



FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF MANAGEMENT AND ENTREPRENEURSHIP

**DIPLOMA IN ADMINISTRATIVE MANAGEMENT (FINANCE) or DIPLOMA IN CREDIT MANAGEMENT**

**THE ADMISSION REQUIREMENTS FOR THE TWO PROGRAMMES ARE:**

- Minimum APS of 24 (excluding Life Orientation)
- English (home or first additional language) – 4
- Mathematical Literacy – 4 or Mathematics/Technical Maths – 3
- Accounting – 3

**MORE ABOUT ADMINISTRATIVE MANAGEMENT (FINANCE)**

**What kind of work will you be doing?**

You will be able to manage information processing services for the administrative office support system and procedures in the functional areas of business such as sales and marketing, purchasing and supply, operations, finance and people Management.

**Jobs you can apply for includes:**

Information Manager, Data processing clerk/manager, Record and mailing officer/manager, Cost and budgeting Administrator, Accountant, Business Performance Consultant/manager.

**DIPLOMA IN CREDIT MANAGEMENT**

**What kind of work will you be doing?**

You will be able to work in the credit department where amongst other tasks one would be responsible for credit applications, organising information, advise borrowers, administer loan, manage and monitor debt.

**Jobs you can apply for includes:**

Asset Manager, Financial Credit Analyst, Credit Risk Analyst, Accounts Receivable Manager or Credit and Litigation Coordinator.

**Visit the TUT website and apply online before 30 September 2022 for any of the two programmes.**

**For further assistance contact the Department at 012 382 4881.**



*Scan here*

for more information



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