

DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT



FACULTY OF
ACCOUNTING
& INFORMATICS

DEPARTMENT OF
INFORMATION &
CORPORATE
MANAGEMENT

01 JAN - 31 DEC 2024

Diploma in Business and Information Management

NQF Level: 6

SAQA ID: 97803

Qualification Code:
DIBIMI (DBN)
DIBIFI (ECP)
DIBSMI (PMB)

Location: Ritson Campus (Durban)
Riverside Site, Midlands Campus (Pietermaritzburg)

Description of the Programme

The purpose of the 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 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 students 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 Resources 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 support the attainment of the outcomes within the qualification

Work Integrated Learning

Each learner is required to successfully complete a minimum of 4 Months of Work Integrated Learning during the third year of his/her studies. This is a compulsory component of the diploma. A separate registration fee is charged for Work Integrated Learning.

Explanation of Points scale:

SENIOR CERTIFICATE (SC)		
SYMBOL	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

NATIONAL SENIOR CERTIFICATE (NSC)		
%	LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

MINIMUM ADMISSION REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

A person will only be considered for registration for an instructional programme approved by the Institution's Senate if the person complies with:

- (a) The minimum admission requirements stated in DUT general handbook (refer to DUT website for general handbook).
- (b) Institutional faculty, departmental and/or instructional programme specific rules; and

MINIMUM ADMISSION REQUIREMENTS IN TERMS OF THE HIGHER EDUCATION QUALIFICATIONS SUB-FRAMEWORK (HEQSF)

G7 rule: For Diploma:

"a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum of achievement rating of 3 for English and a minimum achievement rating of 3 in four recognised NSC 20-credit subjects."

Entry Requirements: (Diploma in Business and information Management (BIM))

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					
In addition, a pass in FIVE (5) 20 credit subjects. (Not more than one language Excluding Life Orientation)		And FIVE (5) other subjects passed including one additional language			At least 60% in THREE compulsory vocational subjects	
						60%

Selection Procedure:

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 Diploma in Business and Information Management.

Applicants are selected in order of merit, based on the subject list above, on a first come first-served basis.

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. **This is only offered in at the Durban, Ritson campus.**

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:

- 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
- 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.

Tuition Fees

To assist you with your planning, the **2023** fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

Please Note: DUT cannot be held liable for the fees in this brochure as the **2024** fees are not yet final.

Diploma in Business and information Management (3 Year Curriculum Programme)

First Year Curriculum				
Semester One	Subject Code	HEQSF Level	SAQA Credits	2023 Fees
Business Principles and Management IA	BPRM111	5	12	R2660.00
Business Fundamentals I (FGE)	BSFD101	6	12	R2550.00
Information Management and Technology IA	IMTG111	5	12	R4360.00
Communication I	CMON101	5	8	R2260.00
Private Law I	PVTL101	5	12	R2730.00
Research Practices and Principles I	RSPP101	5	12	R2730.00
Total				R17290.00
Semester Two				
Human Resources Management I	HMRM101	6	12	R2730.00
Project Management I	PJEM101	6	12	R2700.00
Cornerstone (IGE)	CSTN101	5	12	R3580.00
Business Principles and Management IB	BPRM121	5	12	R2660.00
Information Management and Technology IB	IMTG121	5	12	R4360.00
Total fees for 2020				R16030.00
TOTAL CREDITS SEMESTER 1&2			128	

Second Year Curriculum				
Semester One	Subject Code	HEQSF Level	SAQA Credits	2023 Fees
Business Principles and Management IIA	BPRM211	6	12	R2700.00
Information Management and Technology IIA	IMTG211	6	16	R4470.00
Communication II	CMON201	5	8	R2260.00
Accounting and Financial Principles I	ACFP101	6	12	R3040.00
Business Fundamentals II (FGE)	BSFD201	6	12	R3240.00
Introduction to Sign Language (IGE)	INSL101	5	8	R2070.00
Total				R17780.00
Semester Two				
Business Principles and Management IIB	BPRM221	6	12	R2700.00
Information Management and Technology IIB	IMTG221	6	16	R4470.00
Select One Module from the List Below*:				
Legal Practice I OR	LEGP101	6	16	R3490.00
Human Resources Management II OR	HMRM201			R2730.00
Project Management II	PJEM201			R2700.00
Research Practice and Principles II	RSPP201	6	12	R2700.00
Total				R18790.00
TOTAL CREDITS SEMESTER 1&2			124	

Third Year Curriculum				
Semester one				
Business Principles and Management IIIA	BPRM311	7	12	R2360.00
Information Management and Technology IIIA	IMTG311	7	12	R3570.00
Select One Module from the List Below*:				
Conveyancing Practice OR	CNVP101	6	12	R2950.00
Human Relations Management OR	HRLM101	6	12	R3320.00
Small Business Management and Entrepreneurship	SBME101	6	12	R3320.00
Research Practice and Principles III	RSPP301	6	8	R2700.00
Accounting and Financial Principles II	ACFP201	6	12	R3040.00
Community Engagement Project (IGE)	CMEP101	6	8	R2600.00
Select One Module from the List Below*:				
The entrepreneurship Spirit (FGE) OR	TESP101	6	12	R2070.00
Innovation and Emerging Technologies (FGE)	INET101	6	12	R2070.00
HIV and Communicable Diseases (IGE)	HCDK101	6	8	R2380.00
Total				R24990.00
Semester Two				
Business Principles and Management IIIB	BPRM321	7	12	R2360.00
Information management and Technology IIIB	IMTG321	7	12	R3570.00
Business and Information Management Practice	BIMPI01	6	20	R1540.00
Total				R7470.00
TOTAL CREDITS SEMESTER 1&2			128	

