

# POSTGRADUATE DIPLOMA IN ADMINISTRATIVE INFORMATION MANAGEMENT

PGDip (Administrative Information Management) - NQF Level 8 (120 credits)

Qualification code: PDIM19

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 Baccalaureus Technologiae: Office Management and Technology, **or** a Bachelor's degree in Administrative Information Management, **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. *Presentation:*  
Evening classes.
- f. *Minimum duration:*  
One year.
- 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:			<b>120</b>



## 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

#### **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 notional time: 300 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 notional time: 300 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 notional time: 300 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 notional time: 300 hours)

