

# Start your future career in Management

Diploma in Management



## CONTACT

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Cape Peninsula  
University of Technology  
creating futures

#weare  
**CPUT**  
creating futures

## YOUR FUTURE SELF

### Future studies

BTech in Management  
BTech in Project Management

### Future industries

The general management perspective of this Diploma allows students to be placed across a wide spectrum of industries.

### Future career

Administrative Assistants  
Administrative Managers  
Team leaders/ Supervisors  
Project Administrators  
Financial Administrators



creating futures in commerce

Are you a natural born manager?

As a manager you will be involved in the day to day management of an organisation.

You'll be involved in planning, organising, financial administration and control, coordinating, and human resource management of the company.

#### YOU WILL LIKE THIS IF

You are organised and enjoy working with people.

#### YOU WILL STUDY AT

District Six Campus  
Bellville campus: part-time only

#### YOU WILL STUDY FOR

Three years, full-time  
Four years, part-time

## YOUR SUBJECTS

### FIRST YEAR

- Management 1
- Financial Management 1
- Project Management 1
- Administrative Management 1
- Communication 1
- Business Computer Applications

### SECOND YEAR

- Management 2
- Financial Management 2
- Project management 2
- Business Law
- Communication 2(semester two only)
- Economics

### THIRD YEAR

- Management 3
- Financial Management 3
- Project Management 3
- Industrial Relations and Labour Law
- Communication 3 (first semester only)
- Applied Statistical Methods



## Your on-the-job training

Includes industry experience from CPUT accredited employers at available corporate environments for three months during your third year.

## WHAT YOU NEED

### Minimum Admission Requirements

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

- English (4) 50%
- Mathematics (2) 30% or Mathematical Literacy (4) 50%

#### At least one of the following:

- Economics
- Accounting
- Business Studies

Part-time students must be employed full-time and have relevant practical experience.

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 **28** with Mathematics and **30** with Mathematical Literacy on the APS for the mainstream qualification; **24** with Mathematics and **26** with Mathematical Literacy for the 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?

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](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

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