

APPLIED LAW



 **DUT**
DURBAN UNIVERSITY OF TECHNOLOGY
INYUNENI YASETHEKWINI YEZIDURACHWEPHESHE

 **FACULTY OF
MANAGEMENT
SCIENCES**

20 HAND 24 BOOK

ENVISION2030

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

CREATIVE. DISTINCTIVE. IMPACTFUL.

HANDBOOK FOR 2024

FACULTY of MANAGEMENT SCIENCES

**DEPARTMENT of
APPLIED LAW**

DEPARTMENTAL MISSION

To serve the needs of Management students specialising in the legal aspects of business by enabling quality teaching, learning, research and community engagement by:

PROVIDING:

Quality outcomes-based teaching that incorporates integrated workplace learning with an appropriate theoretical, practical skills and experiential base.

PROMOTING:

Sustainable partnerships with industry and the community.

The pursuit of knowledge by promoting research for students and staff.

EMPOWERING:

Staff and student towards technical and professional excellence, while ensuring departmental sustainability.

What is a University of Technology?

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

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IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the University of Technology's General Rules contained in the current General Handbook for Students.

NOTE TO ALL REGISTERED STUDENTS

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

I. CONTACT DETAILS

All departmental queries to:

Secretary: Mrs A. Sivanath
Tel No: 031-3735671
Fax No:
Location of Department: B Block 4th Floor
ML SultanCampus

All Student registration queries to:

Faculty officer: Ms L Zwane
Tel No: 031-3735156
Location of Faculty office: A-Block 1st Floor
ML SultanCampus

Executive Dean: Prof F. Netswera
Tel No: 031-3735130
Fax No: 031-3735333
Location of Executive Dean's office: A-Block 1st Floor
ML SultanCampus

2. STAFFING Name and Qualification

Head of Department: Mrs T Khumalo B IURIS, LLB, LLM

Lecturers: Dr E Anwana LLB, LLM, PhD (Business Law)
Mrs V Govender BA, LLB, Attorney, Conveyancer, M Man
Sci (Marketing)
Mrs S K Pillay BA, LLB, LLM, Attorney
Professor K Reddy B.Com, LLB, LLM, LLD, Attorney

Dr C Womack B Social Sciences, LLB, MBA, PhD (Business Administration) Attorney, Conveyancer, Notary Public

Ms Mbuqe B Proc (Fort Hare), LLM (Waikato University, New Zealand)

Mrs N. Tiluk B Proc, LLB, LLM

Mr A Mpambane LLB, Master in Laws (Maritime Law)

Ms D Chetty LLB, LLM (Labour Studies)

Ms S L Naidoo B Proc, LLB, LLM

3. PROGRAMMES OFFERED BY THE DEPARTMENT

The Department offers the following programmes that are registered with the Department of Higher Education and approved by the Council on Higher Education:

Qualifications	SAQA Registration Number
Diploma in Management Sciences (Business Law)	94830
Advanced Diploma in Management Sciences (specialising in Business Law)	111427
Post Graduate Diploma in Management Sciences (specialising in Business Law)	
Master of Management Sciences (Business Law)	96838
D Phil. in Management Sciences (Business Law)	96817

* From January 2020, no **new** students will be enrolled for the B. Tech: Management (Business Law option).

4. MINIMUM ADMISSION REQUIREMENTS AND PROGRAMME STRUCTURE

4.1 DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS LAW)

The Department of Applied Law offers the Diploma on a full- time basis at the Durban campus. This programme introduces students to the main aspects of business law and the compliance function within an organisation. It is designed to provide students with an understanding of the law relating to business in general and contracts in particular, as well as the specific standards, regulations and requirements in terms of relevant legislation, and its application, in order to enable students to analyse and solve problems relating to an organisation's compliance. The programme is designed to equip students with the knowledge, skills, attitudes and competencies they will require at the point where the legal and business framework meet. This will be achieved by providing students with the skills to serve as a business specialist with basic legal knowledge applicable to the organisation.

