INFORMATION & CORPORATE MANAGEMENT

DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

FACULTY OF ACCOUNTING & INFORMATICS

20 HAND
24 BOOK

ENVISION 2030

transparency • honesty • integrity • respect • accountability
fairness • professionalism • commitment • compassion • excellence

HANDBOOK FOR 2024

FACULTY of ACCOUNTING AND INFORMATICS

FACULTY VISION
Globally recognized for excellence.

FACULTY MISSION
"Developing Adaptive and Transformative
 Leaders for a Smart Society" through:
- Excellence in Learning, Teaching and Assessment
- Relevant Research and Creative Innovation
- Entrepreneurship and Collaboration

FACULTY 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.

DEPARTMENT OF
INFORMATION AND CORPORATE MANAGEMENT

PROGRAMMES

Diploma in Business and Information Management
Diploma in Business and Information Management (ECP) (4yrs)
Advanced Diploma in Business and Information Management
Postgraduate Diploma in Business and Information Management
Master of Management Sciences in Administration and Information Management
Doctor of Philosophy in Business and Information Management

DEPARTMENTAL VISION
Leading academic excellence in Business and Information Management

DEPARTMENTAL MISSION
Developing adaptive graduates for the Business and Information Environment

Through • Quality Teaching and Learning
• Research for Impact
• Engagement with communities

DEPARTMENTAL VALUES

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

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

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

What is a University of Technology?
A University of Technology is characterized by being research informed than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, emphasis on research output is directed towards commercialization to provide an alternative source of income for the University. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as supported 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'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 University. If, for whatever reason, you do not register consecutively for every year of your programme, your existing registration contract with the University will cease. Your re-registration anytime thereafter will be at the discretion of the University and, if permitted, will be in accordance with the rules applicable at that time.

1. CONTACT DETAILS

All Departmental queries to:
Secretary: Mrs A Sathyanand
Tel No: 031 373 5655
Fax No: N/A
Email: alvinettes@dut.ac.za
Location of Department: Block C, 2nd Floor Ritson Campus

All Faculty queries to:
Faculty Assistant: Mr Lwandile Chiya
Tel No: 031 373 5152
Email: lwandilec@dut.ac.za

Faculty Officer: Mrs N Singh-Sakichand
Tel: 031 373 5149
Email: nitashas@dut.ac.za

Location of Faculty office: East Wing, Hotel School Building,
                            Ritson Campus

Executive Dean: Professor O Olugbara
Tel No: 031 373 5597
Executive Dean's Secretary Ms L Phasha
Email: MatladiP@dut.ac.za
Location of Executive
Dean's office: North Wing, Hotel School Building,
                            Ritson Campus

2. STAFFING – NAME AND QUALIFICATION

Position	Name	Qualification
Head of Department	Dr SP Moyane	Doctor of Literature and Philosophy in Information Science (UNISA)
Lecturers	Dr M Ngibe	Doctor of Philosophy in Business Administration (DUT)
	Dr T Ramsuraj	Doctor of Philosophy in Management Sciences: Business Administration (DUT)
	Dr PP Mthalane	Doctor of Philosophy in Public Management – Public Administration (DUT)
	Miss L Bingwa	Master of Management Sciences in Administration and Information Mngt (DUT)
	Mrs E Moodley	Master of Management Sciences in Administration and Information Management (DUT)
	Mrs C Naidoo	Master of Business Administration (UKZN)
	Mrs T Naidoo	M.Tech: Commercial Administration (DUT) Masters in Higher Education (UKZN)
	Miss TE Ndaba	Master of Management Sciences in Administration and Information Management (DUT)
	Mr N Nkomo	Master of Arts in Information Science (UNiZULU)
	Mrs R Padiachee	Master of Education (UKZN)
	Mrs R Reddy	Master of Business Administration (UKZN)
	Mrs NS Ross	Master of Business Administration (UKZN)
Administrative staff	Ms A Sathyanand	Bachelor of Technology in Office Management and Technology
Technical staff	Mr Y Naidoo	Master in Information Technology (DUT)

3. PROGRAMMES OFFERED BY THE DEPARTMENT

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

Qualification Name	Qualification Code	SAQA NLRD No.	NQF Level	Current Status of Programme Offerings	SAQA CREDITS
Diploma in Business and Information Management	DIBIM1	97803	6	First intake 2017	380
Diploma in Business and Information Management Extended Curriculum Programme (4 yrs)	DIBIF1	97803	6	First intake 2018	380
Advanced Diploma in Business and Information Management	ADBIM1	110795	7	First intake 2020	120
Postgraduate Diploma in Business and Information Management	PDBIM1	111385	8	First intake 2021	120
Master of Management Sciences: Administration and Information Management	MMAIM1	112804	9	First intake 2021	180
Doctor of Philosophy in Business and Information Management	DPBIM1	111132	10	First intake 2020	360
PHASED OUT PROGRAMMES					
Qualification Name	**Qualification Code**	**SAQA NLRD No.**	**NQF Level**	**Last New Intake**	**SAQA CREDITS**
National Diploma: Office Management and Technology	NDOMT2		6	Last intake December 2016	360
National Diploma: Office Management and Technology Extended Curriculum	NDOMF1		6	Last intake December 2017	360

Programme					
Bachelor of Technology: Office Management and Technology	BTOMT1	72151	7	Last intake December 2019	480
Master of Technology: Office Management and Technology	MTOMT1	84086	9	Last intake December 2020	120

4. PROGRAMME INFORMATION AND RULES FOR ENTRANCE REQUIREMENTS

4.1. NAME OF QUALIFICATION: Diploma in Business and Information Management QUALIFICATION CODE: DIBIM1

The minimum duration for the above programme is three years of full-time study.

