

# **SCHOOL**



ENVISION2030

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## WELCOME TO THE DUT BUSINESS SCHOOL



#### PROF. FULUFHELO GODFREY NETSWERA

**EXECUTIVE DEAN FACULTY OF MANAGEMENT SCIENCES** 

On behalf of the Faculty of Management Sciences, I would like to welcome you to the DUT Business School. The School falls under the ambit of the Faculty of Management Sciences, which is widely recognised for its relevant qualifications. The Faculty maintains strong links with industry throughout KwaZulu-Natal to ensure that the content of all programmes is current and relevant. The curriculum of the Business School is focused on applied business which will enable leaders to solve real life problems. No matter what your requirements, from a short course to an MBA degree, you are sure to receive the best offerings from the DUT Business School.



#### **PROF. PFANO MASHAU**

#### **DIRECTOR**

Welcome to DUT Business School, where we strive to be a leading institution for business education in South Africa and beyond. We offer a diverse range of programmes designed to enhance your employability and entrepreneurial success.

Explore our offerings, including up-to-date MBA programme, postgraduate diploma, and executive education. Our MBA and PGDiP are the school's flagship programme, they are uniquely enhanced by the expertise of our staff, the guidance of our esteemed advisory board, and the dynamic economic environment surrounding our institution. We provide timely education that is acutely responsive to national and international business trends. Students benefit from the practicality of our programmes, which seamlessly integrate with real-world scenarios.

Join our vibrant learning community and benefit from, engaging workshops, informative public lectures, international immersion experience and much more. This are benefits experienced by our community (students, staff, alumni and partners), we value continuous learning.

Find the programme that aligns with your career aspirations and embark on a transformative educational journey with DUT Business School.

#### THE ADVISORY BOARD



#### **PROF. DR DOBBELSTEIN**

The managing director of the market research institute Customer Research 42 and Prof. for market research at Baden-Württemberg Cooperative State University in Ravensburg, Germany where he is also responsible for the state wide curriculum development of empirical research within the MBA programme. He has published around 100 papers in international journals and was awarded e.g. the EIRASS - Elsevier most innovative Research paper award, the best paper award of the Nordic Wholesale and Retail Association and the Science-Transfer-Award of the City of Ravensburg.



#### PROF. ABDULLA KADER

Head of Strategic Relationships, bridges the gap between industry and academia by fostering an innovative ecosystem for mid-career professionals. Specializing in strategy, leadership, human resources, and big data analytics, he also supervises master's and doctoral students across multiple institutions.



#### **MS THABISILE SHEZI**

An accomplished leader with over 15 years of expertise in the pharmaceutical and healthcare sectors. As Co-Founder and Managing Director of Sonani Training & Communications, she brings a wealth of experience in strategic business development and market expansion. With an MBA and a focus on fostering client relationships, Thabisile has a proven ability to drive growth and deliver impactful results in both public and private sectors.



#### MR PHOLOHO HOFFMAN

Is a strategic planning specialist with a decade of experience in strategic advising, stakeholder management, and performance evaluation. He is known for his positive outlook and dedication to motivating others to achieve success. Inspired by the SMART principle, Pholoho emphasizes setting specific, measurable, attainable, relevant, and time-bound goals. His expertise includes strategic planning, stakeholder engagement, risk management, and trade and investment promotion. An accomplished strategist, he has led both start-ups and established businesses to success in domestic and international markets. Pholoho has a proven record of building productive teams and forging partnerships, resulting in multimillion-dollar revenue growth.



#### **MR SIHLE NDLOVU**

Chairman and co-owner of Inzalo Capital Holdings and chair the Built Environment Support Group (BESG) board. I hold the role of Non-Executive Director at Ithala Development Finance Corporation and chair its Property and Investment Committee, supporting economic development through the Ithala Bank Limited. Additionally, I am a Non-Executive Director on the Group Advisory Performance Audit Committee at the City of Johannesburg, overseeing entities like Joburg City Parks and Zoo.

In previous roles, I was a Non-Executive Director of Ezemvelo Wildlife, focusing on conservation and ecotourism, and served on the board of the Joburg Fresh Produce Market, Africa's largest, with a turnover of R8 billion. Academically, I am a member of both CIMA (UK) and SAIPA, holding an MBA and a PhD in Ethical Leadership, with research focused on governance in South African municipalities. I completed Stanford's Seed Transformation Leadership Program and was recognized as South Africa's Young Farmer of the Year in 2016. As Chairman of INZALO Utility Systems, I led the company to win the Global Water Award in 2019 for a project that reduced Cape Town's water consumption by 40%, helping avoid Day Zero.



#### **MR HEINRICH STRYDOM**

Heinrich Strydom has been the CEO of the KZN Cricket Union for the past 7 years, having been the GM of Lions Cricket and CEO of North West Cricket prior to that. He is very fortunate that he has managed to build a career that combines his love for sport and his strong financial background.



#### MS SIBONGEKILE MADLOPHA

Ms Madlopha is currently employed as an Accountant at uMhlathuze Local Municipality. She was previously employed at Ethekwini Municipality, Edcon, and DUT. She recently graduated with a Master's in Business Administration. She had previously obtained a Post Graduate Diploma in Management Science, a Bachelor of Degree in Taxation, a National Diploma in Accounting, and a Municipal Financial Management Certificate.



