# Introduction

This document provides an overview of the academic programs offered by MANCOSA (Management and Commerce College of Southern Africa), including certificate, degree, and honours programs. The programs cover a range of disciplines such as business management, public administration, commerce, and management studies.

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Message</td>
<td>02</td>
</tr>
<tr>
<td>Introducing MANCOSA</td>
<td>03</td>
</tr>
<tr>
<td>Vision &amp; Mission</td>
<td>03</td>
</tr>
<tr>
<td>Registration &amp; Accreditation</td>
<td>04</td>
</tr>
<tr>
<td>The MANCOSA Advantage</td>
<td>05</td>
</tr>
<tr>
<td>Academic Support</td>
<td>06</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>08</td>
</tr>
<tr>
<td>How to Get Started</td>
<td>10</td>
</tr>
<tr>
<td>Certificate Programmes</td>
<td></td>
</tr>
<tr>
<td>Certificate in Business Management</td>
<td>12</td>
</tr>
<tr>
<td>Certificate in Local Government and Development Management</td>
<td>14</td>
</tr>
<tr>
<td>Certificate in Management Studies</td>
<td>16</td>
</tr>
<tr>
<td>Degree Programmes</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td>18</td>
</tr>
<tr>
<td>Bachelor of Public Administration</td>
<td>22</td>
</tr>
<tr>
<td>Bachelor of Commerce (Human Resource Management)</td>
<td>26</td>
</tr>
<tr>
<td>Bachelor of Commerce (Marketing Management)</td>
<td>30</td>
</tr>
<tr>
<td>Bachelor of Commerce (Information and Technology Management)</td>
<td>34</td>
</tr>
<tr>
<td>Bachelor of Commerce (Supply Chain Management)</td>
<td>38</td>
</tr>
<tr>
<td>Honours Programmes</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Commerce Honours (Human Resource Management)</td>
<td>42</td>
</tr>
<tr>
<td>Bachelor of Commerce Honours (Marketing Management)</td>
<td>44</td>
</tr>
<tr>
<td>Bachelor of Public Administration Honours</td>
<td>46</td>
</tr>
<tr>
<td>Postgraduate Diploma Programmes</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Diploma in Project Management</td>
<td>48</td>
</tr>
<tr>
<td>Postgraduate Diploma in Business Management</td>
<td>50</td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

# Certificate Programmes

- **Certificate in Business Management**
- **Certificate in Local Government and Development Management**
- **Certificate in Management Studies**

# Degree Programmes

- **Bachelor of Business Administration**
- **Bachelor of Public Administration**
- **Bachelor of Commerce (Human Resource Management)**
- **Bachelor of Commerce (Marketing Management)**
- **Bachelor of Commerce (Information and Technology Management)**
- **Bachelor of Commerce (Supply Chain Management)**

# Honours Programmes

- **Bachelor of Commerce Honours (Human Resource Management)**
- **Bachelor of Commerce Honours (Marketing Management)**
- **Bachelor of Public Administration Honours**

# Postgraduate Diploma Programmes

- **Postgraduate Diploma in Project Management**
- **Postgraduate Diploma in Business Management**

# Contact Information

- Back Page
Making a career choice today can be a very challenging decision. In a globalised and competitive environment there is a need to raise the skills base in the workplace through the pursuit of appropriate qualifications from a reputable tertiary institution. MANCOSA strives to ensure that our students develop valuable life skills and become independent and confident individuals. These life skills enable students to deal more confidently with challenges that confront them in the world of work.

Our academics are qualified to lead students through the journey of academic exploration by applying theory to practice. MANCOSA ensures that the programmes it offers are sufficiently rigorous to equip students with the values of hard work, commitment and sacrifice.

Join the MANCOSA world of academic excellence where learning is both fun and a challenge to prepare you to succeed in a competitive working environment.

We wish you well in your studies.

Professor Y M Karodia
Principal

The Management College of Southern Africa (MANCOSA) is a Higher Education Institution committed to the provision of affordable, accessible and accredited learning programmes. MANCOSA is a leading provider of business and management education programmes on the African continent and the Indian Ocean Islands through supported distance education.*

MANCOSA is renowned for academic excellence and cutting-edge insights in the delivery of education and training. A strong emphasis is placed on the application of theory to practice to ensure that learning is applied to real-life work situations. The emphasis is on personal development from both a professional and academic perspective. MANCOSA qualifications prepare students for a future filled with many challenges and exciting opportunities. MANCOSA is registered with the Department of Higher Education and Training (DHET) and its programmes are accredited by the Council on Higher Education (CHE) in South Africa. MANCOSA’s qualifications are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA). Further, MANCOSA is registered and recognised by various regulatory bodies in other countries.

*full-time and part-time classes are available in certain countries for selected programmes

Vision

MANCOSA’s vision is to empower students with business and management knowledge and skills in order to participate successfully in both the private and public sectors.

Mission

MANCOSA’s mission is to provide relevant education and training programmes for creating sustainable business enterprises in the developing world.

Why Choose MANCOSA?

- MANCOSA provides high quality education;
- MANCOSA develops competitive and career-centred skills;
- MANCOSA provides an intellectually stimulating environment;
- MANCOSA connects students to a global gateway of knowledge; and
- MANCOSA programmes are responsive to regional, national and international needs.


**REGISTRATION & accreditation**

**QUALITY ASSURED**

- MANCOSA is registered with the Department of Higher Education and Training (DHET) with reg no. 2000/HE07/003;
- MANCOSA programmes are accredited by the Council on Higher Education (CHE); and
- MANCOSA programmes are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

**MANCOSA IS ALSO:**

- Accredited by the Mauritian Tertiary Education Commission (TEC)
- Recognised by the Namibian Qualifications Authority (NQA)
- Recognised by the Zambian Ministry of Education (ZME)
- Recognised by the Malawi Ministry of Education (MME)
- Registered by the Tertiary Education Council of Botswana (TEC)

**AFFILIATIONS / PARTNERSHIPS**

MANCOSA is affiliated with the South African Business Schools Association (SABSA), Association of African Business Schools (AABS), Business Schools Partnership Network (BSPN) and the National Association of Distance Education Organisations of South Africa (NADEOSA). MANCOSA is also a full member of the European Foundation for Management and Development (EFMD).