MINIMUM ENTRANCE REQUIREMENTS						
NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		**SENIOR CERTIFICATE (SC)(PRE 2009)**			**NATIONAL CERTIFICATE VOCATIONAL (NCV)**	
NSC DIPLOMA ENTRY		**SENIOR CERTIFICATE (SC)**			**(NCV) LEVEL 4**	
Compulsory Subjects	**NSC Rating Code**	**Compulsory Subjects**	**HG**	**SG**	**Compulsory Subjects**	**Mark**
English	3	English	E	D	At least 50% in **THREE** Fundamental subjects including English,	50%
English (1st additional)	4					
Any five (5) 20 credit subjects, Only one other language, Excluding LO	3	(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.	

Selection Procedure:

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 applicant with the following subjects:

- Accounting

- Business Studies

- Economics

- Computer Related Subjects

Meeting the minimum entry requirements does not automatically guarantee acceptance. It depends on the number of applicants and number of places allowed by DUT. A points system is used for admission to the Department of Information and Corporate Management. Applicants are selected in order of merit, based on the subject list above, on a first come first-served basis and may include an interview.

Please Note: 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.

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

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

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.

4.2. QUALIFICATION NAME: Diploma in Business and Information Management Extended Curriculum Programme. QUALIFICATION CODE: DIBIF1

The minimum duration for the above programme is four years of full-time study.

MINIMUM ENTRANCE REQUIREMENTS

Compulsory Subjects	NSC	SC		NCV
	Rating	HG	SG	
English home Language (HL) OR English first Additional language (FAL)	3 4	E E	C C	A level 4 national certificate vocational with the following minimum requirements:
AND				1. At least 50% in three fundamental subjects including English
Mathematics OR Mathematics Literacy	3 5	E	D	
OR				2. At least 60% in three compulsory vocational subjects
Accounting	4	D	C	
		OR		
		Pass in Maths or Accounting with 30 points or more		
AND				
Two 20 credit NSC subjects	3			

In addition to the requirements of the General Rule G7, an applicant must meet the minimum admission requirements as follows:

All prospective students that meet the above entry requirements would be ranked according to their English and Mathematics marks obtained.

Those applicants who have points between 20 to 25, with a NSC, may be placed on the extended curriculum programme. Those applicants with a senior certificate would need 25 to 29 points to be placed on the ECP programme.

The extended curriculum programme, through purposeful and structured set of learning experiences, will provide these students with the academic foundations necessary for them to succeed on the regular programme.

4.3 ADVANCED DIPLOMA in BUSINESS AND INFORMATION MANAGEMENT
PROGRAMME CODE: ADBIM1

The minimum duration for the programme is one year of full-time study.

ENTRANCE REQUIREMENTS
National Diploma OR Diploma in Business and Information Management OR; Equivalent qualification in a cognate field at NQF level 6

4.4 MASTER OF MANAGEMENT SCIENCES IN ADMINISTRATION AND INFORMATION MANAGEMENT PROGRAMME CODE: MMAIM1

The minimum duration for the above programme is two years of full-time study or three years of part-time study.

ENTRANCE REQUIREMENTS
In addition to Rule G24 of the General Rules of the DUT, the following shall apply: The candidate must have been awarded an Honours Degree (New HEQSF) or Post Graduate Diploma qualification in the field of Business and Information Management.

Candidates who have completed an Honours Degree or a BTech qualification in any Business and Information discipline (as noted above) on the old HEQF, may be considered for the Master's degree through conferment of status. An introductory interview with the Head of Department will be required and each application will be considered on merit.

4.5 DOCTOR OF PHILOSOPHY IN BUSINESS AND INFORMATION MANAGEMENT, PROGRAMME CODE: DPBIM1

The minimum duration for the above programme is three years of full-time study or five years of part-time study.

ENTRANCE REQUIREMENTS

In addition to Rule G24 of the General Rules of the DUT, the following shall apply: The candidate must have been awarded a Masters qualification (NQF 09) in the field of Business and Information Management.

Candidates who have completed a Masters qualification in any Business and Information discipline (as noted above) on the old HEQF, may be considered for the Master's degree through conferment of status. An introductory interview with the Head of Department will be required and each application will be considered on merit.

5. PROGRAMME STRUCTURE
5.1 DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT (DIBIM1)

YEAR ONE – STUDY PERIOD ONE						
Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
SEMESTER 1						
C	Business Principles and Management 1A	BPRM111	5	12	N/A	Exam
F	Communication 1	CMON101	5	08	N/A	CA
C	Information Management and Technology 1A	IMTG111	5	12	N/A	Exam
F	Private Law	PVTL101	5	12	N/A	Exam

C	Research Practices and Principles 1	RSPP101	5	12	N/A	CA
GE	Business Fundamentals 1	BSFD101	6	12	N/A	CA
SEMESTER 2						
C	Business Principles and Management 1B	BPRM121	5	12	N/A	Exam
F	Human Resource Management 1	HMRM1	6	12	N/A	Exam
C	Information Management and Technology 1B	IMTG121	5	12	N/A	Exam
F	Project Management 1	PJEM101	6	12	N/A	Exam
GE	Cornerstone 101	CSTN101	5	12	N/A	CA

YEAR TWO – STUDY PERIOD TWO

Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
SEMESTER 1						
F	Accounting and Financial Principles 1	ACFP101	6	12	N/A	Exam
C	Business Principles and Management 11A	BPRM211	6	12	Business Principles and Management 1A and Business Principles and Management 1B (P)	Exam
F	Communication 11	CMON201			Communication 1 (P)	CA
C	Information Management and Technology 11A	IMTG211	6	16	Information Management and Technology 1A and	Exam

