

NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY

Qualification code: NDOM03

Campus where offered: Pretoria, eMalahleni and Polokwane campuses

Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification, including Afrikaans or English with a D symbol at the Higher Grade or a C symbol at the Standard Grade.

Recommended subject(s):

Accounting, Business Economics, Economics and Typing or Computer Typing.

Selection criteria:

Selection is based on Grade 12 and N3 results and subjects. If necessary, a TUT potential assessment will be done.

• **FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:**

Admission requirement(s):

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 4 for English (home language or first additional language) and 3 for Mathematics or 4 for Mathematical Literacy.

Recommended subject(s):

None.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Points Score (APS) of at least 20.

Assessment procedures:

Applicants with a final APS of 24 and more will be admitted to the programme. Applicants with a score of 20 to 23 will be required to do the TUT potential assessment.

• **FOR APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

Admission requirement(s):

A National Certificate (Vocational) with at least 50% for English (home language or first additional language) and 50% for Mathematics or Mathematical Literacy, 50% for Life Orientation (excluded for APS calculation), 60% for any other three compulsory vocational subjects and 50% for the fourth subject.

The certificate must be in any of the following fields: Management, marketing, hospitality, tourism, office administration, information technology, computer science, finance, economics or accounting.



Selection criteria:

To be considered for this qualification, applicants must have an Admission Points Score (APS) of at least **27**.

- b. *Minimum duration:*
Three years.
- c. *Presentation:*
Day classes.
- d. *Offering of optional subjects:*
Optional subjects are offered at a location as determined by the Head of the Department.
- e. *Intake for the qualification:*
January only.
- f. *Exclusion and readmission:*
See Chapter 2 of Student's Rules and Regulations.
- g. *Office Management and Technology Practice I (work-integrated learning):*
See Chapter 5 of Students' Rules and Regulations.
- h. *Subject credits:*
Subject credits are shown in brackets after each subject.

CURRICULUM

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD150B	Business Administration I	(0,230)	
CEN160B	Communication I	(0,230)	
IAD100T	Information Administration I	(0,230)	

FIRST SEMESTER

One of the following subjects:

FAC11AT	Financial Accounting IA	(0,115)	
LEP120T	Legal Practice I (year subject)	(0,230)	
MER100T	Mercantile Law I (year subject)	(0,230)	
PRM110T	Personnel Management I (year subject)	(0,230)	

SECOND SEMESTER

FAC11BT	Financial Accounting IB (only if FAC11AT was taken in the first semester)	(0,115)	
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TOTAL CREDITS FOR THE FIRST YEAR: 0,920

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD220B	Business Administration II	(0,230)	Business Administration I
CEN220T	Communication II	(0,230)	Communication I
IAD200T	Information Administration II	(0,230)	Information Administration I



plus one of the following subjects (if not already passed) if a year subject is taken, or two subjects (A and B) if semester subjects are taken:

FAC11AT	Financial Accounting IA (first semester subject)	(0,115)	
FAC11BT	Financial Accounting IB (second semester subject)	(0,115)	
FAC22AT	Financial Accounting IIA (first semester subject)	(0,115)	Financial Accounting IA
FAC22BT	Financial Accounting IIB (second semester subject)	(0,115)	Financial Accounting IB Financial Accounting IA Financial Accounting IB
LEP120T	Legal Practice I (year subject)	(0,230)	
LEP201T	Legal Practice II		
LEP20XT	Legal Practice: Conveyancing II (second semester subject)	(0,115)	Legal Practice I
LEP20YT	Legal Practice: Administration of Estates II (first semester subject)	(0,115)	Legal Practice I
MER100T	Mercantile Law I (year subject)	(0,230)	
MER210T	Mercantile Law II (year subject)	(0,230)	Mercantile Law I
PRM110T	Personnel Management I (year subject)	(0,230)	
PRM210T	Personnel Management II (year subject)	(0,230)	Personnel Management I
TOTAL CREDITS FOR THE SECOND YEAR:		0,920	

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD310B	Business Administration III	(0,250)	Business Administration II
IAD300T	Information Administration III	(0,250)	Information Administration II

FIRST SEMESTER

OMP101T	Office Management and Technology Practice I (offered in both semesters)	(0,200)	Business Administration I Communication I Information Administration I
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plus two of the following subjects (if not already passed) if a year subject is taken, or four subjects (A and B) if semester subjects are taken:

FAC11AT	Financial Accounting IA (first semester subject)	(0,115)	
FAC11BT	Financial Accounting IB (second semester subject)	(0,115)	
FAC22AT	Financial Accounting IIA (first semester subject)	(0,115)	Financial Accounting IA
FAC22BT	Financial Accounting IIB (second semester subject)	(0,115)	Financial Accounting IB Financial Accounting IA Financial Accounting IB
LEP120T	Legal Practice I (year subject)	(0,230)	
LEP201T	Legal Practice II		
LEP20XT	Legal Practice: Conveyancing II (second semester subject)	(0,115)	Legal Practice I
LEP20YT	Legal Practice: Administration of Estates II (first semester subject)	(0,115)	Legal Practice I
MER100T	Mercantile Law I (year subject)	(0,230)	
MER210T	Mercantile Law II (year subject)	(0,230)	Mercantile Law I
PRM110T	Personnel Management I (year subject)	(0,230)	
PRM210T	Personnel Management II (year subject)	(0,230)	Personnel Management I

TOTAL CREDITS FOR THE THIRD YEAR: **1,160**

TOTAL CREDITS FOR THE QUALIFICATION: **3,000**