Career opportunities

Compliance officers and managers/contract managers.

PLEASE NOTE: THIS PROGRAMME DOES NOT EQUIP STUDENTS TO PRACTICE AS ATTORNEYS OR ADVOCATES.

Minimum Admission requirements

Applicants with a **National Senior Certificate (NSC)** qualification must score a minimum of 25 points, excluding Life Orientation, and must achieve the minimum ratings reflected below for the following subjects:

Subjects	Minimum Rating
English (Home) OR English First Additional Language	3 4
Mathematics OR Mathematics Literacy	3 4
And two (2) 20 credit subjects (not more than one language)	3

If an applicant wrote seven subjects, then the best six marks attained, which must include English and Maths/Maths Literacy, but exclude Life Orientation, will be used to calculate the points. The points will be allocated as follows:

Percentage	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
0 - 29%	1	1

Applicants with a **Senior Certificate (SC)** qualification must score a minimum of 25 points, and must obtain a minimum symbol of E on the Higher Grade or D on the Standard Grade for both English and Accounting. If an applicant wrote seven subjects, then the best six marks attained, which must include English and Accounting, and only one other language, will be used to calculate the points. The points will be allocated as follows:

Symbol	Higher Grade (HG)	Standard Grade (SG)
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A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

OR

A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with:

- at least 50% in three fundamental modules, including English, and
- at least 60% in three compulsory vocational modules

OR

Admission may be granted via mature age exemption to applicants who are 23 years or older, and possess a minimum of 3 years' work experience in a related field. Applicants may also be accepted into the programme via the Recognition of Prior Learning (RPL) process.

If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

4.1 Programme structure – Diploma in Management Sciences (Business Law)

Subjects	Assessment method	Semester	NQF level	Pre-Req	Co-Req	SAQA Credits
Cornerstone 101	Continuous assessment	1	5	None	None	12
Environmental sustainability	Continuous assessment	1	5	None	None	8
Introduction to Business Law	Exam	1	5	None	None	16
Introduction to Business	Continuous assessment	1	5	None	None	16
Quantitative approaches to Management Sciences	Continuous assessment	1	5	None	None	8
Time and stress Management	Exam	2	5	None	None	8

Law for Life	Continuous assessment	2	5	None	None	8
Academic Literacy and Practice	Continuous assessment	2	5	None	None	16
Business Communication and Information Literacy	Continuous assessment	2	5	None	None	16
Financial Literacy	Exam	2	5	None	None	12
Management 1	Exam	3	6	None	None	16
Business Law 1	Exam	3	6	None	None	16
Labour Law	Exam	3	6	None	None	16
Introduction to Technology	Continuous assessment	3	6	None	None	12
Management 2	Exam	4	6	Management 1	None	16
Business Law 2	Exam	4	6	Business Law 1	None	16
Law of Consumer Protection	Exam	4	6	None	None	16
Globalization and International Trade Law	Exam	4	6	None	None	12
Management 3	Exam	5	6	Management 2	None	16
Business Law 3	Exam	5	6	Business Law 2	None	16
Purchasing, Procurement and Contract Management	Exam	5	6	None	None	16
Work Preparedness	Continuous assessment	5	6	None	None	8
Project Management	Continuous assessment	6	6	None	None	16

Corporate Law	Exam	6	6	None	None	16
Management Practice	Continuous assessment	6	6	None	None	16
Compliance Management	Exam	6	6	None	None	16

4.2 ADVANCED DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS LAW)

(offered on a part-time basis only, with lectures scheduled between 5 - 8 pm on weekdays).

Minimum admission requirement

Diploma in Management Sciences (specialising in Business Law), or a cognate/related three-year, 360 credit qualification at NQF level 6.