MANCOSA has strong academic links with higher education institutions throughout the world.

**FLEXIBILITY**

Studying through distance learning means that there is little disruption to your personal life and full-time work schedule. MANCOSA programmes enable students to complete modules and assignments according to a flexible schedule. Should your job require extensive travel and extended working hours which make it impossible to attend a full-time programme, MANCOSA’s supported distance learning undergraduate programme is ideally suited for you.

**AFFORDABILITY AND ACCESSIBILITY**

MANCOSA is committed to providing affordable access to higher education through the provision of accredited and quality-managed programmes.

**INTERACTIVE**

The use of a range of teaching methods including formal lectures, case studies, group-work and self-study exercises are core to the success of the programme you enrol on. All of these help to build skills and competencies which develop students’ managerial capabilities.

**OVERALL EXPERIENCE**

Our undergraduate programmes are designed and structured to stimulate you intellectually. The rigour of the programmes and the effort required to complete them successfully will ensure that you acquire the knowledge, skills and abilities to face the challenges of the business world.
Library and Electronic Resources:
MANCOSA has its own fully-equipped libraries in most centres. It also has agreements with other institutions which grant MANCOSA students access to library facilities. All MANCOSA students have free access to the latest research and on-line journal articles via Ebsco Host and Emerald.

Student Support:
A fully-fledged Student Support Centre provides students with comprehensive support on all aspects relating to their studies. Various forms of personal, telephonic and on-line support are available to registered students.

The dedicated academic student support website (www.mymancosa.com) provides all registered students with a range of academic support material.

Study Guides
Study guides for each module include prescribed readings, practical assignments, assessment activities and tutorial letters. In addition, textbooks are prescribed to supplement these readings.

Faculty Support
MANCOSA academics have industry experience and expertise to ensure that students receive continuous support and guidance. Full-time academics are appointed in the various tuition centres to provide telephonic and e-mail support to students.

Workshops
Workshops are held during weekends to support students in their studies. Students are given the opportunity to discuss key themes and perspectives in their modules. Guidelines are also given on how to prepare and submit quality assignments. These sessions also foster group interaction between academics and students in a supportive learning environment. Students are encouraged to discuss issues which are relevant and to seek clarity on important concepts in their studies.

Workshop 1
These are held over 2 days (a weekend) and focus on orientation, academic requirements, group-work, tutor presentations and assignments.

Workshop 2
These are held over 2 days (a weekend) and focus on group-work, tutor presentations and assessment preparation.

Enrichment Workshops:
Numerous additional workshops are held throughout the year. These are held over one day focusing on subjects such as maths and accounting. There is also a focus on assessment preparation.

Additional Support Classes:
For students who prefer additional support, MANCOSA offers daily classes in selected regions. You may contact a student counsellor for further details on these offerings.

What We Offer You

Academic Support

Faculty Support
MANCOSA academics have industry experience and expertise to ensure that students receive continuous support and guidance. Full-time academics are appointed in the various tuition centres to provide telephonic and e-mail support to students.

Study Guides
Study guides for each module include prescribed readings, practical assignments, assessment activities and tutorial letters. In addition, textbooks are prescribed to supplement these readings.

Workshops
Workshops are held during weekends to support students in their studies. Students are given the opportunity to discuss key themes and perspectives in their modules. Guidelines are also given on how to prepare and submit quality assignments. These sessions also foster group interaction between academics and students in a supportive learning environment. Students are encouraged to discuss issues which are relevant and to seek clarity on important concepts in their studies.

Workshop 1
These are held over 2 days (a weekend) and focus on orientation, academic requirements, group-work, tutor presentations and assignments.

Workshop 2
These are held over 2 days (a weekend) and focus on group-work, tutor presentations and assessment preparation.

Enrichment Workshops:
Numerous additional workshops are held throughout the year. These are held over one day focusing on subjects such as maths and accounting. There is also a focus on assessment preparation.

Additional Support Classes:
For students who prefer additional support, MANCOSA offers daily classes in selected regions. You may contact a student counsellor for further details on these offerings.
Honours and Postgraduate Diploma Programmes

The minimum entry requirement into a MANCOSA postgraduate programme is an appropriate Bachelor’s Degree. A recognised qualification, equivalent to a Bachelor’s Degree, will also provide access to the MANCOSA postgraduate programmes.

Recognition of Prior Learning (RPL) / Mature Student

It is possible in exceptional circumstances to gain entry into a programme on the basis of RPL. A small number of applicants who do not meet the minimum entry requirements will be considered for acceptance via RPL.

Honours and Postgraduate Diploma Programmes

The minimum entry requirement into a MANCOSA postgraduate programme is an appropriate Bachelor’s Degree.

A recognised qualification, equivalent to a Bachelor’s Degree, will also provide access to the MANCOSA postgraduate programmes.

Minimum Admission Requirements

The minimum admission requirement to enrol on a MANCOSA undergraduate programme is a National Senior Certificate with appropriate subject combinations and levels of achievement. For access onto degree programmes, a National Senior Certificate with the appropriate endorsement is required.

International students who have completed their secondary education by means of the O and A level system must have a combination of both O and A level subjects in order to qualify for admission to an undergraduate programme.

Certificate, Diploma and Degree Programmes

Note that acceptance based on MANCOSA’s RPL policy is subject to approval of the Selection Committee. For further information on this alternative access route contact the MANCOSA offices.

In order to qualify for entry onto the programme via RPL, students must:
- Be 23 years or older;
- Possess at least 3 years of work experience; and
- Be proficient in the English language.
Application forms together with supporting documentation must be faxed, posted, e-mailed or hand delivered to any of our offices in Durban, Johannesburg or Cape Town.

