



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).

Programme outcomes

- Performing administrative tasks in an administrative office.
- Knowing the broad economic environment and the role of all sectors.
- Applying the fundamentals of computer nomenclature and desktop software, particularly with respect to personal computer hardware and software and the world-wide web.
- Managing information, social issues and legal requirements in an enterprise.
- Managing resources for the effective and efficient achievements of enterprise goals.
- Managing the process of transforming inputs and outputs.
- Managing and developing people to contribute constructively to the achievement of the goals of the enterprise.
- Initiating and managing change to support growth and survival in a dynamic environment.
- Training and supervising culturally diverse administrative staff.
- Applying the principles within the enterprise.
- Ensuring organisational effectiveness within the enterprise.

- Developing a holistic overview and understanding of the establishment and functioning of an enterprise.
- Applying the principles of business communication within the workplace.

Career opportunities

Positions at supervisory or first-line management level.

Subjects

First year

Administrative Management
Economics
Financial Accounting
Management
Communication: Business Administration

Second year

End-User Computing
Marketing
Management
Plus one of the following subjects:
Administrative Management
Financial Management

Third year

Management
Mercantile Law
Marketing
Plus one of the following subjects:
Administrative Management
Financial Management



Further studies after the completion of the National Diploma

This course is offered up to B Tech level.

Enquiries

Department of Management and Entrepreneurship

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Website

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diversity
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Faculty of Management Sciences
Department of Management and Entrepreneurship
National Diploma: Management



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of Technology**
We empower people