Tshwane University of Technology

We empower people



Study Fully Online

Higher Certificate in Administrative Information Management

Programme Description

With a Higher Certificate in Administrative Information Management, graduates are equipped to support efficient office environments through the use of modern administrative and digital tools. This entry-level qualification is designed to provide practical skills in office administration, information processing, and business communication. It is ideal for individuals starting their careers or professionals seeking formal training in administrative support. The programme focuses on both the conceptual understanding and hands-on use of information management systems, preparing students for a range of roles in corporate, government, or academic settings where accurate and timely administrative support is essential.

You will learn

- Core administrative and office management principles.
- Effective communication and professional business writing.
- Information processing and digital record-keeping techniques.
- How to use modern office software and productivity tools.
- Data management and information handling best practices.
- Practical skills for supporting teams and managing workflows in professional environments.

Overview

SAQA ID:
120140

Number of modules:
12

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

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

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.

Fees

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

Visit Fees Page



Get in touch **Email:** enquiries@online.tut.ac.za **Visit:** online.tut.ac.za