



# Undergraduate Prospectus 2024



**MANCOSA**

Member of  
**HONORIS UNITED UNIVERSITIES**

# Educating the next generation of African leaders and professionals.

## Vision

Education for a better world for all.

## Mission

Impacting lives through innovative education

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MANCOSA is registered with the Department of Higher Education and Training (DHET) as a private higher education institution under the Higher Education Act, 1997 (as amended). Registration No.2000/HE07/003.



## Undergraduate Prospectus 2024





*Working hard for something we love is called passion.*

# Principal’s Message

“Educating for impact is the worthwhile core of the academic project.”



There is a need to raise the skills base in the workplace through the pursuit of appropriate qualifications from a reputable and accredited higher education institution.

MANCOSA strives to ensure that it provides higher education that satisfies the needs of the 21st century. Besides gaining deep and far ranging disciplinary knowledge in their areas of study, MANCOSA students develop valuable life skills and become confident, critical and independent thinkers with the ability to work collaboratively. These life skills enable graduates to deal effectively with complex challenges that arise in the world of work and in life generally.

MANCOSA prides itself on its rich diversity, at both student and staff levels, and this trait is bolstered by professional and academic relationships with credible international institutions, including partner institutions under the formidable Honoris United Universities platform. Students get the benefit of programmes that are locally relevant within a rich global context.

Using innovative and pedagogically sound approaches, our academics lead students through the journey of academic exploration that strengthens their ability to apply theory to practice.

MANCOSA graduates leave the institution adequately prepared for both civic responsibility and career mobility. Our vision is to provide education for a better world for all. Study with us, and together we can make this vision come true.

As Kofi Annan said: “Education is the premise of progress, in every society, in every family.”

**Professor Magnate Ntombela**  
Principal

*Professor M. Ntombela*

# Introducing MANCOSA & Honoris United Universities

In 2017, MANCOSA became a proud member of Honoris United Universities which is the first pan-African private higher education network committed to transforming lives through relevant education for lifetime success.

Collaborative intelligence, cultural agility and mobile mindsets and skills are at the heart of Honoris’ vision of higher education. Honoris United Universities joins the expertise of its member institutions to create panregional profile graduates that are competitive in today’s fast-paced and demanding labour markets.

Honoris United Universities gathers a community of 71000+ students on 70 campuses, in 10 countries and 32 cities across Africa. More than 420 degrees are offered in the fields of Health Science, Engineering, IT, Business, Law, Architecture, Arts and Design, Media, Education and Political Science.

MANCOSA is a private 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.