					Information Management and Technology 1B (P)	
GE	Business Fundamentals 11	BSFD201	6	12	Business Fundamentals 1 (P)	CA
SEMESTER 2						
C	Business Principles and Management 11B	BPRM221	6	12	Business Principles and Management 1A and Business Principles and Management 1B (P)	Exam
C	Information Management and Technology 11B	IMTG221	6	16	Information Management and Technology 1A and Information Management and Technology 1B (P)	Exam
C	Research Practices and Principles 11	RSPP201	6	12	Research Practices and Principles 1 (P)	CA
F	Human Resource Management 11	HMRM201	6	16	Human Resource Management 1 (P)	Exam
F	Legal Practice 1	LEGP101	6	16	Private Law (P)	Exam
F	Project Management 11	PJEM201	6	16	Project Management 1 (P)	Exam
GE	Introduction to Sign Language	INSL101	5	08	N/A	CA
YEAR THREE – STUDY PERIOD THREE						

Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
				SEMESTER 1		
F	Accounting and Financial Principles 11	ACFP201	6	12	Accounting and Financial Principles 1 (P)	Exam
C	Business Principles and Management 111A	BPRM311	7	12	Business Principles and Management 2A and Business Principles and Management 2B (P)	Exam
C	Information Management and Technology 111A	IMTG311	7	12	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam
C	Research Practices and Principles 111	RSPP301	6	8	Research Practices and Principles 2 (P)	CA
F	Conveyancing Practice	CNVP101	6	12	Legal Practice 1(P)	Exam
F	Human Relations Management	HRLM101	6	12	N/A	Exam
F	Small Business Management and Entrepreneurship	SBME101	6	12	N/A	Exam
GE	Innovation and Emerging Technologies	INET101	6	12	N/A	CA
GE	Community Engagement Project	CMEP101	6	08	N/A	CA

GE	HIV and Communicable Diseases in KZN	HCDK101	6	08	N/A	CA
SEMESTER 2						
C	Business and Information Management Practice 1	BIMP101	6	20	Business Principles and Management 2A, Business Principles and Management 2B, Information Management and Technology 2A and Information Management and Technology 2B, all level one modules, one elective module in year 2 and one general education module (P)	CA
C	Business Principles and Management 111B	BPRM321	7	12	Business Principles and Management 2A and Business Principles and Management 2B (P)	Exam
C	Information Management and Technology 111B	IMTG321	7	12	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam

5.2 BUSINESS AND INFORMATION MANAGEMENT EXTENDED CURRICULUM PROGRAMME (DIBIF1)

YEAR ONE – STUDY PERIOD ONE						
Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\CA
SEMESTER 1						
C	Skills Development 1A	SKLA101	5	10	N/A	CA
C	Information and Business Management 1A	BIMA101	5	10	N/A	CA
C	Business Principles and Management 1A	BPRM111	5	10	N/A	Exam
F	Private Law	PVTL101	5	8	N/A	Exam
C	Research Practices and Principles 1	RSPP101	5	8	N/A	CA
GE	Business Fundamentals 1	BSFD101	6	6	N/A	CA
SEMESTER 2						
C	Skills Development 1B	SKLB101	5	10	N/A	CA
C	Information and Business Management 1B	BIMB101	5	10	N/A	CA
C	Business Principles and Management 1B	BPRM121	5	10	N/A	Exam
F	Human Resource Management 1	HMRM1	6	10	N/A	Exam
F	Project Management 1	PJEM101	6	8	N/A	Exam

GE	Cornerstone 101	CSTM101	5	6	N/A	CA

<table>
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<tr>
<td>Core (C);
Fundamental (F)
Gen Edu. (GE)</td>
<td>Module Name</td>
<td>Module Code</td>
<td>NQF level</td>
<td>Module credits</td>
<td>Pre-requisite (P)
Co-requisite (C)
Exposure (E)</td>
<td>Exam\CA</td>
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<tr><td colspan="7" align="center">SEMESTER 1</td></tr>
<tr>
<td>C</td>
<td>Skills Development 2A</td>
<td>SKLA201</td>
<td>6</td>
<td>10</td>
<td>Skills Development 1A and Skills Development 1B (P)</td>
<td>CA</td>
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<tr>
<td>C</td>
<td>Information and Business Management 2A</td>
<td>BIMA201</td>
<td>6</td>
<td>10</td>
<td>Information and Business Management 1A and Information and Business Management 1B (P)</td>
<td>CA</td>
</tr>
<tr>
<td>C</td>
<td>Information Management and Technology 1A</td>
<td>IMTG111</td>
<td>5</td>
<td>10</td>
<td>N/A</td>
<td>Exam</td>
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<tr>
<td>F</td>
<td>Communication 1A</td>
<td>CMON101</td>
<td>5</td>
<td>8</td>
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<td>GE</td>
<td>Business Fundamentals 11</td>
<td>BSFD201</td>
<td>6</td>
<td>6</td>
<td>Business Fundamentals 1 (P)</td>
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<td>GE</td>
<td>Community Engagement Project</td>
<td>CMEP101</td>
<td>6</td>
<td>6</td>
<td>N/A</td>
<td>CA</td>
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<tr><td colspan="7" align="center">SEMESTER 2</td></tr>
<tr>
<td>C</td>
<td>Skills Development 2B</td>
<td>SKLB201</td>
<td>6</td>
<td>10</td>
<td>Skills Development 1A and skills Development 1B (P)</td>
<td>CA</td>
</tr>
<tr>
<td>C</td>
<td>Information and Business Management 2B</td>
<td>BIMB201</td>
<td>6</td>
<td>10</td>
<td>Information and Business Management 1A and</td>
<td>CA</td>
</tr>
</table>

Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\CA
					Information and Business Management 1B (P)	
C	Information Management and Technology 1B	IMTG121	5	10	N/A	Exam
C	Research Practices and Principles 11	RSPP201	6	8	Research Practices and Principles 1 (P)	CA
F	Human Resource Management 11	HMRM201	6	10	Human Resource Management 1 (P)	Exam
F	Legal Practice 1	LEGP101	6	10	Private Law (P)	Exam
F	Project Management 11	PJEM201	6	10	Project Management 1 (P)	Exam
GE	HIV and Communicable Diseases in KZN	HCDK101	6	6	N/A	CA