Diploma in Business and information Management (4 Year Extended Curriculum Programme- Durban)

First Year Curriculum				
Semester One	Subject Code	HEQSF Level	SAQA Credits	2023 Fees
Business and Information Management IA	BINA101	5	10	-
Business Principles and Management IA	BPRM111	5	10	R2660.00
Business Fundamentals I (FGE)	BSFD101	6	6	R2550.00
Private Law I	PVTL101	5	8	R2730.00
Research Practices and Principles I	RSPP101	5	8	R2730.00
Skills Development IA	SKLA101	5	10	-
Total				R10670.00
Semester Two				
Business and Information Management IB	BIMB101	5	10	-
Business Principles and Management IB	BPRM121	5	10	R2700.00
Cornerstone (IGE)	CSTN101	5	8	R3580.00
Human Resources Management I	HMRM101	6	10	R2730.00
Project Management I	PJEM101	6	8	R2730.00
Skills Development IB	SKLB101	5	10	-
Total				R11740.00
TOTAL CREDITS SEMESTER 1&2			108	

Second Year Curriculum				
Semester One				
Business and Information Management IIA	BIMA201			-
Business Fundamentals II (FGE)	BSFD201	6	12	R3240.00
Community Engagement Project (IGE)	CMEP101	6	8	R2600.00
Communication I	CMON101	5	8	R2260.00
Information Management and Technology IA	IMTG111	5	12	R4360.00
Skills Development IIA	SKLA201			-
Total				R12460.00
Semester Two				
Business and Information Management IIB	BIMB201			-
HIV and Communicable Diseases (IGE)	HCDK101	6	12	R2380.00
Human Resources Management II	HMRM201	6	16	R2730.00
Information Management and Technology IB	IMTG121	5	12	R4360.00
Legal Practice I or	LEGP101	6	16	R3490.00
Project Management II	PJEM201	6	16	R2700.00
Research Practice and Principles II	RSPP201	6	12	R2700.00
Skills Development IIB	SKLB201			-
Total				R18360.00
TOTAL CREDITS SEMESTER 1&2			124	

Third Year Curriculum				
Semester One				
Accounting and Financial Principles I	ACFP101	6	12	R3040.00
Business Principles and Management IIA	BPRM211	6	12	R2700.00
Communication II	CMON201	5	8	R2260.00
Conveyancing Practice or	CNVP101	6	12	R2950.00
Human Relations Management or	HRLM101	6	12	R3320.00
Small Business Management and Entrepreneurship	SBME101	6	12	R3320.00
Information Management and Technology IIA	IMTG211	6	16	R4470.00
Total				R22060.00
Semester Two				
Business Principles and Management IIB	BPRM221	6	12	R2580.00
Information Management and Technology IIB	IMTG221	6	16	R4270.00
Introduction to Sign Language (IGE)	INSL101	5	8	R1980.00
Total				R9240.00
TOTAL CREDITS SEMESTER 1&2			120	

Fourth Year Curriculum				
Semester One				
Accounting and Financial Principles II	ACFP101	6	12	R2910.00
Business Principles and Management IIIA	BPRM311	7	12	R2250.00
Information Management and Technology IIIA	IMTG311	7	12	R3410.00
Innovation and Emerging Technologies (FGE)	INET101	6	12	R1980.00
Research Practice and Principles III	RSPP301	6	8	R2580.00
The entrepreneurship Spirit (FGE)	TESP101	6	12	R1980.00
Total				R15810.00
Semester Two				
Business and Information Management Practice I	BIMP101	6	20	R1540.00
Business Principles and Management IIIB	BPRM321	7	12	R2250.00
Information management and Technology IIIB	IMTG321	7	12	R3410.00
Total				R7200.00
TOTAL CREDITS SEMESTER 1&2			112	

Application

Applicants who wish to enrol for the programme must apply through the CAO system by no later than 30 September of the previous year.

Application Forms

Contact the Central Applications Office (C.A.O)

Address Letters to:

Private Bag X06

Dalbridge

4014

Tel: (031) 2684444

Fax: (031) 2682244

OR

Apply online on <http://www.cao.ac>.

CAO Codes: **DUDBI3 (DBN)**
 DUPB13 (PMB)
 DU-D-BI4 (ECP)

Closing Date for Applications: 30 September 2023

For Further Information:

Campus (Durban):

Contact the Department of Information and Corporate Management Ritson
Block C 2nd Floor
P.O Box 1334,
Durban
4000
Tel: (031) 373 5655
Fax: (031) 373 6884

Riverside Site, Midlands Campus (Pietermaritzburg):

PO Box 101112,
Scottsville
Pietermaritzburg
3209
Tel: (033) 845 8844
Fax: (033) 845 8857

Financial Aid:

For Financial Aid application for a DUT programme please apply online at www.nsfas.org.za or call the NSFAS call centre on 0860 067 327.

For an explanation on how to fill out the application form, please go to www.nsfas.org.za or contact the call centre on the number above.

Please note that completing a form does not guarantee Financial Aid. For further assistance, please consult the Department of Financial Aid and Scholarships on (031)373 2931/2557/2054.