INFORMATION & CORPORATE MANAGEMENT

2022
HANDBOOK

DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

FACULTY OF
ACCOUNTING
& INFORMATICS

HANDBOOK FOR 2022

FACULTY of ACCOUNTING AND INFORMATICS

DEPARTMENT of
INFORMATION and CORPORATE MANAGEMENT

Business and Information Management
Programme

DEPARTMENTAL VISION AND MISSION

VISION

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

MISSION

The Department of Information and Corporate Management strives for excellence and sustainability in its contribution to the provision of relevant vocational education and training, research and community engagement in the fields of library/information studies and 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. CONTACTDETAILS

All departmental queries to:
Secretary of Information and Corporate Management:
Ms Alvinette Sathyanand
Tel No: 031-373 5655
Fax No: 031-3736884
Email: alvinettes@dut.ac.za
Location of Department: Ritson Road Campus

All Faculty queries to:	Mr Lwandile Chiya
Faculty officer:	Mrs N Singh-Sakichand
Tel No:	031- 373 5152
Email:	lwandilec@dut.ac.za

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

Location of Executive Dean's office: Ritson Campus

2. STAFFING   Name and Qualification

Head of Department/   **Dr SP Moyane (Senior Lecturer),** Doctor of Literature and Philosophy in Information Science (UNISA)

Lecturers   **BUSINESS AND INFORMATION MANAGEMENT**

Dr M Ngibe,
Doctor of Philosophy in Business Administration (DUT)

Dr T Ramsuraj Doctor of Philosophy in Management Sciences – (DUT)

Miss L Bingwa,
Master of Management Sciences in administration & Information Management (DUT)

Miss S Dlamini,
Master of Management Sciences in administration & Information Management (DUT)

Miss N Mbatha (ECP coordinator)
Master of Management Sciences in administration & Information Management (DUT)

Ms E Moodley,
Master of Management Sciences in administration & Information Management (DUT)

Mrs K Moodley,
Masters of Business Administration (MANCOSA)

Mrs C Naidoo,
Masters of Business Administration (UKZN)

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

Miss T Ndaba,
Master of Management Sciences in administration & Information Management (DUT)

Mrs R Padiachee,
Master of Education (UKZN)

Mrs R Reddy,
Masters of Business Administration (UKZN)

Mrs NS Ross
Masters of Business Administration (UKZN)

Technician   **Mr Y Naidoo,**
Masters in Information Technology (DUT)

Secretary   **Ms A Sathyanand,**
Bachelor of Technology in Office Management and Technology (DUT)

3.   PROGRAMMES PHASED OUT BY THE DEPARTMENT

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

3.1 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
Diploma: Business and Information Management	DIBIM1
ECP Diploma in Business and Information Management	DIBIF1
Advanced Diploma; Business and Information Management	ADBIM1
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

3.2 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

<table>
<tr><td colspan="5" align="center">Diploma in Business and Information Management
Extended Curriculum Programme
DIBIF1</td></tr>
</table>

Qualification Type: Diploma 4yrs	Diploma		**Programme name as registered with SAQA**	**Diploma in Business and Information Management**
SAQA ID number	97803		**HEQSF level**	**6**
Total number of HEQSF credits	380		**HEQSF Credits at each level**	**380** **NQF 5 = 108** **NQF 6 = 228** **NQF 7 = 44**
CESM Category/Categories	**0401, 0603, 0605**			
Programme Department	**Information and Corporate Management**		**Head of Department**	**Dr SP Moyane**
Purpose of the 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, organization, 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, analyze, organize, 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 support 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 analyze, 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 recognize 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 recognize 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.
Minimum Admission Requirements	(see table below)

DEPARTMENTAL NSC REQUIREMENTS		DEPARTMENTAL SENIOR CERTIFICATE REQUIREMENTS		
NSC Diploma Entry		**A Senior Certificate or equivalent qualification**		
Compulsory Subjects	**NSC Rating Code**	**Compulsory Subjects**	**HG**	**SG**
English (home) **OR** English (1st additional)	3 4	English	E	D

And a pass in Five other 20 credit subjects (not more than 1 language Excluding Life Orientation)	Six (6) best subjects, including English and an additional language.

OR

National Certificate (Vocational) Level 4
A level 4 national certificate vocational with the following minimum requirements:
1. At least 50% in three fundamental subjects including English and
2. At least 60% in three compulsory vocational subjects.
OR
Admission   Requirement   based   upon   Work Experience, Age and Maturity
For admission to entry level DIPLOMA and certificate studies:
A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate, or an equivalent certificate, provided that:
(a)   The person shall have reached the age of 23 in the first year of registration and shall have at least:
• three years' appropriate work experience; and/or
• capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AI) & English for Academic Purposes (EAP) and/or an appropriate subject or
programme specific written assessment designed and marked by the relevant Department; and
(b) The relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
(c)   The person's application for admission in terms of work experience, age and maturity is approved prior to registration. **Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.**

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

4. 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.