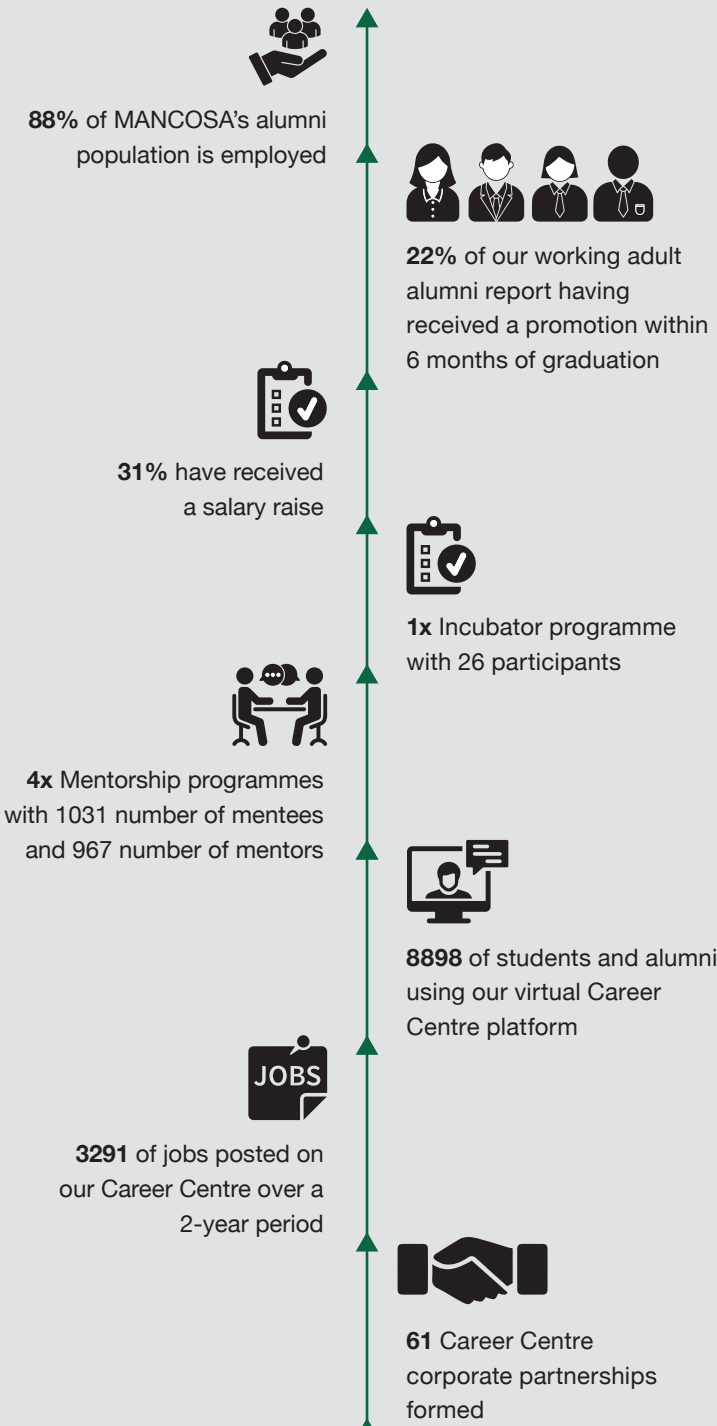
MANCOSA is renowned for academic excellence and cutting-edge insights in the delivery of education and training.



## Our Objectives

- ➔ A strong emphasis is placed on the application of theory to practice ensuring 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.

## Doing great things...





# Registration and Accreditation

95%

of students registered with MANCOSA due to our overall academic reputation.

92%

of students registered with MANCOSA due to the quality of our academic staff.

94%

of graduates felt that their qualifications made them more effective in their job.

Honoris United Universities (HUU);

Association of African Business Schools;

European Foundation for Management and Development (EFMD)

South African Business Schools Association (SABSA);

United Nations Academic Impact Initiative (UNAI).

National Association of Distance Education Organisations of South Africa (NADEOSA); and

Global Accreditation Center for Project Management Education Programs (GAC).

- MANCOSA is registered with the Department of Higher Education and Training (DHET), registration number 2000/HE07/003;
- MANCOSA programmes are accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE); and
- MANCOSA programmes are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

## KEY FACTS



### MANCOSA

A higher education initiative at international standards introduces the collaborative intelligence of African institutions for the first time in the region, thereby leveraging the knowledge and expertise of multiple communities and countries.

## Our Learning Centres Across Africa.

- Durban
  - Pietermaritzburg
  - Johannesburg
  - Pretoria
- Polokwane
  - Nelspruit
  - Cape Town
  - Gqeberha
- East London
  - Namibia
  - Eswatini
  - Mauritius



# The MANCOSA Advantage

# Academic Support



## 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 be flexible in approaching their studies. Should your work require extensive travel and extended working hours, the MANCOSA distance learning programmes are ideally suited to meet your specific needs.



## Interactive Experience

A range of teaching methods as well as technological support is used, including webinars, online discussions, case studies and self-study exercises, aimed to enhance the student learning experience. All of these help to build skills and competencies which develop students' managerial capabilities.



## Overall Experience

The MANCOSA programmes are designed and structured to stimulate you intellectually. The rigour of the programmes and the effort required to complete these successfully will ensure that you acquire the knowledge, and abilities to face the challenges of the business world.



### Learning Journey

MANCOSA utilises a blended teaching strategy, drawing on the value of independent learning through specially designed materials, limited face to face sessions as well as optimising your learning experience through a bespoke educational technology eco system. This rich academic support model allows students to maximise their learning opportunities, whilst in full time employment. Learning does not need to be synchronous and students may access the MANCOSA learning management system online.

