

DIPLOMA IN ADMINISTRATIVE INFORMATION MANAGEMENT

Dip (Administrative Information Management) - NQF Level 6 (360 credits)

Qualification code: DPIM19

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

Campus where offered: Pretoria, eMalahleni 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 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.

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

Selection criteria:

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

Assessment procedure(s):

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.

• **APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL) AT NQF LEVEL 4:**

Admission requirement(s):

A National Certificate (Vocational) at NQF Level 4 with a bachelor's degree or a diploma endorsement, with at least 50% for English (home language or first additional language), and 40% for Mathematics or Mathematical Literacy, and 40% for Life Orientation (excluded for APS calculation), and 50% for any other three compulsory vocational subjects.

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 **22** (excluding Life Orientation).



Assessment procedure(s):

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.

- 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 Information Management:*
See Chapter 5 of Students' Rules and Regulations.

Key to asterisks:

- * Financial Accounting I is offered as a year module. Students who registered before 2021 and who still need to complete either Financial Accounting IA (FAA115D) or Financial Accounting IB (FAB115D) may register for any of these semester modules in the 2022 academic year, but only with permission from the Head of the Department.

CURRICULUM

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
BAD105D	Business Administration I	(5)	(24)	
CAP105X	Communication for Academic Purposes	(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)	
MIT105D	Computer Literacy	(5)	(10)	
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)	Computer Literacy
plus two of the following modules:				
FAU105D	Financial Accounting I*	(5)	(24)	
HRM206D	Human Resource Management II	(6)	(24)	Human Resource Management I



LPR206D	Legal Practice II	(6)	(24)	Legal Practice 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	(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. At time of publication, 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 notional time: 240 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 notional time: 240 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 notional time: 240 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 notional time: 100 hours)

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 notional time: 80 hours)

COMPUTER LITERACY (MIT105D)**CONTINUOUS ASSESSMENT***(Module custodian: Department of Business and Information Management Services)*

A broad framework of reference regarding digital technology, data, and technology devices. Students will acquire specific skills and knowledge in the following areas: connecting and communicating online, evaluating security, ethics and privacy, computing components, input and output devices, digital storage, operating system management, wired and wireless networks, databases and applications and certification. (Total notional time: 100 hours)

F**FINANCIAL ACCOUNTING I (FAU105D)****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. The principles of Generally Accepted Accounting Practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings. (Total notional time: 240 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 notional time: 240 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 notional time: 240 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 business information systems. (Total notional 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 notional 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 notional 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 notional time: 20 hours)

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 notional time: 240 hours)

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 notional time: 240 hours)

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

Personal, socio-emotional and academic skills development for students in higher education. This module includes 1. Intra- and interpersonal skills (e.g. emotional intelligence, relationships, and conflict management); 2. General study skills (e.g. time management, goal setting, learning styles); 3. Health and wellness (e.g. HIV/AIDS, GBV issues, substance abuse); 4. Student life and adjustment (e.g. identity development, adjusting to a higher education environment); and 5. Financial management. (Total notional time: 20 hours)

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 notional 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 notional time: 120 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 the Consumer Protection Act, 2008 (Act No. 68 of 2008). (Total notional time: 240 hours)

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 notional time: 600 hours)