**MANCOSA – DURBAN**
26 Samora Machel Street
(Aliwal)
Durban, 4001
KZN, South Africa
Tel: +27 31 300 7200
Fax: +27 31 300 7297
E-mail: undergrad@mancosa.co.za

**MANCOSA – JOHANNESBURG**
Ground Floor,
Sunnyside Park,
13 First Avenue,
Auckland Park, 2092
South Africa
P.O. Box 291534
Melville
Johannesburg, 2109
South Africa
Tel: +27 11 853 3000
Fax: +27 11 482 9072
E-mail: jhb@mancosa.co.za

**MANCOSA – CAPE TOWN**
3rd Floor, Ebden House,
Belmont Park
Belmont Road,
Rondebosch, 7700
South Africa
P.O. Box 411
Rondebosch,
Cape Town, 7701
South Africa
Tel: +27 21 685 9072
Fax: +27 21 685 9067
E-mail: capetown@mancosa.co.za

For additional information visit our website at: www.mancosa.co.za
1. CERTIFICATE programmes

1.1 CERTIFICATE IN BUSINESS MANAGEMENT (CIBM)

PROGRAMME DESCRIPTION
The Certificate in Business Management (CIBM) is a one-year programme that prepares students for employment in junior and middle management positions. It develops skills, knowledge and values in the areas of team management, strategic management, project management, marketing, finance and people management.

The CIBM programme is aimed at preparing students for a career in business and management. It focuses on the functional areas of management and ensures students apply theory to practice. This programme provides an ideal foundation for students striving towards an Advanced Certificate or a Bachelor’s Degree.

ARTICULATION
Students who have successfully completed the Certificate in Business Management can enrol on a MANCOSA Bachelor of Business Administration Degree or any other BCom Degree offered.

WHO SHOULD APPLY?
- School leavers looking to pursue a career in business and management
- Individuals who wish to acquire business management skills
- Managers of small businesses
- Individuals who are currently in supervisory and management positions looking to improve their management skills

ADMISSION REQUIREMENTS
- A National Senior Certificate;
- A National Certificate Vocational (NCV) Level 4 qualification with a 50% pass in English;
- International General Certificate of Secondary Education (IGCSE); or
- An equivalent Level 4 qualification.

MODE OF DELIVERY
This programme is offered through:
- Full-time classes
- Part-time classes (Saturdays)
- Supported distance learning

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.

DURATION: 1 YEAR OLD NQF LEVEL: 05 *NEW NQF LEVEL: 05 CREDITS: 120

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
- Business Administrator
- Business Assistant
- Junior Manager
- Assistant Manager
- Supervisor
- Retail Manager
- Entrepreneur

PROGRAMME STRUCTURE

MODULE

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Principles</td>
<td>Principles of Project Management</td>
</tr>
<tr>
<td>Marketing</td>
<td>End User Computing</td>
</tr>
<tr>
<td>Business Communication</td>
<td>Business Law</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>Accounting and Finance</td>
</tr>
</tbody>
</table>

PROGRAMME DESCRIPTION
The Certificate in Business Management (CIBM) is a one-year programme that prepares students for employment in junior and middle management positions. It develops skills, knowledge and values in the areas of team management, strategic management, project management, marketing, finance and people management.

The CIBM programme is aimed at preparing students for a career in business and management. It focuses on the functional areas of management and ensures students apply theory to practice. This programme provides an ideal foundation for students striving towards an Advanced Certificate or a Bachelor’s Degree.

*note that all New NQF Levels are pending
1. CERTIFICATE programmes

1.2 CERTIFICATE IN LOCAL GOVERNMENT AND DEVELOPMENT MANAGEMENT (LGDM)

PROGRAMME DESCRIPTION
The Certificate in Local Government and Development Management (LGDM) aims to build the capacity of Local Government officials and those wishing to join the public service. The programme provides foundational learning in the functional areas of local government and development management.

This programme also empowers students with a high level of professional expertise together with a broad range of managerial skills in the Local Government sector. The LGDM is tailor-made for the Local Government environment, allowing managers and councillors to meet their different professional needs while keeping up-to-date with the latest issues.

The programme ensures that students gain knowledge, skills and competencies in the principles and practices of local government management enabling them to make a difference in the delivery of services to local communities.

DURATION: 1 YEAR OLD NQF LEVEL: 05 *NEW NQF LEVEL: 05 CREDITS: 140

ARTICULATION
Students who successfully complete the Certificate in Local Government and Development Management can enrol on a MANCOSA Bachelor of Public Administration Degree or any other BCom Degree programme offered.

WHO SHOULD APPLY?
• School leavers looking to pursue a career in local government management
• Individuals who are involved in management and administration at local government level
• Those who wish to pursue a career in local government e.g. councillors
• Local government employees
• Individuals involved in the public sector

ADMISSION REQUIREMENTS
• A National Senior Certificate;
• A National Certificate Vocational (NCV) level 4 qualification;
• International General Certificate of Secondary Education (IGCSE); or
• Equivalent NQF level 4 qualification with a 50% pass in English.

MODE OF DELIVERY
This programme is offered through supported distance learning.

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Public Administrator
• Local Government Official
• Municipal Manager
• Public Service Officer
• Municipal Councillor
• Compliance Monitoring Officer
• Government Communications Officer

PROGRAMME STRUCTURE

<table>
<thead>
<tr>
<th>MODULE</th>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local Government Finance</td>
<td>Local Government Management</td>
</tr>
<tr>
<td></td>
<td>Local Government Law</td>
<td>Project Management</td>
</tr>
<tr>
<td></td>
<td>Local Government Human Resource Management</td>
<td>Disaster Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ethics and Professionalism</td>
</tr>
</tbody>
</table>

1.2 Certificate programmes

1. Certificates programmes

*note that all New NQF Levels are pending
1. CERTIFICATE programmes

1.3 CERTIFICATE IN MANAGEMENT STUDIES (CM)

PROGRAMME DESCRIPTION
The Certificate in Management Studies (CM) is a one-year programme aimed at providing students with an overview of key management philosophies and practices. It offers students the opportunity to build a strong foundation in management education.

This programme provides a comprehensive view of contemporary management practice in both the public and private sectors.

The programme provides background knowledge to allow junior and middle managers to pursue senior management positions within their organisations. This programme will allow students to apply theories to practice and students will be well placed to pursue further studies.

