



TSB | TSHWANE
SCHOOL FOR
BUSINESS & SOCIETY
TSHWANE UNIVERSITY OF TECHNOLOGY

Postgraduate Diploma in Business Administration (PDBA)



Tshwane University
of Technology
We empower people

20
YEARS
2004-2024



Director's Message

The Postgraduate Diploma in Business Administration (PDBA) is designed to equip leaders and managers with essential business knowledge and skills, serving as a stepping stone to more advanced management positions or further studies such as an MBA.

The PDBA provides a strong foundation in key business disciplines, including finance, marketing, operations, and strategic management, helping students understand the broader business environment and how to drive organisational success. The programme emphasizes practical application, encouraging students to apply what they learn to real-world business challenges.

This qualification is ideal for individuals who want to advance their careers, enhance their business acumen, and prepare for leadership roles. The PDBA offers a pathway to an MBA for those seeking to deepen their expertise and influence within the business world.

Prof H. Mathebula
Director, Tshwane School for Business and Society

Postgraduate Diploma in Business Administration (PDBA)

The Tshwane School for Business and Society (TSB) PDBA Programme is designed for professionals who wish to broaden their knowledge in business administration without interrupting with their careers. This programme helps them develop their skillset and harness competencies necessary for a senior administrator or a general management position.

At the Tshwane School for Business and Society, the pedagogical approaches we use ensure that our programme is not merely theoretical but rather, speak to the realities of our society and the challenges to be faced. The main pedagogical tool is the case method.

Why TSB?

Our Postgraduate Diploma in Business Administration (PDBA) programme focuses on the fundamentals of business operations. A practical approach is taken in this programme, with a strong focus on problem-solving and management competencies.

This programme complements functional understanding with a holistic approach, by providing students with the relevant perspectives and skills required to operate effectively in a managerial role and to lead effectively across functions and cultures.

With the numerous economic, social and environmental challenges facing South African, we train our graduates to develop the vision and insight to:

1. Face challenges with a pragmatic viewpoint whilst maintaining a 'can do' attitude.
2. Take bold decisions that help create more successful and profitable organisations and communities.
3. Do their part in fostering a positive social impact.

Our strong case study approach also helps develop skills required by our graduates to become successful strategic thinkers and effective managers. These skills include the ability to 'think quickly on one's feet', problem solving and identifying opportunities when confronted with challenges.

Is a PDBA the right qualification for me?

Yes, if:

- You would like to develop both personally and professionally.
- You have an NQF level 7 qualification and would like to pursue an MBA.
- You want to climb the corporate ladder.
- You want to carve out your own path, start or grow your own business or move into the consulting space.

Admission Criteria

- A duly completed online application form.
- A minimum of four year's work experience.
- A Bachelor's degree or any other qualification at NQF level 7 degree from a recognised academic institution.
- A mark of at least 4.0 out of 10 for the TTS psychometric test.

Special requirements

If you have a special need, please contact the Admissions Office before you complete your application. We will do our best to accommodate this; however, we cannot make any guarantees.

** Acceptance is also subject to available capacity according to the Student Enrolment Plan (SEP) as well as supervision capacity. Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, www.tut.ac.za.*



Class Offering

Classes are offered on a part-time basis consisting of Saturday lectures from 07:00 to 14:30 and lectures every second Sunday morning. Our curriculum is divided into 3 trimesters in a year, with a two-week break in between each trimester. Each trimester consists of 10 weeks. There are 3 modules offered per trimester. The PDBA programme can be completed within a minimum of 1 year and a maximum of 2 years.

Lectures are held at Ditsela Campus, 1204 Park Street (just off Jan Shoba Street).

Course Outline

First Trimester	<ul style="list-style-type: none">• Corporate Entrepreneurship 1: Entrepreneurial Accounting and Finance• Strategic Management 1: Strategic Analyses• Advanced Research Methodology 1
Second Trimester	<ul style="list-style-type: none">• Change Management 1: Human Resource and Change Management• Strategic Management 2: Strategy Formulation and Implementation• Advanced Research Methodology 2
Third Trimester	<ul style="list-style-type: none">• Corporate Entrepreneurship 2: The Corporate Venture• Change Management 2: Management of Strategic Change• Advanced Research Methodology 3

* The Business School reserves the right to make changes which will help with improvements to the programme.

Fee Structure

Please contact the Student Accounts Department at MthombeniSP@tut.ac.za for a quotation. There is a non-refundable application fee of R240. This is payable upon submission of your application and does not include the entrance fee.

- * Tuition fees cover lecture facilitation. Textbooks and course materials are for the student's account.
- * All prices quoted above are subject to change and will be confirmed at the time of acceptance.



Important Dates

Applications for the TSB PDDBA programme:



For more information go to www.tsb.ac.za

Application Process

- 1. Meet the admission criteria.**
- 2. Apply online.**

This can be done at www.tut.ac.za where you will also find details of what supporting documents to attach.
- 3. Pay the non-refundable application fee.**

Please note proof of payment needs to be in an electronic format (PDF ONLY) in order for you to upload this to the application form.
- 4. Write the entrance test.**

Once the application form has been submitted, TSB will send you information regarding the TTS entrance test.
- 5. Decision and feedback.**

Once the test results are available and all supporting documents (CV, proof of payment for the test and academic certificates), the application is now ready to be reviewed by the Admissions Committee. The Admissions Office will notify you of the outcome provided there is no outstanding documentation.

* *Please note: Only online electronic applications will be considered. Emailed, faxed or posted applications will not be accepted.*



Get in Touch

Visit our website www.tsb.ac.za or contact the PDBA Office

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