

Start your future career in Business & Information Administration

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



CONTACT

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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.

YOU WILL LIKE THIS IF

You have strong interpersonal skills and enjoy planning and being organised.

YOU WILL STUDY AT

District Six or Wellington campuses

YOU WILL STUDY FOR

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

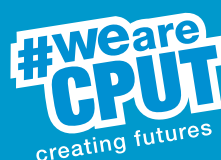
- Business Administration 3
- Business Info Systems 3
- Business Applications 3
- Law of Contract
- Office Management and Technology Practice



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

creating futures in commerce

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.

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, Belville, 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



ONLINE APPLICATIONS

Do you qualify to apply online?

ONLINE APPLICATIONS ARE FREE

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
- 5 Follow-up and get your admission status via the online application tracking system by visiting www.cput.ac.za/study/track

CLOSING DATES

31 AUGUST
International applicants
30 SEPTEMBER
South African citizens

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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.