This Learning Management System called 'MANCOSACONnect' is a user friendly, mobile supported platform which provides a student with library and academic resources, self development activities, timetables and most importantly hosts the online webinar lectures. Webinar lectures are recorded and are available for future reference.



### Academic Support

The MANCOSA academic faculty have industry experience and expertise to ensure that students receive continuous support and guidance. Full time academics are appointed in the various support centres to provide face to face, telephonic and email support to students.

In addition to this, students will have access to online learning material, discussion forums and webinars.



### Module Guides

Module guides include prescribed and recommended readings, practical assignments, activities and case studies.

In addition, textbooks are prescribed to supplement these readings.

## Collaborative intelligence at the heart of our vision.

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



# Access To You

## ➔ Library and Electronic Resource Guides

MANCOSA has launched an Online Library Service on MANCOSACONnect. The institution has partnered with some of the world's renowned digital publishers to allow access to a range of electronic journal (e-journal) resources including full-text electronic books, databases, electronic news, reference resources and supplementary readings. The Online Library Services also provides available prescribed and recommended e-textbooks for students and staff to access anytime, anywhere.

## ➔ MANCOSA Student Services

Students are provided with comprehensive support on all aspects relating to their studies. The student portal MyMANCOSA or MANCOSACONnect provides all registered students with a range of information and academic support.

## ➔ Digital Transformation in the Business Environment Module

Are you one of those students who already have computer skills and would prefer to register for a more contemporary module that is aligned to 21st century skills?

The Digital Transformation in the Business Environment Module will be offered as an elective to the End User Computing (EUC) module in the Higher Certificate and Degree programmes.

This Digital Transformation in the Business Environment module is based on the concept of Digitalisation and the massive impact it has on the technical and business challenges, as well as opportunities resulting from the rapid advancement of digital technologies.



# Admission Requirements



- 01

**Higher Certificate, Advanced Certificate, Advanced Diploma and Degree Programmes**  
  
The minimum admission requirement to enrol on a MANCOSA undergraduate programme is a National Senior Certificate with appropriate subject combinations and endorsement.  
  
The minimum entry requirement for an Advanced Certificate is a Higher Certificate consisting of 120 credits or more. The minimum requirement for an Advanced Diploma is a National Diploma (NQF level 6) or an Advanced Certificate (NQF level 6).
- 02

**Honours and Postgraduate Diploma Programmes**  
  
The minimum entry requirement onto a MANCOSA postgraduate programme is an appropriate Bachelor's Degree or Advanced Diploma. A recognised qualification, equivalent to a Bachelor's Degree (NQF level 7) will also provide access to MANCOSA postgraduate programmes.
- 03

**Recognition of Prior Learning (RPL) / Mature Age Exemption**  
  
It is possible to gain entry onto a Higher Certificate or degree programme via mature age exemption. Please note MANCOSA's RPL policy is subject to approval of the Admissions and Selections Committee.





# Higher Certificate Advanced Certificate Advanced Diploma

**BRAVE**  
THROUGH.



# Higher Certificate in Accounting



## Programme Description

NQF LEVEL 5 | SAQA ID 93811 | CREDITS 120

The Higher Certificate in Accounting is an undergraduate qualification that offers a combination of theory and practice in the key area of accounting. The purpose of the qualification is to provide a structured programme for persons wishing to work as bookkeepers and junior accountants. The programme aims to develop an integrated conceptual understanding, synthesis and application of accounting principles.

It provides a relevant higher education qualification enabling students to gain meaningful employment. The programme will develop junior management and leadership skills, and provide participants with skills in accounting, organisation and management.

The purpose of this programme is to equip students with a sound fundamental knowledge base regarding accounting. The Higher Certificate in Accounting is a qualification in a career pathway towards an accounting and financial management specialist.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in accounting.
- Individuals looking to work in the accounting field.

