

NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: GENERAL

Qualification code: NDAG98 - NQF Level 3

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 Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.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):

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):

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 asterisk:

- * 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)	
PRM110T	Personnel Management I	(0,200)	

FIRST SEMESTER

ECN12AT	Economics IA	(0,100)	
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SECOND SEMESTER

ECN12BT	Economics 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
BMN230T	Business Management II	(0,200)	Business Management I
DEF150T	Organisational Effectiveness I	(0,200)	
PRM210T	Personnel Management II	(0,200)	Personnel Management I

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
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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
CAE100T	Costing and Estimating	(0,200)	
DEF240T	Organisational Effectiveness II	(0,200)	Organisational Effectiveness I

plus one of the following subjects:

BMN330T	Business Management III	(0,200)	Business Management II
PRM310T	Personnel Management III	(0,200)	Personnel Management II

FIRST OR SECOND SEMESTER

EXP3AAT	Work-Integrated Learning*	(0,200)	Administrative Management II Business Management II Organisational Effectiveness I
EXP3AAR	Work-Integrated Learning* (re-registration)	(0,000)	
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)



BUSINESS MANAGEMENT II (BMN230T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

The financial and operations functions are dealt with comprehensively. Financial Management offers students insight into finance theory and practice with emphasis on financial decision making which will increase the value of the business organisation. Financing decisions of investment, financing and working capital management are dealt with. Operations management gives an overview of the activities of the operations function in the manufacturing and services sectors. (Total tuition time: ± 60 hours)

BUSINESS MANAGEMENT III (BMN330T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Students acquire a basic knowledge of the principles of marketing management and in-depth study of general management. (Total tuition time: ± 60 hours)

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)

COSTING AND ESTIMATING (CAE100T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

The basic methods and some selected techniques of cost accounting for application in the business environment. Cost elements, material costs, labour costs and overheads, job costing and manufacturing statements. The basic methods to calculate the profitability of a manufacturing concern, depreciation of assets, process costing, standard costing, cost-volume-profit analysis and budgets. (Total tuition time: not available)

E**ECONOMICS IA (ECN12AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Insight into the principles and applications of microeconomics. The core content for this subject includes the problem of scarcity, choice, elasticity, utility and demand, efficiency and equity, production and costs, price determination under different market structures: perfect competition, imperfect competition as well as monopoly. Basic calculus and algebra are introduced. (Total tuition time: ± 40 hours)

ECONOMICS IB (ECN12BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

Insight into the principles and applications of macroeconomics. The core content for this subject includes measuring macroeconomic performance, simple Keynesian model, money and banking, fiscal and monetary policy, exchange rates and the balance of payments and introduction to international trade. (Total tuition time: ± 40 hours)

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)



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)

ORGANISATIONAL EFFECTIVENESS II (OEF240T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Operations Management)**

Work quantification techniques such as activity sampling, predetermined motion time systems, standard data, and self-recording techniques form part of this subject. Productivity improvement, the implementation of Incentive schemes and planning and control is discussed. The student will be able to calculate different performance ratios and the Objective Matrix as a tool to improve performance is highlighted (Total tuition time: ± 96 hours)

P**PERSONNEL MANAGEMENT I (PRM110T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

A broad frame of reference regarding psychological aspects of individual behaviour and social processes. An introduction to the responsibilities and realities of a career in personnel management. An introduction to the aspects that will be studied in depth in Personnel Management II and III, Management of Training and Labour Relations. A synopsis of all the functions of personnel management. (Total tuition time: ± 96 hours)

PERSONNEL MANAGEMENT II (PRM210T)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection, are studied and applied in practice, based on practical liaison, assignment, case studies and role-playing. The maintenance phase of personnel management to promote job satisfaction. Aspects, such as induction, merit and remuneration management, are studied. Practical experience in these skills is obtained through practical liaison, assignments, case studies and role-playing. (Total tuition time: ± 96 hours)

PERSONNEL MANAGEMENT III (PRM310T)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

The dynamic factors in personnel management, the development of and an introduction to the personnel managers' role in a business. Insight into specific functions in order to understand other functions. Basic interpersonal and intrapersonal skills required to be a successful personnel manager. Proficiency in measuring and controlling labour turnover and absenteeism, basic interpersonal and intrapersonal skills required to succeed as a personnel manager or practitioner. (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)

