



**Tshwane University
of Technology**

We empower people

Study Fully Online

Advanced Diploma in Business Administration

Programme Description

The Advanced Diploma in Business Administration is a career-focused qualification designed to equip professionals with the knowledge, practical skills and managerial insight needed to operate effectively in a wide range of business environments. It provides learners with a solid understanding of the key business concepts, processes, and techniques required to supervise, manage, and support business functions responsibly across various sectors. It develops competencies in areas such as business law compliance, financial management, financial statement analysis, risk analysis and office management, while also introducing learners to preliminary research and strategic decision-making. With a strong focus on financial accounting, strategic business management and entrepreneurship, the programme offers a balanced perspective on the modern business environment and prepares graduates to contribute meaningfully to organisational success.

You will learn

- To apply strategic management principles to analyse business challenges and make informed decisions in unfamiliar but relevant organisational contexts.
- How to integrate entrepreneurship, innovation and business development concepts to identify opportunities and support sustainable growth
- To interpret and apply financial accounting principles to evaluate financial information and support sound business decision-making.
- How to use appropriate research and enquiry methods to investigate business problems and recommend practical, evidence-based solutions.
- The skills to introduce change and improve performance within business administration environments through effective analysis, planning and problem-solving.

Overview

SAQA ID:
104531

Number of modules:
8

Total credits:
120

Mode of study:
Fully online

Study duration:
2 years

Module duration:
8 weeks (7 weeks of study
and one-week break)

**How much time
to commit:**
12 to 15 hours per week

Modules and credits

Advanced Strategic Management IV Part A	15
Advanced Strategic Management IV Part B	15
Entrepreneurship IVA	15
Entrepreneurship IVB	15
Financial Accounting Aspects IVA	15
Financial Accounting Aspects IVB	15
Research Methodology A	15
Research Methodology B	15

Admission requirements

To apply for this qualification, a student requires:

- A Diploma at NQF Level 6 with a minimum of 360 Credits, or an equivalent qualification.

Fees

To see a breakdown of the fees, please visit our Fees page.

[Visit Fees Page](#)

Get in touch

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