## Career Opportunities

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

- Accountant
- Accounts Clerk
- Bookkeeper
- Debtors Clerk

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Management Principles
- Introduction to Financial Management
- Basic Accounting
- Financial Accounting Practices
- Introduction to Business Law
- Basic Economics and Finance



# Higher Certificate in Business Management



## Programme Description

NQF LEVEL 5 | SAQA ID 96746 | CREDITS 120

The Higher Certificate in Business Management is a one year programme that develops skills, knowledge and values in the areas of team management, strategic management, project management, marketing, finance and people management.

The programme is aimed at preparing students for a career in business and management. It focuses on the functional areas of management and ensures that students apply theory to practice.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## 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.

## Career Opportunities

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

- Business Administrator
- Junior Management

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Introduction to Business Management
- Fundamentals of Project Management
- Fundamentals of Marketing
- Business Communication
- Introduction to Business Law
- Accounting and Finance
- Business Mathematics

### Elective - Choose one of the following electives

- End User Computing
- Digital Transformation in the Business Environment





# Higher Certificate in Digital Marketing



## Programme Description

NQF LEVEL 5 | SAQA ID 118279 | CREDITS 120

The purpose of the Higher Certificate in Digital Marketing is to provide the student with the necessary skills and knowledge to prepare them for opportunities and challenges within the Digital Marketing environment.

This programme will enable the student to follow a career in Digital Marketing that allows them to utilise technology to communicate products via social media platforms such as Facebook, Instagram, LinkedIn and websites.

The student will be able to apply branding concepts to aid with conceptualising the product to target niche markets and further examine and provide solutions to the digital marketing environment.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career within the Marketing (Digital Marketing) industry.
- Marketers looking to upskill themselves within Digital Marketing.

## Career Opportunities

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

- Marketing Consultant
- Marketing Assistant

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Introduction to Social Media
- Introduction to Digital Marketing
- Web Design and Development for Digital Marketing
- Business Communication
- Branding and Brand Management
- Digital Marketing Communications



# Higher Certificate in Events Management



## Programme Description

NQF LEVEL 5 | SAQA ID 104528 | CREDITS 120

The Higher Certificate in Events Management is designed to provide students with the skills and expertise to function successfully in the events management industry.

Students will gain both practical and theoretical skills which will afford them with competency in the events sector enabling them to adapt well to international event settings.

The programme will afford students with the necessary knowledge of the events management industry and its functional supporting areas while being able to apply management principles in the events management context in their future working careers.

Additionally, students will acquire good communication skills (both written and verbal) which is critical in the service industry of events management.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

The Higher Certificate in Events Management is directed at those employed within the business sector, as well as those aspiring to enter into the commerce industry specifically in events management. These include school leavers, prospective entrepreneurs, event company owners, managers and employees and regional local government.

## Career Opportunities

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

- Conference Planners
- Corporate Event Planners
- Event Coordinators / Wedding Planners
- Event Managers / Event Organisers

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

- Duration: 1 Year**
- Management Principles
  - Introduction to Financial Management
  - Introduction to Events Management
  - Events Administration and Operations
  - Applied Events Management
  - Marketing and Communication in Events Management





# Higher Certificate in Healthcare Management



## Programme Description

NQF LEVEL 5 | SAQA ID 120340 | CREDITS 120

The purpose of the Higher Certificate in Healthcare Management qualification is to help aspirant healthcare workers and current healthcare personnel to develop an awareness of healthcare management theories, practices and operations.

Furthermore, the student will have an understanding of contemporary managerial practices and the styles of current practice given the nature of dynamic change within healthcare.

Equipping employees with a basic understanding of management skills and knowledge will be an advantage to organisations who need competent and knowledgeable employees to assist in the management, operational and administrative tasks.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in healthcare management.
- Individuals who wish to acquire healthcare management skills.