YEAR THREE – STUDY PERIOD THREE

Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\CA

SEMESTER 1

Core (C); Fundamental (F) Gen Edu. (GE)	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\CA
C	Business Principles and Management 11A	BPRM211	6	12	Business Principles and Management 1A and Business Principles and Management 1B (P)	Exam
C	Information Management and Technology 11A	IMTG211	6	12	Information and Management 1A and Information	Exam

Core (C); Fundamental (F) Gen Edu.	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P)	Exam\CA
					Management and Technology 1B (P)	
F	Communication 11	CMON201	5	8	Communication 1 (P)	CA
F	Accounting and Financial Principles 1	ACFP101	6	10	N/A	Exam
F	Conveyancing Practice	CNVP101	6	10	Legal Practice (P)	Exam
F	Human Relations Management	HRLM101	6	10	N/A	Exam
F	Small Business Management and Entrepreneurship	SBME101	6	10	N/A	Exam
SEMESTER 2						
C	Business Principles and Management 11B	BPRM221	6	12	Business Principles and Management 1 A and Business Principles and Management 1 B (P)	Exam
C	Information Management and Technology 11B	IMTG211	6	12	Information Management and Technology 1A and Information Management and Technology 1B (P)	Exam
GE	Introduction to Sign Language	INSL101	5	8	N/A	CA
YEAR FOUR – STUDY PERIOD FOUR						
Core (C); Fundamental (F) Gen Edu.	Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-	Exam\CA

(GE)					requisite (C) Exposure (E)	
					SEMESTER 1	
C	Business Principles and Management 111A	BPRM311	7	12	Business Principles and Management 2A and Business Principles and Management 2B (P)P	Exam
F	Accounting and Financial Principles 2	ACFP201	6	10	Accounting and Financial Principles 1 (P)	Exam
C	Information Management and Technology 111A	IMTG311	7	12	Information Management and Technology 2A and Information Management and Technology 2B (P)	Exam
C	Research Practices and Principles 111	RSPP301	6	8	Research Practices and Principles 2 (P)	CA
GE	Innovation and Emerging Technologies	INET101	6	6	N/A	CA
					SEMESTER 2	
C	Business and Information Management Practice 1	BIMP101	7	12	Business Principles and Management 2A, Business Principles and Management 2B, Information Management and	CA

					Technology 2A and Information Management and Technology 2B, including all level one modules, one elective module in year 2 and one general education module (P)	
C	Business Principles and Management 111B	BPRM321	7	12	Business Principles and Management 2A and Business Principles and Management 2B (P)P P	Exam
C	Information Management and Technology 111B	IMTG321	7	12	Information Management and Technology 2A and Information Management and Technology 2B (P)P	Exam

5.3 ADVANCED DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT (ADBIM1)

YEAR ONE – STUDY PERIOD ONE					
Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
SEMESTER 1					
STRATEGIC MANAGEMENT	STMA401	7	16	N/A	EXAM
TRANSFORMATIONAL AND CHANGE MANAGEMENT	TRCH401	7	16	N/A	EXAM
INFORMATION MANAGEMENT AND TECHNOLOGY	IMTA401	7	16	N/A	EXAM
ACCOUNTING AND STATISTICS	ACCS401	7	16	N/A	EXAM
SEMESTER 2					
LEADERSHIP AND SYSTEMS THINKING MANAGEMENT	LSTM401	7	16	N/A	EXAM
PROFESSIONAL PRACTICE	PRPR401	7	16	N/A	EXAM
RESEARCH METHODOLOGY	REMA401	7	12	N/A	CA
LABOUR AND INDUSTRIAL RELATIONS	LIRE401	7	12	N/A	EXAM
ADVANCED PROJECT MANAGEMENT	APMA401	7	12	N/A	EXAM
SMALL BUSINESS DEVELOPMENT	SBDE401	7	12	N/A	EXAM

5.4 POSTGRADUATE DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT (PDBIM1)

YEAR ONE – STUDY PERIOD ONE					
Module Name	Module Code	NQF level	Module credits	Pre-requisite (P) Co-requisite (C) Exposure (E)	Exam\ CA
SEMESTER 1					
INFORMATION MANAGEMENT AND TECHNOLOGY 5	IMTA501	8	24	N/A	EXAM
ORGANISATIONAL BEHAVIOUR	ORBE501	8	16	N/A	EXAM
RESEARCH METHODS AND PROCEDURES	RMPR501	8	32	N/A	EXAM
SEMESTER 2					
BUSINESS COMMUNICATION TECHNOLOGY	BCTE501	8	16	N/A	EXAM
GLOBAL BUSINESS ENVIRONMENT	GLBE501	8	16	N/A	EXAM
BUSINESS FINANCE	BUFI501	8	16	N/A	EXAM
BUSINESS LAW	BULA501	8	16	N/A	EXAM

6. MODULE CONTENT

Students must read this section in conjunction with the relevant module guides.

6.1 DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT

MODULE CODE	MODULE NAMES	NQF LEVEL\ CREDITS
BPRM111	**Business Principles and Management 1A** **NQF: 5 CREDITS: 12** Develop and demonstrate a comprehensive knowledge of economic principles in a business environment. Apply fundamentals business principles within the internal and external environment. Understand and manage business effectively in a borderless world. Analyse the different functions of administrative management in the business world.	
CMON101	**Communication 1** **NQF: 5 CREDITS: 12** Effectively work in groups so as to complete career-related tasks effectively, using group task functions, group maintenance functions and group leadership functions. Able to identify and define key concepts of Communication Theory. Ability to apply key concepts of Communication Theory in work-related scenarios. .Engage in work and academic-related communication genres in listening (e.g. aural comprehension of lectures), reading (e.g. academic texts and newspapers), written (e.g. paragraphs, letters, summaries) and spoken (e.g. talks, group discussions) modes of communication. Solve problems relevant to work-related communication. Assess the quality of their own and other students' communicative performance.	
IMTG111	**Information Management and Technology 1A** **NQF: 5 CREDITS:12** Understand and interpret the concepts of information systems in relation to technology mediated learning. Execute and manage activities related to enterprise network infrastructure utilising the different forms of networking and social media. Apply practical knowledge of information processing in a business environment.	
PVTL101	**Private Law** **NQF: 5 CREDITS: 12** Explain the basic framework of the South African legal system. Understand the sources of South African law. Classify the subdivisions of law. Describe the functions of persons involved in the administration of justice in South Africa. Interpret and implement the general principles of the law of contract. Interpret and implement the law relating to specific contracts. Understand the principles	