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	4	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	Study	HEQSF	Module	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 HMRM201 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**
Introduction to Sign Language (IGE)	INSL101	SP4	5	08	C		Nil		No

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
YEAR 3 Semester 1									
Business Principles and Management 3A	BPRM311	SP5	7	12	C	Business Principles and Management 2A and B	Nil	N/A	Yes
Information Management and Technology 3A	IMTG311	SP5	7	12	C	Information Management and Technology 2A and B	Nil		Yes
Conveyancing Practice OR Human Relations Management OR Small Business Management and Entrepreneurship	CNVP101 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
HIV and Communicable Disease (IGE)	HCDK101	SP5	6	08	C		Nil		No
Community Engagement Project (IGE)	CMEP101	SP5	6	08	C		Nil		No
Accounting and Financial Principles 2	ACFP201	SP5	6	12	C	Accounting and Financial Principles 1	Nil		Yes
The Entrepreneurship Spirit (FGE) OR ICT Innovation and Emerging Technologies (FGE)	TESP101 INET101	SP5	6	12	E		Nil		No

Name of subject	Subject Code	Study Level	HEQSF Level	Module Credits	C/E*	Pre-Req.	Co-Req	Stream	Exam**
YEAR 3 Semester 2									
Business Principles and Management 3B	BPRM321	SP6	7	12	C		Nil	N/a	Yes
Information Management and Technology 3B	IMTG321	SP6	7	12	C		Nil		Yes
Business and Information Management Practice	BIMP101	SP6	6	20	C	Business Principles and Management levels 1 & 2 and Information Management and Technology	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	

Overview of the Business and Information Management – Extended Curriculum Programme													

Year of study (1, etc.)	Study Period (SP)[1]	Module title	HESQF Level of module (5-9)	CESM (at module level)	Module code	SAQA Credit for the module	HEMIS Credit for the module	Compulsory or Elective	General Education Theme				
									Theme[2] Introduced [I]; Reinforced [R]; Assessed [A]	Credits for the Gen Ed theme	Writing; quantitative reasoning; KZN Introduced [I]; Reinforced [R]; Assessed [A]		
											W	QR	KZN
Insert year of study	Insert study period (e.g., SP1)	Insert name	Insert level	Insert number	Insert code	Insert number	Insert number	Insert C or E	Insert theme/s number indicate I/R/A	Indicate credits	W	QR	KZN
Not Applicable													
1	SP1	Business Principles and Management 1A	5	0401		10	0.070	C	I		X		
1	SP2	Business Principles and Management 1B	5	0401		10	0.070	C	I		X		
1	SP1	Business Fundamentals 1 (FGE)	6	040301		6	0.094	C	I	6	X	X	
1	SP1	Research Practices and Principles 1	5	0401, 0603		8	0.050	C	I		X	X	X
1	SP1	Private Law	5	1202, 1204		8	0.050	C	I		X	X	
1	SP1	Skills Development 1A	5	0401, 0603		10	0.098	C					
1	SP1	Information and Business Management 1A	5	0401, 0603		10	0.098	C					
1	SP2	Human Resource Management 1	6	0408		10	0.050	C	I		X		X
1	SP2	Project Management 1	6	040110		8	0.050	C	I		X	X	X
1	SP2	Cornerstone	5	200101		6	0.094	C	I	6			
1	SP2	Skills Development 1B	5	0401, 0603		10	0.098	C	I		X		X
1	SP2	Information and Business Management 1B	5	0401, 0603		10	0.098	C	I		X	X	X
TOTAL CREDITS FOR THE YEAR		SAQA		HEMIS									
2	SP3	Information Management and Technology 1A	5	0603, 060501		10	0.070	C	I		X		
2	SP4	Information Management and Technology 1B	5	0603, 060501		10	0.070	C	I		X		
2	SP3	Communication 1	5	050101		8	0.050	C	I		X		
2	SP3	Business Fundamentals 2 (FGE)	6	040199		6	0.097	C	I	6	X	X	
2	SP3	Community Engagement Project (IGE)	6	190112		6	0.050	C	I	6	X		
2	SP3	Skills Development 2A	6	0401, 0603		10	0.098	C	I				
2	SP3	Information and Business Management 2A	6	0401, 0603		10	0.098	C	I				