## Career Opportunities

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

- Medical Administrator
- Healthcare Admission Clerk
- Hospital Administrator
- Healthcare Administrative Assistant
- Medical Aid Administrator
- Hospital Management Secretary
- Human Resource Clerk
- Healthcare Ward Secretary

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Contemporary Issues in South African Healthcare Service
- Ethical Responsibility in Healthcare Service Delivery
- Management and Leadership Principles in Healthcare Services
- Quality Management in Healthcare Services
- Planning and Policy in Healthcare Institutions
- Introduction to Health Economics



# Higher Certificate in Human Resource Management



## Programme Description

NQF LEVEL 5 | SAQA ID 96080 | CREDITS 120

The Higher Certificate in Human Resource Management is a one year programme that prepares students for employment in human resource management positions.

Human resource management is critical for the long term sustainability and economic growth of the Southern African industry, business and other types of organisations.

People in industry and business determine to a great extent economic success or failure. Therefore it is critical that supervisors and administrative staff have the basic ability to engage with the changing demands of the workplace and industry. The Higher Certificate in Human Resource Management programme provides an ideal platform for school leavers to develop basic human resource administration knowledge, skills and competencies. This programme has a real-world and market focus, and can be immediately applied in the workplace. It offers up to date information on domestic and international human resource practices.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- Individuals who wish to acquire human resource management skills.
- Human resource administrators who wish to move into a human resource consultancy position.
- Individuals who are currently in human resource positions looking to improve their human resource management skills.

## Career Opportunities

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

- Human Resources Administrator
- Human Resources Consultant
- Human Resources Assistant

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Principles of Human Resource Management
- Human Resource Planning
- Recruitment and Selection
- Introduction to Training and Development
- Compensation and Benefits
- Introduction to Performance Management





# Higher Certificate in Information Technology



## Programme Description

The Higher Certificate in Information Technology is a one year programme and provides a structured programme for persons wishing to work as information technology support staff in public and private sector organisations.

The qualification aims to develop an integrated conceptual understanding, synthesis and application of information technology principles. It will also develop communication and project management skills, and provide students with skills in information technology support. This qualification covers fundamental concepts and components into the technology and operation of modern information systems.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- Individuals/School leavers who are interested in pursuing a career in providing IT support.
- Individuals who enjoy providing business solutions and solving problems.

## Career Opportunities

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

- Network Developer
- Business Analyst
- IT Consultant / Administrator
- Data Capturers

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Computer Hardware and Architecture
- Web Development
- Essential Business Mathematics
- Business Communication
- Introduction to Information Systems
- Introduction to Programming
- Networking Fundamentals

### Elective - Choose one of the following electives

- End User Computing
- Digital Transformation in the Business Environment



# Higher Certificate in Local Government and Development Management



## Programme Description

NQF LEVEL 5 | SAQA ID 96713 | CREDITS 140

The Higher Certificate in Local Government and Development Management aims to build the capacity of local government officials and those wishing to join the public sector.

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. This qualification 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.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in local government management.
- Individuals who wish to acquire business management skills in local government.

## Career Opportunities

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

- Public Administrator
- Local Government Official
- Municipal Councillor
- Compliance Monitoring Officer

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Local Government Management
- Local Government Finance
- Local Government Human Resource Management
- Fundamentals of Local Governance
- Disaster Management
- Project Management in Local Government
- Ethics and Professionalism





# Higher Certificate in Marketing



## Programme Description

NQF LEVEL 5 | SAQA ID 96455 | CREDITS 120

The Higher Certificate in Marketing aims to provide students with the framework for understanding the dynamics of marketing which is a major operating function of any organisation in pursuit of business.

Equipped with the core marketing principles and concepts, students of this programme will have greater opportunity to compete and succeed in their future marketing career.

This programme provides the foundational building blocks of understanding marketing. It is neither too narrow nor limited to retail marketing or sales management. This qualification will equip students with a fairly broad-based knowledge of the world of business.

They will be able to think across different disciplines, as companies are confronted with a continuous process of developing and maintaining a feasible fit between organisations' objectives, skills and resources and their changing marketing opportunities.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in marketing.
- Individuals who wish to acquire marketing skills.
- Entrepreneurs.
- Individuals who are currently in management positions looking to improve their marketing skills.

