

# Start your future career in Business & Information Administration

Diploma in Business & Information Administration (formerly Office Management & Technology)



### CONTACT

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Cape Peninsula University of Technology  
creating futures

## Are you a perfectionist?

As a graduate of this course you will ensure the smooth running of an organisation. No organisation can exist without skilled office management and technology graduates.

You will obtain a comprehensive range of managerial, technological and communication skills.

<b>YOU WILL LIKE THIS IF</b>	You have strong interpersonal skills and enjoy planning and being organised.
<b>YOU WILL STUDY AT</b>	District Six or Wellington campuses
<b>YOU WILL STUDY FOR</b>	Three years, full-time Four years, part-time (District Six only)

## YOUR SUBJECTS

### FIRST YEAR

- Business Administration 1
- Business Info Systems 1
- Business Applications 1
- Communication 1
- Legal Practice 1
- Business Accounting

### SECOND YEAR

- Business Administration 2
- Business Info Systems 2
- Business Applications 2
- Communication 2
- Workplace Psychology
- Diversity Management

### THIRD YEAR

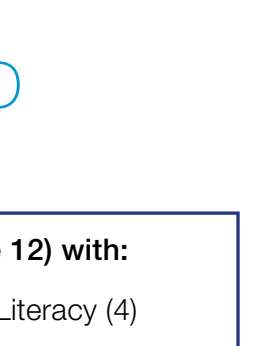
- Business Administration 3
- Business Info Systems 3
- Business Applications 3
- Law of Contract
- Office Management and Technology Practice



## Your on-the-job training

You will obtain Work-Integrated Learning (WIL) experience through service learning in your first year during Business Administration, in your second year during Communication, as well as workplace-based learning for six months during your third year, which will prepare you for employment regionally, nationally and internationally. The WIL component includes service learning, problem and project-based components as well as workplace-based components.

## YOUR FUTURE SELF



## Future studies

- Advanced Diploma: Business & Information Administration
- Post Graduate Diploma: Business & Information Administration
- Masters: Business & Information Administration
- Doctorate

## Future industries

- Administrative
- Financial
- Human resources
- Legal
- Education and training
- Tourism
- Medical

## Future career

- Administrator/Personal Assistant
- Administrative Office Manager
- Senior Office Administrator
- Data Processor
- Communication and Marketing Officer
- Parliamentary Liaison and Researcher
- Project Coordinator/Administrator
- Operations Analyst/Manager
- Information Administrative Officer
- Human Resources Administrator

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## WHAT YOU NEED

### Minimum Admission Requirements

**National Senior Certificate (Grade 12) with:**

- English (4)
- Mathematics (2) or Mathematical Literacy (4)

**And one of the following:**

- Business Economics
- Economics
- Accounting
- Computer Applications Technology
- Information Technology

**Part-time:**  
Part-time applicants must submit a two-paged Curriculum Vitae.

The department utilises an Admission Point Score (APS) as selection criteria once your minimum admission requirements are satisfied. You also have to score a minimum of **26** with Mathematics and **28** with Mathematical Literacy for the mainstream course and **24** with Mathematics and **26** with Mathematical Literacy for the Extended Curriculum Programme (ECP) on the APS.

### DISCLAIMER

Meeting the minimum requirements does not guarantee admission. This information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2018/ 2019. Admission requirements may therefore differ between the existing qualification and the HEQSF aligned qualification. Please consult the CPUT website or faculty for updated information. Every effort has been made to ensure the accuracy of the information in this pamphlet; however the University reserves the right at any time, if circumstances require to make changes to any of the published details.

## HOW TO APPLY



### MANUAL APPLICATIONS

Do you qualify to apply manually?

**Please note:** a non-refundable application fee will be applicable. Manual applications are only available to the following persons:

- Applicants applying for RPL (Recognition of Prior Learning)
- Non-South African citizens
- South-African citizens with international qualifications
- Applicants with permanent residence in South Africa
- Refugee asylum seeker temporary permit/ formal recognition of refugee status in the RSA

- 1 Choose a qualification
- 2 Complete an application form
- 3 Gather your documents (i.e. certified copies less than three months old)
- 4 Fill in the application form
- 5 Pay the application fee
- 6 Hand deliver or post your form and certified copies of documents to our District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
- 7 Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)



### ONLINE APPLICATIONS

Do you qualify to apply online?



The following persons may only apply online, i.e. no manual applications will be allowed:

- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

- 1 Choose your qualification by consulting this brochure or the website
- 2 Gather your documents (i.e. certified copies less than three months old)
- 3 Download the online application guide available on our website for information on how to apply online
- 4 Complete your application online by visiting [www.cput.ac.za/study/apply](http://www.cput.ac.za/study/apply)
- 5 Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)

### CLOSING DATES

**31 AUGUST**  
International applicants

**30 SEPTEMBER**  
South African citizens