#### **MR THABISO DUBE**

A seasoned advisor with over 10 years of experience in enterprise development in various industries e.g. Public Private Partnerships, Higher Education, Eco Tourism, healthcare, specializing in strategic growth, development finance, corporate governance and risk management. Known for a data-driven approach and a focus on governance and compliance, Thabiso has successfully led initiatives across diverse markets to enhance operational efficiencies and ensure regulatory adherence. As an advisory board member, Thabiso brings a wealth of local and international experience and a commitment to fostering sustainable growth and innovation.

## MEET THE TEAM DUT BUSINESS SCHOOL



PROF. PFANO MASHAU DIRECTOR



PROF SIMPHIWE NOJIYEZA
HEAD RESEARCH
AND INNOVATION



DR. SEAN JUGHOMAN HEAD EXECUTIVE EDUCATION



DR BONGINKOSI ZONDI HEAD MBA AND PGDIP



ANNE MOODLEY
HEAD SCHOOL OPERATIONS
AND ADMINISTRATION



ZINHLE - ZUNGU RASHEE HEAD MARKETING AND COMMUNICATIONS



**GARETH AUGUST**RESEARCH OFFICER



SBAHLE CELE
EXECUTIVE EDUCATION



ANDILE BULOSE
BUDGET OFFICER



SPECIALIST STUDENT ADMINISTRATOR



LONDIWE GUMEDE SECRETARY



NANGAMUSO GUMEDE ADMINISTRATIVE ASSISTANT



THOKOZANI KHANYILE ADMINISTRATIVE ASSISTANT



FAITH SHAMASE SPECIALIST STUDENT ADMINISTRATOR

## HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION

SAQA ID: 111313 NQF Level 5



#### **PARTICIPANT PROFILE**

The Higher Certificate in Business Administration is designed to enhance the employability of students by equipping them with basic administrative knowledge and skills, which will enable them to occupy entry-level administrative or support positions in the workplace.



#### **PROGRAMME STRUCTURE**

The course is conducted over one year and consist on eight modules, four per semester.



#### **LEARNING OUTCOMES**

Upon completion of the Higher Certificate in Business Administration, the student should be able to:

- Understand and apply.
- Demonstrate an understanding of the basic legal principles and concepts applicable to businesses in south africa;
- Demonstrate a knowledge of basic accounting and financial management principles and practices;
- Demonstrate a basic knowledge of business enterprises and the basic principles and practices applicable to the operation of a business;
- Communicate information clearly in the business context, using appropriate technology, language, structure and style, and
- Develop an insight into entrepreneurship.



#### **ASSESSMENTS**

All subjects are assessed by continuous assessments. Refer to the DUT general handbook for further assessment rules and policies.

To complete the Higher Certificate programme successfully and be awarded a certificate, learners must be found competent in all aspects of the summative assessments according to requirements listed in the relevant student handbook.



#### **ADMISSION REQUIREMENTS**

Applicants with a **National Senior Certificate (NSC)** or a **Senior Certificate (SC)** qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a **National Certificate (Vocational) level 4** qualification must score a minimum of 50% for English or Communication.

COMPULSORY SUBJECTS	NSC		sc	NCV
		Ratin	g	
Home language/English first additional language Communication	3	Е	D	50%

The total points scored by an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Percentage	Rating	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
0 – 29%	I	I

The total points scored by an applicant with a **National Senior Certificate** (**NSC**) will be calculated as follows:

Symbol	Points: Higher Grade	Points: Standard Grade
Α	8	6
В	7	5
С	6	4
D	5	3
E	4	2
F	3	Ī

In calculating the total points scored by an applicant, the ratings/symbols achieved for Life Orientation and more than one additional language will be excluded.

## APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

In addition to the requirements above, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Need to be a minimum age of 23 years
- Have atleast three years business/work experience.
- Need to be self-funded (NSFAS funding does not apply for part-time studies)
- Complete all personal details on the application form
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

Applicants who meet the minimum requirements outlined above will be selected via a ranking process as well as their business/work experience. Those with the highest rankings will be accepted based on DUT's approved enrolment pl

## HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION

PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSEMENT METHOD	
SEMESTER I (ALL COMPULSORY MODULES)				
Business Communication and Information Literacy	16	5	CA	
Financial Literacy	12	5	CA	
Introduction to Technology	12	5	CA	
Cornerstone 101	12	5	CA	
TOTAL CREDITS SEMESTER I	52			
SEMESTER 2 (ALL COMPULSORY MODU	ILES			
Fundamentals of Business Administration	16	5	CA	
Introduction to Business	20	5	CA	
Introduction to Business Law	16	5	CA	
Introduction to Entrepreneurship	16	5	CA	
TOTAL CREDITS SEMESTER 2	68			
TOTAL	120			

# HIGHER CERTIFICATE IN OPERATIONS MANAGEMENT IN PROJECT MANAGEMENT

SAQA ID: 111412 NQF Level 5





#### PARTICIPANT PROFILE

The Higher Certificate in Operations Management specializing in Project Management prepares learners for employment in entry-level or support positions in the field of project management, with the fundamental modules addressing the need for general knowledge and skills required in the workplace, and the core modules addressing the need for foundational knowledge and skills in the field of project management.



#### **PROGRAMME STRUCTURE**

The Higher Certificate in Operations Management specializing in Project Management is a learning programme and consists of 8 modules which are presented by way of lectures, group discussions, case studies and role plays. The duration of the programme is 1 year. Four of the modules in the programme will be continuously assessed and four modules will include a final examination. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.