Programme structure

Modules	Semester	Assessment	NQF Level	SAQA Credits
Project Management	1	Examination	7	20
Organisational Behaviour	1	Examination	7	20
Research Methodology	1	Continuous Assessment	7	20
Corporate Governance and Business Ethics	2	Examination	7	20
Advanced Labour Law	2	Examination	7	20
International Trade Law	2	Examination	7	20

4.3 POST GRADUATE DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS LAW)

(offered on a part-time basis only, with lectures scheduled between 5 - 8 pm on weekdays).

Minimum admission requirement

Advanced Diploma in Management Sciences (specialising in Business Law), or a cognate/related three-year, 360 credit qualification at NQF level 6.

4.4 MASTERS OF MANAGEMENT SCIENCES (BUSINESS LAW)

The minimum admission requirement for the Masters of Management Sciences (Business Law) is a, Post Graduate Diploma (Business Law) or equivalent qualification. Preference will be given to applicants with an average score of 60% or higher, Post Graduate Diploma (Business Law) or equivalent qualification.

Assessment Method	NQF Level
100% research. The final dissertation will be assessed by two external examiners	9

4.5 D. PHIL. IN MANAGEMENT SCIENCES (BUSINESS LAW)

The minimum admission requirement for the D. Phil in Management Sciences (Business Law) is the Masters in Management Sciences (Business Law), or a cognate Master's Degree at NQF level 9.

5. REGISTRATION AND RE-REGISTRATION RULES

5.1 Registration for Diploma in Management Sciences (Business Law)

- 5.1.1 Students registering for the Diploma in Management Sciences (Business Law) are required to meet the minimum requirements detailed in 4.1 above. Applications received via the Central Applications Office (CAO) will be scored and ranked from highest to lowest. Based on these rankings, those students with the highest points will be offered a firm place. Students who have applied with their grade 11 results may be offered a place, subject to their final grade 12 examination results meeting the minimum requirements stated in 4.1 above.
- 5.1.2 The programme is offered on a semester basis and registration takes place in January. See General Rules G3, G4, G5, G6 and G7.
- 5.1.3 The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.
- 5.1.4 A student cannot register for a module if the prerequisite module, where applicable, is not passed.
- 5.1.5 If a student has not met the progression rules at the end of any year, he/she may appeal to the head of the department.
- 5.1.6 At the end of the fourth year, when the student appeals, the head of department will evaluate the student's progress to establish if there is a reasonable chance of the student completing the diploma in the maximum time (5 years), and use this to decide – in accordance with the requirements of Rule G17.

5.2 Registration for the Advanced Diploma in Management Sciences (Business Law)

- 5.2.1 Students registering for the Advanced Diploma in Management Sciences (Business Law) are required to meet the minimum requirements detailed in 4.2 above.
- 5.2.2 The programme is offered on a semester basis and registration takes place in January. See General Rules G3, G4, G5, G6 and G7.
- 5.2.3 The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.

5.3 Registration for the Post Graduate Diploma in Management Sciences (Business Law)

- 5.3.1 Students registering for the Post Graduate Diploma in Management Sciences (Business Law) are required to meet the minimum requirements detailed in 4.3 above.
- 5.3.2 The programme is offered on a semester basis and registration takes place in January. See General Rules G3, G4, G5, G6 and G7.
- 5.3.3 The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.

5.4 Registration for the Masters in Management Sciences (Business Law) and the D. Phil in Management Sciences (Business Law)

Students wishing to enrol for the above programmes are required to meet the minimum admission requirements detailed in 4.4 and 4.5 above. All registration enquiries should be directed to either Ms Jeslyn Hoover (JeslynH@dut.ac.za) or 031-3735374) or Phindo Khoza on 031 – 3736714 or nonkululekok@dut.ac.za at the Faculty of Management Sciences Research Office.

5.5 Work done during the semester/year

- 5.5.1 Year marks/semester marks shall be determined in accordance with the requirements as indicated in the student guides. For details of assessments, refer to the student guide pertaining to each subject/module. Failure to meet these requirements will disqualify a student from writing the final examination in the modules concerned.
- 5.5.2 Notwithstanding Rule G12, a year/semester mark obtained for any module/subject is valid only for the main examination in the semester/year in

which a student is registered plus the supplementary examination in that module/subject, if granted to the student in terms of Rule G13.