WHO SHOULD APPLY?
• Junior and middle managers
• Executives with recently acquired or expanded general management responsibilities
• Persons aspiring to advance within their organisations
• Individuals wishing to gain a strong foundation in management practices

ADMISSION REQUIREMENTS
• An International General Certificate of Secondary Education (IGCSE); or
• Equivalent NQF Level 5 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through supported distance learning.

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.

DURATION: 1 YEAR OLD NQF LEVEL: 06  *NEW NQF LEVEL: 06  CREDITS: 120

PROGRAMME STRUCTURE

MODULE

SEMESTER ONE
• Principles of Management
• Marketing
• Business Information Systems

SEMESTER TWO
• Microeconomics
• Business Statistics
• Accounting

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Business Manager
• Business Assistant
• Management Assistant
• Administrative Manager

1.3 Certificate programmes

1. Certificate programmes

16 17
2. **DEGREE** programmes

### 2.1 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

**PROGRAMME DESCRIPTION**

The Bachelor of Business Administration Degree (BBA) is an undergraduate three-year degree programme that equips students with an understanding of the business and management environments. The programme aims at developing a student’s intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. Students are able to understand and develop unique leadership qualities required to successfully manage a business.

The programme is further aimed at enhancing professional development. It is also designed to produce up-to-date, assertive and effective executives for business and other organisations and prepares students for further studies. The programme covers a variety of business and management principles.

**DURATION:** 3 YEARS  
**OLD NQF LEVEL:** 06  
**NEW NQF LEVEL:** 07  
**CREDITS:** 360

**ARTICULATION**

Students who successfully complete the Bachelor of Business Administration Degree can enrol on the MANCOSA Postgraduate Diploma in Business Management or a MANCOSA Honours Degree.

**WHO SHOULD APPLY?**

- School leavers looking to pursue a career in business and management
- Individuals aiming at a career in business and management
- Individuals intending to occupy middle management positions
- Managers of small businesses
- Entrepreneurs wishing to start their own business

**ADMISSION REQUIREMENTS**

- The minimum admission requirement to a Bachelor’s Degree programme is a National Certificate (Vocational) Level 4 issued by The Council for General and Further Education and Training with appropriate degree endorsement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

**MODE OF DELIVERY**

This programme is offered through:

- Full-time classes
- Part-time classes (Saturdays)
- Supported distance learning

**ASSESSMENT**

The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.
2. DEGREE programmes

2.1 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Business Manager
• Business Strategist
• Entrepreneur
• International Business Practitioner
• Business Consultant

ALL MANCOSA DEGREE PROGRAMMES OFFER A FLEXIBLE CURRICULUM PROVIDING STUDENTS WITH A BROAD BASE OF COMMERCIAL, FINANCIAL, INDUSTRIAL AND PUBLIC KNOWLEDGE.
2. DEGREE programmes

2.2 BACHELOR OF PUBLIC ADMINISTRATION (BPA)

PROGRAMME DESCRIPTION
The Bachelor of Public Administration (BPA) programme is an undergraduate programme which focuses on principles and practices of public administration and management in the public sector.

The BPA programme equips the student to function effectively and efficiently in public service organisations. It also examines local systems of governments. This includes an understanding of the types of local government and their constitutional relations with intermediate and central government. It also examines the public policy issues and priorities.

The programme has the primary purpose of providing a well-rounded, broad education that equips students with the knowledge base and methodology principles that enable them to enter the labour market.

DURATION: 3 YEARS    OLD NQF LEVEL: 06    *NEW NQF LEVEL: 07    CREDITS: 360

ARTICULATION
Students who successfully complete the Bachelor of Public Administration Degree can enrol on the MANCOSA Bachelor of Public Administration Honours Degree.

WHO SHOULD APPLY?
- School leavers who wish to pursue a career in the public sector
- Public service employees who wish to upgrade their skills

ADMISSION REQUIREMENTS
- The minimum admission requirement to a Bachelor’s Degree programme is a National Certificate (Vocational) Level 4 issued by The Council for General and Further Education and Training with the appropriate degree endorsement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through:
- Full-time classes
- Part-time classes (Saturdays)
- Supported distance learning

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.

PROGRAMME STRUCTURE

MODULE
YEAR ONE
SEMESTER ONE
- Public Administration 1A
- Economics 1A
- End User Computing IT
- Business Mathematics IT

SEMESTER TWO
- Public Administration 1B
- Economics 1B
- Business Communication
- Financial Accounting

YEAR TWO
SEMESTER ONE
- Public Administration 2A
- Local Government 1A
- Public Law
- Public Sector Economics

SEMESTER TWO
- Public Administration 2B
- Local Government 1B
- Introduction to Politics 1T
- Ethics in the Public Sector 1T

YEAR THREE
SEMESTER ONE
- Public Administration 3A
- Local Government 2A
- Research in the Public Sector
- Public Administration 3B

SEMESTER TWO
- Local Government 2B
- Public Sector Budgeting
- Public Administration 3C
- Public Administration 3D

*Note that all New NQF Levels are pending
2.2 BACHELOR OF PUBLIC ADMINISTRATION (BPA)

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Public Officer
• Immigration Administrator
• Local Government Officer
• Government Affairs Officer
• Public Administration Consultant

ALL MANCOSA DEGREE PROGRAMMES ARE REGISTERED WITH THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET).
PROGRAMME DESCRIPTION

The Bachelor of Commerce in Human Resource Management (BCom HRM) is an undergraduate programme that prepares students for managerial roles that contribute to their organisations’ performance. The goal of the human resources management degree is to prepare human resource professionals to deal with the complexities and challenges of managing today’s workforce.

The BCom HRM programme content is designed to provide a comprehensive coverage of the major human resource responsibilities, addressing strategic and operational aspects. The courses involve both practical and theoretical considerations in the professional development of men and women in the field of human resources in such settings as business, industry, government and non-profit organisations and institutions.

ARTICULATION

Students who successfully complete the Bachelor of Commerce (HRM) Degree can enrol on the MANCOSA Bachelor of Commerce (HRM) Honours Degree.