#### **LEARNING OUTCOMES**

Upon completion of the Higher Certificate in Business Administration, the student should be able to:

- discuss and apply the basic concepts, terms and principles of business administration;
- demonstrate an understanding of the basic legal principles and concepts applicable to businesses in South Africa;
- demonstrate a knowledge of basic accounting and financial management principles and practices;
- demonstrate a basic knowledge of business enterprises and the basic principles and practices applicable to the operation of a business;
- communicate information clearly in the business context, using appropriate technology, language, structure and style, and
- provide an insight into entrepreneurship.



#### **ASSESSMENTS**

Assessment is both formative and summative and includes:

- Individual and group exercises and tasks
- Group and individual assignments
- Continuous Assessments in 8 modules

To complete the Higher Certificate programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.



#### **ADMISSION REQUIREMENTS**

Applicants with a **National Senior Certificate (NSC)** and a **Senior Certificate (SC)** qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a **(NCV vocational qualification)** must score a minimum of 50% for English or Communication.

COMPULSORY SUBJECTS	NSC		sc	NCV
	R	ating		
home language/English first additional language Communication	3	Е	D	50%



The total points scored by an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Percentage	Rating	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
0 – 29%	I	I

The total points scored by an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Symbol	Points: Higher Grade	Points: Standard Grade
A	8	6
В	7	5
С	6	4
D	5	3
E	4	2
F	3	1

In calculating the total points scored by an applicant, the ratings/symbols achieved for Life Orientation and more than one additional language will be excluded.

## APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

The selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Need to be a minimum age of 23 years
- Have atleast three years work experience.
- Need to be self-funded (NSFAS funding does not apply for part-time studies)
- Complete all personal details on the application form
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

Applicants who meet the minimum requirements outlined above will be selected via a ranking process as well as their business/work experience. Those with the highest rankings will be accepted based on DUT's approved enrolment plan.

## HIGHER CERTIFICATE IN OPERATIONS MANAGEMENT IN PROJECT MANAGEMENT

#### PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSEMENT METHOD
SEMESTER I (ALL COMPULSORY MODUL	.ES)		
Essentials of Operations Management	20	5	CA
Financial Literacy	12	5	CA
Introduction to Technology	12	5	CA
Cornerstone 101	12	5	CA
TOTAL CREDITS SEMESTER I	56		
SEMESTER 2 (ALL COMPULSORY MODUL	.ES		
Fundamentals of Project Quality	16	5	CA
Introduction to Organizational Effectiveness	16	5	CA
Introduction to project Tools & Techniques	16	5	CA
Essentials of Project Management	16	5	CA
TOTAL CREDITS SEMESTER 2	64		
TOTAL	120		

ADVANCED DIPLOMA IN MANAGEMENT SCIENCES: BUSINESS ADMINISTRATION

SAQA ID: 111427 NQF Level 7



#### PARTICIPANT PROFILE

The Advanced Diploma in Management Sciences (Business Administration) was developed to meet the needs of both the public and the private sectors for employees with the appropriate critical analytical and organisational knowledge and skills. The Advanced Diploma in Management Sciences (Business Administration) is targeted at persons in junior and/or middle management positions, as well as those aspiring to these positions who wish to increase their promotion prospects by acquiring this qualification.



#### PROGRAMME STRUCTURE

The Advanced Diploma in Management Sciences (Business Administration) is a learning programme which consists of 6 modules. Students are expected to attend lectures, group discussions, case studies and role plays offered on a part-time basis over 1 year. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides. The program is offered over a period of one year.



#### **LEARNING OUTCOMES**

Upon completion of the Advanced Diploma in Management Sciences (Business Administration), the learner will be able to:

- Apply knowledge of Organizational Behaviour in the work environment to improve employee performance and productivity;
- Resolve work-based problems in a scientific manner:
- Apply appropriate processes and tools to manage projects in the business environment, and
- Demonstrate an advanced understanding of the key principles, theories and practices in the following areas: Corporate Governance and Business Ethics, Advanced Strategic Management and Advanced Financial Management.



#### **ADMISSION REQUIREMENTS**

Entry onto the Advanced Diploma will be granted to those applicants who have a Diploma in Management Sciences, specialising in Business Administration, or a related 360-credit NQF level 6 qualification.

## APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

In addition, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Complete all personal details
- Submit a short CV (3 pages)-work experience must be clearly outlined
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

#### **SELECTION CRITERIA FOR THIS PROGRAMME.**

Applicants who meet the minimum requirements outlined above will be ranked in terms of their qualifications; the marks attained for the major subjects/modules in their qualifications, as well as their managerial experience, and those with the highest rankings will be accepted, with the number of students accepted per year being determined by DUT's approved enrolment plans for the Advanced Diploma.

#### PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSEMENT METHOD		
SEMESTER I (ALL COMPULSORY MODULES)					
Project Management	20	7	EXAM		
Organizational Behavior	20	7	EXAM		
Research Methodology	20	7	CA		
TOTAL CREDITS SEMESTER I	60				
SEMESTER 2 (ALL COMPULSORY MODU	ILES				
Corporate Governance and Business Ethics	20	7	EXAM		
Advanced Strategic Management	20	7	EXAM		
Advanced Financial Management	20	7	EXAM		
TOTAL CREDITS SEMESTER 2	60				
TOTAL	120				

### **POST GRADUATE DIPLOMA IN**

MANAGEMENT SCIENCES: BUSINESS ADMINISTRATION

SAQA ID: 111313 NQF Level 8





#### **PARTICIPANT PROFILE**

The Post Graduate Diploma in Management Sciences (Business Administration) was developed to enhance the managerial competence of students who want to familiarise themselves with current relevant theories, thinking and practices in strategic management. The Post Graduate Diploma in Management Sciences (Business Administration) is targeted at persons in senior management positions, as well as those aspiring to these positions who wish to increase their promotion prospects by acquiring this qualification.