- 5.5.3 If a student is absent for an assessment, a medical certificate must be submitted to the lecturer concerned within seven working days from the date that the assessment was conducted. The department reserves the right to verify any medical certificate.
- 5.5.4 Students who are absent for a formal assessment and submit a medical certificate to the Department will be permitted to write a make-up test in the general education modules. A make-up test replaces a single test that has been missed in the course of the year/semester, and may not be used to replace an assignment mark. If the student is absent for the make-up test, a zero mark will be allocated. Details on whether makeup tests are offered in other non-general education modules will be outlined in the student guide for each module.
- 5.5.5 Students must verify their course marks before the final examinations are written. A 40% year/semester mark is required to be eligible to write the final examination in a subject/module. The pass marks for all subjects/modules is 50%.

5.6 Exclusion rules

Notwithstanding DUT General Rules relating to unsatisfactory students (G17, G21, G22, and G23), a student who does not pass a minimum of 40% of the subjects/modules for which they are registered in a year will be prevented from re-registering for the qualification. Students will have the right to appeal against their exclusion. In calculating the time taken to complete a qualification, the periods of incomplete study at another institution/programme/department will be taken into consideration. Students who are refused re-admission in terms of the University rules may motivate, in writing, to the Head of Department to be re-admitted. The Head of Department may forward a recommendation to the Faculty Board for a decision.

5.7 Maximum time allowed for completion of qualifications

Qualification	Maximum completion time
Diploma	5 years
Advanced Diploma	2 years

Post Graduate Diploma	2 years
Master's Degree	3 years
Doctorate	4 years (part-time)

6. SUBJECT CONTENT

NB: Students must read this section in conjunction with the relevant student guides.

Note 1: Unless otherwise indicated, all Year/Course marks will comprise 40% of the final examination mark. The examination shall comprise 60% of the final mark.

Note 2: Unless otherwise indicated, all courses are of one semester duration.

6.1 DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS LAW) FIRST YEAR CURRICULUM First Semester

Cornerstone 101(CSTN101)

Subject content

The module content will be developed around the concept of journeys, across time, across space, and across human relationships. It will take the journey of the uMngeni River (which is close to all DUT campuses) as a metaphor. The module will bring different disciplinary perspectives to this content – environmental, historical and sociological in particular.

The metaphor of the journey will be sustained across the module and will be applied to personal journeys, historical, political and environmental journeys, and social journeys, with a specific focus on gender. Each section will draw in issues of ethics, diversity and critical citizenry. The design team may later take a different metaphor or theme, but with the same outcomes and attributes.

The final section of the module will identify and integrate learning from earlier sections, and examine implications for further learning. At each stage of the module, activities such as the weekly online journal and class discussion will involve reflection and build communicative practices. There will be a concluding section in which students will identify their learning and examine the implications for their roles as students and as citizens.

Environmental Sustainability (EVST101)

Subject content

Ecological studies

Climatology

Environmental health

Environmental sociology

Introduction to Business (ITBS101)

Subject content

Business Environment

- The nature of the business environment?
- External, market and internal environments and their inter-relationship. □
Environmental analysis

Business Management

- The nature of business management.
- Management concepts: Planning, organising, leading and controlling.
- Decision-making process
- Careers in Business Management

Marketing Management

- What is Marketing Management?
- The 4P's (Product, Price, Promotion andPlace)
- Careers in MarketingManagement

Retail Management

- What is Retail Management?
- Functions of Retailing
- Retail mix
- Role of retail in the supply chain
- Careers in Retail Management

Human Resources Management

- What is Human Resources Management & Personnel Management?
- Careers in Human Resources Management

Public Relations Management

- What is Public Relations Management? □ Functions of Public Relations
- Careers in Public Relations Management

Operations Management

- What is Operations Management?
- Concepts of efficiency, factories, products, layouts and quality.
- Careers in Operations Management

Business Law

- What is Law?
- Business and the Law.
- Careers in Law.