WHO SHOULD APPLY?

• School leavers who wish to pursue a career in human resource management
• Human resource officers who wish to move into a human resource managerial position
• People wishing to become human resource management consultants

ADMISSION REQUIREMENTS

• The minimum admission requirement to the programme is a National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with the appropriate degree endorsement; or
• An equivalent NQF Level 4 qualification with proven proficiency in English.

MODE OF DELIVERY

This programme is offered through:
• Full-time classes
• Part-time classes (Saturdays)
• Supported distance learning

ASSESSMENT

The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.

DURATION: 3 YEARS   OLD NQF LEVEL: 06   *NEW NQF LEVEL: 07   CREDITS: 360

PROGRAMME STRUCTURE

MODULE

YEAR ONE

SEMESTER ONE
• Business Management 1A
• End User Computing 1T
• Business Mathematics 1T
• Economics 1A

SEMESTER TWO
• Business Management 1B
• Business Communication 1T
• Financial Accounting
• Economics 1B

YEAR TWO

SEMESTER ONE
• Business Management 2A
• Human Resource Management 2A
• Management Accounting
• Business Law

SEMESTER TWO
• Business Management 2B
• Human Resource Management 2B
• Business Statistics
• Information Systems

YEAR THREE

SEMESTER ONE
• Business Management 3A
• Business Management 3B
• Human Resource Management 3A
• Human Resource Management 3B

SEMESTER TWO
• Business Management 3C
• Business Management 3D
• Human Resource Management 3C
• Human Resource Management 3D

*note that all New NQF Levels are pending
2. **DEGREE programmes**

2.3 **BACHELOR OF COMMERCE IN HUMAN RESOURCE MANAGEMENT (BCOM HRM)**

**PROGRAMME OUTCOMES**
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

**CAREER OPPORTUNITIES**
On completion of the programme, graduates can aspire to the following positions:

- Human Resource Manager
- Labour Relations Officer
- Corporate Trainer / Manager
- Human Resource Consultant

**ALL MANCOSA DEGREE PROGRAMMES ARE GROUNDED IN LOCAL REALITY.**
2.4 BACHELOR OF COMMERCE IN MARKETING MANAGEMENT (BCOM MARKETING)

PROGRAMME DESCRIPTION
The Bachelor of Commerce in Marketing Management (BCOM Marketing) is an undergraduate programme that prepares students for professional careers in the field of marketing.

The BCom Marketing Degree emphasizes the techniques and methods of managing and planning for marketing. Students proceed through the curriculum in a planned sequence that culminates with the development of a marketing plan. The programme focuses on proven practices and application of theory covering research, the nature of consumers, sales management, advertising, quality management, law and ethics in the marketing environment.

The programme also introduces students to critical thinking skills by providing them with practical marketing principles, examples and case studies, all of which develop student’s cognitive abilities and enable them to develop marketing strategies for their organisations.

DURATION: 3 YEARS OLD NQF LEVEL: 06 *NEW NQF LEVEL: 07 CREDITS: 360

ARTICULATION
Students who successfully complete the Bachelor of Commerce (Marketing) Degree can enrol on the MANCOSA Bachelor of Commerce (Marketing) Honours Degree.

WHO SHOULD APPLY?
- School leavers wishing to pursue a career in marketing management
- Qualified marketing managers who wish to broaden their knowledge in strategic marketing management
- People wishing to become marketing consultants

ADMISSION REQUIREMENTS
- The minimum admission requirement to the programme is a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training with the appropriate degree endorsement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through:
- Full-time classes
- Part-time classes (Saturday)
- Supported distance learning

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards final mark) and a written examination (50% towards final mark). Examinations are written at the end of each semester.

PROGRAMME STRUCTURE

<table>
<thead>
<tr>
<th>MODULE</th>
<th>YEAR ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER ONE</td>
<td>• Business Management 1A</td>
</tr>
<tr>
<td></td>
<td>• Economics 1A</td>
</tr>
<tr>
<td></td>
<td>• End User Computing 1T</td>
</tr>
<tr>
<td></td>
<td>• Business Mathematics 1T</td>
</tr>
<tr>
<td>SEMESTER TWO</td>
<td>• Business Management 1B</td>
</tr>
<tr>
<td></td>
<td>• Economics 1B</td>
</tr>
<tr>
<td></td>
<td>• Business Communication 1T</td>
</tr>
<tr>
<td></td>
<td>• Financial Accounting</td>
</tr>
</tbody>
</table>

| | YEAR TWO |
| | SEMESTER ONE |
| | • Business Management 2A |
| | • Marketing Management 2A |
| | • Business Law |
| | • Management Accounting |
| | SEMESTER TWO |
| | • Business Management 2B |
| | • Marketing Management 2B |
| | • Information Systems |
| | • Business Statistics |

| | YEAR THREE |
| | SEMESTER ONE |
| | • Business Management 3A |
| | • Marketing Management 3A |
| | • Business Management 3B |
| | • Marketing Management 3B |
| | SEMESTER TWO |
| | • Business Management 3C |
| | • Marketing Management 3C |
| | • Business Management 3D |
| | • Marketing Management 3D |

•note that all New NQF Levels are pending
PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
- Marketing Manager
- Marketing Researcher
- Advertising / Brand Manager
- Public Relations Manager
- Customer Relationship Manager

ALL MANCOSA DEGREE PROGRAMMES ARE AlIGNED TO THE NEEDS OF COMMERCE AND INDUSTRY.
2.5 BACHELOR OF COMMERCE IN INFORMATION AND TECHNOLOGY MANAGEMENT (BCOM ITM)

PROGRAMME DESCRIPTION
The Bachelor of Commerce in Information and Technology Management (BCom ITM) is a popular and much-sought-after undergraduate programme. Information Technology presently is one of the fastest growing industries creating significant career opportunities for students. Employers value graduates who demonstrate skills and knowledge in both business and information technology domains and the management thereof. The aim of the programme is to create graduates who are able to offer and manage business solutions through information supported technology.