## Career Opportunities

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

- Marketing Administrator
- Marketing Coordinator
- Marketing Assistant

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Principles of Marketing Management
- Consumer Behaviour and Decision Making
- Introduction to Marketing Research
- Marketing Communications
- Branding and Brand Management
- Global and e-Marketing



# Higher Certificate in Paralegal Studies



## Programme Description

NQF LEVEL 5 | SAQA ID 117726 | CREDITS 120

The purpose of the Higher Certificate in Paralegal Studies is to afford students the opportunity to acquire quality education and skills that they will be able to implement within the legal sector.

This programme will equip students to handle a range of legal issues and manage functional areas related to office practice management, civil and criminal litigation processes, debt collection and deceased estate management.

Additionally, the student will also be able to adequately demonstrate an understanding in successfully analysing a range of legal issues, and identifying the best remedy or solution within the realms of the legal sector.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career within the legal sector
- Legal assistants looking to upskill themselves.

## Career Opportunities

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

- Legal Office Manager
- Legal Officer
- Paralegal Office Coordinator
- Paralegal Assistant/ Practitioner

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

- Duration: 1 Year**
- Office Management for Legal Practices
  - Criminal Law and Criminal Procedure
  - Introduction to South African Law
  - Civil Litigation Process
  - Debt Collection Process
  - Wills and Estate Management





# Higher Certificate in Project Management



## Programme Description

NQF LEVEL 5 | SAQA ID 97198 | CREDITS 120

Project Management has emerged in the business world as one of the most popular career fields in the twenty-first century. It encompasses and touches every facet and business unit of the organisation from human resources to finance and information technology.

Having a project management qualification enables individuals to easily switch careers. The project management framework cuts across all disciplines while the tools and techniques required to manage projects remain the same. Some of these tools and techniques may need to be adapted based on the nature of the project and the industry.

This programme is intended to provide students with the framework for understanding the dynamics of project management and covers all the essential elements and processes in project management.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in project management.
- Individuals who wish to acquire project management skills.
- Managers of businesses.
- Individuals who are currently in supervisory and management positions looking to improve their project management skills.

## Career Opportunities

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

- Project Administration
- Project Coordination
- Project Management

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Fundamentals of Project Management
- Project Scope and Time Management
- Introduction to Project Quality Management
- Project Risk Management
- Project Schedule, Cost and Budget Control
- Project Monitoring and Evaluation



# Higher Certificate in Public Management



## Programme Description

NQF LEVEL 5 | SAQA ID 93812 | CREDITS 120

The Higher Certificate in Public Management is an undergraduate programme that offers a combination of theory and practice in the area of public management.

The purpose of the programme is to provide a structured programme for students wishing to work as public officials. The need for well-qualified, efficient, client oriented public officials has been identified as a priority in all spheres of government.

The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in public management. The qualification is aimed at equipping line managers with the knowledge and skills required to fulfil their management role within the public sector.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in public management.
- Individuals looking to get into the public management field.
- Administrators in public enterprises.

## Career Opportunities

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

- Local Government Official
- Public Administrator

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Local Government Management
- Public Administration
- Business Communication
- Politics and Ethics in Governance
- Public Finance

### Elective - Choose one of the following electives

- End User Computing
- Digital Transformation in the Business Environment





# Higher Certificate in Public Sector Procurement



## Programme Description

NQF LEVEL 5 | SAQA ID 99511 | CREDITS 120

The Higher Certificate in Public Sector Procurement aims to build the capacity of local government officials and those wishing to join the public sector.

The purpose of the programme is to equip students with a sound fundamental knowledge base and basic skills regarding procurement in the public sector. The programme ensures that students gain knowledge, skills and competencies in procurement.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in public sector procurement.
- Individuals currently working in the field of public sector procurement.

## Career Opportunities

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

- Procurement Officer/ Administrator
- Buyer
- Supply Chain Administrator
- Transport and Logistics Administrator

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Supply Chain Diligence
- Materials Handling in the Public Sector
- Public Procurement and Supply Tools
- Fundamentals of Public Finance
- Principles of Public Administration
- Legal Issues in Public Sector Procurement
- Public Sector Procurement and Supply Chain Management
- Managing Supply Chain Relationships



# Higher Certificate in Social Media and Communication



## Programme Description

NQF LEVEL 5 | SAQA ID 103103 | CREDITS 120

The Higher Certificate in Social Media and Communication programme is directed at students employed in or aspiring to enter the commerce industry that engages with social media and communication tools. This programme aims at developing the students' skills through coursework and actively promoting the effective use of social media and communication tools within the growing, fast paced industry.