2	SP4	Legal Practice 1 **OR** Human Resource Management 2 **OR** Project Management 2	6	1202, 1203, 1206, 1207, 0408, 040110		10	0.050	E	I		X	X	
											X	X	
											X	X	
2	SP4	Research Practice and Principles 2	6	0401, 0603		8	0.050	C	I		X	X	X
2	SP4	HIV and Communicable Disease (IGE)	6	090755		6	0.097	C	I		X		
2	SP4	Skills Development 2B	6	0401, 0603		10	0.098	C	I		X		X
2	SP4	Information and Business Management 2B	6	0401, 0603		10	0.098	C	I		X	X	X
TOTAL CREDITS FOR THE YEAR		**SAQA**		**HEMIS**									
3	SP5	Business Principles and Management 2A	6	0401		12	0.070	C	I		X		X
3	SP6	Business Principles and Management 2B	6	0401		12	0.072	C	I		X		X
3	SP5	Information Management and Technology 2A	6	0603, 060501		12	0.070	C	I		X		
3	SP6	Information Management and Technology 2B	6	0603, 060501		12	0.070	C	I		X		
3	SP5	Accounting and Financial Principles 1	6	0406, 0402		10	0.050	C	I		X	X	
3	SP6	Accounting and Financial Principles 2	6	0406, 0402		10	0.050	C	I			X	X
3	SP5	Communication 2	5	050101		8	0.050	C	I		X		
3	SP5	Conveyancing Practice OR Human Relations Management OR Small Business Management and Entrepreneurship	6	1207, 040107, 0405		10	0.050	E	I		X		
											X	X	X
TOTAL CREDITS FOR THE YEAR		**SAQA**		**HEMIS**									
4	SP7	Business Principles and Management 3A	7	0401		12	0.078	C	I		X		X
4	SP8	Business Principles and Management 3B	7	0401		12	0.078	C	I		X		X
4	SP7	Information Management and Technology 3A	7	0603, 060501		12	0.078	C	I		X		
4	SP8	Information Management and Technology 3B	7	0603, 060501		12	0.078	C	I		X		
4	SP7	Research Practices and Principles 3	6	0401, 0603		8	0.050	C	I		X	X	X
4	SP7	Introduction to Sign Language (IGE)	5	111901		8	0.060	C	I	8			
4	SP7	The Entrepreneurship Spirit (FGE) OR ICT Innovation and Emerging Technologies (FGE)	6	040501 060101		6	0.094	E	I	6	X	X	X
											X	X	
4	SP8	Business and Information Management Practice	6	0401, 0603		14	0.078	C	I	14	X	X	

TOTAL CREDITS FOR THE YEAR	SAQA	HEMIS	
		MUST BE 1	

Section C: Graduate Attributes

The graduate attributes are developed in this programme in the following list of modules: *(insert list of modules)*

Business Principles and Management 1, 2, 3
Information Management and Technology 1, 2, 3
Communication 1, 2
Private Law
Human Resource Management 1, 2
Project Management 1, 2
Research Practices and Principles 1, 2, 3

Section D: Learning and Teaching Strategies

The achievement of the graduate attributes is supported by the learning and teaching strategies for the programme as follows: *(insert narrative about the learning and teaching strategies)*

The programme lends itself to the Hierarchy of teaching and Learning (HoT) philosophy as stated by Tony Davis, whereby the teaching and learning follows a hierarchical approach from fundamental concepts through to aspiration being development and promotion of learners' independence. The strategy informs the teaching and learning in the programme in creating holistic learners.

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.

Year of study (I, etc.)	Study Period (SP)	Module title	HESQF Level of module (5-9)	CESM (at module level)	Module code	SAQA Credit for the module	HEMIS Credit for the module	Compulsory or Elective	General Education Theme				
									Theme Introduced [I]; Reinforced [R]; Assessed [A]	Credits for the Gen Ed theme	Writing; quantitative reasoning; KZN Introduced [I]; Reinforced [R]; Assessed [A]		
											W	QR	KZN
I	SP1	Strategic Management	7	0401	STME401	16	0.133	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	SP1	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	Research Methodology	7	0401, 0603	REME401	12	0.1	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
TOTAL CREDITS FOR THE YEAR		SAQA		HEMIS		120							

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.

Study Period (SP)	Module title	HESQF Level of module (5-9)	CESM (at module level)	Module code	SAQA Credit for the module	HEMIS Credit for the module	Compulsory or Elective	Theme Introduced [I]; Reinforced [R]; Assessed [A]	Credits for the Gen Ed theme	W	QR	KZN
										Writing; quantitative reasoning; KZN Introduced [I]; Reinforced [R]; Assessed [A]		
SP1	Information Management and Technology 5	8	0603,	IMTA501	24	0.2	C	N/A	N/A	N/A	NA	N/A
SPI	Research Methods and Procedures	8	0605,0401	RMPR50I	32	0.267	C	N/A	N/A	N/A	N/A	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

Postgraduate Diploma in Business and Information Management

General Education Theme

TOTAL CREDITS	SAQA	HEMIS	

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		

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.

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	HEMIS Credit for the module	Compulsory or Elective	General Education Theme		Writing; quantitative reasoning; KZN Introduced [I]; Reinforced [R]; Assessed [A]		
									Theme Reinforced [R]; Assessed [A]	Credits for the Gen Ed theme	W	QR	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 MUST BE 1		3							