#### **PROGRAMME STRUCTURE**

The Post Graduate Diploma in Management Sciences (Business Administration) is a learning programme which consists of 6 modules. Programme offered on a part-time basis over I year. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.





#### **LEARNING OUTCOMES**

Upon completion of the Post Graduate Diploma in Management Sciences (Business Administration), the learner will be able to:

- Apply a wide range of management principles to identify, conceptualise, design and implement methods of enquiry to address problems in business;
- Evaluate and critique relevant theories, principles and contemporary issues pertaining to strategic management;
- Communicate academic, professional and management information effectively, both orally and in writing, using appropriate technology, language, structure, style and graphical support;
- Prepare a research proposal and plan and execute a research report, using acceptable scientific methodologies, protocols and conventions;
- Manage one's learning tasks autonomously, professionally and ethically.



#### **ADMISSION REQUIREMENTS**

Admission to the Postgraduate Diploma in Management Sciences will be granted to those applicants who have completed an Advanced Diploma in Management Sciences, or a cognate qualification, at NQF level 7, in any one of the following areas: Marketing; Retailing, Public Relations and Communication Management; Operations Management; Quality Management; Human Resource Management; Business Law, or Business Administration. Admission requirements based on work experience, age and maturity. Students may be granted admission to the programme via Recognition of Prior Learning (RPL). In accordance with DUT policy, a maximum of 10% of the student cohort may be admitted via RPL.

## APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

In addition, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Complete all personal details
- Submit a short CV (3 pages)-work experience must be clearly outlined
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

### SELECTION CRITERIA FOR THIS PROGRAMME.

Applicants who meet the minimum requirements above will be ranked in terms of their qualifications; the marks attained for the major subjects/modules in their qualifications, as well as their managerial experience, and those with the highest rankings will be accepted, with the number of students accepted per year being determined by DUT's approved enrolment plans for the PG Diploma.

#### PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	Assessement Method			
SEMESTER I (ALL COMPULSORY MODULES)						
Business Research Proposal	8	8	CA			
Business Research Report	24	8	CA			
International Business	20	8	CA			
TOTAL CREDITS SEMESTER I	56					
SEMESTER 2 (ALL COMPULSORY N	10DULES					
Applied Strategic Management	28	8	CA			
Entrepreneurship	20	8	CA			
Innovation & Change Management	20	8	CA			
TOTAL CREDITS SEMESTER 2	64					
TOTAL	120					

## MASTER OF BUSINESS ADMINISTRATION (MBA)

SAQA ID: 104537 NQF Level 9



#### **PARTICIPANT PROFILE**

The aim of the MBA is to prepare students with the knowledge, attitudes, insight and skills required for middle and senior management positions within both the private and the public sectors. The MBA graduate will be able to competently apply and integrate theoretical principles, evidence-based techniques, practical experience, and appropriate skills to their particular industry in an independent manner in a variety of management situations.



#### PROGRAMME STRUCTURE

The Master of Business Administration (MBA) is a learning programme which consists of 12 modules that are presented by way of lectures, group discussions, case studies and role plays offered on a part-time basis over 2 years. All of the modules in the programme will be assessed by means of continuous assessments. Information on the number of assessments per module, the nature of each assessment, and the weightings allocated to each assessment will be included in the respective Study Guides.



#### **LEARNING OUTCOMES**

Upon completion of the Master of Business Administration (MBA), the learner will be able to:

- Apply a wide range of business administration principles to identify, conceptualise, design and implement methods of enquiry to address complex and challenging problems in business management, generally, and in a specialised field, in a developing economy, and display the ability to understand the consequences of decisions relating to these enquiries.
- Evaluate and critique business administration theories and principles with a view to choosing the appropriate practice to apply to complex management problems.
- Make independent ethical decisions about complex organizational issues and contribute significantly to the development of corporate governance and ethical standards in an organisation.
- Communicate academic, professional and technical general management information effectively, both orally and in writing, using appropriate technology, language, structure, style and graphical support.



#### **ADMISSION REQUIREMENTS**

Entry to the MBA degree will be granted to those applicants who hold a NQF level 8 qualification (Bachelor Honours degree, or a postgraduate diploma, or a bachelor's degree at level 8) plus 3 years management experience. In addition to the above, the DUT general rules with regard to admission via Recognition of Prior Learning (RPL) will apply. The admission of international students will be according to DUT's Admission Policy for International students and General Rules G4 and G7 (5).

### APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

In addition, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Submit certified copies of previous qualification/s completed
- Submit certified copy of ID and matric certificate
- Prepare an essay (Personal and Professional goals/values/ethics/business experience)
- Submit a short CV
- Provide two (2) referees
- You may be required to attend an online/telephonic interview

Students are selected, inter alia, on their capacity for personal and professional development). Applicants who meet the minimum requirements to be considered for placement on the MBA programme, which will depend on DUT's approved enrolment plans.

