

DIPLOMA IN ADMINISTRATIVE MANAGEMENT

Qualification code: DPAM19 - NQF Level 6 (360 credits)

SAQA ID: 100959, CHE NUMBER: H16/14311/HEQSF

Campus where offered:

Pretoria and Polokwane campuses

REMARKS

a. *Admission requirement(s) and selection criteria:*

Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP). Once a programme is full, a waiting list will be in place to provide an opportunity for applicants to fill places of those who did not register on time. Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, www.tut.ac.za.

• **APPLICANTS WITH A SENIOR CERTIFICATE OBTAINED 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):

Mathematics and Commercial subjects.

Selection criteria:

Selection is based on a departmental selection and a TUT potential assessment.

Symbol values: A = 10, B = 8, C = 6, D = 4, E = 2, F = 1.

The following formula will be used in the selection process:

1. Group 1 subjects: Accounting, Business Economics, Economics, English, Mathematics and Physical Science (weight: HG = 10, SG = 6, LG = 3).
 2. Group 2 subjects: All other subjects (weight: HG = 3, SG = 2, LG = 1).
- Multiply the value with the weight and add to get the total. A maximum of six subjects will be taken into consideration.
 - Preference will be given to accredited post-matric qualifications with an average of 65% per subject.
 - The cut-off point is 150. The Head of the Department reserves the right to lower or raise the cut-off point and to accept prospective students after a personal interview.
 - Competency in English is crucial.

• **APPLICANTS WITH A NATIONAL SENIOR CERTIFICATE OBTAINED 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 4 for English (home language or first additional language) and 3 for Mathematics or Technical Mathematics or 4 for Mathematical Literacy, and 3 for Accounting (for students who intent to major in Finance).

Recommended subject(s):

Mathematics and Commercial subjects.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **24** (excluding Life Orientation).



Assessment procedures:

Applicants with a final APS of 24 and more will be admitted to the programme.

- **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 **24** (excluding Life Orientation).

Assessment procedures:

Applicants with a final APS of 24 and more will be admitted to the programme.

- b. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- c. *Intake for the qualification:*
January only.
- d. *Presentation:*
Day classes.
- e. *Minimum duration:*
Three years.
- f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- g. *WIL in Administrative Management:*
A project-based module that takes place at the University. See Chapter 5 of Students' Rules and Regulations.

CURRICULUM

ANY ONE OF THE FOLLOWING OPTIONS MAY BE CHOSEN:

OPTION 1: FINANCE (DPAF19)**FIRST YEAR**

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ADM105D	Administrative Management I	(5)	(24)	
BSM105D	Business Management I	(5)	(24)	
CAP105X	Communication for Academic Purposes	(5)	(10)	
CPL105X	Computer Literacy	(5)	(10)	
FAA115D	Financial Accounting IA (first-semester module)	(5)	(12)	
FAB115D	Financial Accounting IB (second-semester module)	(5)	(12)	
INI125D	Information Literacy I	(5)	(2)	



	(block module)		
LF1125X	Life Skills I (block module)	(5)	(2)
QTS105D	Quantitative Techniques	(5)	(24)
TOTAL CREDITS FOR THE FIRST YEAR:			120

SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ADM206D	Administrative Management II	(6)	(24)	Administrative Management I
BSM206D	Business Management II	(6)	(24)	Business Management I
FAA216D	Financial Accounting IIA (first-semester module)	(6)	(12)	Financial Accounting IA Financial Accounting IB
FAB216D	Financial Accounting IIB (second-semester module)	(6)	(12)	Financial Accounting IA Financial Accounting IB
FMN205D	Financial Management I	(5)	(24)	
IFA105D	Information Administration I	(5)	(24)	
TOTAL CREDITS FOR THE SECOND YEAR:			120	

THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ADM306D	Administrative Management III	(6)	(24)	Administrative Management II
ADX326D	WIL in Administrative Management (second-semester module)	(6)	(24)	
BSM306D	Business Management III	(6)	(24)	Business Management II
FMA316D	Financial Management IIA (first-semester module)	(6)	(12)	Financial Accounting IIA Financial Accounting IIB
FMB316D	Financial Management IIB (second-semester module)	(6)	(12)	Financial Accounting IIA Financial Accounting IIB
TAX306D	Taxation I	(6)	(24)	Financial Accounting IIA Financial Accounting IIB
TOTAL CREDITS FOR THE THIRD YEAR:			120	
TOTAL CREDITS FOR OPTION 1:			360	

OPTION 2: GENERAL (DPAD19)

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ADM105D	Administrative Management I	(5)	(24)	
BSM105D	Business Management I	(5)	(24)	
CAP105X	Communication for Academic Purposes	(5)	(10)	
CPL105X	Computer Literacy	(5)	(10)	
ECN105D	Economics I	(5)	(24)	
HRM105D	Human Resource Management I	(5)	(24)	
INI125D	Information Literacy I (block module)	(5)	(2)	
LF1125X	Life Skills I (block module)	(5)	(2)	
TOTAL CREDITS FOR THE FIRST YEAR:			120	



SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ADM206D	Administrative Management II	(6)	(24)	Administrative Management I
BSM206D	Business Management II	(6)	(24)	Business Management I
HRM206D	Human Resource Management II	(6)	(24)	Human Resource Management I
IFA105D	Information Administration I	(5)	(24)	
OEF105D	Organisational Effectiveness I	(5)	(24)	

TOTAL CREDITS FOR THE SECOND YEAR: **120**

THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ADM306D	Administrative Management III	(6)	(24)	Administrative Management II
ADX326D	WIL in Administrative Management (second-semester module)	(6)	(24)	
BSM306D	Business Management III	(6)	(24)	Business Management II
HRM306D	Human Resource Management III	(6)	(24)	Human Resource Management II
OEF206D	Organisational Effectiveness II	(6)	(24)	Organisational Effectiveness I

