

NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: FINANCIAL

Qualification code: NDAF98 - NQF Level 6

Campus where offered: Pretoria Campus

Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 or thereafter, 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 Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.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 with an E symbol at Higher Grade or a D symbol at Standard Grade for English.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

Admission is subject to selection.

• **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 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):

Mathematics and commercial subjects.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **22**.

Assessment procedures:

Applicants with a final APS of 22 and more will be admitted to the programme.

• **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 Point Score (APS) of at least **27**.



- b. *Minimum duration:*
Three years.
- c. *Presentation:*
Day classes.
- d. *Intake for the qualification:*
January only.
- e. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- f. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

Key to asterisks:

- * Information does not correspond to information in Report 151.
(Deviations approved by the Senate in August 2010.)

CURRICULUM

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM100T	Administrative Management I	(0,200)	
BMN120T	Business Management I	(0,200)	
COM150T	Communication I	(0,200)	
TPC100T	The Personnel Function	(0,200)	

FIRST SEMESTER

FAC11AT	Financial Accounting IA	(0,100)	
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SECOND SEMESTER

FAC11BT	Financial Accounting IB	(0,100)	
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM200T	Administrative Management II	(0,200)	Administrative Management I
QTQ100T	Quantitative Techniques I	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
FAC22AT	Financial Accounting IIA	(0,100)	Financial Accounting IA Financial Accounting IB
FMN21AT	Financial Management IIA	(0,100)	Financial Accounting IA Financial Accounting IB



SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
FAC22BT	Financial Accounting IIB	(0,100)	Financial Accounting IA Financial Accounting IB
FMN21BT	Financial Management IIB	(0,100)	Financial Accounting IA Financial Accounting IB

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ADM310T	Administrative Management III	(0,200)	Administrative Management II
OEF150T	Organisational Effectiveness I	(0,200)	

FIRST SEMESTER

EXP3AAT	Work-Integrated Learning* (offered in the first or second semester)	(0,200)	Administrative Management II Financial Management IIA Financial Management IIB
EXP3AAR	Work-Integrated Learning* (re-registration) (offered in the first or second semester)	(0,000)	
FMN30AT	Financial Management IIIA	(0,100)	Financial Management IIA Financial Management IIB
TAX10AT	Taxation IA	(0,100)	Financial Accounting IA Financial Accounting IB

SECOND SEMESTER

FMN30BT	Financial Management IIIB	(0,100)	Financial Management IIA Financial Management IIB
TAX10BT	Taxation IB	(0,100)	Financial Accounting IA Financial Accounting IB

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**

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

SUBJECT/MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject/module. On 13 September 2017, the syllabus content was defined as follows:

A

ADMINISTRATIVE MANAGEMENT I (ADM100T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

The role of administrative management. Organisation and structures. Management of the office and communication in the office. Office systems and procedures. Location and layout of the office. The office environment. Equipment and furniture. (Total tuition time: not available)

ADMINISTRATIVE MANAGEMENT II (ADM200T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Management and Entrepreneurship)

Management of information. Written communication. Micro- and reprographics. Telecommunication and electronic systems. Meetings and procedures. (Total tuition time: not available)



ADMINISTRATIVE MANAGEMENT III (ADM310T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Training, motivation and supervision of administrative staff. Cultural differences. Coordination. Problem-solving and time management. Quality and cost control. (Total tuition time: not available)

B**BUSINESS MANAGEMENT I (BMN120T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

A focus on the different management functions of business organisations in the South African environment. It describes how managers should manage resources and activities in such a way that organisations can operate as profitably as possible. (Total tuition time: not available)

C**COMMUNICATION I (COM150T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Developing basic communication skills through the four basic skills in language learning and usage. Communication theory, verbal and non-verbal communication, presentation skills, report writing, meetings and interviews. (Total tuition time: ± 90 hours)

E**END-USER COMPUTING IA (EUC10AT)****CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 40 hours)

END-USER COMPUTING IB (EUC10BT)**CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire practical skills as end-users in MS Office Suite applications (MS Excel Intermediate and MS Access Essentials), graphic design and dealing with the Internet, networks and how to search for information. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 30 hours)

F**FINANCIAL ACCOUNTING IA (FAC11AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The basic introductory elements of accounting, the application of Generally Accepted Accounting Practice (GAAP) in the business world, constructive interpretation and application of accounting information. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IB (FAC11BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The principles of Generally Accepted Accounting Practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IIA (FAC22AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The accounting approach to transactions, financial statements and disclosure in respect of Companies, Incomplete records, revenue, property plant and equipment. Events after statement of financial position and inventories. (Total tuition time: ± 60 hours)

FINANCIAL ACCOUNTING IIB (FAC22BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The accounting treatment of Group statements and Statement of Cash flow according to IFRS standards. Branch accounting. Recording of taxation (deferred) according to IFRS standards. Foreign exchange. Earnings per share. Analysis and interpretation of financial statements. (Total tuition time: ± 60 hours)



FINANCIAL MANAGEMENT IIA (FMN21AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Introduction to financial management, financial statement analysis, introduction to time-value of money, introduction to risk and return for stand-alone financial assets. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIB (FMN21BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Cash management, advanced time-value of money, leverage and capital structure, cash flow determination. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIIA (FMN30AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Cash management, advanced time-value of money, introduction to fixed interest securities, introduction to portfolio risk. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIIB (FMN30BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Determining the cost of capital, capital budgeting techniques, security valuation, dividend policy. (Total tuition time: not available)

O**ORGANISATIONAL EFFECTIVENESS I (OEF150T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Operations Management)**

An introduction to the concepts of productivity and work study is given as well as why work study is a valuable tool to management. Method study is presented in detail according to the SREDEDIM steps. Various methods of recording information are discussed and practiced via case studies. The questioning technique is used to design the proposed procedure and workplace layout. After the proposed procedure and workplace layout is designed, time studies, as one of the work quantification techniques, are taught to enable the student to measure the time for the proposed procedure. The student is taught to determine a standard time for procedures and processes. This enables the student to determine savings in terms of time and cost. (Total tuition time: ± 96 hours)

Q**QUANTITATIVE TECHNIQUES I (QTQ100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Mathematics and Statistics)**

Introduction to statistics and sampling methods, organisation and description of data using tables and graphs, measures of location and dispersion, basic probability, probability distributions (binomial, poisson, normal), Introduction to sampling distributions (means and proportions), confidence intervals, hypothesis testing, Chi-squared tests, regression and correlation analysis, time series analysis, index numbers, elementary interest calculations. (Total tuition time: ± 100 hours)

T**TAXATION IA (TAX10AT)****1 X 3-HOUR PAPER****TAXATION IB (TAX10BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

A thorough study of the current Tax and its practical application, especially in respect of companies, individuals and partnerships. (Total tuition time: ± 45 hours)

THE PERSONNEL FUNCTION (TPC100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

Introduction to human behaviour. Introduction to human resource management. Job evaluation, human resource planning and recruitment, selection and induction. Individual and organisational development. Performance management. Compensation, integration, maintenance, retirement. (Total tuition time: ± 96 hours)



W

WORK-INTEGRATED LEARNING (EXP3AAT/R)

WORK-INTEGRATED LEARNING

(Subject custodian: Department of Management and Entrepreneurship)

Two months' work-integrated learning. The University will assist students in securing placements for work-integrated learning, but cannot guarantee such placements. (Total tuition time: not available)