Academic Literacy & Practice (ALPRI01)

Subject content

1. Students will be introduced to the concept of academic literacies and the link between reading literature and literacy. Also, academic research and the writing of assignments will be discussed. The problems associated with referencing and plagiarism will be addressed. Distribution of novel and learner guides will take place. Text reading targets for the structured completion of students' own reading of the novel will be set.
2. Students will discuss in groups selected passages from novel with respect to register, culture and purpose. Oral feedback session. Students will identify parts of sentence construction and compare direct and indirect speech.
3. Students will complete a short-written quiz to assess their progress in the reading of the novel (online exercises). Analysis of paragraphs. Students will identify topic sentences and other functionalities.

4. Group work discussions and critical thinking on themes related to gender relations and language. Students will write a short (15 lines) paragraph each related to group discussions on gender. Formative assessment and feedback to be given.
5. Students to read aloud in class from the novel. Research Report Writing Workshop. Developing the basics of the academic research writing process. Further developed by online exercises.
6. Proof-reading and correction exercises. Focus on punctuation and accuracy. Writing and re-writing exercises. Focus on expression and clarity.
7. Group discussions and worksheet on multilingualism and translation in texts. Focus on glossary and dictionary use. On-line self-assessments of students' progress with the prescribed novel.
8. Students will complete a short-written quiz to assess their progress in the reading of the novel. Textual analysis: Students will analyse selected passages from the novel. In groups students will complete worksheet on transculturation/intercultural communication.
9. Summary writing: purposes and strategies. Summary writing exercises.
10. Summary writing: selecting relevant information. Summary writing exercises.
11. Revision and Self-reflection: How has reading the novel helped develop my academic literacy/literacies? What role does culture play in the modern lifestyle of both work and leisure? Submission of short written piece based on this reflection.

Introduction to Business Law (IBLW101)

Subject content Core content:

1. Basic framework of the South African legal system.
2. General principles of the law of contract.
3. The principles of consumer law in South Africa.
4. Brief overview of the Basic Conditions of Employment Act 75 OF 1977.
5. Brief overview of social security at work: Unemployment Insurance Act 63 of 2000, Compensation for Occupational Injuries and Diseases Act 130 of 1993.

Specialisation specific:

6. Legislation relating to packaging in South Africa.
7. Intellectual property law.
8. The law relating to electronic payment systems.
9. Dismissals and unfair labour practice. The Labour Relations Act 66 of 1995.
10. Censorship
11. Freedom of expression

Second semester

Time & Stress Management (TMSM101)

Subject content

Definitions of concepts

Creating a conducive environment for effective time management

Setting goals and prioritising

Dealing with organisational and personal time wasters

Tools and techniques to manage time

Develop a personal action plan

Law for Life (LWLF101)

Subject content

Introduction

Civil and criminal law

Law of insurance

Road accident fund

Law of contract

Marriage

Succession

Business Communication & Information Literacy (BCIF101)

Subject content

The South African workplace context

Business correspondence

Information Literacy

Financial Literacy (FNLT101)

Subject content

Savings and budgeting

Debt Reduction and Asset Building (bank statement and bank recon) (interest rate, compound and simple)

Building a good credit rating

Consumer Protection (link with law)

Wages and taxation (basic categories, direct and indirect, vat, individual tax)

Investment Planning

Retirement (Building a pension fund / provident fund)

Quantitative Approaches to Management Sciences (QNTA101)

Subject content

Basic Number Calculations

Using a Calculator

Working with Decimals

Working with Fractions

Factorisation

Decimal Fractions
Working with percentages
Working with averages
Ratio and Proportion
Simple and Compound Interest
Mark-ups
Profitability
Discounts and Commissions
Graphs and Charts
Banking and Investing

SECOND YEAR CURRICULUM

First semester

Management I (MNGM101)

