

Auditing II (040105322) Module I

- Understand the responsibilities, functions, and qualities of the auditor.
- Understand the concepts and principles relevant to the audit.
- Understand the procedures for obtaining audit evidence.

Auditing II (040105322) Module 2

- Understand the framework for internal control and internal control evaluation.
- Understand the framework for internal audit.
- Awareness of the process of reporting audit findings.

Auditing III (Module 1)

- Preparation of Audit working papers
- Plan and conduct an Audit
- Perform pre-engagement activities
- Audit of business cycles (Field work)
- Identify and evaluate controls in the Computer Information Systems environment

Business Calculations (150805212) Module I

- Basic mathematics
- Summarizing and analysing data

Business Information Systems I (60219312) Module 1

- Understand the function of the hardware elements and software of the computer.
- Use the computer as a storage management tool.
- Use the computer as a word-processing tool.
- Use the computer as a research and communication tool.

Business Information Systems I (60219312) Module 2

- Understand the role of the computer in an e-commerce trade cycle.
- Use the computer as a word-processing tool.
- Use the computer as a spreadsheet tool.
- Use the computer as an accounting tool.

Business Information Systems II Module 1

- Identify & discuss ways of joining computers into a network, allowing them to communicate and share resources
- Demonstrate the ability to use Web 2.0 technologies
- Discuss the impact of products and services offered by Web 2.0 on small businesses
- Identify & discuss potential computer risks and the methods of safeguarding against these risks (risks with regards to organizations, individuals, and health and ethical issues in an information system)
- Identify &discuss methods for maintaining high-quality data, organizing them in a database and assessing the quality of valuable information
- Identify & describe the special requirements of an enterprise-size organization
- Identify & describe the different phases involved in development of an information system (if time permits)

Business Information Systems II Module 2

- Be able to identify and explain the role and purpose of the agile phases and systems requirements
- Identify & document systems requirements.
- Construct, design & develop the diagrams used for the object-oriented / traditional /agile approaches to systems analysis.
- Evaluate and select a development approach for the new system

Commercial Law for Accountants I (130309912) Module 1

- Understand the SA legal framework
- Understand the rules relating to the Interpretation of Statutes
- Understand and apply knowledge of principles relating to the Law of Contract
- Understand the legal principles relating to Contract of Sale
- Understand and apply knowledge of principles relating to the Law of Agency

Commercial Law for Accountants II (130310022) Module 1

- Know and understand the most important principles and sections of the Credit
- Agreements Act 75 of 1980
- Understand the objectives of the Usury Act of 1968
- Understand the contract of lease
- Understand the legal principles relating to Negotiable instruments
- Understand the law relating to Insolvency
- Understand and apply the principles relating to the different forms of security
- Understand and apply principles relating to law of Insurance

Commercial Law for Accountants II (130310022) Module 2

- Know and apply the law relating to companies.
- Understand and apply provisions of the Close Corporation Act 69 of 1984.
- Know partnerships as business form.

Communication (059900512)

- Effectively apply communication principles to a variety of communication activities, contexts and resolving problems.
- Demonstrate verbal and written communication skills.
- Communication Theory:
- Types of Communication, Process of Communication, Audience Analysis and Demographics, Barriers to Communication, Non-Verbal Communication, Intercultural Communication.
- Paragraph Writing, Summarizing and
- Report Writing Format
- Business Correspondence Skills.
- Oral Presentation Skills.

Corporate Law (130305522)

Theory

- The company concepts.
- The establishment of the company.
- Memorandum.
- The capacity of a company.
- The articles.
- Share capital and other funds of the company.
- The promoter.
- Offer of shares and prospectus.
- Shareholding and membership.
- The general meeting (overview only).
- Directors and the board of directors.
- Office holders of the company.
- Re-organization, arrangements, compromises, and alteration in control.
- Company groupings.
- Liquidation (overview only).
- Judicial management (overview only).
- Financial statements.

Corporate Procedures (130305603)

Theory

- The general principles of law and the procedure of meetings.
- Close corporations
- Companies

Corporate Reporting IV (040137406)

Theory

- Generally accepted accounting practice including Interim Reporting, Operating Segments, Employee Benefits, Financial Instruments and Borrowing Costs
- Financial statements of companies and close corporations in terms of the statutory enactments and generally accepted accounting practice.

Cost Accounting, I (040140412) Module I

- Understand the basic principles of cost classification and terminology

- Define and understand the different terms and concepts in respect of stock holding and administer different stock systems.
- Administer remuneration systems.
- Classification and analysis of overheads and allocation of overheads by means of predetermined rates.
- Understand the cost flow in a manufacturing concern determine cost of manufactured products and services.
- Draw up fixed, flexible and cash budgets.

