Tshwane University of Technology

*We empower people*

**A student can complete this programme in 1 year (full-time) or 2 years (part-time). Taking the full-time track has a cost implication as a student will need to register for more modules at a time.**

# Higher Certificate in Administrative Information Management

## Fees 2026

| | |
|---|---|
| **Total programme fee** | **R28.420** |
| **Credits** | 120 |
| **Cost per programme credit** | ±R237 |

| Module Code | Module Name | Credits | Cost |
|---|---|---|---|
| BCF125N | Fundamentals of Business Communication | 8 | R1.850 |
| CAP125N | Communication for Academic Purposes | 10 | R2.320 |
| ADF125N | Administrative Management Functions | 12 | R2.780 |
| AOA125N | Administrative Office Activities and Procedures | 12 | R2.780 |
| AOS125N | Administrative Office Support | 8 | R1.850 |
| ENM125N | Event Management | 8 | R1.850 |
| BEE125N | Business Etiquette, Ethics and Conflict Management | 12 | R2.510 |
| PCF125N | Fundamentals of Personal Computing | 8 | R1.850 |
| SSF125N | Fundamentals of Presentation Software | 10 | R2.320 |
| DPF125N | Fundamentals of Data Processing Software | 12 | R2.780 |
| IPF125N | Fundamentals of Information Processing Software | 12 | R3.680 |
| CMF125N | Fundamentals of Collaboration and Management Software | 8 | R1.850 |
| **TOTAL CREDITS and FEES** | | **120** | **R28.420** |

- **These are the fees for 2026. Fees are subject to an annual increase.**