Subject content

History of Management
Importance of Management
Management Skills
Planning, Organising, Leading and Controlling
Decision Making
Introduction to quality

Business Law I (BSNL101)

Subject content

Law of obligations
General principles of the law of contract.
Delictual remedies

Labour Law (LBRL201)

Subject content

Sources of labour law in South Africa.
Employment contracts.
Basic Conditions of Employment Act 75 OF 1977.
Health and safety in the workplace.
Occupational Health and Safety Act 85 of 1993.
Social security at work: Unemployment Insurance Act 63 of 2000, Compensation for Occupational Injuries and Diseases Act 130 of 1993, Skills Development Act 97 of 1998 and the Skills Development Levies Act 9 of 1999.
Dismissals and unfair labour practice. The Labour Relations Act 66 of 1995.

Introduction to Technology (ITLG101)

Subject content

Overview of computer terminology
Overview of the Ethics of Information Technology.
Access to the internet, upload and downloading files
Overview of Ms Word
Overview of a presentation package such as PowerPoint.

Second Semester

Management 2 (MNGM201)

Subject content

The various stakeholder groups and their interests on an organisation
The Importance of Managing in a Global Environment
Strategic Planning
Organisational Structure
Organisational Culture
Organisational Change
Organisational Control
Case Study Application
Corporate Social Responsibility
Diversity management/ contemporary issues
Leadership

Business law 2 (BSNL201)

Subject content

Advanced principles of the contract of sale
Contract of lease
Law relating to payment and negotiable instruments
Law of insurance
Law of security

Law of Consumer Protection (LWCP201)

Subject content

The legal and economic interests of the producer and consumer, and buyer and seller
Interpreting the content of contracts of sale
The National Credit Act 34 of 2005
The Consumer Protection Act 68 of 2008

Globalization & International Trade Law (GITL201)

Subject content

Globalisation and international business

Forms of international trade
Barriers to international trade
Introduction of concepts applicable to international trade
Background and sources of international trade law
World trade organisation
Basic principles of GATT and GATS

THIRD YEAR CURRICULUM

First Semester

Management 3 (MNGM301)

Subject content

Organisations and organisational effectiveness
Basic challenges of organisational design
Designing organisational structure: authority and control
Designing organisational structure: specialisation and coordination
Organisational design and strategy in a changing global environment
Organisational design, competences and technology
Decision making, learning, knowledge management and information technology
Innovation, entrepreneurship and creativity
Managing conflict, power and politics

Business law 3 (BSNL301)

Subject content

Intellectual property law
Access to information in terms of the Constitution and the Promotion of Access to Information Act 2 of 2000
The Electronic Communications and Transactions Act 25 of 2002 with specific reference to the rules applicable to e-commerce
Competition law

Purchasing, Procurement & Contracts Management (PPCM201)

Subject content

Negotiating the terms and conditions in contracts.
Ensuring compliance with the terms and conditions contained in contracts.
Documenting and agreeing on amendments arising during implementation or execution.
Buying procedures.
Government contracting in South Africa Cost and price analysis.
Auditing and inspection.

Relationships with vendors, other organisations and departments.

Work Preparedness (WKPRI01)

Subject content

Traditional and Modern CV Writing;
Who Am I? (DISC, MBTI etc)
Job Searching;
Job Applications;
Networking;
Interviewing;
Body Language;
Verbal Communication;
Visual/Graphical Presentation;
What Is “Business”?
Career Path Options;
Work Readiness Expectations
Business Processes and Goals;
Organisational Aspects;
Stress;
Business Ethics
Etiquette - Telephone; Social Media, General
Goal Setting & Time Management;
Personal Finance
Numeracy
Project Management;
Meetings
Technical Report Writing;
Productivity in the Workplace
Quality in the Workplace
Health & Safety in the Workplace;
Housekeeping;
Computer and Technology Applications
Problem Identification & Solving;
Creativity, innovation and questioning
Interpersonal Skills;
Power & Conflict Management, (Johari)
Planning; Organising; Motivation; Leadership and Teamwork

