

POSTGRADUATE DIPLOMA IN ADMINISTRATIVE INFORMATION MANAGEMENT

Qualification code: PDIM19 - NQF Level 8 (120 credits)

SAQA ID: 101344, CHE NUMBER: H/H16/E046CAN

Campus where offered: Pretoria Campus

REMARKS

- a. *Admission requirement(s):*
An Advanced Diploma in Administrative Information Management, **or** a Bachelor's Degree in Administrative Information Management, **or** a Baccalaureus Technologiae: Office Management and Technology, **or** an equivalent qualification at NQF Level 7.
- Holders of any other equivalent South African or international qualification may also be considered, see Chapter 1 of Students' Rules and Regulations.
- b. *Selection criteria:*
Admission is subject to selection. All applicants received by the published due date will be evaluated and ranked according to the previous related qualification obtained. Only the top performing applicants will be selected as per Departmental Student Enrolment Plan (SEP). Selection will be done in January and results will be published on departmental notice boards and communicated to applicants per e-mail.
- c. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- d. *Intake for the qualification:*
January only.
- e. *Minimum duration:*
One year.
- f. *Presentation:*
Evening classes.
- g. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.

CURRICULUM

YEAR MODULES

CODE	MODULE	NQF-L	CREDIT
BAD108G	Business Administration V	(8)	(30)
CEP108G	Corporate Entrepreneurship	(8)	(30)
IFA108G	Information Administration V	(8)	(30)
RAI108G	Advanced Research Methodology	(8)	(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 18 October 2019, the syllabus content was defined as follows:

A

ADVANCED RESEARCH METHODOLOGY (RAI108G) CONTINUOUS ASSESSMENT **(Module custodian: Department of Business and Information Management Services)**

Identify and formulate research idea and problem. Conduct a literature review. Select a research approach and develop an appropriate research design. Plan the research methods. Gain access and research ethics. Piloting data collection instrument. Data analysis techniques. Outline of the research report. Prepare defendable research proposal. Present and communicate a final draft of a research proposal to a range of audiences. (Total tuition time: ± 120 hours)

B

BUSINESS ADMINISTRATION V (BAD108G) 1 X 4-HOUR PAPER (OPEN BOOK) **(Module custodian: Department of Business and Information Management Services)**

Strategic administration of operations, information and finance. Strategic administration of Human Resources. Governance, leadership and motivation. (Total tuition time: ± 60 hours)

C

CORPORATE ENTREPRENEURSHIP (CEP108G) 1 X 4-HOUR PAPER (OPEN BOOK) **(Module custodian: Department of Business and Information Management Services)**

Nature of corporate entrepreneurship. Corporate strategy and innovation development. Designing entrepreneurial organisations. Sustain corporate entrepreneurship. (Total tuition time: ± 60 hours)

I

INFORMATION ADMINISTRATION V (IFA108G) CONTINUOUS ASSESSMENT **(Module custodian: Department of Business and Information Management Services)**

Enterprise information and collaboration management systems. Corporate and IT governance. (Total tuition time: ± 120 hours)

