

ADVANCED DIPLOMA IN ADMINISTRATIVE INFORMATION MANAGEMENT

Qualification code: ADIM19 - NQF Level 7 (120 credits)

SAQA ID: 99751, CHE NUMBER: H/H16/E039CAN

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
A National Diploma: Office Management and Technology, **or** a Diploma in Administrative Information Management, **or** an equivalent qualification at NQF Level 6 with minimum of 360 credits.
- b. *Selection criteria:*
Admission is subject to selection.
- c. *Minimum duration:*
One year.
- d. *Presentation:*
Evening classes.
- e. *Intake for the qualification:*
January only.
- f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- g. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- h. *Module credits:*
Module credits are shown in brackets after each module.

CURRICULUM

YEAR MODULES

CODE	MODULE	NQF-L	CREDIT
BAD107V	Business Administration IV	(7)	(30)
EDY107V	Employee Dynamics	(7)	(30)
IFA107V	Information Administration IV	(7)	(30)
RAI107V	Research Methodology	(7)	(30)
TOTAL CREDITS FOR THE QUALIFICATION:			120



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 module. On 12 September 2018, the syllabus content was defined as follows:

B

BUSINESS ADMINISTRATION IV (BAD107V)

1 X 3-HOUR PAPER

(Module custodian: Department of Business and Information Management Services)

Introduction to strategic management. Environmental considerations (external and internal analysis). Analysis of strategic initiatives. Corporate strategies pursued by organisations. Implementing strategies through marketing, financial statements, research and development as well as MIS issues. Knowledge on strategic reviews, the evaluation and control thereof. Essential concepts of financial management. Analysis of financial statements. Knowledge of working capital and its components as well as asset management. Time value of money and investment decisions. Risk, return and break even analysis. (Total tuition time: ± 90 hours)

E

EMPLOYEE DYNAMICS (EDY107V)

1 X 4-HOUR PAPER

(Module custodian: Department of Business and Information Management Services)

Introduction to employee dynamics. Ethical behaviour in organisations. Management of diversity. Management of individual, group and organisational effectiveness. Management of communication and motivational behaviour: a practical approach. Leadership behaviour and change in the organisation. Foundations of organisational structure and technology. (Total tuition time: not available)

I

INFORMATION ADMINISTRATION IV (IFA107V)

CONTINUOUS ASSESSMENT

(Module custodian: Department of Business and Information Management Services)

PRACTICAL: Advanced portable document formatting. Utilise various enterprise collaboration management systems with regard to data and document management. Create workflows in enterprise information. Design, create and manage corporate web-sites in real business case scenarios. **THEORY:** Demonstrate sound information and cloud security competencies in respect of data infrastructure, virtualisation and document management. Corporate and Information Technology governance. (Total tuition time: ± 90 hours)

R

RESEARCH METHODOLOGY (RAI107V)

1 X 3-HOUR PAPER

(Module custodian: Department of Business and Information Management Services)

Introduction to scientific research. Literature review management. Research design and approaches, how to identify and link them with suitable research studies. Ethical research principles. Develop a research plan. (Total tuition time: ± 90 hours)

