



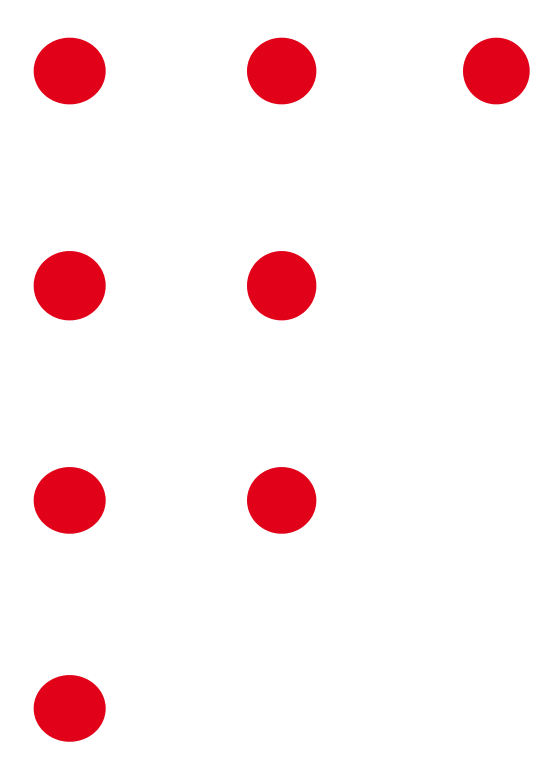
**Tshwane University  
of Technology**

*We empower people*

**Study Fully Online**

**Higher Certificate in Administrative  
Information Management**





## Overview

**Study duration:** 2 years

**Number of modules:** 12

**Total credits:** 120

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

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

**Mode of study:** Fully online

## What you will learn

The online Higher Certificate in Administrative Information Management is designed to provide the skills and competencies needed to succeed in a business environment. Become a sought-after office administrator with skills in office software, problem-solving, presentation and communication. Study the finer details of listening and note-taking, verbal and written skills, the etiquette and ethics of administration, front office duties, and collaboration software. This programme teaches students to provide effective management and operational support.

## Admission requirements

To apply for this qualification, a student requires:

- A National Senior Certificate (NSC) with Higher Certificate admission with a minimum of 40% in English and APS 20?

**OR**

- A National Certificate (Vocational) NC(V) with Higher Certificate admission, with a minimum of 40% in English, 30% for Mathematics or Mathematics Literacy, and an APS 20 (excluding Life Orientation).

**OR**

- A Senior Certificate or an equivalent qualification, with an E (40% to 49%) symbol at Higher Grade or a D (50% to 59) symbol at Standard Grade for English.

To see a breakdown of the fees, please visit our [Fees page](#).





## Modules and credits

Modules	Credits
Fundamentals of Business Communication	8
Communication for Academic Purposes	10
Administrative Management Functions	12
Administrative Office Activities and Procedures	12
Administrative Office Support	8
Event Management	8
Business Etiquette, Ethics and Conflict Management	12
Fundamentals of Personal Computing	8
Fundamentals of Presentation Software	10
Fundamentals of Data Processing Software	12
Fundamentals of Information Processing Software	12
Fundamentals of Collaboration and Management Software	8
<b>TOTAL CREDITS and FEES</b>	<b>120</b>





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## About TUT

TUT embraces engaged scholarship and is committed to breaking down the ivory towers of academia by finding authentic and enduring solutions to our community's most pressing problems. We empower our graduates by future-proofing them to successfully negotiate the rapidly changing world of work and make a tangible movement towards civic renewal.

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Visit: [online.tut.ac.za](https://online.tut.ac.za)