Cost Accounting II (040140522) Module 2

- Demonstrate competency in the operation of process costing systems with equivalent units and normal and abnormal losses.
- Demonstrate competency in the operation of process costing systems with joint and by products.
- Demonstrate competency in preparing income statements according to the direct and absorption costing methods.
- Demonstrate the ability to use pricing decisions.
- Demonstrate the ability to implement a Standard Costing, system.

Entrepreneurial Skills (40510912) Module 1

- Develop an understanding of the basic business and economic principles by identifying and justifying the relationship between business and economic principles.
- The basic functions of the enterprise and how they relate.
- Create, maintain, and enhance a culture of entrepreneurship.

Economics I (220205612) Module 1

- Discuss the study of the economic problem and show how it is manifested in the different participants in the economy.
- Discuss different ways in which societies can solve this economic problem through economic systems.
- Discuss, illustrate, and analyze the individual, as well as market, demand and supply curves and discuss price determination and equilibrium in the market.
- Calculate, analyze, and discuss all related aspects regarding the price elasticity of demand and supply, income elasticity and cross elasticity.
- Determine consumer equilibrium using. the utility approaches.
- Determine consumer equilibrium using the indifference approach.
- Define, discuss, and calculate the concepts regarding the production function of

a producer as well as different costs of the producer over the short- and long-term.
- Differentiate between the different revenue concepts and discuss and illustrate the profit maximization in a perfect competitive market.
- Determine profit maximization in an imperfect competitive market for the various market forms.

Economics I (220205612) Module 2

- Discuss international economic markets by referring to international trade, balance of payments, restrictions to trade and international trade organizations.
- Analyze the role of government in the economy and evaluate the application of fiscal policy.
- Analyze the monetary sector's role in the economy and evaluate the application of monetary policy by the central bank.
- Differentiate, define, calculate, and interpret national income accounting figures.
- Derive and present graphically the macro-demand curve using the components of total expenditure.
- Analyze and evaluate the two major causes of economic instability, namely unemployment and inflation.
- Identify current economic issues and indicate how to address it.

Financial Accounting, I (0401092120) Module I

- Financial Reporting
- Identify overall objectives of Financial Reporting
- Define elements of financial statements related to measurement
- Define and advise the qualitative characteristics of financial information
- Identify and apply recognition and measurement
- Explain the need for a conceptual framework
- Explain the meaning of GAAP
- Prepare basic financial reports

Financial Accounting, I (0401092120) Module 2

- Statement of Changes in equity:
- Sole Trader - changes in capital
- Partnership
- Close Corporations
- Company

- Change in ownership:
- Sole trader - dissolution of entity Partnership - entry and retirement
- Close Corporations - entry of new member

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

Financial Accounting II (0401093220) (Module 2)

- IAS 16 - Property, Plant & Equipment
- IAS 36 - Impairments of Assets
- IAS 21 - Foreign exchange
- IAS 07 - Cash Flow Statements

Financial accounting III

Module 1

- Identify overall objectives of financial reporting, the specific information needs of equity investors, and the general information needs of other users.
- Define the elements of financial statements related to the measurement of financial position and performance and apply to the presentation of financial reports.
- Define and advise the qualitative characteristics financial information
- Identify and apply recognition and measurement criteria to financial statements.
- Explain the need for a conceptual framework and for standards of financial reporting.
- Identify the statutory disclosure requirements, and explain the meaning of fair presentation
- Earnings per share, leases, and statements of cash flow

Module 2

- Apply techniques to account for group financial statements and valuations
- Incorporate changes in the form or capital structure (Liquidations and reorganization, mergers, and acquisitions) of an entity in the financial statements in accordance with the objectives to be achieved and the legal constraints.

- Demonstrate the purpose of financial reporting by applying analysis and interpretation techniques to financial statements

Financial Management IV (Module 1)

- Overview of Financial Management
- Risk and Rate of Return
- Portfolio Management
- Valuations
- Cost of Capital
- Capital Budgeting and Project Involvement
- Practical Issues in Capital Budgeting

Financial Management IV (Module 2)

- Capital Budgeting; Risk Analysis
- Working Capital
- Credit Policy and Current Asset Management
- Sources of Finance
- Capital Structure
- Leasing
- Dividends
- Financial Engineering
- Financial Planning and Control

Interpretation of Financial Statements IV (IFNS4001) (040137506)

- Presentation of financial statements
- Deferred tax
- Earnings per share
- Objectives of analysis of Financial Statements
- Limitations of Accounting Data
- Financial ratios
- Comparative analysis
- Cash flow statements

Management Accounting 3 (40140603)