	of consumer law in South Africa. Explain and apply general principles relating to the law of delict. Understand and compare the different marital regimes applicable in South Africa. Explain the concept of a deceased estate and recognise the difference between testate and intestate succession. Use the rules of testate and intestate succession in practical examples. List the requirements for a valid will in South Africa. List the duties of executors. Identify and explain the establishment, characteristics and termination of trusts. List the powers and duties of trustees and the rights of beneficiaries. Describe the law relating to the acquisition, transfer and termination of real rights as they relate to the law of property	
RSPP101	**Research Practices and Principles 1** **NQF: 5 CREDITS:08** Illustrate an understanding of academic writing, information literacy and research skills. Demonstrate knowledge of research principles applicable within a business environment. Understand, identify and describe research methodology techniques. Engage in reflective ethical research writing and display effective presentation skills in business research.	
BSFD101	**Business Fundamentals 1** **NQF: 6 CREDITS: 12** Manage principles of key business aspects such as time and stress within your everyday and academic life. Develop and apply written and verbal skills for effective interpersonal, group and organisational communication within business context. Identify and use information from a variety of sources ethically and responsibly. Demonstrate an awareness of cultural, social justice issues and ethics in the business world. Apply basic business literacy concepts small businesses.	
BPRM121	**Business Principles and Management 1 B** **NQF: 5 CREDITS: 12** Identify, plan and execute effective facilities management. Develop and apply an in-depth knowledge of self-management. Identify and apply appropriate procedures in planning and managing functions and events. Apply theories and principles of business within the fields of legal, human resources, finance and project management.	
HMRM101	**Human Resources Management 1** **NQF: 6 CREDITS: 12** Develop an understanding of Human Resource Management and its essential role in a contemporary business environment. Define, recognize and perform the functions of Recruitment, Selection, Placement and Induction. Demonstrate an understanding of labour practices relevant to Human Resource Management. Identify, monitor and evaluate Health, Safety and Welfare within the workplace.	

IMTG121	**Information Management and Technology 1B**
	NQF: 5 CREDITS: 16
	Distinguish between hardware, software, input and output devices and have knowledge of key concepts and terms of data base management. Understand computer related security in order to protect data and ensure privacy. Apply practical knowledge of information processing in a business environment.
PJEM101	**Project Management 1**
	NQF: 6 CREDITS: 12
	Comprehend and express knowledge of the overview of Project Management. Utilise knowledge of project management processes in order to analyse and develop projects. Conduct a feasibility study within the project management environment. Formulate a Project Management plan and develop an appropriate Project Management schedule. Construct and execute Project Management Integration. Effectively manage the life cycle of projects.
CSTN101	**Cornerstone 1**
	NQF: 5 CREDITS: 12
	Identify and critically interrogate particular constructions about themselves and others in the context of a diverse society. Apply communication practices appropriate to higher education. Demonstrate values of respect, accountability and responsibility in relation to a just society and a sustainable environment.
ACFP101	**Accounting and Financial Principles 1**
	NQF: 6 CREDITS: 12
	Demonstrate an understanding of the principles of saving, investment and insurance in managing personal finance. Comprehend and manage real estate, mortgage, and estate planning, within a business and personal environment. Identify, interpret and manage credit and debt management concepts. Understand, Identify and explain accounting principles and practices as well as prepare the necessary documents**.**
BPRM211	**Business Principles and Management 2A**
	NQF: 6 CREDITS: 12
	Demonstrate and apply relevant and professional management skills. Analyse and illustrate the functions of management. Interpret, evaluate and develop effective management of quality control. Illustrate and articulate ultimate value and standards through ethics, both internally and externally. Demonstrate responsible citizenship through social responsibility efforts/tasks. Understand and effectively manage group dynamics by working cohesively within a team/group.

CMON	**Communication 2** NQF: 5 CREDITS: 12
	Effectively work in groups so as to complete career-related tasks effectively, using: Group task functions, Group maintenance functions and Group leadership functions. Identify and define key concepts of Organisational Communication. Apply key concepts of Organisational Communication in work- related scenarios, namely: Structural formations in organisations, Information flow within an organization, Theories of motivation and Intercultural communication in organisations. Engage in work-related communication genres in the various communication modes. Apply consulting and negotiation skills. Engage constructively in conflict management. Handle job interviews Solve work-related communication issues. Investigate a complex, career- related task, come to conclusions, and make decisions on the basis of the findings of their investigation. Assess the quality of their own and other students' communicative performance.
IMTG211	**Information Management and Technology 2A** NQF: 6 CREDITS:16
	Understand the personal, legal, ethical, social and organizational issues of information systems and the impact thereof. Comprehend basic security concepts as well as identify and manage various security measures in order to protect data and ensure privacy. Apply practical information processing skills and knowledge to create business publications, graphics and process data.
BSFD201	**Business Fundamentals 2** NQF: 6 CREDITS: 12
	Conduct independent research using several methods & sources. Develop a sense of environmental awareness & responsibility through exposure to trends in sustainable environmental practice. Explain the environmental impact & ethical implications of decisions taken at the organisational level. Use established conventions of academic writing to prepare a basic business plan. Explain perspectives on value, respect and appreciate diversity & difference in local, regional, national and global context. Develop an awareness of link between technology & society.
BPRM221	**Business Principles and Management 2B** NQF: 6 CREDITS: 12
	Develop and apply knowledge of self-management so as to display professionalism. Identify and analyse different logistic management systems in a business environment. Understand and apply knowledge of legislative controls. Analyse and apply knowledge of statutory laws.