Students are exposed to the design and development of systems and engage in solving real-life problems and implement and continually adapt these systems to changing organisational needs. This programme enables students to become professionals in their fields providing them the perfect opportunity to pursue and succeed in postgraduate studies.

ARTICULATION
Students who successfully complete the Bachelor of Commerce in Information and Technology Management Degree can enrol on the MANCOSA Postgraduate Diploma in Business Management.

WHO SHOULD APPLY?
- School leavers who wish to pursue a career in information management in both private and public sectors
- Individuals who wish to pursue a career as service information consultants
- IT specialists who wish to become IT managers
- Students wishing to become IT consultants

ADMISSION REQUIREMENTS
- The minimum admission requirement to the programme is a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training with the appropriate degree endorsement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through:
- Full-time classes
- Part-time classes (Saturdays)
- Supported distance learning

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester.

PROGRAMME STRUCTURE

<table>
<thead>
<tr>
<th>MODULE</th>
<th>YEAR ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER ONE</td>
<td></td>
</tr>
<tr>
<td>• Business Management 1A</td>
<td></td>
</tr>
<tr>
<td>• Economics 1A</td>
<td></td>
</tr>
<tr>
<td>• Informatics 1A</td>
<td></td>
</tr>
<tr>
<td>• Analytical Techniques 1T</td>
<td></td>
</tr>
</tbody>
</table>

| SEMESTER TWO |
| • Business Management 1B |
| • Economics 1B |
| • Informatics 1B |
| • Financial Accounting |

| YEAR TWO |
| SEMESTER ONE |
| • Informatics 2A |
| • IT Management 2A |
| • Business Information Systems 2T |
| • Business Statistics 2T |

| SEMESTER TWO |
| • Informatics 2B |
| • IT Management 2B |
| • Project Management 2T |
| • Management Accounting 2T |

| YEAR THREE |
| SEMESTER ONE |
| • Informatics 3A |
| • IT Management 3A |
| • Auditing 3T |
| • Systems Analysis and Design 3T |

| SEMESTER TWO |
| • Informatics 3B |
| • IT Management 3B |
| • Project |

*note that all New NQF Levels are pending
2. **DEGREE programmes**

### 2.5 BACHELOR OF COMMERCE IN INFORMATION AND TECHNOLOGY MANAGEMENT (BCOM ITM)

**PROGRAMME OUTCOMES**

For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

**CAREER OPPORTUNITIES**

On completion of the programme, graduates can aspire to the following positions:

- IT Manager
- Network Developer
- Business Analyst
- Information systems / Information Technology Consultant
- IT Infrastructure Developer
- Network Manager
- Systems Analyst

---

ALL MANCOSA DEGREE PROGRAMMES ENSURE STUDENTS APPLY THEORY TO PRACTICE.
2. DEGREE programmes

2.6 BACHELOR OF COMMERCE IN SUPPLY CHAIN MANAGEMENT (BCOM SCM)

PROGRAMME DESCRIPTION
The Bachelor of Commerce in Supply Chain Management (BCom SCM) is a dynamic programme designed to give candidates specialist knowledge within the growing field of supply chain management. A well implemented supply chain management system has been identified as a key tool in the success of today’s leading businesses. Supply chain management involves the co-ordination, production, shipment and delivery of goods from the point of production to the point of consumption.

Students enrolled on the programme will be exposed to the learning areas of operations, supply chain management, logistics and purchasing. Students will obtain in-depth knowledge in the field of Supply Chain Management. Graduates of this programme will be well prepared to occupy positions in industry and to pursue postgraduate studies.

DURATION: 3 YEARS    OLD NQF LEVEL: 06    *NEW NQF LEVEL: 07    CREDITS: 360

ARTICULATION
Students who successfully complete the Bachelor of Commerce (Supply Chain Management) Degree can enrol on the MANCOSA Postgraduate Diploma in Business Management.

WHO SHOULD APPLY?
- School leavers who wish to pursue a career in Supply Chain Management
- Individuals currently employed in Supply Chain Management related positions and wishing to extend their knowledge in the field with the view of becoming supply chain managers
- Individuals wishing to pursue a career in Supply Chain Management

ADMISSION REQUIREMENTS
- The minimum admission requirement to the programme is a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training with the appropriate degree endorsement; or
- An equivalent NQF Level 4 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through:
- Full-time classes
- Part-time classes (Saturdays)
- Supported distance learning

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester.

*note that all New NQF Levels are pending

PROGRAMME STRUCTURE

MODULE
YEAR ONE
SEMESTER ONE
- Business Management 1A
- Economics 1A
- Business Mathematics 1T
- End User Computing 1T
SEMESTER TWO
- Business Management 1B
- Economics 1B
- Information Systems in Supply Chain Management
- Financial Accounting in Supply Chain Management

YEAR TWO
SEMESTER ONE
- Business Management 2A
- Supply Chain Management 2A
- Commercial Law 1T
- Management Accounting 2T
SEMESTER TWO
- Business Management 2B
- Supply Chain Management 2B
- Project Management 2T
- Business Statistics 2T

YEAR THREE
SEMESTER ONE
- Business Management 3A
- Supply Chain Management 3A
- Supply Chain Management 3B
- Supply Chain Management 3C
SEMESTER TWO
- Business Management 3B
- Supply Chain Management 3D
- Supply Chain Management 3E
- Supply Chain Management 3F
2.6 BACHELOR OF COMMERCE IN SUPPLY CHAIN MANAGEMENT (BCOM SCM)

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: undergrad@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:

- Supply Chain Manager
- Procurement Manager
- Demand / Inventory Planner
- Sourcing Specialist
- Logistics Manager
- Warehouse Controller

ALL MANCOSA DEGREE PROGRAMMES ARE ACCREDITED AND REGISTERED.
3.1 Bachelor of Commerce Honours in Human Resource Management (BCom Hons HRM)

Programme Description
The Bachelor of Commerce Honours in Human Resource Management (BCom Hons HRM) is a one-year postgraduate degree that equips students with skills and knowledge to occupy middle to senior management positions. The primary objective of the programme is to link human resources to the business imperatives within an organisation.