Module 1

- Explain, calculate, prepare, and evaluate fixed and flexible operational and cash

budgets
- Prepare budget reports reflecting actual against budget
- Discuss the use of budget reports to evaluate performance
- Explain the behavioral implications of planning and budgeting
- Explain the use of IT in the budget process
- Analyze, calculate, and interpret operational variances
- Prepare reports using a range of benchmarks and evaluate the results
- Explain the behavioral implications of standard costing
- Explain, calculate, apply, and compare different group incentive schemes
- Discuss and apply the use of advanced stock control methods
- Use activity-based costing in cost determination

Module 2

- Measuring relevant costs for decision-making
- Apply and evaluate short-term decision-making techniques
- Apply and discuss the experience and learning curve
- Apply and discuss the linear programming model
- Explain and apply the use of decision trees
- Explain and apply the use of network analysis and PERT analysis
- Explain the capital budgeting process
- Evaluate projects using investment appraisal techniques, including, under conditions of capital rationing
- Evaluate alternative investment appraisal techniques
- Explain the relevance of qualitative factors
- Prepare project cash flows that take account of taxations and inflation
- Evaluate mutually exclusive projects with unequal lives

Research Methodology (029900012)

- Basic orientation.
- Tools of research.
- Problem identification and development.
- Review of the related literature.
- Planning the research proposal.
- Instrumentation.
- Writing the proposal.
- Presenting the results of research.
- Working with a supervisor/promoter.
- Statistics.
- Problem statement

- Literature study
- Variables and hypothesis
- Types of research
- Research designs
- Sampling
- Data collection
- Reliability and validity
- Interpretation and report writing

Taxation I (40109212) Module 1

- Establish what taxable income is
- Determine and calculate the taxation of persons other than companies
- Apply the provisions relating to non-resident taxpayers
- Determine and calculate employees' tax and provisional tax
- Identify and value fringe benefits and allowances

Taxation II (0401005120)

Module 1 (Individuals)

- Gross Income, Source and Deemed source
- Special inclusions
- Exempt Income
- General Deduction Formula
- Special deductions
- Calculation of Individual Taxation
- Employees Taxation and Provisional Taxation
- Fringe Benefits
- Retirement Planning

Module 2 (Businesses)

- Special Deductions for Businesses

Taxation of Companies

- Capital Allowances and Recoupments
- Value Added Tax
- Taxation of Farmers Partnerships
- Trading Stock
- Tax Avoidance
- Taxation of Close Corporations
- Assessed Losses

2.7. Master's Degree in Accounting: MSAF1

Minimum Admission Requirements: Master's Degree in Accounting (MACC)

In addition to the requirement Rule G24 of the General Rules of the DUT, the following shall apply: The candidate must have been awarded an Honors Degree (NQF level 8 (new HEQSF)) or a Post Graduate Diploma qualification in the field of either Financial Accounting, Management Accounting, Taxation or Auditing.

Candidates who have completed an Honors degree or a B Tech qualification in any accounting discipline (as noted above) on the old HEQF, may be considered for the Master's Degree on condition that they are able to obtain a status for level 8 which may entail additional courses required as determined by the department.

Instructional Programme

This instructional programme comprises a research project culminating in a dissertation. In their dissertation students must prove that they understand a particular problem in the industry in which they have done research, are able to analyze and set it out logically, are able to arrive at logical conclusions or a diagnosis, and then able to make proposals for the improvement/the elimination of the problem. e dissertation must comply with the normal general technical requirements and rules regarding scope, quality, and layout per Rule G43.

Duration of instructional programme.

The minimum duration of the degree is one year, and the maximum duration is 3 years.

3. BUSINESS AND INFORMATION MANAGEMENT

Staff Details

Staff	Name	Qualification
	Dr CK Dongwe,	PhD (Higher Education) (UKZN); M Ed (Higher Education) (UKZN), B Tech Commercial Administration (TN), ND Commercial Administration (TN).
	Dr PP Mthalane	PhD: Management Sciences (Public Administration); M Tech: Public Management (DUT); BTech: Commercial Administration (DUT); NC: Project Management (DUT)
	Mr TR Ncube	Masters: Management Sciences, Business Administration (DUT)

3.1 Diploma in Business and Information Management

– SAQA ID Number 97803

* This is a three-year qualification

BIM1 Minimum Entrance Requirements

In addition to the requirements of the General Rules (G7 and G21B), to register for the three-year Diploma in Business and Information

Compulsory Subjects	NSC Rating	SC HG	SC SG	NCV
English (Home)	3	E	D	50%
English (First Additional)	4	E	D	50%
	Five 20 credits 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.

Management, a student must meet the following requirements:

No points are allocated for the subject "Life Orientation"

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

Preference will be given to applicant with the following subjects:

- Accounting

- Business Studies

- Economics

- Computer Related Subjects

BIM2 Normal Duration

The minimum duration of the Diploma programme is THREE years.