## **MBA**PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSEMENT METHOD
SEMESTER I (ALL COMPULSORY MODULES)			
Research Methodology:	8	8	CA
Strategic Marketing	28	8	CA
Globalisation and Emerging Markets	20	8	CA
TOTAL CREDITS SEMESTER I	56		
SEMESTER 2 (ALL COMPULSORY MODULES			
Strategic Human Resource Management & Change Management	12	8	CA
Corporate Governance & Business Ethics	12	9	CA
Financial Management	12	9	CA
Innovation & Entrepreneurship	12	9	CA
TOTAL CREDITS SEMESTER 2	48		
SEMESTER 3			
Operations and Supply Chain	12	9	CA
Managerial Economics	12	9	CA
Leadership & Strategic Management	12	9	CA
CHOOSE ONE 12 CREDIT ELECTIVE FROM BELOW:	12	9	CA
Local Government Management	12		CA
Disaster & Risk Management	12		CA
Health Care Management	12		CA
TOTAL CREDITS SEMESTER 3	48		
SEMESTER 4 (COMPULSORY MODULE)			
Research Report/Project	60	9	CA
TOTAL CREDITS SEMESTER 4	60		
TOTAL YEAR TWO			
TOTAL			

## ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT

AQA ID: 120137 NQF Level 6



#### **PARTICIPANT PROFILE**

The Advanced Certificate in Business Management is an industry- oriented qualification designed to cater to the growing needs of the organizational and commercial sectors. This qualification emphasizes developmental management principles together with more specific procedures and their application and/or technology transfer. The qualification provides students with sound knowledge base in the discipline of business Management and the ability to apply their knowledge and skills to their organization and career, while equipping these students to undertake more specialised and intensive learning.



#### **PROGRAMME STRUCTURE**

The Advanced Certificate in Business Management is a learning programme which consists of 8 modules that are presented on a part-time basis over I year. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.



#### **LEARNING OUTCOMES**

Upon completion of the Advanced Certificate in Business Management, the learner will be able to:

- Comprehend the principles of Business Management and the socioeconomic implications involved in managing organisations and adhering to stakeholder requirements.
- Select and apply appropriate methodologies aligned to the principles of financial accounting and quantitative techniques.
- Apply marketing and customer relationship theory and techniques to capitalize on developing and emerging market trends relevant to the organization
- Develop and select appropriate managerial methods to address organizational challenges related to people management, practices, systems and processes, and
- Utilise appropriate strategic and project management initiatives to deliver effective and efficient outputs that contribute to organizational value.



#### **ADMISSION REQUIREMENTS**

Entry onto the Advanced Certificate will be granted to those applicants who have a Higher Certificate in Business Administration, or a recognized equivalent cognate qualification.

### Application and Selection process and criteria for this Programme.

In addition, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Complete all personal details
- Submit a short CV (3 pages)-work experience must be clearly outlined
- Submit clear certified copies of previous qualification completed
- Submit clear certified copy of ID and matric certificate

#### SELECTION CRITERIA FOR THIS PROGRAMME.

Applicants who meet the minimum requirements outlined above will be ranked in terms of their qualifications; the marks attained for the major subjectsmodules in their qualifications, as well as their managerial experience, and those with the highest rankings will be accepted, with the number of students accepted per year being determined by DUT's approved enrolment plans for the Advanced Certificate.

## ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT

#### PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	Assessement Method		
SEMESTER I (ALL COMPULSORY MODULES)					
Strategic Management	20	6	TBC		
Organisational Behaviour	20	6	TBC		
Managerial Economics	12	6	TBC		
Marketing Management	12	6	TBC		
TOTAL CREDITS SEMESTER I	64				
SEMESTER 2 (ALL COMPULSORY MODULES					
Project Management	20	6	TBC		
Customer Relationship Management	20	6	TBC		
Financial Management	12	6	TBC		
Quantitative Techniques	12	6	TBC		
TOTAL CREDITS SEMESTER 2	64				
TOTAL	128				

## ADVANCED CERTIFICATE IN PROJECT MANAGEMENT

SAQA ID: 120138 NQF Level 6





#### **PARTICIPANT PROFILE**

The Advanced Certificate in Project Management is an industry- oriented qualification designed to cater to the growing needs of the organisational and commercial sectors. This qualification provides an in-depth study of project management principles and techniques. This qualification emphasizes project management principles together with more specific procedures and their application and/ or technology transfer. In addition to providing students with a sound knowledge base in the discipline of Project Management, this qualification instils the ability to effectively apply the knowledge and skills in their organization and career to advance business goals and objectives.



#### **PROGRAMME STRUCTURE**

The Advanced Certificate in Project Management is a learning programme which consists of 8 modules on a part-time basis over I year. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides..



#### **LEARNING OUTCOMES**

Upon completion of the Advanced Certificate in Project Management, the learner will be able to:

- Apply appropriate strategic and project management initiatives to deliver effective and efficient outputs that contribute to organizational value.
- Discuss and apply management concepts, theories, models, practices and processes required in a project management environment.
- Evaluate and apply documentation requirements, tools and techniques to successfully implement and complete projects.
- Participate in a project management team efficiently within a controlled workplace environment.
- Effectively manage financial resources to minimize project risks and costs.



#### **ADMISSION REQUIREMENTS**

Entry onto the Advanced Certificate will be granted to those applicants who have a Higher Certificate in the field of Operations Management or recognized equivalent cognate qualification.