The programme is also aimed at providing the student with an understanding and working application of the principles essential to the effective management of organisations, with specialisation in the human resource function.

Articulation
Students who successfully complete the Bachelor of Commerce (Human Resource Management) Honours Degree can enrol on the MANCOSA Master of Business Administration (MBA) Degree with one credit.

Who Should Apply?
- Undergraduates who have completed a Bachelor of Commerce Degree and wish to acquire advanced knowledge and skills in human resource management
- Human resource officers who wish to occupy a managerial position
- Entrepreneurs who wish to apply a strategic human resource management structure to manage their workforce
- Individuals who are in employment and are wishing to enhance their career prospects in the field of human resource management

Admission Requirements
- An appropriate Bachelor’s Degree; or
- An equivalent NQF Level 7 qualification with proven proficiency in English.

Mode of Delivery
This programme is offered through supported distance learning.

Assessment
The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester. This programme also has a research report component.

Programme Structure
All students take the same 4 core modules in the 1st semester. In semester two, students must complete a compulsory research report in addition to two modules chosen from a set of electives.

Module
Year One
Semester One
- Strategic Human Resource Management
- Organisational Behaviour
- Labour Relations
- Research Methodology

Semester Two
Elective One: Choose 1
- Diversity Management
- Performance Management
- Employee Relationship Management

Elective Two: Choose 1
- Labour Law
- Industrial Counselling and Group Dynamics
- Human Resource and Business Ethics
- Research Report

Programme Outcomes
For the programme outcomes and further details regarding the programme please e-mail: postgrad1@mancosa.co.za

Career Opportunities
On completion of the programme, graduates can aspire to the following positions:
- Human Resource Manager
- Labour Relations Officer
- Human Resource Consultant
- Human Resource Strategist
- Industrial Relations Manager

*Note that all New NQF Levels are pending.
3.2 BACHELOR OF COMMERCE HONOURS IN MARKETING MANAGEMENT (BCOM HONS MARKETING)

PROGRAMME DESCRIPTION
The Bachelor of Commerce Honours in Marketing Management (BCom Hons Marketing) is a one-year postgraduate programme that provides in-depth knowledge on marketing management. Marketing management impacts on every aspect of a business, from product development and communications to events management and advertising.

This programme is aimed at providing advanced skills in marketing management which enables one to make informed decisions thereby ensuring that the organisation has a competitive advantage.

ARTICULATION
Students who successfully complete the Bachelor of Commerce (Marketing Management) Honours Degree can enrol on the MANCOSA Master of Business Administration Degree (MBA) with one credit.

WHO SHOULD APPLY?
• Undergraduates who have completed a Bachelors of Commerce Degree and wish to obtain advanced knowledge in the field of marketing management
• Individuals who are in employment and wish to enhance their careers in marketing management

ADMISSION REQUIREMENTS
• An appropriate Bachelor's Degree; or
• An equivalent NQF Level 7 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through supported distance learning.

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester. This programme also has a research report component.

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: postgrad1@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Marketing Manager
• Marketing Analyst
• Marketing Researcher
• Sales Manager
• Corporate Service Manager
• Brand / Advertising Manager

DURATION: 1 YEAR       OLD NQF LEVEL: 07       *NEW NQF LEVEL: 08       CREDITS: 120

PROGRAMME STRUCTURE
All students take the same 4 core modules in the 1st semester. In semester two, students must complete a compulsory research report in addition to two modules chosen from a set of electives.

MODULE
SEMESTER ONE
• Strategic Marketing Management
• Service Marketing
• Marketing Research
• Research Methodology

SEMESTER TWO
ELECTIVE One: Choose 1
• E-Marketing
• International Marketing
• Relationship Marketing

ELECTIVE Two: Choose 1
• Brand Management
• Marketing Communications
• Direct Marketing
• Research Report

*note that all new NQF Levels are pending
3. HONOURS programmes

3.3 BACHELOR OF PUBLIC ADMINISTRATION HONOURS (BPA HONS)

PROGRAMME DESCRIPTION

The Bachelor of Public Administration Honours (BPA Hons) is a one-year postgraduate programme aimed at students who have completed the relevant first degree and who intend to consolidate and strengthen their expertise in the field of public administration. This programme is pivotal to the development of research capacity in the methodology and techniques of public administration. Students will obtain advanced skills relevant to the public sector. The programme also focuses on equipping students with a sound understanding of organisational strategy, structure, systems and organisational culture.

The Bachelor of Public Administration Honours Degree demands a high level of theoretical engagement and intellectual independence and is suitably designed for articulation into higher qualifications.

DURATION: 1 YEAR OLD NQF LEVEL: 07 *NEW NQF LEVEL: 08 CREDITS: 130

ARTICULATION

Students who successfully complete the Bachelor of Public Administration Honours Degree can enrol on the MANCOSA Master of Business Administration Degree (MBA).

WHO SHOULD APPLY?

- Candidates who have completed a Bachelor’s Degree or equivalent and wish to acquire advanced public administration skills
- Individuals who are public service employees and who wish to advance their careers in the public service sector

ADMISSION REQUIREMENTS

- An appropriate Bachelor’s Degree; or
- An equivalent NQF Level 7 qualification, with proven proficiency in English.

MODE OF DELIVERY

This programme is offered through supported distance learning.

ASSESSMENT

The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester. This programme also has a research report component.

PROGRAMME STRUCTURE

All students take the same 4 core modules in the 1st semester. In semester two, students must complete a compulsory research report in addition to two modules chosen from a set of electives.

