



UNIVERSITY
OF ESWATINI

UNIVERSITY OF ESWATINI
INSTITUTE OF DISTANCE EDUCATION
PROGRAMME TUTORIAL LETTER
Bachelor of Science in Information Technology
(BSc. IT)

October 2021

1 Introduction

This programme tutorial letter provides general information about the Bachelor of Science in Information Technology (BSc.IT) programme. You will find additional information from the following resources:

Resource	Uniform Resource Locator (URL)
University Calendar	http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/
IDE Student Handbook	http://www.ide.uneswa.ac.sz/wp-content/uploads/2020/10/IDE-Student-Handbook-1.pdf
IDE081_Admin Module**	https://learn.uneswa.ac.sz/course/view.php?id=37413 This module is for administrative purposes and is managed by the BSc.IT programme coordinator. You will find information such as teaching time table and other administrative update. Questions on the overall programme structure may also be posted on the module's discussion forum.

The purpose of the programme is to provide IT graduates with the necessary knowledge, skills and attitudes to take on professional positions in Information Technology sector upon graduation and grow into leadership positions or pursue research or graduate studies in related fields. In section 3, you will observe that the programme consists of forty-three (43) core and required courses and three (3) general education courses. The general education courses are mandatory for all university students and include two Academic Communication Skills courses (ACS111 and ACS112) and the HIV Prevention, Infection and Management of AIDS course (GNS113).

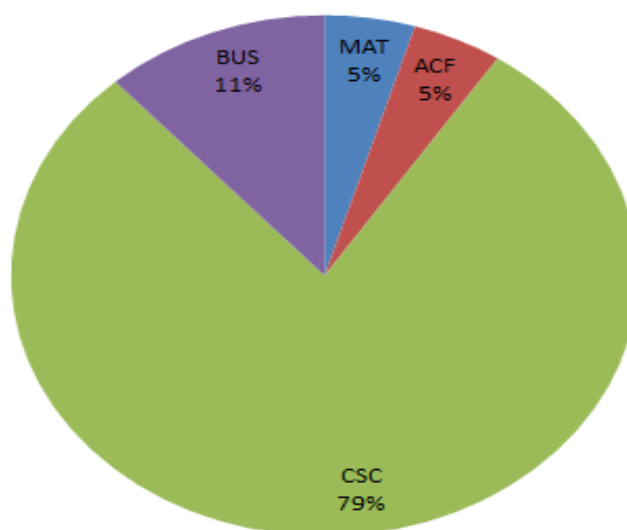


Figure 1: Core and Required Courses Distribution

As shown in Figure 1.0, a majority (79%) are core and required courses are drawn from Computer Science and Information Technology (CSC) and of the remaining courses, 11% are from Business Management (BUS), 5% from Accounting (ACF) and 5% from Mathematics (MAT). Effectively, this programme is Computer Science and Information Technology major with some components of business management and accounting. Therefore, they provide you the necessary skills to work in a business environment. Upon graduation, you should compete effectively in the private sector for ICT and Computer Science positions such as systems analysis, administration and management. We believe you will be able acquire all the requisite skills through our flexible Distance Education (DE) delivery mode.

Section 2 that follows summarise the key features of Distance Education (DE). The program course structure is covered in Section 3. Administrative issues around registration and payment of fees are briefly discussed in Sections 4 and 5 respectively. . Section 6 and 7 summarises your role and your instructor's role, in the face-to-face sessions and online learning processes. Section 8 explains how you will be assessed in each course and how your final mark is calculated as a weighted average of your continuous assessment (CA) and final examination mark. Issues related to student support services are discussed in Section 9.

2 The Open and Distance e-Learning Delivery Mode

The Distance Education (DE) system involves teaching and learning at a distance, with a package of multimedia instructional materials. It is learner-oriented and enables a learner to learn independently at a distance at his/her own pace and place.

Open Distance and eLearning (ODEL) is a flexible and convenient method of teaching-learning system using multi-media resources, such as self-instructional course materials; limited face-to-face classes; and online teaching-learning system. The combined use of face-to-face and online learning is often defined as “blended learning”. The ODeL structure provides students with great flexibility and control over time, so that they can study at their own pace, place and convenience on weekends or whenever they find convenient time during the week. It also provides flexible educational opportunities in terms of access and multiple modes of knowledge acquisition, anytime from anywhere provided the internet connectivity is available. Learning materials and instruction can actually be obtained either in print or online at any time soon after they enrol into the programme.

Through distance education mode, learning opportunities are brought to learners at home or in a work place, irrespective of whether they remain in one location or become mobile during their study. Further, the hallmark of distance education is the quality of course materials prepared by subject specialists. As such the quality of teaching-learning in distance education is the same as the quality of teaching-learning in full-time provided the students actively interact with peers, lecturers and study materials to excel in their studies.

