

# ADVANCED DIPLOMA IN ADMINISTRATIVE INFORMATION MANAGEMENT

AdvDip (Administrative Information Management) - NQF Level 7 (120 credits)

**Qualification code: ADIM19**

SAQA ID: 99751, CHE NUMBER: H/H16/E039CAN

Campus where offered: Pretoria, eMalahleni and Polokwane campuses

## REMARKS

- a. *Admission requirement(s):*  
A National Diploma: Office Management and Technology, or a Diploma in Administrative Information Management, or an equivalent qualification at NQF Level 6 a with minimum of 360 credits.
- b. *Selection criteria:*  
Admission is subject to selection. All applicants received by the published due date will be evaluated and ranked according to the average achieved for all third-year modules/subjects. 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
BAD107V	Business Administration IV	(7)	(30)
EDY107V	Employee Dynamics	(7)	(30)
IFA107V	Information Administration IV	(7)	(30)
RAI107V	Research Methodology	(7)	(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. At time of publication, the syllabus content was defined as follows:

### B

#### **BUSINESS ADMINISTRATION IV (BAD107V)**

#### **CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Business and Information Management Services)*

Introduction to strategic management. Environmental considerations (external and internal analysis). Analysis of strategic initiatives. Corporate strategies pursued by organisations. Implementing strategies through marketing, financial statements, research and development as well as MIS issues. Knowledge on strategic reviews, the evaluation and control thereof. Essential concepts of financial management. Analysis of financial statements. Knowledge of working capital and its components as well as asset management. Time value of money and investment decisions. Risk, return and break even analysis. (Total notional time: 300 hours)

### E

#### **EMPLOYEE DYNAMICS (EDY107V)**

#### **CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Business and Information Management Services)*

Introduction to employee dynamics. Ethical behaviour in organisations. Management of diversity. Management of individual, group and organisational effectiveness. Management of communication and motivational behaviour: a practical approach. Leadership behaviour and change in the organisation. Foundations of organisational structure and technology. (Total notional time: 300 hours)

### I

#### **INFORMATION ADMINISTRATION IV (IFA107V)**

#### **CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Business and Information Management Services)*

Practical component involving: Advanced portable document formatting. Utilise various enterprise collaboration management systems with regard to data and document management. Create workflows in enterprise information. Design, create and manage corporate websites in real business case scenarios. Theory component involving: Demonstrate sound information and cloud security competencies in respect of data infrastructure, virtualisation and document management. Corporate and Information Technology governance. (Total notional time: 300 hours)

### R

#### **RESEARCH METHODOLOGY (RAI107V)**

#### **CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Business and Information Management Services)*

The purpose of this module is to introduce students to scientific research skills required to compile a basic research proposal for projects within a field of management sciences. This module lays the foundation for reviewing academic literature, selecting appropriate scientific research designs and methods in adherence to ethical research principles for projects within a field of management sciences. (Total notional time: 300 hours)