IMTG221	**Information Management and Technology 2B** **NQF: 6 CREDITS: 16** Understand the personal, legal, ethical, social and organizational issues of information systems and the impact thereof. Develop an understanding of data communication components and network typologies in keeping abreast with the emerging trends in managing technology applications. Apply practical information processing skills and knowledge to create publications and process data.
RSPP201	**Research Practice and Principles 2** **NQF: 6 CREDITS: 12** Understand and identify the stages in the research process. Demonstrate an understanding of literature review and conduct a literature review relevant to a field of study. Understand and demonstrate research approaches and techniques. Demonstrate an understanding of research methodology and data analysis. Apply knowledge of research principles and methodology in compiling a report.
HMRM201	**Human Resource Management 2** **NQF: 6 CREDITS: 16** Develop and analyse a Human Resource Management Plan. Plan, design and evaluate Recruitment, Selection, Placement and Induction strategies and policies. Demonstrate an understanding of legislative requirements related to Human Resource Practices. Recognise, explain and apply knowledge of Compensation Management in a Human Resource Environment. Effectively manage performance management in the business environment.
LEGP101	**Legal Practice 1** **NQF: 6 CREDITS: 16** Understand the role of the legal Profession. Compare attorneys and advocates. Prepare pro forma accounts and understand the law relating to electronic and other forms of payments. Understand and apply the requirements for the following types of legal instruments; wills, affidavits, powers of attorney, underhand agreements. Understand and apply the requirements for notarial documents. Compare the jurisdiction of the different South African courts. Compare criminal law and procedure with civil law and procedure and understand the terminology.Explain the elements of a crime, the steps involved in bringing a criminal matter to trial and the different judgments that may be given. Outline the purpose of bail. Explain the steps involved in bringing a civil matter to trial and the different judgments that may be given. Distinguish between defended and undefended actions. Distinguish between application and action proceedings. Explain the purpose of and complete various pleadings, processes and notices. Outline the debt collection process in the Magistrates court. Explain the purpose of and complete various execution notices and processes. Analyse a deceased estate and compare testate and intestate succession. Outline the

	steps involved in the administration of a deceased estate. Distinguish between different types of executors and implement the duties of executors. Outline the functions of the Master of the High court in the administration of deceased estates. Complete the forms, letters, accounts and other documentation required to wind-up a deceased estate.
PJEM201	**Project Management 2** **NQF: 6 CREDITS: 16** Develop and model effective communication skills and manage documentation efficiently within the Project Management environment. Assess and manage time constructively within projects. Demonstrate an understanding of Human Resource principles and concepts in the execution of Projects. Manage the cost and financial elements of projects within the business environment. Demonstrate knowledge of successfully managing risk within projects in the business environment. Interpret and design effective Quality, Monitoring and Control measures of a project within a business environment. Evaluate the success and professionally manage the completion of a project within the business environment.
ACFP201	**Accounting and Financial Principles 2** **NQF: 6 CREDITS: 12** Process books of entity, prepare and analyse advanced financial statements within the business environment. Record and post relevant journals. Record and manage transactions related to fixed assets. Develop the ability to effectively manage the transactions of inventory systems. Compile and manage debtors and creditors ledgers and control accounts within the business environment.
BPRM311	**Business Principles and Management 3A** **NQF: 7 CREDITS: 12** Identify, analyse and demonstrate knowledge of decision making and problem solving within a changing management. Recognise and analyse governmental influences on business and apply these changes within the organisation. Demonstrate an integrated knowledge of performance management within a business environment.
IMTG311	**Information Management and Technology 3A** **NQF: 7 CREDITS: 12** Understand and apply the concepts of e-commerce within a business environment. Understand, interpret and analyse information systems within a global business environment. Apply practical skills and knowledge to basic web design. Apply practical information processing skills and knowledge to create and process project specific and discipline specific packages.

RSPP301	**Research Practices and Principles 3**
	NQF: 6 CREDITS: 12
	Demonstrate knowledge of the stages in the research process. Apply knowledge of research in the design and development of a research proposal

CNVP101	**Conveyancing Practice**
	NQF: 6 CREDITS: 12
	Compare the role, function, and responsibility of the Conveyancer, with that of the conveyancing paralegal and conveyancing secretary. Outline the role, function, and responsibility of the various persons the Conveyancer, conveyancing paralegal and secretary. Analyse property and conveyancing law; and apply the knowledge to prepare and generate the relevant documentation for conveyancing transactions and registrations. Integrate the relevant law applicable to the field of conveyancing. Analyse the legal mechanisms in place, which enables conveyancing transactions and registrations to take place. Outline and apply the Deeds office rules and procedures governing the preparation and submission of all the relevant deeds and documentation required for a conveyancing transaction and registration. Find the law and rules governing electronic completion, submission of documentation and payment of taxes to various government departments, such as South African Revenue Services and Municipalities. Outline and apply the legal provisions relating to main Acts and Regulations pertaining to land registration.

HRLM101	**Human Relations Management**
	NQF: 6 CREDITS: 12
	Demonstrate knowledge of personal development as well as groom and enhance oneself to foster a positive change. Understand, manage and maintain good relations at home, work and within the community. Develop and model effective communication skills and techniques. Plan and Manage internal and external customer relationships effectively and develop a customer service strategy. Effectively manage career development.