### Application and Selection process and criteria for this Programme.

In addition, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Complete all personal details
- Submit a short CV (3 pages)-work experience must be clearly outlined
- Submit clear certified copies of previous qualification completed
- Submit clear certified copy of ID and matric certificate

#### SELECTION CRITERIA FOR THIS PROGRAMME.

Applicants who meet the minimum requirements outlined above will be ranked in terms of their qualifications; the marks attained for the major subjects/modules in their qualifications, as well as their managerial experience, and those with the highest rankings will be accepted, with the number of students accepted per year being determined by DUT's approved enrolment plans for the Advanced Certificate.

## ADVANCED CERTIFICATE IN PROJECT MANAGEMENT

#### PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF
SEMESTER I (ALL COMPULSORY MODULES)		
Advanced Project Management	12	6
Corporate Governance	20	6
Project Risk Management	20	6
Organizational Behaviour	12	6
TOTAL CREDITS SEMESTER I	64	
SEMESTER 2 (ALL COMPULSORY MODULES		
Project Initiation and Development	20	6
Project Tools & Techniques	20	6
Financial Management	12	6
Quantitative Techniques	12	6
TOTAL CREDITS SEMESTER 2	64	
TOTAL	128	

#### **ANNEXURE**

## INTERNATIONAL STUDENTS NOTE: The Institution regards International Students as those who require study visas.

An international student who wishes to follow an instructional programme at the Institution must, after being accepted by the Head of Department for a particular instructional programme, obtain the required study visa before registration. Acceptance by the Head of Department as a potential student will not place any obligation on the South African Government to issue a study visa or to renew a study visa for a subsequent year of study.

- I. When selecting students the Institution reserves the right to give preference to South African citizens and permanent residents.
- 2. No international person shall be registered, even provisionally, for any instructional programme, without inter alia:
  - (a) a valid study visa issued by the Department of Home Affairs;
  - (b) payment of a prescribed levy;
  - (c) complying in full with all academic admission requirements; and
  - (d) proof of medical aid cover to the satisfaction of the Institution. (Amended w.e.f. 2013/01)
- 3. When registered, an international student will be required to comply fully with all requirements of the relevant instructional programme including any subject which involves any official South African language.

## G7 MINIMUM ADMISSION REQUIREMENTS G7(I) GENERAL ADMISSIONREQUIREMENTS

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 Rule G7 and Rules G19 to G25 inclusive, as applicable;
- (b) Institutional faculty, departmental and/or instructional programme specific rules; and
- (c) Rules G3 and G4.

## G7(2) ADMISSION REQUIREMENTS BASED UPON SCHOOL LEAVING OR TECHNICAL EXAMINATIONS

(a) Pre 2009:

PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):

For National Certificate, National Higher Certificate and National Diploma: 47

#### **G7(2)(CONT)**

- a Senior Certificate certified by the Council for General and Further Education and Training (Umalusi), provided:
- (i) that the subjects passed in obtaining such a certificate include a minimum of four subjects (which may not include more than two of the official languages) passed on the Higher Grade and/or the Standard Grade, one of which must be English at least on Second Language Standard Grade level; and
- (ii) any Functional Grade subject(s) and/or Lower Grade subject(s) offered is/ are not a prerequisite for the proposed instructional programme; OR
- (b) With effect from 1 January 2009:
- (i) PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):

For National Certificate, National Higher Certificate and National Diploma: a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi) provided that a minimum of 4 recognised NSC 20-credit subjects must be passed. These 4 subjects must: (.i) include English with a minimum achievement rating of 3;

- (.ii) not exceed 2 official languages; and
- (iii) have a minimum achievement rating of 3, in accordance with the following NSC levels of achievement

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
I	Not Achieved	0 - 29

### ii) IN TERMSOF THE HIGHEREDUCATION QUALIFICATIONS FRAMEWORK (HEQF):

- For Higher Certificate:
   a National Senior Certificate (NSC) as certified by the Council for
  - General and Further Education and Training (Umalusi), with a minimum achievement rating of 3 for English.
- For Diploma:
  - a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum

- achievement rating of 3 for English and a minimum achievement rating of 3 in four recognised NSC 20-credit subjects.
- For Bachelor's Degree:

a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum achievement rating of 3 for English and a minimum achievement rating of 4 in four NSC 20-credit subjects chosen from the NSC designated subject list.

(Inserted wef 2012/01)

OR

#### **G7(2)(CONT)**

(c) PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):

For National Certificate, National Higher Certificate and National Diploma:

- (i) an N3 Certificate or NTC III obtained with passes in at least four subjects, plus two of the official languages, one of which must be English; provided that one of the official languages must be passed at least on First Language Standard Grade level and the other at least on Second Language Standard Grade level. (See notes to (c) below); or
- (ii) passes in two official languages or equivalent as described in (i) above and one of the following credit combinations of four subjects:
- 3 Senior Certificate subject passes on at least Standard Grade and one N3 subject; or
- 2 Senior Certificate subject passes on at least Standard Grade and two N3 subjects; or
- I Senior Certificate subject pass on at least Standard Grade and three N3 subjects Notes to (c):
- I. An N3 subject pass is equivalent to a corresponding Senior Certificate Standard Grade subject pass.
- 2. The N3 and Standard Grade subjects must each be passed with at least 40 per cent.
- 3. The percentages obtained for each of the subjects offered towards any of the above credit combinations (including the required languages) must be converted to marks out of 300 for Standard

