

NATIONAL DIPLOMA: OFFICE MANAGEMENT AND TECHNOLOGY

Qualification code: NDOM03 - NQF Level 6

Campus where offered: Pretoria, eMalahleni and Polokwane campuses

Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 or thereafter, should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification, including Afrikaans or English with a D symbol at Higher Grade or a C symbol at Standard Grade.

Recommended subject(s):

Accounting, Business Economics, Economics and Typing or Computer Typing.

Selection criteria:

Selection is based on Grade 12 and N3 results and subjects. If necessary, a TUT potential assessment will be done.

• **FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE 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 4 for Mathematical Literacy.

Recommended subject(s):

None.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least 20.

Assessment procedures:

Applicants with a final APS of 24 and more will be admitted to the programme. Applicants with a score of 20 to 23 will be required to do the TUT potential assessment.

• **FOR APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

Admission requirement(s):

A National Certificate (Vocational) with at least 50% for English (home language or first additional language) and 50% for Mathematics or Mathematical Literacy, 50% for Life Orientation (excluded for APS calculation), 60% for any other three compulsory vocational subjects and 50% for the fourth subject.

The certificate must be in any of the following fields: management, marketing, hospitality, tourism, office administration, information technology, computer science, finance, economics or accounting.



Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **27**.

- b. *Minimum duration:*
Three years.
- c. *Presentation:*
Day and block-mode classes (offered on Saturdays). Saturday classes are offered to students who have relevant working experience in an administrative environment.
- d. *Offering of optional subjects:*
Optional subjects are offered at a location as determined by the Head of the Department.
- e. *Intake for the qualification:*
January only.
- f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- g. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- h. *Office Management and Technology Practice I (work-integrated learning):*
See Chapter 5 of Students' Rules and Regulations.
- i. *Subject credits:*
Subject credits are shown in brackets after each subject.

CURRICULUM

SUBJECTS PRINTED IN BOLD ARE NOT FOR REGISTRATION PURPOSES.

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD150B	Business Administration I	(0,230)	
CEN160B	Communication I	(0,230)	
IAD100T	Information Administration I	(0,230)	

FIRST SEMESTER

One of the following subjects:

FAC11AT	Financial Accounting IA	(0,115)
LEP120T	Legal Practice I (year subject)	(0,230)
MER100T	Mercantile Law I (year subject)	(0,230)
PRM110T	Personnel Management I (year subject)	(0,230)

SECOND SEMESTER

FAC11BT	Financial Accounting IB (only if FAC11AT was taken in the first semester)	(0,115)
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TOTAL CREDITS FOR THE FIRST YEAR: **0,920**



SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD220B	Business Administration II	(0,230)	Business Administration I
CEN220T	Communication II	(0,230)	Communication I
IAD200T	Information Administration II	(0,230)	Information Administration I

plus one of the following subjects (if not already passed) if a year subject is taken, or two subjects (A and B) if semester subjects are taken:

FAC11AT	Financial Accounting IA (first semester subject)	(0,115)	
FAC11BT	Financial Accounting IB (second semester subject)	(0,115)	
FAC22AT	Financial Accounting IIA (first semester subject)	(0,115)	Financial Accounting IA Financial Accounting IB
FAC22BT	Financial Accounting IIB (second semester subject)	(0,115)	Financial Accounting IA Financial Accounting IB
LEP120T	Legal Practice I (year subject)	(0,230)	
LEP201T	Legal Practice II		
LEP20XT	Legal Practice: Conveyancing II (second semester subject)	(0,115)	Legal Practice I
LEP20YT	Legal Practice: Administration of Estates II (first semester subject)	(0,115)	Legal Practice I
MER100T	Mercantile Law I (year subject)	(0,230)	
MER210T	Mercantile Law II (year subject)	(0,230)	Mercantile Law I
PRM110T	Personnel Management I (year subject)	(0,230)	
PRM210T	Personnel Management II (year subject)	(0,230)	Personnel Management I

TOTAL CREDITS FOR THE SECOND YEAR: **0,920**

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BAD310B	Business Administration III	(0,250)	Business Administration II
IAD300T	Information Administration III	(0,250)	Information Administration II

FIRST SEMESTER

OMP101T	Office Management and Technology Practice I (offered in both semesters)	(0,200)	Business Administration I Communication I Information Administration I
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plus two of the following subjects (if not already passed) if a year subject is taken, or four subjects (A and B) if semester subjects are taken:

FAC11AT	Financial Accounting IA (first semester subject)	(0,115)	
FAC11BT	Financial Accounting IB (second semester subject)	(0,115)	
FAC22AT	Financial Accounting IIA (first semester subject)	(0,115)	Financial Accounting IA Financial Accounting IB
FAC22BT	Financial Accounting IIB (second semester subject)	(0,115)	Financial Accounting IA Financial Accounting IB
LEP120T	Legal Practice I (year subject)	(0,230)	
LEP201T	Legal Practice II		
LEP20XT	Legal Practice: Conveyancing II (second semester subject)	(0,115)	Legal Practice I
LEP20YT	Legal Practice: Administration of Estates II (first semester subject)	(0,115)	Legal Practice I



MER100T	Mercantile Law I (year subject)	(0,230)	
MER210T	Mercantile Law II (year subject)	(0,230)	Mercantile Law I
PRM110T	Personnel Management I (year subject)	(0,230)	
PRM210T	Personnel Management II (year subject)	(0,230)	Personnel Management I

TOTAL CREDITS FOR THE THIRD YEAR: **1,160**

TOTAL CREDITS FOR THE QUALIFICATION: **3,000**

SUBJECT/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 subject/module. On 13 September 2017, the syllabus content was defined as follows:

B

BUSINESS ADMINISTRATION I (BAD150B) 1 X 3-HOUR PAPER

(Subject custodian: Department of Business and Information Management Services)

Economic principles, business sectors, types of under-takings, financing, insurance, postal and telecommunication services, the administrative function, office procedures and duties, and financial administrative procedures. (Total tuition time: ± 96 hours)

BUSINESS ADMINISTRATION II (BAD220B) 1 X 3-HOUR PAPER

(Subject custodian: Department of Business and Information Management Services)

The development of managerial thinking and the management functions. Planning and organisation, which include the management of information, planning office work and work simplification, systems analysis and design, office machines and equipment, centralised and decentralised office organisation, formal and informal organisation. The management functions. Actuating and control: motivation of office workers, supervision in the office, general office control measures, cost and budget control. Planning business travel and accommodation, organising conferences or seminars and preparing office procedure manuals. (Total tuition time: ± 96 hours)

BUSINESS ADMINISTRATION III (BAD310B) 1 X 3-HOUR PAPER

(Subject custodian: Department of Business and Information Management Services)

Office management and the management of human resources. Supervision in the office and labour relations. (Total tuition time: ± 96 hours)

C

COMMUNICATION I (CEN160B) 1 X 3-HOUR PAPER

(Subject custodian: Department of Applied Languages)

Interpersonal communication: The communication process, models, interferences, perceptions, intercultural communication, non-verbal communication, self-knowledge, listening ability, dealing with conflict in interpersonal relationships. General writing skills: Articles, summaries, correspondence, brief communications, reports, notices, agendas and minutes. Oral communication: Group discussions, individual oral presentation, formal meetings. (Total tuition time: ± 75 hours)

COMMUNICATION II (CEN220T) 1 X 3-HOUR PAPER

(Subject custodian: Department of Applied Languages)

Communication in the organisation; visual and graphic communication, interviewing, consultation and negotiation skills, problem solving; small group communication; reading skills (speed reading, comprehension, critical analysis); job applications, translation skills, advanced exercises in correspondence; the writing of reports, meeting procedures, human relations and personal development, nature and province of public relations. (Total tuition time: ± 75 hours)



F

FINANCIAL ACCOUNTING IA (FAC11AT) **1 X 3-HOUR PAPER**
(Subject 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. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IB (FAC11BT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Accounting)

The principles of Generally Accepted Accounting Practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings. (Total tuition time: ± 64 hours)

FINANCIAL ACCOUNTING IIA (FAC22AT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Accounting)

The accounting approach to transactions, financial statements and disclosure in respect of Companies, Incomplete records, revenue, property plant and equipment. Events after statement of financial position and inventories. (Total tuition time: ± 60 hours)

FINANCIAL ACCOUNTING IIB (FAC22BT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Accounting)

The accounting treatment of Group statements and Statement of Cash flow according to IFRS standards. Branch accounting. Recording of taxation (deferred) according to IFRS standards. Foreign exchange. Earnings per share. Analysis and interpretation of financial statements. (Total tuition time: ± 60 hours)