You may find more information in the student handbook available here: <http://www.ide.uneswa.ac.sz/wp-content/uploads/2020/10/IDE-Student-Handbook-1.pdf>

3 Programme Structure

The normal duration of the programme shall be eight (8) semesters (four years). However, depending on your work commitments you may be allowed to take fewer courses per semester and therefore take longer to graduate. The courses offered per semester are as shown in the section 3.1 that follows.

3.1 Course on offer per Semester

The programme shall consist of the following courses:

LEVEL 1:

SEMESTER I				
Core Courses		L	P	Cr
CSC111	Introduction to Computer Science	3	3	4.0
CSC113	Introduction to Information Technology	3	0	3.0
CSC121	Communications Fundamentals	3	2	3.7
Required Courses				
MAT111	Algebra, Trigonometry and Analytic Geometry	3	2	3.7
ACF111	Introduction to Financial Accounting	3	0	3.0
General Education Courses				
ACS111	Academic Communication Skills	2	2	2.2
GNS113	HIV Prevention, Infection & Management of AIDS	2	0	2.0
Total Semester Credits				21.6

SEMESTER II				
Core Courses		L	P	Cr
CSC112	Computer Programming I	3	3	4.0
Required Courses				
MAT112	Introduction to Calculus	3	3	4.0
ACF112	Introduction to Financial Accounting II	3	0	3.0
BUS134	Principles of Management	3	0	3.0
BUS122	Principles of Marketing	3	0	3.0
General Education Courses				
ACS112	Academic Communication Skills	2	2	2.2
Total Semester Credits				19.2

LEVEL 2:

SEMESTER III

Core Courses		L	P	Cr
CSC251	Human Computer Interaction	3	2	3.7
CSC203	Discrete Mathematics	3	2	3.7
CSC205	Probability and Statistics	3	2	3.7
CSC213	Computer Programming II	3	3	4.0
Required Courses				
BUS211	Management Information Systems I	3	0	3.0
Total Semester Credits				18.1

SEMESTER IV

Core Courses		L	P	Cr
CSC242	Object Oriented Programming	3	3	4.0
CSC272	Database Design I	3	2	3.7
CSC222	Computer Architecture and Organization I	3	2	3.7
CSC262	IT Law and Ethics	3	2	3.7
Required Courses				
BUS212	Management Information Systems II	3	0	3.0
Total Semester Credits				18.1

LEVEL 3

SEMESTER V

Core Courses		L	P	Cr
CSC311	Data Structures and Algorithms	3	2	3.7
CSC371	Database Design II	3	2	3.7
CSC433	Web Technology and Development	3	3	4.0
CSC431	Computer Networks I	3	2	3.7
CSC393	Systems Analysis and Design	3	2	3.7
Total Semester Credits				18.8

SEMESTER VI

Core Courses		L	P	Cr
CSC322	Modern Operating Systems	3	2	3.7
CSC352	Graphics	3	2	3.7
CSC432	Computer Networks II	3	2	3.7
CSC300	Mini Project	0	6	2.0
CSC302	IT Research Methods	3	2	3.7
CSC304	Internship Training	0	6	2.0
Total Semester Credits				18.8

LEVEL 4

SEMESTER VII

Core Courses		L	P	Cr
CSC400	Project	0	6	2.0
CSC461	Security I	3	2	3.7
CSC421	System Administration and Maintenance	3	2	3.7
CSC411	Integrative Programming and Technologies	3	2	3.7
CSC471	Data Mining	3	2	3.7
CSC493	Entrepreneurship and Innovation	3	2	3.7
Total Semester Credits				20.5

SEMESTER VIII				
Core Courses		L	P	Cr
CSC400	Project	0	6	2.0
CSC466	IT Auditing	3	2	3.7
CSC462	Security II	3	2	3.7
CSC464	Digital Forensics	3	2	3.7
CSC494	IT Project Management	3	2	3.7
Required Courses				
BUS426	Electronic Commerce	3	0	3.0
Total Semester Credits				19.8

3.2 Total Number of Credits per Completed Programme

A total of **154.9** credits are required to graduate in this programme.

3.3 Course Instructors and tutors

For the 2021-2022 academic year, the Semester I, III and V allocation of course instructors and tutors is as shown in the table that follows. Office and Telephone numbers (where available) only provided for full-time staff members.