TOTAL CREDITS FOR THE THIRD YEAR: **120**

TOTAL CREDITS FOR OPTION 2: **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. At time of publication, the syllabus content was defined as follows:

A

ADMINISTRATIVE MANAGEMENT I (ADM105D) 1 X 3-HOUR PAPER

(Module custodian: Department of Management and Entrepreneurship)

An overview of the skills necessary to manage the information needs of the organisation so that timely, relevant and accurate information can be given to managers at all different levels, enabling them to make meaningful decisions. A number of issues are addressed such as the role of administrative management within an organisation; the basics of communication, the office environment; planning, organising, leading and controlling in the administrative function. (Total tuition time: not available)

ADMINISTRATIVE MANAGEMENT II (ADM206D) 1 X 3-HOUR PAPER

(Module custodian: Department of Management and Entrepreneurship)

In-depth analysis of information and knowledge management in an organisation. A number of issues are addressed such as information systems; information and knowledge management; quality administrative management; cultural diversity and business ethics. (Total tuition time: not available)

ADMINISTRATIVE MANAGEMENT III (ADM306D) 1 X 3-HOUR PAPER

(Module custodian: Department of Management and Entrepreneurship)

In-depth analysis of the role and functions of office employees. A number of issues are addressed such as productivity of office employees; quality and quantity control; selection, development, supervision, motivation and appraisal of office employees; and job analysis and evaluation. (Total tuition time: not available)



B**BUSINESS MANAGEMENT I (BSM105D)****1 X 3-HOUR PAPER***(Module 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 (BSM206D)**1 X 3-HOUR PAPER***(Module 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 (BSM306D)**1 X 3-HOUR PAPER***(Module custodian: Department of Management and Entrepreneurship)*

Students acquire skills to apply management functions, develop a broad understanding of business and management concepts. It relates to theoretical models that can be applied in a workplace such as change management, strategy and diversity management. The marketing management component provides students with advanced knowledge in areas such as applied principles in marketing and research, product development, design of the marketing plan, environmental analysis, creativity and innovation. (Total tuition time: not available)

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)

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)

E**ECONOMICS I (ECN105D)****1 X 3-HOUR PAPER***(Module custodian: Department of Economics)*

Microeconomics: Insights into economic problem, basic theory of demand and supply, elasticity, production, consumer theory, choice and preferences, firm's output and costs as well as perfect competitive market structure. Macroeconomics: Insights into the measurements of Gross Domestic Product and economic growth, unemployment, price level and inflation, business cycle, money, exchange rates and the balance of payments, fiscal policy and monetary policy. (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)

FINANCIAL ACCOUNTING IIA (FAA216D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Accounting)***

The accounting approach to transactions, financial statements and disclosure in respect of Companies, Incomplete records, revenue, property plant and equipment. Events after statement of financial position and inventories. (Total tuition time: ± 60 hours)

FINANCIAL ACCOUNTING IIB (FAB216D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Accounting)***

The accounting treatment of Group statements and Statement of Cash flow according to IFRS standards. Branch accounting. Recording of taxation (deferred) according to IFRS standards. Foreign exchange. Earnings per share. Analysis and interpretation of financial statements. (Total tuition time: ± 60 hours)

FINANCIAL MANAGEMENT I (FMN205D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Finance and Investment)***

The financial environment. Interpretation of financial statements. Time value of money. Risk and return concepts. Current asset and liability management. Leverage and capital structure. Capital budgeting cash flows. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIA (FMA316D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Finance and Investment)***

Introduction to financial management, financial statement analysis, introduction to time-value of money, introduction to risk and return for stand-alone financial assets. (Total tuition time: not available)

FINANCIAL MANAGEMENT IIB (FMB316D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Finance and Investment)***

Current asset management, current liability management, leverage and capital structure, cash flow determination. (Total tuition time: not available)

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)

HUMAN RESOURCE MANAGEMENT III (HRM306D)**1 X 3-HOUR PAPER*****(Module 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, decision 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)



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 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**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)

O**ORGANISATIONAL EFFECTIVENESS I (OEF105D)****1 X 3-HOUR PAPER****(Module 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 (OEF206D)**1 X 3-HOUR PAPER****(Module 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. 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)

Q**QUANTITATIVE TECHNIQUES (QTS105D)****1 X 3-HOUR PAPER****(Module custodian: Department of Mathematics and Statistics)**

Introduction to statistics and sampling methods, organisation and description of data using tables and graphs, measures of location and dispersion, basic probability, probability distributions (binomial, poisson, normal), Introduction to sampling distributions (means and proportions), confidence intervals, hypothesis testing, Chi-squared tests, regression and correlation analysis, time series analysis, index numbers, elementary interest calculations. (Total tuition time: ± 100 hours)



T**TAXATION I (TAX306D)****1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

A study of the current Income Tax Act, 1962 (Act No. 58 of 1962) and its practical applications, especially regarding individuals. The following topics will be addressed, gross income, exempt income, general deductions, special deductions, fringe benefits, retirement benefits, employee's tax and provisional taxes. Students will also learn to calculate VAT and capital allowances and recouplements of companies. (Total tuition time: not available)

W**WIL IN ADMINISTRATIVE MANAGEMENT (ADX326D)****WORK-INTEGRATED LEARNING****(Module custodian: Department of Management and Entrepreneurship)**

Work-integrated learning is a compulsory component of this qualification carried out for a period of three months. This module will make use of project-based learning experiences that integrates academic learning with its application in the workplace. The practice may be real or simulated and can occur either in the workplace, at the university or online. (Total tuition time: not available)

