

DIPLOMA IN ADMINISTRATIVE INFORMATION MANAGEMENT

Qualification code: DPIM19 - NQF Level 6 (360 credits)

SAQA ID: 100966, CHE NUMBER: H16/15342/HEQSF

Campus where offered:

Pretoria, eMalahleni and Polokwane campuses

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 a D symbol at Higher Grade or a C symbol at Standard Grade for English.

Selection criteria:

Selection is based on Senior Certificate or N3 results and subjects. If necessary, a TUT potential assessment will be done.

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

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **19**.

Assessment procedures:

Applicants with a final APS of 22 and more will be admitted to the programme. Applicants with a score of 19 to 21 will be required to do the TUT potential assessment.

• **FOR APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

Admission requirement(s):

A National Certificate (Vocational) with a bachelor's degree or a diploma endorsement, 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: accounting, computer science, economics, finance, hospitality, information technology, management, marketing, office administration or tourism.

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. Block-mode classes are offered on Saturdays at Pretoria Campus to students who have relevant work experience in an administrative environment.



- 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. *WIL in Administrative Information Management:*
See Chapter 5 of Students' Rules and Regulations.
- h. *Module credits:*
Module credits are shown in brackets after each module.

CURRICULUM

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
BAD105D	Business Administration I	(5)	(24)	
CAP105X	Communication for Academic Purposes	(5)	(10)	
CPL105X	Computer Literacy	(5)	(10)	
HRM105D	Human Resource Management I	(5)	(24)	
IFA105D	Information Administration I	(5)	(24)	
INI125D	Information Literacy I (block module)	(5)	(2)	
LF1125X	Life Skills I (block module)	(5)	(2)	
LPR105D	Legal Practice I	(5)	(24)	
TOTAL CREDITS FOR THE FIRST YEAR:			120	

SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
BAD206D	Business Administration II	(6)	(24)	Business Administration I
COP206X	Communication for Occupational Purposes	(6)	(8)	Communication for Academic Purposes
IFA206D	Information Administration II	(6)	(24)	Information Administration I
MIT206D	Management Information Technology II	(6)	(16)	Information Administration I

plus two of the following modules (Financial Accounting IA and IB counts as one module):

FAA115D	Financial Accounting IA (first-semester module)	(5)	(12)	
FAB115D	Financial Accounting IB (second-semester module)	(5)	(12)	
LPR206D	Legal Practice II	(6)	(24)	Legal Practice I
HRM206D	Human Resource Management II	(6)	(24)	Human Resource Management I
MLW205D	Mercantile Law I	(5)	(24)	
TOTAL CREDITS FOR THE SECOND YEAR:			120	



THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
FIRST OR SECOND SEMESTER				
BAD316D	Business Administration III	(6)	(24)	Business Administration II
IAX316D	WIL in Administrative Information Management (offered in the second semester)	(6)	(60)	
IFA316D	Information Administration III	(6)	(24)	Information Administration II
MIT316D	Management Information Technology III	(6)	(12)	Management Information Technology II
TOTAL CREDITS FOR THE THIRD YEAR:			120	
TOTAL CREDITS FOR THE QUALIFICATION:			360	

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 I (BAD105D) 1 X 3-HOUR PAPER *(Module custodian: Department of Business and Information Management Services)*

Orientation into the business environment: economic principles, business sectors, forms of business ownership, financing and banking, insurance, local and international trade; the administrative office environment: administrator's duties, traits and attributes, effective use of time, front office duties, records and information management, meetings and events. Elementary accounting principles as applied in the office. (Total tuition time: ± 90 hours)

BUSINESS ADMINISTRATION II (BAD206D) 1 X 3-HOUR PAPER *(Module custodian: Department of Business and Information Management Services)*

Functions of the administrative and information management field. Principles of office organisation. Leading, motivation and supervision of office employees. Control activities in the office environment and organisations. Knowledge on application of administrative and management tasks in organising events and travelling arrangements. (Total tuition time: ± 90 hours)

BUSINESS ADMINISTRATION III (BAD316D) 1 X 3-HOUR PAPER *(Module custodian: Department of Business and Information Management Services)*

Professional ethics including ethical behaviour, ethical methods of reasoning, ethical decision making as well as ethical issues in the working environment. Manage diversity in an organisation. Entrepreneurial concepts including nature and development of entrepreneurship, entrepreneurial processes, business plan, resource requirements and legal aspects of entrepreneurship. (Total tuition time: ± 90 hours)

C

COMMUNICATION FOR ACADEMIC PURPOSES (CAP105X) 1 X 3-HOUR PAPER *(Module custodian: Department of Applied Languages)*

A workable knowledge of English is an essential skill for any graduate who is required to conduct themselves successfully in a professional working environment. This module will equip students with the competencies required to compose a selection of written texts related to communicating both internally and externally within a professional environment. In addition, the module includes strategies that are essential for the effective communication in various situations, including small groups to avoid unproductive conflict, a multicultural context, etc. (Total tuition time: not available)



COMMUNICATION FOR OCCUPATIONAL PURPOSES (COP206X)**1 X 3-HOUR PAPER****(Module custodian: Department of Applied Languages)**

The module is designed to provide students with the skills necessary to engage meaningfully with English in both academic and professional environments. It aims to develop the students' note taking and reading skills, as well as writing skills by exposing them to a selection of written texts related to a specific field of study. On completion, students will have an understanding of the writing process and be able to plan, draft, revise and edit work for clarity, coherence, style and appropriateness. (Total tuition time: not available)

COMPUTER LITERACY (CPL105X)**CONTINUOUS ASSESSMENT****(Module custodian: End User Computing Unit)**