SBME101	**Small Business Management and Entrepreneurship**
	NQF: 6 CREDITS: 12
	Explain and apply the principles, key success factors and business skills within the small business management/entrepreneurial environment. Evaluate, select and apply appropriate methods, processes and techniques in creating innovative, viable and sustainable entrepreneurs. Identify, evaluate and plan alternate business ventures. Demonstrate responsible citizenship through identifying and modelling ethics and social responsibility considering the legal environment within entrepreneurship. Employ and demonstrate knowledge of managing growth and the formulation of exit strategies within small businesses. Interpret, evaluate and develop effective marketing strategies within small business management.

INET101	**Innovation and Emerging Technologies**
	NQF: 6 CREDITS: 12
	Examine how technologies are increasing the ability of organizations to globalize business processes and to extend their reach to global customers. Analyse and evaluate the role of web technologies such as online communities in the business world. Identify and apply community-oriented tools, such as, online social networking to business. Critically assess the emergence and impact of new technologies, and the factors affecting their development. Explain key concepts related to ethics, legal implications and information security on information and communication technology.
CMEP101	**Community Engagement Project**
	NQF: 6 CREDITS: 8
	Demonstrate how to apply community engagement principles for the improvement of society. Work effectively in a diverse group to plan a community engagement project. Work effectively in a diverse group to implement a community engagement project. Work effectively in a diverse group to evaluate a community engagement project.
HCDK101	**HIV and Communicable Diseases in KZN**
	NQF: 6 CREDITS: 8
	Explain the epidemiology of HIV, TB and sexually transmitted infections (STIs) globally, in sub-Saharan Africa, South Africa and KZN. Describe the infection, transmission and prevention of HIV, TB and STIs. Discuss the psychological impact of HIV and TB in relation to Decision making and family autonomy and Social isolation and stigma; Disclosure of HIV status and Communication for people infected and affected by HIV and AIDS. Critical reflection on HIV, AIDS and communicable diseases in the context of the individual, groups and society.
BIMP101	**Business and Information Management Practice**
	NQF: 6 CREDITS: 20
	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.

MODULE CODE	MODULE NAMES	NQF LEVEL\CREDITS
BPRM321	**Business Principles and Management 3B** **NQF: 7 CREDITS: 12** Evaluate, formulate and implement strategic management in the business environment. Critically analyse evaluate and manage manpower requirements in a business environment.	
IMTG321	**Information Management and Technology 3B** **NQF: 7 CREDITS: 12** Comprehend, interpret and evaluate management support systems within a business environment. Comprehend and apply practical information processing knowledge and skills effectively. Apply knowledge of discipline specific software applications in the various fields of business in keeping abreast with latest technological advancements.	

6.2 Diploma in Business and Information Management Extended Curriculum Programme (DIBIF1)

This qualification includes all of the above modules as well as the ones included below:

MODULE CODE	MODULE NAMES	NQF LEVEL\CREDITS
BIMA101	**Information and Business Management 1A** **NQF: 5 CREDITS: 10** The module equips students with comprehensive knowledge to enable the student to develop further in the discipline and comprehend business activities within the local and global world. It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subject. It is aimed at making the academic literacies embedded in the programme overt to the students.	
SKLA101	**Skills Development 1A** **NQF: 5 CREDITS: 10** It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing,	

	reasoning and comprehension.
BIMB101	**Information and Business Management 1B** **NQF: 5 CREDITS: 10** The module equips students with comprehensive knowledge to enable the student to develop further in the discipline and comprehend business activities within the local and global world. It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subject. It is aimed at making the academic literacies embedded in the programme overt to the students.
SKLB101	**Skills Development 1B** **NQF:5 CREDITS: 10** It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension
BIMA201	**Information and Business Management 2A** **NQF:6 CREDITS:10** It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines in their diploma. The module equips students with comprehensive knowledge to enable the student to develop further in discipline and comprehend business activities within the local and global world. To make overt to students the academic literacies embedded in their discipline
SKLA201	**Skills Development 2A** **NQF:6 CREDITS:10** It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension.

BIMB201	Information and Business Management 2B
	NQF: 6 CREDITS:10
	It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines in their diploma. The module equips students with comprehensive knowledge to enable the student to develop further in discipline and comprehend business activities within the local and global world. To make overt to students the academic literacies embedded in their discipline.
SKLB201	**Skills Development 2B**
	NQF: 6 CREDITS:10
	It is to assist students to learn the skills and proficiencies essential for them to perform better in their mainstream subjects and navigate the various disciplines that require varied ways of reading, writing, reasoning and comprehension.

6.3 Advanced Diploma in Business and Information Management (ADBIM1)

MODULE CODE	MODULE NAMES	NQF LEVEL\CREDITS
STMA401	**Strategic Management**	
		NQF: 7 CREDITS: 16
	Demonstrate a detailed understanding of the principles, theories and functions of strategic management. Evaluate the role and nature of strategic management within different organisations and contexts. Demonstrate the ability to identify, analyse, evaluate and address complex problems, using the strategic management process.	
TRCH401	**Transformational and Change Management**	
		NQF: 7 CREDITS: 16
	Demonstrate a detailed knowledge and understanding of transformation and organisational change management. Critically analyse transformation and organisational change management literature. Apply learnt skills to manage their individual ability to cope	

	with and effectively respond to change in organisations in a self-directed manner. Demonstrate a critical awareness of the importance of attitudes towards change management.
IMTA401	**Information Management and Technology** **NQF: 7 CREDITS: 16** Analyse and critically reflect on the strategic initiatives of different manufacturing and retailing companies that have implemented current business-driven technologies. Demonstrate an ability to evaluate different sources of information, select information appropriate to the task, and apply well-developed processes of analysis, synthesis and evaluation. Create, verify, manage and analyse data using appropriate software packages such as MS Access, MS Excel and SPSS. Demonstrate a detailed understanding and application of advanced information processing tools to revise research artefacts. Demonstrate their ability to correctly employ an appropriate style of referencing, including the use of current electronic referencing tools and methods.
ACCS401	**Accounting and Statistics** **NQF: 7 CREDITS: 16** Efficiently compile and present detailed financial statements in a professional and ethical manner. Demonstrate an ability to evaluate, summarise and present data in an appropriate interpretable format. Manipulate and interpret descriptive and inferential statistics. Demonstrate an ability to make informed inferences about population parameters.
LSTM401	**Leadership and Systems Thinking Management** **NQF: 7 CREDITS: 16** Understand and interpret the concept of paradigm shift of leadership. Demonstrate an integrated knowledge of the key terms, concepts, principles and theories of systems thinking within a business environment. Critically apply systems thinking theories to leadership within the Business and Information Management environment. Apply a systems thinking approach to identify, analyse, evaluate and critically reflect on and address complex problems within the Business and Information Management environment.
PRPR401	**Professional Practice**