Students will be provided with a well-rounded understanding of the theory and methodology, which will enable them to engage with social media and communications tools in a professional context.

Higher Certificate in Social Media and Communications graduates will be knowledgeable and prepared for the changing environment of social media and communications and have the necessary knowledge and skills to contribute to the various sectors influenced and impacted by social media and communications.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- The Higher Certificate in Social Media and Communication programme will provide access to higher education for students wishing to pursue or further their careers in the specialised communications field of social media.

## Career Opportunities

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

- Social Media Officer / Advertiser
- Social Media Marketer
- Social Media Content Producer
- Social Media Content Coordinator

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

### Duration: 1 Year

- Introduction to Social Media
- Fundamentals of Marketing
- Business Communication
- Social Media for Business
- Introduction to Ethics

### Elective - Choose one of the following electives

- End User Computing
- Digital Transformation in the Business Environment





# Higher Certificate in Supply Chain Management



## Programme Description

NQF LEVEL 5 | SAQA ID 93708 | CREDITS 120

The Higher Certificate in Supply Chain Management offers a combination of theory and practice in the area of supply chain management. The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in supply chain management.

The purpose of this qualification is to equip students with a sound fundamental knowledge base and basic skills regarding supply chain management. The Higher Certificate in Supply Chain Management is aimed at equipping firstline managers with the knowledge and skills required to fulfil their management role within the supply chain field. This includes the areas of warehousing, transport, inventory, materials management and purchasing.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in supply chain management.
- Individuals looking to get into the logistics or procurement field.
- Managers of small businesses.
- Individuals who are currently in supervisory and management positions looking to improve their management skills.

## Career Opportunities

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

- Supply Chain Manager
- Procurement Manager
- Demand / Inventory Planner
- Logistics Manager

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

- Duration: 1 Year**
- Management Principles
  - Introduction to Supply Chain Management
  - Introduction to Purchasing Management
  - Logistics and Material Handling
  - Introduction to Operations Management
  - Basic Economics and Finance





# Higher Certificate in Tax Administration



## Programme Description

The Higher Certificate in Tax Administration is a one year programme that prepares students for employment in tax administration.

NQF LEVEL 5 | SAQA ID 99384 | CREDITS 120

The programme provides students with the framework for understanding tax administration and covers basic individual and business taxation. The purpose of the programme is to respond to the needs of industry, government and the private and financial sector in the provision of a qualification in taxation administration.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in tax administration.
- Individuals who are currently in employment within a tax environment and wish to advance their careers.

## Career Opportunities

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

- Tax Clerk and Consultant
- Tax Administrator
- Bookkeeper

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

- Duration: 1 Year**
- Tax Administration and Tax Policy
  - Introduction to Taxation for Individuals
  - Basic Accounting
  - Business Communication
  - Introduction to Taxation for Business Entities
  - Statutory Tax Returns
  - Elementary Economics
- Elective - Choose one of the following electives**
- End User Computing
  - Digital Transformation in the Business Environment





# Higher Certificate in Tourism Management



## Programme Description

NQF LEVEL 5 | SAQA ID 118318 | CREDITS 120

The purpose of the Higher Certificate in Tourism Management programme is to afford undergraduate students with quality education and skills that they are able to implement within the tourism sector. The graduate will have the appropriate knowledge to successfully bridge the gap of a quality workforce in the Tourism sector.

The programme provides greater career opportunities in entry level positions of different functional roles in the Tourism sector. On obtaining the Higher Certificate in Tourism Management, students should be able to obtain profitable employment throughout South Africa and consequently contribute positively towards the environmental, economic and socio-cultural aspects of the tourism industry.

## Articulation

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career within the tourism industry
- Potential entrepreneurs within the tourism industry looking to upskill themselves.