Second Semester

Project management (PJMM201)

Subject content

Introduction to Project Management
The Project Management Process
Dealing with Project Stakeholders
Project Leadership
Teamwork
Communication and Information Systems
Project Risk Management
The 9 knowledge areas of Project Management (PMBOK)
An introduction to Project Tools

Corporate Law (CLAW201)

Subject content

Different forms of Businessenterprises
The concept of Company
The formation/inception of the company
Separate Legal personality
Different types of companies
Memorandum of Incorporation
Capacity and Representation of company
Share capital and other Funds of the Company
Classification of shares, Shareholding and Membership
The offer of shares and prospectus
The Company meetings
Directors
Company Groupings
Fundamental transactions and takeovers
 Business rescue
 Compromise and Liquidation
Remedies, Enforcement Agencies and Alternative Dispute Resolution (ADR)

Management Practice (MGTP201)

Subject content

Management of contracts
Formulating, negotiating and interpreting contracts
Textual analysis and report writing
Methods of dispute resolution
Risk management

Compliance Management (CMPM201)

Subject content

Introductory concepts: defining compliance; need for compliance; benefits of compliance and consequences of non-compliance.

Types and sources of compliance.

The compliance environmental scan (internal and external).

Overview of risk elements.

Compliance mandate.

Compliance structures.

Compliance management process: risk identification; risk assessment; risk management; and risk monitoring.

The compliance plans.

Reporting on compliance.

Specific standards, laws and regulations that a business organisation has to comply with including: Labour law, health and safety (OHSAS 18001); Quality Management Systems (ISO 9001); Environmental Management Systems (ISO 14001); Food Safety systems (ISO 22 000 and HACCP); HIV/AIDS management systems (ISO 16001); and Corporate Governance.

6.2 SUBJECT CONTENT: ADVANCED DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION)

Project Management (PCMNI 01)

Duration: 12 weeks

Evaluation: Examination

Module contents:

- Introduction to Project management
- The project lifecycle
- Project management process
- Project methodology
- Project stakeholder management
- Project time management
- Project procurement management
- Project resource management
- Project cost management
- Project quality management
- Project Risk management

Organisational Behaviour (OBVH101)

Duration: 12 weeks

Evaluation: Examination

Module Contents:

- Introduction to Organisational behavior
- Managing demographic and cultural diversity in organisations
- Individual differences and perception
- Motivation theories
- Managing groups and teams
- Communication
- Leadership
- Conflict and negotiations
- Organisational culture
- Organisational change

Research Methodology (RMBL101)

Duration: 12 weeks

Evaluation: Examination

Module contents:

- identifying a real-world problem and developing a problem statement
- choosing a topic
- ethics in research
- information search and plagiarism
- qualitative, quantitative and mixed methods research
- developing aim and objectives
- literature review
- Harvard referencing method
- questionnaire development

Corporate Governance and Business Ethics (CGBE101)

Duration: 12 weeks

Evaluation: Examination

Module contents:

- Defining corporate governance

- Corporate and governance strategies
- Composition, selection and functioning of the board of directors
- Financial and integrated sustainability reporting
- Internal and external audits
- Governance in other business entities
- Ethics

Advanced Labour Law (ADLLI01)

Duration: 12 weeks

Evaluation: Examination

Module contents:

- The Constitution and labour law in South Africa.
- Sources of labour law in South Africa.
- Different types of employment relationships.
- The Basic Conditions of Employment Act 75 OF 1977.
- Health and safety in the workplace. The Occupational Health and Safety Act 85 of 1993.
- Social security at work: Unemployment Insurance Act 63 of 2000, Compensation for Occupational Injuries and Diseases Act 130 of 1993, Skills Development Act 97 of 1998 and the Skills Development Levies Act 9 of 1999.
- Dismissals and unfair labour practice. The Labour Relations Act 66 of 1995.
- Equity in South Africa: The Employment Equity Act 55 of 1998.
- Freedom of Association and organisational rights.
- Collective bargaining forums and collective agreements.
- Workplace forums.
- Strikes and lock-outs.
- Protests and Pickets.
- Dispute resolution.
- Remedies.