SEMESTER I

Code	Instructor	Office Number	Office Telephone	Email Address
CSC111	Dr. S. G. Fashoto	S2.115	---	sgfashoto@uniswa.sz
CSC113	Dr. C. Gurajena	---	---	cgurajena@uniswa.sz
CSC121	Mr. B. B. Matsebula		25170460	bmatsebula@uniswa.sz
MAT111	Dr. J. Malinzi	S2.014	25170258	jmalinzi@uniswa.sz
ACF11	Ms. S. V. Sihlongonyane	C2.5	25170304	svsihlongonyane@uniswa.sz
ACS111	Ms. T. S. Dlamini	---	---	teresasibonisile@gmail.com
GNS113	Ms. S. S. Gwebu	---	25170737	SGwebu@uniswa.sz

SEMESTER III

Code	Instructor	Office Number	Office Telephone	Email Address
CSC203	Dr. Z. P. Ncube	1.10	---	zpncube @uniswa.sz
CSC205	Ms. F. S. Madlala	---	---	fmadlala @uniswa.sz
CSC213	Mr. N. E. Khumalo	---	25170187	nkhumalo @uniswa.sz
CSC251	Mr. J. Islam	---	25170319	jislam@uniswa.sz
BUS211	Mr. T. S. Lukhele	---	---	thulani@uniswa.sz

SEMESTER V

Code	Instructor	Office Number	Office Telephone	Email Address
CSC311	Mr. E. L. Dube	S2.114	25170238	zpncube @uniswa.sz
CSC371	Dr. P. M. Mashwama	---	25170240	fmadlala @uniswa.sz
CSC393	Prof. B. Akinnuwesi	---	---	moboluwaji@gmail.com
CSC431	Mr. B. B. Matsebula	---	25170460	bmatsebula@uniswa.sz
CSC433	Mr. E. Mbunge	---	---	embunge@uniswa.sz

3.4 Face-to-Face Contact Session Dates and Venues

Normally, a maximum of five (5) study sessions will be allocated per semester. A timetable for these study sessions will be made available on Moodle LMS under module code: IDE081-ADMIN (<https://learn.uneswa.ac.sz/course/view.php?id=37413>). Additional tutorial and practical sessions will be arranged by the course instructor and communicated accordingly.

4 Registration

4.1 Correct registration

For each semester, you will be required to register for at least two (2) courses. Whereas it is possible to register for all the courses per semester (and graduate faster), you are advised to consider your personal circumstances. This includes issues such as your work commitment and whether or not you are also carrying courses from a previous semester. Your registration may also be limited by your current academic status from the previous semester. For instance, if you are currently on probation, the regulations require that you register for fewer courses. **I strongly advise you not to register for more courses than you can possible handle.**

As articulated in the IDE student handbook: <http://www.ide.uneswa.ac.sz/wp-content/uploads/2020/10/IDE-Student-Handbook-1.pdf>), follow the procedures below for correct registration. As a new student, you will:

- First approach the IDE Academic Office for verification of your certificates. Bring all your original academic certificates and admission letter for verification;

- After verification of your certificates, go to the Bursary Desk to present the proof of payment of your Tuition Fees, and follow the directives you will be given;
- Proceed for online registration of your programme courses. You will be assisted with registration by the IDE Coordinators, Senior Assistant Registrar (IDE), Technologist (IDE) and the relevant Faculty Heads of Department.

As a prospective student, it is your duty to follow these steps and ensure that all the information included in your registration form is correct and relevant. **Do not forget to take your copy of the registration form for safe-keeping.**

4.2 Dropping and Adding Courses

After registration, the University may allow you to add or drop courses. Normally, this will only be allowed within the **first two weeks** of the semester.

4.3 Exemptions

According to the University regulations, exemption may be granted for courses taken and passed at UNESWA or any other recognised institution. The procedure is that you must write an application letter to the academic office and attach your certificate and transcript from the other institution(s). Normally the exemption will be granted if it certifies the following conditions:

1. You must be registered before you apply for exemption.
2. You must have obtained the qualification within 10 consecutive semesters. In other words the qualification must not be older than five (5) years. For the 2021-2022 academic year, your qualification should have been completed in 2017 or later.
3. The course content must be equivalent to the course(s) you want to be exempted from. In this regard, you may be required to submit course the outline(s) from the other institution

All exemptions are processed and granted by the department offering the course. **After submitting your application, you must remain in class until you get a response from the academic offers.**

Based on previous applications and approved exemptions, you are advised as follows.

1. Exemptions are typically granted only for level 1: courses. Most departments are very reluctant to grant exemption for higher level courses;
2. If you qualify, the ACS department will normally grant you exemption from ACS111, but not ACS112;
3. Normally, you will not be granted exemption from MAT111 and MAT112;
4. In the past 3 years, only former UNESWA students have been granted exemptions from ACF111, ACF112, BUS122 and BUS134. Therefore, you are not likely to be exempted from these courses, and my advice is to register and take the courses;

5. Information Technology and Computer Science Diploma holders are more likely to be exempted from CSC111, CSC112, CSC113 and CSC121.

