

# ADVANCED DIPLOMA IN ADMINISTRATIVE MANAGEMENT

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

**Qualification code: ADAM19**

SAQA ID: 97937, CHE NUMBER: H/H16/E037CAN

Campus where offered: Pretoria Campus

## REMARKS

- a. *Admission requirement(s):*  
A National Diploma in Administrative Management (Finance or General), **or** a Diploma in Administrative Management, **or** any other equivalent qualification at NQF Level 6 with a minimum of 360 credits. Students who intent to select Financial Management IV as an elective, should have completed a module in the field of finance on NQF Level 6.
- 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
ADM107V	Administrative Management IV	(7)	(30)
PMP107V	Project Management Processes	(7)	(30)
RAM107V	Research Methodology IV	(7)	(30)
<b>plus one of the following electives:</b>			
FMN107V	Financial Management IV	(7)	(30)
STI107V	Strategic Management IV	(7)	(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

#### **ADMINISTRATIVE MANAGEMENT IV (ADM107V)**

**CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Management and Entrepreneurship)*

The specific aspects covered in Administrative Management module, inter alia, include the systems analysis and change, negotiations, collective bargaining and relevant legislation, risk management (security, occupational health matters, and ethical challenges). Introduction to international strategies for enhancing information technology within organisations. (Total notional time: 300 hours)

### F

#### **FINANCIAL MANAGEMENT IV (FMN107V)**

**1 X 3-HOUR PAPER**

*(Module custodian: Department of Finance and Investment)*

Introduction to risk, introduction to time-value of money, introduction to bonds, financial statement analysis, introduction to the sources of capital, capital budgeting techniques, introduction to equity valuation, distribution policy. (Total notional time: 300 hours)

### P

#### **PROJECT MANAGEMENT PROCESSES (PMP107V)**

**CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Operations Management)*

Students acquire the ability to manage a project at a strategic level, with particular reference to skills, such as project planning, implementation assessment, and maintenance. (Total notional time: 300 hours)

### R

#### **RESEARCH METHODOLOGY IV (RAM107V)**

**CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Management and Entrepreneurship)*

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)

### S

#### **STRATEGIC MANAGEMENT IV (ST107V)**

**CONTINUOUS ASSESSMENT**

*(Module custodian: Department of Management and Entrepreneurship)*

Introduction to the strategic management process. Vision and mission statement. The different types of strategies. Strategy selection. Case studies and projects. (Total notional time: 300 hours)