BIM3 Attendance

- Work assignments must be completed satisfactorily, within the programme's stipulated time.
- Regular attendance is essential in all modules if you wish to be successful in this instructional programme.
- Holidays are as indicated on the list of sessional dates. These dates must be rigidly observed. Train, plane or ship reservations must be made well in advance to conform with the academic term.

Duration of Programme Offerings

The minimum duration for Diploma in Business and Information Management is three years, unless credits for studies at another institution, via Recognition of Prior Learning have been granted.

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:

  - Pass all first-year modules to progress to study period three

  - The student shall pass the four major modules (Business Principles and Management 1, 2 and Information Management and Technology 1, 2) in the first year to register for third year modules.

  - Student would not be able to attempt higher level modules before completing the prerequisite lower-level 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	320

This gives the student five years to complete the three-year qualification without intervention as required within DUT general rules G17* and G2

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.

Work Integrated Learning (Business Information Management Practice)

- The Diploma in Business and Information Management has a Work-Integrated Learning (WIL) component.
- The work-integrate learning takes place at third year level. The duration is four months (200 hours).
- The credit value is 20.
- Expected learning outcomes

Students are to 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 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

The department will assist with the placement of students for work- integrated learning but it is an onus of every student to find work- integrated learning "employer".

Interruption of Studies

As per G 1 (5) rules.

Assessment rules

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

All Exit level modules (Business Principles and Management 3 and Information Management and Technology 3) will be moderated externally

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

Academic Integrity

Refer to the DUT General Rule.

3.2 General Education Modules

- The programme comprises of the following compulsory General Education programmes of:
- 4 Institutional General Educational modules
- Cornerstone, Introduction to Sign Language, HIV and Communicable Diseases in KZN, Community Engagement Project
- 2 Compulsory Faculty General Education Modules Business Fundamentals I and
- Business Fundamentals II
- 1 Elective Faculty General Education modules
- Students to choose between Innovation and Emerging Technologies, The

Entrepreneur Spirit

General Rules

- All fundamental and core modules are compulsory.
- Students must complete their four month Work Integrated Learning in Semester 6.
- Attendance for all lectures and tutorials are compulsory.
- Failure to submit assignments will result in a zero mark being awarded, and late submissions will be penalised.

3.3 Advanced Diploma in Business and Information Management – Saqa Id Number 110795

*This is a one-year qualification.

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 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

- 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.

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.

Effective Communicators

- Graduates demonstrate proficiency in ethically communicating and presenting arguments and ideas effectively in oral and written forms to diverse audiences.
- 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

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.

Minimum Admission Requirements

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

- Diploma in Business and Information Management at NQF level 6 Or
- Equivalent Diploma at NQF level 6 Or
- An appropriate Bachelor's Degree.

Suitable Candidate Selection

Applicants will be ranked.

Programme Structure

The Advanced Diploma in Business and Information Management is full-time qualification which needs to be completed over a one-year period.

Duration of Programme Offerings

The minimum duration for Advanced Diploma in Business and Information Management is one year.

Promotion to a Higher Level/ Progression rules

The student shall pass all modules to complete the qualification.

Interruption of Studies

In accordance with Rule G21A (b).

Assessment rules

Refer to the General Rules, page 26, **G13 (1) (K).**

3.4 Master Of Management Sciences Degree in Administration and Information Management - SAQA ID Number 1083

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 must 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.

This qualification is intended for persons who will contribute, through research, to understanding the application and evaluation of existing knowledge in a specialized area of business and information management. They will also demonstrate a high level of overall knowledge in that area, ranging from fundamental concepts to advanced theoretical or applied knowledge.

See Rules G24 and G26 in the Rule Book for Students, and the Postgraduate Handbook.

3.5 Doctor of Philosophy in Business and Information Management - SAQA ID Number 111132

Minimum Admission Requirements

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

- Master of Management Sciences in Business and Information Management
- degree or Master of Management Sciences in Administration and Information
- Management Degree or M-Tech: Commercial Administration degree or
- M-Tech in Office Management and Technology degree or equivalent.

Suitable Candidate Selection

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

Programme Structure

The PhD in Business and Information Management is both full-time and part-time qualification and can be done over three years.

Duration of Programme Offerings

The minimum duration for Doctor of Philosophy in Business and Information Management is three years. The qualification will be offered for the first time in 2020.

Promotion to a Higher Level/ Progression rules

The student shall pass the thesis to be awarded the PhD in Business and Information Management.

Interruption of Studies

In accordance with Rule G21A(b).

Assessment rules

Refer to the General Rules, page 26, **G13 (1)(K).**