PROGRAMME OUTCOMES

For the programme outcomes and further details regarding the programme please e-mail: postgrad1@mancosa.co.za

CAREER OPPORTUNITIES

On completion of the programme, graduates can aspire to the following positions:

- Public Administration Manager
- City or Council Manager
- Public Service Manager
- Government Affairs Manager
- Public Administration Consultant

MODULE

SEMESTER ONE

- Theory and Science of Public Administration
- Planning and Policy Analysis in the Public Sector
- Politics in the Public Sector
- Management of Public and Municipal Finance

SEMESTER TWO

ELECTIVE One: Choose 1

- Ethics in the Public Sector
- Strategic Management in the Public Sector
- Leadership in the Public Sector

ELECTIVE Two: Choose 1

- Local Government Management
- Research in the Public Sector
- Labour Relations in the Public Sector
- Research Report

*note that all New NQF Levels are pending
4. POSTGRADUATE diploma programmes

4.1 POSTGRADUATE DIPLOMA IN PROJECT MANAGEMENT (PGDPM)

PROGRAMME DESCRIPTION
The Postgraduate Diploma in Project Management (PGDPM) is a one-year specialised programme that enables students to develop an advanced understanding of concepts, approaches and tools relevant to the field of project management. Project management impacts directly on the growth and advancement of most modern organisations and is a much-sought-after qualification.

The programme enhances the capacity of managers to improve production and service delivery thereby contributing to organisational effectiveness. The programme also provides for the attainment of quantitative skills in project finance and project management.

ARTICULATION
Students who successfully complete the Postgraduate Diploma in Project Management can enrol on the MANCOSA Master of Business Administration Degree (MBA).

WHO SHOULD APPLY?
• Individuals who are involved in project management
• Individuals who have an affinity for project management practices and are able to manage people towards the accomplishment of common goals
• Aspirant project managers whose positions require them to plan and complete projects within optimal time and budget constraints

ADMISSION REQUIREMENTS
• An appropriate Bachelor’s degree; or
• An equivalent NQF Level 7 qualification with proven proficiency in English.

MODE OF DELIVERY
This programme is offered through supported distance learning.

ASSESSMENT
The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester.

DURATION: 1 YEAR        OLD NQF LEVEL: 07        *NEW NQF LEVEL: 08        CREDITS: 120

PROGRAMME OUTCOMES
For the programme outcomes and further details regarding the programme please e-mail: postgrad1@mancosa.co.za

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Project Manager
• Project Co-ordinator
• Systems Analyst
• Operations Manager

PROGRAMME STRUCTURE

MODULE SEMESTER ONE
• Principles of Management
• Project Scope and Time Management
• Project Management Leadership
• Project Communication and Risk Management

SEMESTER TWO
• Project Resource Management
• Project Financial Management
• Project Quality Management
• Project Applied Technology

*note that all New NQF Levels are pending
4. POSTGRADUATE diploma programmes

4.2 POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)

PROGRAMME DESCRIPTION

The Postgraduate Diploma in Business Management (PGDBM) is a one-year postgraduate programme that provides students with advanced knowledge, skills and competencies in the key functional areas of management. This programme will ensure that students are able to apply their management competencies to the complex and changing business environment in order to drive organisational growth.

Upon completion of this programme, students will be able to make informed decisions at middle and senior levels of management. This programme will equip students with the necessary skills and advanced knowledge to be successful managers and leaders in the challenging and diverse environment in which they find themselves.

ARTICULATION

Students who successfully complete the Postgraduate Diploma in Business Management can enrol on the MANCOSA Master of Business Administration Degree (MBA) and be eligible for 3 credits. This will enable them to complete the MBA coursework in the minimum time of 18 months.

WHO SHOULD APPLY?

• Individuals whose position requires an integrated knowledge in the areas of business management
• Individuals who strive to climb the corporate ladder and enter into the realm of business managers
• Entrepreneurs who can adopt effective strategies and create business opportunities

ADMISSION REQUIREMENTS

• An appropriate Bachelor’s degree; or
• An equivalent NQF Level 7 qualification with proven proficiency in English.

MODE OF DELIVERY

This programme is offered through supported distance learning.

ASSESSMENT

The final assessment mark for each module consists of an assignment (50% towards the final mark) and a written examination (50% towards the final mark). Examinations are written at the end of each semester.

PROGRAMME STRUCTURE

A student will be required to take 4 core modules in the 1st semester. In semester two a student must complete three core modules in addition to one elective.

MODULE SEMESTER ONE

• Human Resource Management
• Technology and Information Management
• Marketing Management
• Organisational Behaviour

SEMESTER TWO

• Strategic Management
• Accounting and Financial Management
• Operations Management

Elective: Choose 1

• Entrepreneurship
• Project Management
• Managerial Economics
• Business Ethics

PROGRAMME OUTCOMES

For the programme outcomes and further details regarding the programme please e-mail: postgrad1@mancosa.co.za

CAREER OPPORTUNITIES

On completion of the programme, graduates can aspire to the following positions:

• Business Manager
• Business Analyst
• Business Consultant
• Business Strategist

DURATION: 1 YEAR OLD NQF LEVEL: 07 *NEW NQF LEVEL: 08 CREDITS: 120

*note that all New NQF Levels are pending

//When I invest in myself, there are no boundaries.
I've decided...
my future starts today.
MANCOSA – DURBAN

26 Samora Machel Str (Aliwal)
Durban, 4001
KZN, South Africa

P.O. Box 49494
East End
Durban, 4018
South Africa

Tel: +27 31 300 7200
Fax: +27 31 300 7297
E-mail: undergrad@mancosa.co.za

MANCOSA – JOHANNESBURG

Ground Floor,
Sunnyside Park
13 Frost Avenue
Auckland Park, 2092
South Africa

P.O. Box 291534
Melville
Johannesburg, 2109
South Africa

Tel: +27 11 853 3000
Fax: +27 11 482 9072
E-mail: jhb@mancosa.co.za

MANCOSA – CAPE TOWN

3rd Floor, Ebden House,
Belmont Park
Belmont Road
Rondebosch, 7700
South Africa

P.O. Box 411
Rondebosch,
Cape Town, 7701
South Africa

Tel: +27 21 685 9072
Fax: +27 21 685 9067
E-mail: capetown@mancosa.co.za

MANCOSA – POLOKWANE

Ground Floor, Block A,
Edupark Campus
Webster Street
Polokwane, 0699
South Africa

Tel: +27 15 290 2896/9
Fax: +27 15 290 2841
E-mail: polokwane@staff.mancosa.co.za

www.mancosa.co.za