



## 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

Information manager, administrative service manager, telecommunication manager, work study analyst, data processing manager, word processing manager, record and mailing manager, reprographic supervisor, micro-graphic supervisor, assets manager, cost and budgeting administrator, personnel manager and training assistant

## Subjects

### *First year*

Administrative Management  
 Business Management  
 Personnel Management  
 Economics  
 Communication

### *Second year*

Administrative Management  
 Business Management  
 Personnel Management

Organisational Effectiveness  
 End-User Computing

### *Third year*

Administrative Management  
 Administrative Practice  
 Organisational Effectiveness  
 Costing and Estimating  
 Business Management or Personnel Management

## Enquiries

*Department of Management and Entrepreneurship*  
 Tel. 012 382 5551

## Website

[www.tut.ac.za](http://www.tut.ac.za) (Faculty of Management Sciences)

## Postal address

The Registrar  
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 Private Bag X680  
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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 (General)**



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