Once again, remember that you must first register for the course before you apply for exemption. Refer to the University Calendar for more details. Here is the URL: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

4.4 Credit Transfer

In cases where you started a previous programme at UNESWA but did not finish it, credit for already passed course(s) may be transferred to BSc.IT programme on condition that it was obtained within 10 consecutive semesters. Refer to the University Calendar for more details: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

5 Payment of fees

In terms of the University Act and Statutes, you only become a student of the University once you have paid your Tuition Fees for the semester, and are properly registered with the University. Therefore, you are encouraged to pay all stipulated fees as per the guidelines provided by the student finance office. **Ordinarily, all marks earned while you are not properly registered will be declared null and void by the University Senate.**

6 Attendance of Face-To-Face Sessions

6.1 Purpose

IDE provides a limited number of face-to-face lectures and tutorial or practical sessions. The purpose of lecture sessions is to clarify concepts you might find difficult and provide you with insights and guidance on what is likely to be assessed. They give you information on how to carry out the activities, assignments and general study of the course content. The tutorials assist you with challenging content or difficulties met while studying. It is your duty to raise questions during the tutorial sessions.

6.2 Your Role

Read all relevant materials and complete all required tasks before attending the face-to-face session. The face-to-face session provides an opportunity for you to interact with your instructor and seek clarification and guidance on the course material.

6.3 Your Course Instructor's Role

The role of an instructor is not to do the reading for you. Instead, the IDE instructor offers guidance and clarifies concepts. You, on the other hand, have to use the guidance from the instructor, read the Modules and relevant textbooks or whatever material that you will be given to deepen your understanding of all content that will be taught.

7 Online Learning Activities

Online learning in this University is delivered through the Moodle Learning Management System (LMS), which is the only official learning platform for online learning. You are enrolled on the Moodle LMS for all your registered courses immediately you are registered. You will access Moodle on (<https://learn.uneswa.ac.sz>). In case you have challenges accessing Moodle LMS, the Technologist will assist you or you can write to (ictc@uneswa.sz). Always use your Student ID number and your name when communicating with any official for you to be assisted faster.

During the Course of the Semester, you need to visit the Moodle LMS site to access course content and participate in online learning activities and assessments. I recommend that you design a timetable for study during the week since you will be attending face-to-face classes on weekends.

8 Continuous Assessment (CA) and Examination

8.1 Assignments

Each course may have assignments specified in the course outline. The number of assignments is at the discretion of the course instructor. So, you are encouraged to do all work assigned to you on time.

8.2 Tests

Normally, each course will have a minimum of two (2) tests as determined by the course instructor and specified in the course outline.

8.3 Examination

Usually, each course will have a final examination. All examinations are coordinated by the academic office and written at the end of each semester. In this regard, a timetable will be circulated a few weeks before the start of the examination period.

8.4 Final Mark Calculation

Your final mark for each course is a weighted average of the CA and Examination mark. The weighting is derived from the special regulations of the department offering the course. Typically, all Computer Science and Information Technology courses have a weighting of 40:60. That is the CA marks contribute 40% to the final mark and the Examination contributes 60%. However, ACS courses

are weighted 33:67 for CA and Exam. In addition, some courses may be assessed based on CA only. Refer to the University Calendar for more details: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

8.5 Missed tests and Assignments

You are encouraged to do all your work and submit on time as required by your course instructor. Usually no make-up tests or assignment shall be given unless there is a valid reason such as ill-health. In case you miss a test, you need to report to the Coordinator Support Services in IDE who would assess if your request is genuine and give you a support letter to use when requesting a make-up test.

8.6 Make-up tests

Make-up tests shall only be given at the end of the semester on a date stipulated in the timetable.

8.7 Academic Dishonesty and Plagiarism

All work submitted for assessment, must be your own and not copied from your friends or any other sources. The University Calendar stipulates the penalties for any person involved in academic dishonesty and plagiarism. You are therefore, encouraged to read the relevant section in the calendar on the following issues:

- (i) **Misconduct in tests and examinations** – strict punitive/disciplinary measures are taken against those of you who are involved in misconduct during tests and examinations.
- (ii) **Plagiarism** – this refers to the copying of all or part of another person's work, material, publication, report, data, computer files and listings, assignment, results of an experiment, project and/or academic work without due acknowledgement of the source of that information. If you copy someone else's work without indicating your source then you are guilty of plagiarism and you will be given a zero.

9 Student Support Services

The Student Support Services Unit offers guidance and counselling on a range of issues. The coordinator is **Ms. N. C. Mabuza** (nomabuza@uniswa.sz), office number 10 in the IDE building.

10 Conclusion

I do hope you will find the information on this short tutorial letter relevant and useful. Should you require further clarification you can send me an email at eldube@uniswa.sz . For face-to-face consultation you may find me in office number **S2.114** located in the Faculty of Science and

Engineering Building, Kwaluseni Campus. I am also in the office on most study days between 8:00am and 1:00pm.