Students have to acquire foundational knowledge in computing fundamentals, essential digital skills in key applications based on MS Office Suite and network basics (i.e. MS Outlook and Internet). Students will do online exams that are mapped with SAQA. (Total tuition time: not available)

F**FINANCIAL ACCOUNTING IA (FAA115D)****1 X 3-HOUR PAPER****(Module 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 (FAB115D)**1 X 3-HOUR PAPER****(Module 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)

H**HUMAN RESOURCE MANAGEMENT I (HRM105D)****1 X 3-HOUR PAPER****(Module custodian: Department of People Management and Development)**

A broad frame of reference regarding basic psychology and social perception that can be understood in the workplace, that include themes such as individual differences, human abilities, personality, frustration, conflict, stress, perception, learning, memory, attitudes, social perception, role theory and group dynamics. Students are introduced to the role of Human Resource Management that forms the basis for the second year level of this module. (Total tuition time: ± 90 hours)

HUMAN RESOURCE MANAGEMENT II (HRM206D)**1 X 3-HOUR PAPER****(Module custodian: Department of People Management and Development)**

The purpose of this module is to equip students with the applied competence to operate within a Human Resources Management environment. students will acquire specific skills and knowledge in the following areas: Job design and job analysis, Recruitment and selection, Employee on-boarding, motivation and retention, Career management, Performance management and appraisal and managing compensation and benefits (Total tuition time: ± 90 hours)

I**INFORMATION ADMINISTRATION I (IFA105D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Business and Information Management Services)**

Practical component containing keyboarding and speech recognition. Basic operating systems, intermediate word, data processing and presentation skills at productivity rate. Theory component comprises of business information systems. (Total tuition time: ± 240 hours)

INFORMATION ADMINISTRATION II (IFA206D)**CONTINUOUS ASSESSMENT****(Module custodian: Department of Business and Information Management Services)**

Practical component involving desktop publishing, advanced word processing and spreadsheet skills. Communications and collaboration application skills. Practical skills executed at productivity rate. (Total tuition time: ± 240 hours)



INFORMATION ADMINISTRATION III (IFA316D)**CONTINUOUS ASSESSMENT****(Module custodian: Department of Business and Information Management Services)**

Practical component involving database and project management skills. Share knowledge and documents using enterprise collaboration systems via the Cloud. Practical skills executed at productivity rate. (Total tuition time: ± 120 hours)

INFORMATION LITERACY I (INI125D)**CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Library and Information Services)**

Introduction of information literacy. Development of a search strategy and application of a search string to search engines and academic databases. Evaluation of information sources. Ethical and legal use of information. (Total tuition time: not available)

L**LEGAL PRACTICE I (LPR105D)****1 X 3-HOUR PAPER****(Module custodian: Department of Law)**

Full out-setting of all the Courts jurisdictions. Civil litigation process with all relevant documentation involved. Debt collection process and specific sequence of documents issued. Deceased estates and compulsory documents to be handed to Master of the High Court. Explanation of the conveyancing process together with documents to be submitted to deeds office. (Total tuition time: not available)

LEGAL PRACTICE II (LPR206D)**1 X 3-HOUR PAPER****(Module custodian: Department of Law)**

Administration of Deceased Estates: General concepts used in the administration of deceased estates, intestate succession, testate succession, functions of the Master of the High Court, the executor's appointment, preliminary tasks and functions after receipt of letters of executorship, drafting liquidation and distribution accounts. Conveyancing: General concepts used in conveyancing practice, parties involved in preparing and registering deeds, general requirements for preparing and lodging deeds, the procedure for registering deeds, drafting powers of attorney to pass transfer, drafting general deeds of transfer. (Total tuition time: not available)

LIFE SKILLS I (LFI125X)**CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Student Development and Support)**

Academic, personal and socioemotional skills development for students in higher education. Personal and social dimensions address: effective planning and self-management (goal setting and time management); Adjusting to university life (student life, diversity and change); Intra- and interpersonal skills development (conflict management, self-esteem, relationship management); Effective living (healthy living, HIV education, substance abuse); Academic dimension addresses: academic skills for university (e.g. critical thinking, creativity, managing assignments and assessments). (Total tuition time: not available)

M**MANAGEMENT INFORMATION TECHNOLOGY II (MIT206D)****CONTINUOUS ASSESSMENT****(Module custodian: Department of Business and Information Management Services)**

Theory of management information systems within the working environment. Prominent social media platforms and the practice of Internet research. Cloud computing as a means of storing and accessing data. (Total tuition time: ± 160 hours)

MANAGEMENT INFORMATION TECHNOLOGY III (MIT316D)**CONTINUOUS ASSESSMENT****(Module custodian: Department of Business and Information Management Services)**

Theory of management information systems in the business environment. (Total tuition time: ± 60 hours)

MERCANTILE LAW I (MLW205D)**1 X 3-HOUR PAPER****(Module custodian: Department of Law)**

Principles of the law of contracts. Specific contracts: contract of sale, lease agreement, insurance contracts, employment contracts, commercial contracts (agency and surety). The National Credit Act, 2005 (Act No. 34 of 2005) and Consumer Protection Act, 2008 (Act No. 68 of 2008). (Total tuition time: not available)



W

WIL IN ADMINISTRATIVE INFORMATION MANAGEMENT (IAX316D) WORK-INTEGRATED LEARNING (Module custodian: Department of Business and Information Management Services)

Practical application in a work situation in order to demonstrate and apply knowledge and skills in collaboration and teamwork. To comprehend verbal, written and data communication principles. Demonstrate the ability to be creative, innovative and to do critical thinking and problem-solving. Ability to take initiative and perform self-management. Execute information management. Understand workplace culture, etiquette and practices. Execute technical, application and work skills. (Total tuition time: 6 months)