	NQF: 7 CREDITS: 16
	Demonstrate a detailed knowledge and understanding of professionalism expected in the business environment. Demonstrate the ability to develop and apply appropriate policy implementation skills. Critically evaluate current practices and policies in the profession. Conduct themselves ethically and take full responsibility for his/her decision-making with respect to professional practice areas.
REMA401	**Research Methodology** **NQF: 7 CREDITS: 12** Demonstrate a critical and practical understanding of research methodology including qualitative, quantitative and mixed methods. Identify, select and apply different methods of scientific investigation and data analysis. Embark on the independent development of a research proposal based on a topic of their choice.
LIRE401	**Labour and Industrial Relations** **NQF: 7 CREDITS: 12** Analyse interaction within a labour relations system. Describe the most important guidelines in labour legislation. Explain the environmental influences on labour relations. Set up and maintain an effective communication, representation and grievance resolution structure. Understand, and apply and manage a range of discipline and dismissal practices in the workplace. Manage disputes through a negotiation and/or CCMA process; and identify, evaluate and address complex problems related to industrial action.
APMA401	**Advanced Project Management** **NQF: 7 CREDITS: 12** Apply basic general management practices within a project management contextual environment. Successfully manage high quality projects through the effective application of project management knowledge and skills. Professionally perform project accounting and contract management activities and exercise stakeholders' relationship management. Efficiently and effectively engage in the bidding process in support of economic development, good governance, social progress and rising standards of living.

MODULE CODE	MODULE NAMES	NQF LEVEL\CREDITS
SBDE401	**Small Business Development** **NQF: 7 CREDITS: 12** Demonstrate an understanding of and ability to evaluate the life cycle of a small business venture. Understand and evaluate the involvement of government in the development of small businesses. Competently design and develop an appropriate Marketing plan for a sustainable small business.	

6.4 Postgraduate Diploma in Business and Information Management (PDBIM1)

MODULE CODE	MODULE NAMES	NQF LEVEL\CREDITS
IMTA501	**Information Management and Technology 5** **NQF: 8 CREDITS: 24** Effectively and efficiently apply modern Information and Communication Technology (ICT) by using the platform of networking systems. Interrogate and evaluate complex cyber-physical systems and progress in data processing and human machine interfaces. Analyse, interpret and manage the various elements in the accounting cycle. Evaluate the importance of accounting information system which includes data relating to revenue, expenses, customer information, employee information and tax implications.	
ORBE501	**Organisational Behaviour** **NQF: 8 CREDITS: 16** Analyse and categorise the internal and external environmental factors (PEST factors). Critique the effect of power, authority and politics within a business context on the development of workplace regulations in an organization. Interpret and critique job satisfaction determinants. Interrogate and comprehensively examine the different theories of motivation that applies to a specific context within the organisational structure. Appraise traditional and contemporary leadership theories and styles. Comprehensively describe, classify and manage structures of organisational behaviour	
RMPR501	**Research Methods and Procedures**	

	NQF: 8 CREDITS: 32
	Formulate and address research questions through the application of integrated knowledge of research methods, techniques and skills. Recognise, identify and appraise ethical issues pertaining to the chosen research study. Develop an appropriate analytical framework in the form of a research proposal. Conduct a research project to identify, analyse, evaluate and critically address complex problems within a selected research area. Conduct and apply basic statistics for their research. Display an appropriate level of autonomy and accountability in decision making.
BCTE501	**Business Communication Technology** **NQF: 8 CREDITS: 16** Interrogate and evaluate multiple communication technologies related to various business operations. Interpret and effectively utilise a range of technologies to enhance communication in modern businesses. Prepare detailed reports through the critical analysis and evaluation of multiple perspectives across a range of business contexts.
GLBE501	**Global Business Environment** **NQF: 8 CREDITS: 16** Critically analyse global business environments. Interrogate and evaluate global business opportunities in order to make responsible and accountable decisions. Critique the successfulness of global businesses using a case study approach. Design appropriate solutions for cross border business relationships
BUFI501	**Business Finance** **NQF: 8 CREDITS: 16** Apply detailed knowledge of crucial concepts of financial management in making responsible and ethical financial management decisions. Critically evaluate the financial objectives of various types of organisations and the respective requirements of stakeholders. Evaluate alternative sources of finance and investment opportunities and their suitability in specific business contexts. Critically assess the factors affecting investment decisions

	and opportunities presented to an organization. Analyse a company's performance and make appropriate and accountable recommendations in appropriately managing risk
BULA501	**Business Law** **NQF: 8 CREDITS: 16** Interrogate sources of South African law including the development and operation of common law, precedent and court hierarchy, and the roles of parliament and the courts, in particular the law of contract. Examine and analyse cases, using an integrated knowledge of the methods that can be used to apply and distinguish cases. Critically apply strategies that can be used to appropriately solve legal matters. Interpret, analyse and apply statutes through the selection of appropriate methods of statutory interpretation. Access and review legal databases of research case law, legislation and scholarly journal articles in order to conduct legal research