Grade or N3 passes and out of 400 for Higher Grade passes. These marks must then be added together for all six subjects and a minimum total of 720 marks must be obtained for full compliance with G7(2) (c);

- (d) PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):
- · For National Certificate, National Higher Certificate and National Diploma:

four N4 credits in appropriate subjects (attaining a mark of at least 50% in each of the 4 subjects) provided that the person can prove communicative competence in English;

OR

- (e) with effect from 1 January 2009: IN TERMS OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):
- For Higher Certificate:
- a National Certificate (Vocational) Level 4 with at least 50% in English
- For Diploma:
- a National Certificate (Vocational) Level 4 with the following minimum requirements:
- (i) at least 50% in three fundamental subjects, including English; and
- (ii) at least 60% in three compulsory vocational subjects.

#### For Bachelor's Degree:

- a National Certificate (Vocational) Level 4 with the following minimum requirements:
- (i) at least 60% in three fundamental subjects, including English; and
- (ii) at least 70% in four compulsory vocational subjects, chosen from the National Certificate (Vocational) Level 4 subjects. (Inserted wef 2012/01)

OR

(f) Any other qualifications which the Senate may accept for the admission of a student for study at the Institution including as per Rule G7(5), provided 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 head of department, should be able to complete the instructional programme.

## G7(3) ADMISSION REQUIREMENTS BASED UPON WORK EXPERIENCE, AGE AND MATURITY

- A) For admission to entry level degree studies:

  A person may, subject to such requirements as the Senate may determine, be admitted if such a person is in possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, but lacks the minimum requirements for admission to the degree 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 by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AL) & English for Academic Purposes (EAP) (2,5 hours) and/or an appropriate subject- or programme-specific written assessment designed and marked by the relevant Department; and the person has obtained (Amended wef 2019/01)
- (b) a conditional certificate of exemption from the Matriculation Board (when in possession of the Senior Certificate (SC)); OR has met
- (c) the requirements for Senate discretionary admission (when in possession of the NSC or equivalent), where Senate is satisfied the applicant has shown sufficient academic ability to ensure success, and that the person's standard of communication skills, and/or work experience are such that the person, in the opinion of the Senate, should be able to complete the proposed instructional programme successfully.
- (d) Applicants intending to gain admission through Rule G7 (3)
- (A) 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. (Inserted wef 2019/01)
- (e) the person's application for admission in terms of Rule G7(3)(A) is approved prior to registration.
- B) 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 if such a person does not comply with the requirements set out in sub-paragraphs G7(1) and

#### G7(2) 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 (Al) & English for Academic Purposes (EAP) and/or an appropriate subject- or programme- specific written assessment designed and marked by the relevant Department; and (Amended wef 2019/01)
- (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 RuleG7(3) is approved prior to registration.
- (d) Applicants intending to gain admission through Rule G7 (3)
- (B) 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. (Inserted wef 2019/01)
- (e) the person's application for admission in terms of Rule G7(3)(B) is approved prior to registration. (Amended w.e.f. 2017/01)

### G7(4) SOUTH AFRICAN SENIOR CERTIFICATE EXAMINATION AUTHORITIES ACCEPTABLE FOR ADMISSION PURPOSES

#### (a) PRE-1996:

Transvaal Education Department National Department of Education Cape Education Department Department of Education and Training OFS Education Department Department of Education and Culture: Administration: House of Representatives Natal Education Department Department of Education and Culture: Administration: House of Delegates

(b) FROM 1996:

Gauteng Education Department Western Cape Education
Department Mpumalanga Education Department KwaZulu-Natal

Education Department Limpopo Education Department Eastern
Cape Education Department Northwest Education Department Free
State Education Department Northern Cape Education Department
National Department of Higher Education and Training (since 2009)

National Department of Higher Education and Training (since 2009) Independent Examinations Board

#### (c) ACE SCHOOL OF TOMORROW CERTIFICATES

A person may be admitted to the Institution for education and training if the person meets the following requirements:

(i) completion of the ACE School of Tomorrow Grade 12 Graduation Certificate, ACE School of Tomorrow NCSC or ACE School of Tomorrow ICCE, and

Previous (ii) Deleted wef 2019/01.

- (iii) Completion of any further tests prescribed by Senate and administered by the Institution which demonstrates a candidate's preparedness for diploma/degree studies.
- (iv) ACE School of Tomorrow Candidates who write accredited NSC examinations

i.e. DBE or IEB examinations will be admitted in terms of their status of their NSC certificates (Amended wef 2019/0)

## G7(5) INTERNATIONAL SCHOOL LEAVING EXAMINATIONS The Institution:

- 1. recognises, for admission purposes:
- (a) any General Certificate of Education (GCE), or General Certificate of Secondary Education (GCSE) that is quality assured by Cambridge International Examinations (CIE); provided that the holder of such a Certificate has, at one or more examination sitting/s, passed a minimum of five approved Ordinary (O) Level subjects, of which:
- (i) at least four must be at symbols A,B, or C;
- (ii) no more than one may be a symbol D; and
- (iii) at least one must be English Language or English Literature; and
- (b) certain other international qualifications. Further details are obtainable from the Student Admissions Office or relevant Faculty Office.
- 2. reserves the right to request any person to have their international qualifications assessed by the South African Qualifications Authority (SAQA).