I

INFORMATION ADMINISTRATION I (IAD100T) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Business and Information Management Services)

THEORY: Introduction to computers, application software, the components of the system unit, input, output, storage. PRACTICAL: Basic Information Processing: MS Word 2010; Basic Data Processing: MS Excel 2010; Operating System: Windows XP; Presentations: MS PowerPoint 2010. (Total tuition time: ± 96 hours)

INFORMATION ADMINISTRATION II (IAD200T) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Business and Information Management Services)

THEORY: Essentials of Management Information Systems. PRACTICAL: Intermediate Information Processing: MS Word 2010; Intermediate Data Processing: MS Excel 2010; Operating System: Windows XP; Data and Information Management: MS Outlook 2010; Basic Internet usage concepts. (Total tuition time: ± 96 hours)

INFORMATION ADMINISTRATION III (IAD300T) **CONTINUOUS ASSESSMENT**
(Subject custodian: Department of Business and Information Management Services)

THEORY: Information Technology Strategy in Action. PRACTICAL: Document Sharing and Management: SharePoint; Advanced Information Processing: MS Word 2010; Advanced Data Processing: MS Excel 2010; Database Management: MS Access 2010. (Total tuition time: ± 96 hours)

L

LEGAL PRACTICE I (LEP120T) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Law)

Hierarchy of court jurisdictions, Law firms. The law firm. Full explanation of the magistrate as well as the High Court Litigation process with all relevant documentation involved. Debt collection. Last will and testaments and a thorough discussion of the whole process of the deceased estates. Conveyancing with practical illustration of the procedure for the transfer of immovable property. Discussion of the various types of marriages and in particular the ante nuptial contract. (Total tuition time: not available)

LEGAL PRACTICE: ADMINISTRATION OF ESTATES II (LEP20YT) **1 X 3-HOUR PAPER**
(Subject custodian: Department of Law)

Intestate succession, testamentary succession, the master, the executor, the executor's account. (Total tuition time: ± 32 hours)



LEGAL PRACTICE: CONVEYANCING II (LEP20XT)**1 X 3-HOUR PAPER (OPEN BOOK)****(Subject custodian: Department of Law)**

General concepts. The Deeds Office, Deeds Registries Act, 1937 (Act No. 47 of 1937), the registrar and conveyancer. Requirements for preparing and lodging deeds. Requirements and procedures for registering deeds, deed of sale, power of attorney, general transfers, estate transfers, subdivision and partitioning of land, mortgage bonds, substituted deeds of transfer, sectional titles. (Total tuition time: ± 32 hours)

M**MERCANTILE LAW I (MER100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to the SA legal system. General principles of law of contracts. Specific contracts: control of sale, lease agreement, insurance contracts, employment contract, specific commercial transactions, e.g., law of agency, surety, National Credit and Consumer Protection Act, 2008 (Act No. 68 of 2008). (Total tuition time: ± 92 hours)

MERCANTILE LAW II (MER210T)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Personal income tax, value added tax, law of agency, different agency agreements, franchise agreements, different business forms, law of insolvency, Insurance law, suretyship agreements, immaterial property rights. (Total tuition time: ± 92 hours)

O**OFFICE MANAGEMENT AND TECHNOLOGY PRACTICE I (OMP101T)****WORK-INTEGRATED LEARNING****(Subject custodian: Department of Business and Information Management Services)**

Performing secretarial and administrative duties over a minimum period of nine weeks. (Total tuition time: ± 360 hours)

P**PERSONNEL MANAGEMENT I (PRM110T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

A broad frame of reference regarding psychological aspects of individual behaviour and social processes. An introduction to the responsibilities and realities of a career in personnel management. An introduction to the aspects that will be studied in depth in Personnel Management II and III, Management of Training and Labour Relations. A synopsis of all the functions of personnel management. (Total tuition time: ± 96 hours)

PERSONNEL MANAGEMENT II (PRM210T)**1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection, are studied and applied in practice, based on practical liaison, assignment, case studies and role-playing. The maintenance phase of personnel management to promote job satisfaction. Aspects, such as induction, merit and remuneration management, are studied. Practical experience in these skills is obtained through practical liaison, assignments, case studies and role-playing. (Total tuition time: ± 96 hours)

