



## Admission requirements

### Minimum academic requirements

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

Subjects	Minimum Score
Specific requirements:	
• English (first or additional language)	3
• Mathematics or Mathematical Literacy	3
Additional subjects:	
Any other four (20 credit) subjects *	4 x 3
Total APS Score	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.

## Assessment procedure

- Applications will be assessed against all the admission requirements.
- Applicants with a final APS score of 22 and more, according to the formula, will be accepted and receive a letter to confirm their admission. Acceptance is subjected 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.

## Duration

Three years full-time (day classes only)

## Experiential learning

Experiential learning for at least nine weeks is a prerequisite for this diploma to be awarded. Learners have to arrange this themselves, but the institution will monitor the experiential learning in order to grant recognition.

## Career description

With this diploma, you could embark on the following careers: Secretary, personal assistant, administrative manager (of an office); any administrative post your qualification is applicable to; personal assistant to the manager; information systems or computer operator; data processing; assistant in a personnel department; assistant in the accountancy section of an enterprise; assistant in the legal side of a concern or in a legal firm, etc.

## Career opportunities

Office manager, personal assistant to the manager, secretary, supervisor of secretarial and administrative duties.

## Subjects

### First year

Business Administration I  
Information Administration I  
Communication I  
Plus one of the following:  
Personnel Management I  
Mercantile Law I

Financial Accounting I\*

\*This subject is a prerequisite for Business Administration IV

### Second year

Business Administration II  
Information Administration II  
Communication II  
Plus one of the following not taken before:  
Personnel Management I, II  
Legal Practice I, II  
Mercantile Law I, II  
Financial Accounting I, II

### Third year

Business Administration III  
Information Administration III  
Plus two of the following not taken before:  
Personnel Management I, II  
Mercantile Law I, II  
Legal Practice I, II  
Financial Accounting I, II

**Note:** In addition to the compulsory subjects, at least one optional subject has to be taken up to Level II (Personnel Management II or Mercantile Law II or Legal Practice II or Financial Accounting II).

A total of at least twelve subjects must be offered for the diploma.

## Studies after the completion of the National Diploma

After the completion of the National Diploma, you can continue your studies up to master's degree level.



**Enquiries**

*Department of Office Management and Technology*  
Pretorial Campus: Tel. 012 382 5560  
Polokwane Campus: Tel. 015 287 0721  
eMalahleni Campus: Tel. 013 653 3154

**Website**

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

**Postal address**

The Registrar  
Tshwane University of Technology  
Private Bag X680  
PRETORIA  
0001

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**Faculty of Management Sciences**  
*Department of Office Management and Technology*  
**National Diploma: Office Management and Technology**

