



Admission requirements

Minimum academic requirements for Tshwane University of Technology

In addition to the National Senior Certificate (general or vocational), with a minimum of 7 subjects, a candidate must meet the following subject requirements for this programme:

Subject requirements

Subject	Minimum Score
Specific subjects: • English (home language or first additional language) • Mathematics or Mathematical Literacy	3 3
Additional subjects: Any other four (20 credit) subjects*	4 x 3
Total APS Score (Excluding Life Orientation)	18

**A candidate may have a score of two in one of the additional subjects as long as the final score still adheres to the minimum total score stipulated for the programme.*

Academic requirements for this qualification

- Applications will be assessed against all the admission requirements.
- Applicants with a final APS score of 22 and more, will be accepted to the National Diploma. Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP).
- Applicants with a score between 18 and 21 will be invited to do the TUT-potential assessment (PA) test and can be considered for the relevant Foundation Programme.

Duration

Three years of full-time study (day classes).

Career description

After completion of this qualification, graduates will be able to manage information processing services for the administrative office support system and procedures in the functional areas of business, such as sales and marketing, purchasing and supply, production and operations, finance and people management.

Career opportunities

- With this diploma, there is a wide range of career paths one could follow, for example:
- Information manager
- Administrative service manager
- Data processing clerk/manager
- Record and mailing officer/manager
- Reprographic supervisor
- Assets clerk/supervisor/manager
- Cost and budgeting administrator
- Accountant
- Business performance consultant/manager

Subjects

First year

Administrative Management
 Business Management
 Financial Accounting
 Personnel Function
 Communication

Second year

Administrative Management
 Financial Management
 Financial Accounting
 End-User Computing
 Quantitative Techniques

Third year

Administrative Management
 Financial Management
 Administrative Practice
 Organisational Effectiveness
 Taxation

Enquiries

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 Tel. 012 382 5551

Website

www.tut.ac.za (Faculty of Management Sciences)

Postal address

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ALL INFORMATION IS SUBJECT TO CHANGE.



*Live your life.
Create your destiny.*

- diversity
- ethics
- relevance
- entrepreneurship
- quality**
- care
- partnerships
- professionalism



Faculty of Management Sciences
Department of Management and Entrepreneurship
National Diploma: Administrative Management (Financial)