International Trade Law (ITRLI01)

Duration: 12 weeks

Evaluation: Examination

Module contents:

- Trade barriers, risk and international trade;
- Multi-national corporations;

- International treaties and conventions;
- The General Agreement on Tariffs and Trade (GATT);
- The General Agreement on Trade in Services (GATS);
- The Convention on the International Sale of Goods (CISG);
- The international protection of intellectual property rights and international competition principles;
- Dispute resolution and international trade;
- Import and export laws and regulations in South Africa, and □ Foreign exchange and payment in international transactions.

6.3 SUBJECT CONTENT: POST GRADUATE DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS ADMINISTRATION)

Advanced Contracts Procurement Purchasing (ACPL801)

Duration: 12 weeks

Evaluation : Examination

Module Contents:

- General principles of effective contract drafting.
- Specific contracts and their essential and implied terms.
- Risk and pricing.
- Contract Performance and management using SLAs
- Performance based SLAs methodology
- Purchasing and procurement management
- Specialised purchasing management tools
- Purchase agreements
- Advanced negotiation skills

Advanced Compliance and Governance Law (ACGL802)

Duration : 12 weeks

Evaluation : Examination

Module Contents:

- Basic principles of interpretation of statute;
- The development of corporate governance locally

- The development of corporate governance internationally;
- The relationship between good governance, compliance and risk management;
- Reliable and effective systems to manage and minimize the risk material compliance failures;
- Regulatory framework for compliance management;
- The relationship between corporate governance and management, and
- Selection of best practices in corporate governance

Applied Strategic Management (ASMT801)

Duration : 12 weeks

Evaluation : Examination

Module Contents:

- The strategic management processes
- Strategic direction and environmental analysis
- Industry and competitor analysis
- Corporate level strategy: horizontal integration; vertical integration; strategic outsourcing, and corporate diversification strategies
- Building competitive advantage through functional level strategy
- Building competitive advantage through business level strategy
- Competing in emerging economies
- Implementing strategy: core competencies, re-engineering, and organisational structure
- Corporate governance and business ethics considerations

Business Research Proposal (BURP801)

Duration : 12 weeks

Evaluation : Examination

Module Contents:

- Identification of a real-world research problem
- Development of the aim and objectives of the study/hypotheses, and/or research questions

- Selection of an appropriate research methodology
- Demarcation of the target population and selection of a sample
- Preparation of a draft research questionnaire and/or an interview schedule
- Completion of DUT's Ethical Issues Checklist
- Preparation of letters of Information and Consent.
- Development of a research proposal

Business Research Report (BRPL802)

Duration : 12 weeks

Evaluation : Examination

Module Contents:

- Overview of the study (background to the study; research problem; aim and objectives of the study; significance and scope of the study)
- Literature review
- Research methodology and design
- Development of a questionnaire/interview schedule
- Data collection
- Data analysis
- Presentation, analysis, and discussion of results
- Review, conclusion, and recommendations.
- Bibliography

Industrial Law (INDL802)

Duration : 12 weeks

Evaluation : Examination

Module Contents:

- Common law contract of employment;
- Labour dispute resolution mechanisms;
- Unfair labour practices and remedies;
- Aim, rights and duties of parties in terms of specific labour legislation (including EEA; LRA; BCEA; OHSA);
- Intellectual Property Law, through cases and practice;

- Electronic Commerce and IT law in practice;
- Overview of the Promotion of Access to Information Act 2 of 2000 & accessing information outside the application of the Act;
- Intellectual property law and protection of computer programmes;
- The Electronic Communications and Transactions Act 25 of 2002;
- Social Justice and the role of business in South Africa

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