(Amended w.e.f. 2013/01)

G7(6) ADMISSION FOR NON-CERTIFICATE/DIPLOMA/DEGREE PURPOSES

A person, including those who have not qualified for admission for certificate, diploma or degree studies, may, with the permission of the relevant Faculty Board, be admitted for non-certificate, non-diploma or non-degree purposes. In alignment with the Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education, credit/s may be granted towards an instructional programme with the approval of the relevant Faculty Board. (Rule G3(6) (e) refers). (Amended w.e.f. 2020/01)

G7(7) ADMISSION TO A NON-SUBSIDISED PROGRAMME In respect of programmes for which no state subsidy is granted in terms of the Act, the Senate may accept lower qualifications for the purpose of admission. The administration of such courses is governed by the Institution's Non-subsidised Course Policy as approved by Senate.

G7(8) ADMISSION VIA RECOGNITION OF PRIOR LEARNING A person may on formal application and payment of the prescribed fee, and with the approval of the Executive Committee of the relevant Faculty Board be admitted for registration for an instructional programme approved by the Institution's Senate, in accordance with the Institution's Recognition of Prior Learning (RPL) Policy. (Amended w.e.f. 2013/01)



# **EXECUTIVE EDUCATION**SHORT LEARNING PROGRAMMES

ATTENDANCE CERTIFICATE

### **WORKSHOPS**

Assertiveness Skills	Change and Diversity	Change Management Skills
Coaching and Delegating	Corporate Governance	Costing Systems
Disaster Management	Effective Interviewing Skills	Emotional Intelligence
Entrepreneurship	HIV and AIDS Guide for Business Leaders	HIVIAIDS in the Workplace
Innovation and Creativity	Integrative Management	Leadership
Leadership and Communication	Leadership and People Management	Leading
Life Skills	Mentorship and Coaching Management	Motivation
Negotiation Skills	Organisation Behaviour	Organising
People Management	Performance Management Professional Business Approaches in a Changing SA Environment	Personal Mastery
Problem-Solving and Decision Making		Stress Management
Role of the First Line Manager		Time Management
Supervisory Development	Small, Medium and Micro Enterprises Team	Women in Leadership
Understanding Business	Building Understanding Business Culture	
OPERATIONS MANAGEME	NT	
Good Manufacturing Practice	Resource Productivity	Quality
Systems Theory	Understanding Costing Methodologies	
HUMAN RESOURCE MANA	AGEMENT / EMPLOYEE RELAT	IONS
Conflict Management Skills	Disciplinary Procedures	Human Resource Administration
Controlling	Diversity Management	Industrial Relations
Shop Steward Development		
PROJECT MANAGEMENT		
Project Management		
MARKETING MANAGEMEI	NT	
Marketing Management	Marketing Sales and Service Management	
SERVICE DELIVERY MANA	GEMENT	
Customer Care	Customer Relationship Management	Customer Service
Customer Service Improvement		
LOGISTICS MANAGEMENT	/ SUPPLY CHAIN MANAGEMI	ENT
Fleet Management	Procurement Management	Strategic Supply Chain Management
FINANCIAL MANAGEMEN	т	
Finance for Non-Financial Managers	Financial Accounting	Principles of Financial Management
Managing Taxation	Numeracy and Financial Skills	Personal Financial Management
Public Finance Management		
COMMUNICATION / PRES	ENTATION / OFFICE MANAGE	MENT
Business Communication	Business Writing Skills	Interpersonal Communications
	Critical Language Usage	Presentation Skills
Exploring Learning through		
Exploring Learning through Communication	Personal Executive Assistant	Professional Minute Taking

Attendance Certificates are awarded to attendees upon completion of an entire workshop

#### **SHORT COURSES**

#### **MODULE / SHORT COURSE**

DURATION: 36 HOURS PER MODULE/5 FULL DAYS

#### FINANCIAL MANAGEMENT AND ACCOUNTING

Cost and Pricing analysis

#### **OPERATIONS MANAGEMENT**

Introduction to Operations Management

**Production Management Techniques** 

World Class Manufacturing

Demand Management and the JIT System

Material Requirements Planning

Quality Management

#### LOGISTICS MANAGEMENT AND SUPPLY CHAIN MANAGEMENT

Management of Goods in Storage

Planning Freight Logistics

Purchasing Management QualityAssura

Quality Management, Planning and Control

Relationship Management

Strategic Procurement

Strategic Supply Chain Management

Inbound Logistics &Outbound Logistics Integrated Resource Planning

Managing Freight Locations and Control

#### **PROJECT MANAGEMENT**

Proiect Control

Project Initiation and Development Project Management

**Prolect Planning** 

Project Tools and Techniques

#### SUPERVISORY DEVELOPMENT PROGRAMME

SDP PHASE 01	Numeracy and Finance
	Problem Solving and Decision Making
	Systems Theory
SDP PHASE 01	Leading
	Controlling
	Understanding Business Culture
SDP PHASE 01	Change and Diversity
	Innovation and Creative Thinking
	Entrepreneurship
	Costing Systems
	Costing Systems Public Service Delivery
	SDP PHASE 01

#### **HUMAN RESOURCE MANAGEMENT**

Strategic Human Resource Management

#### SERVICE DELIVERY MANAGEMENT

Customer Service and Customer Relationship Management

## **CONTACT US**FOR GENERAL ENQUIRIES

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