

# NATIONAL DIPLOMA: ADMINISTRATIVE MANAGEMENT: GENERAL

Qualification code: NDAG98 - NQF Level 6

Campus where offered: Pretoria Campus (day classes)

Last year of new intake: 2018

Teach-out (phase-out) date: 31 December 2023

Students registered for this qualification should complete their studies according to the teach-out date prescribed for the qualification, subject to the stipulations of Regulation 3.1.11 and 3.1.13 in the Students' Rules and Regulations.

Information on phased-out programmes can be obtained from the TUT website, [www.tut.ac.za](http://www.tut.ac.za).

Key to asterisks:

\* Information does not correspond to information in Report 151.

(Deviations approved by the Senate in August 2010.)

## CURRICULUM

Consult the 2018 Faculty Prospectus for the full contents of the qualification.

### 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)

#### SECOND SEMESTER

ECN12BT Economics IB (0,100)

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
OEF150T	Organisational Effectiveness I	(0,200)	
PRM210T	Personnel Management II	(0,200)	Personnel Management I

#### FIRST SEMESTER

EUC10AT End-User Computing IA (0,100)

#### SECOND SEMESTER

EUC10BT End-User Computing IB (0,100)

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:		<b>1,000</b>	
TOTAL CREDITS FOR THE QUALIFICATION:		<b>3,000</b>	

### SUBJECT 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. On 12 September 2018, 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 module/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 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 subject. (Total tuition time: ± 90 hours)

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

The purpose of this subject/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)

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

The dynamic factors in Human Resources Management require assessment outcomes on organisational behaviour, organisational culture and socialisation, mentorship, globalisation as an economic and business activity, performance management, motivation in an organisation, group and team behaviour, stress in the workplace, structure and design of organisations, fundamentals of leadership, communication processes, decisions making, competency-based frameworks, diversity, technology in the HR environment, managing organisational change and learning and ethics in the workplace. (Total tuition time: ± 90 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)