## Career Opportunities

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

- Events Coordinator
- Destination Marketing Officer
- Guest Relations Officer
- Accommodation Coordinator

## Mode of Delivery

This programme is offered through online learning. Each module is delivered over a 5 week period.

## Programme Structure

- Duration: 1 Year**
- Introduction to Tourism Management
  - Tourism Destination Marketing
  - Sustainable Tourism Development and Theories
  - Entrepreneurship and Small Business Development
  - Operations Management for Tourism and Hospitality
- Elective - Choose one of the following electives**
- End User Computing
  - Digital Transformation in the Business Environment



# Advanced Certificate in Financial Planning



## Programme Description

NQF LEVEL 6 | SAQA ID 93710 | CREDITS 120

The Advanced Certificate in Financial Planning is a one year undergraduate programme that offers a combination of theory and practice in the area of financial services.

Qualifying students will develop an integrated conceptual understanding, synthesis and application of specific issues in financial planning.

They will also develop research skills, financial planning skills as well as skills in communication. 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.

## Articulation

Completion of the Advanced Certificate meets the minimum entry requirement into a Diploma programme or Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is an NQF level 5 Higher Certificate. (120 credits) Higher Certificate
- ➔ An equivalent NQF level 5 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- Individuals who are interested in pursuing a career in a financial service field.
- Individuals who enjoy consulting in financial matters and planning financial investments.

## Career Opportunities

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

- Financial Planner / Advisor
- Financial Analyst
- Investment Broker
- Personal Financial Consultant

## Mode of Delivery

This programme is offered through distance learning with online support.

## Programme Structure

### Duration: 1 Year

- Financial Planning Environment
- Personal Financial Planning
- Business Financial Planning
- Practice Management
- Income Tax Planning
- Financial Management and Planning





# Advanced Certificate in Management Studies



## Programme Description

NQF LEVEL 6 | SAQA ID 96712 | CREDITS 120

The Advanced Certificate in Management Studies 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.

## Articulation

Completion of the Advanced Certificate meets the minimum entry requirement into a Diploma programme or Bachelor's degree.

## Admission Requirements

- ➔ The minimum entry requirement is an NQF level 5 Higher Certificate. (120 credits) Higher Certificate
- ➔ An equivalent NQF level 5 qualification with proven proficiency in English.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- Executives who recently acquired or expanded general management responsibilities.
- Persons aspiring to advance within their organisations.
- Individuals wishing to gain a strong foundation in management practices.
- Junior and middle managers.

## Career Opportunities

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

- Business Manager
- Business Assistant
- Management Assistant
- Administration Manager

## Mode of Delivery

This programme is offered through distance learning with online support.

## Programme Structure

### Duration: 1 Year

- Principles of Management
- Contemporary Marketing Fundamentals
- Information Systems
- Fundamentals of Microeconomics
- Business Statistics
- Accounting





# Advanced Diploma in Business Analysis



## Programme Description

NQF LEVEL 7 | SAQA ID 118630 | CREDITS 120

The purpose of the Advanced Diploma in Business Analysis programme is to assist students aspiring as Business Analysts to develop a broad understanding of business information systems and business strategy in order to practically conduct business analysis processes.

Furthermore, it is predicted that this programme will address national human resource scarce skill towards progressive competent analysis in the economy.

This is to further assist the student with Information Technology, managerial and business administrative tasks and operations. Therefore, the purpose of this programme is to provide students with a holistic and robust understanding of the field business analysis. Students will acquire a well rounded understanding of information systems, structures, information flow, business processes and business strategy in the key fields of business analysis.

## Articulation

Completion of the programme meets the minimum entry requirement for admission to a cognate NQF Level 8 Postgraduate Diploma or Bachelors Honours Degree.

## Admission Requirements

- ➔ The admission requirements include a National Diploma at NQF 6 or;
- ➔ An Advanced Certificate at NQF 6 in the field of Business or Information Technology or cognate Bachelor's degree at NQF Level 7.
- ➔ Recognition of Prior Learning (RPL) will also be taken into consideration.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- The programme is directed at those individuals who aim to engage in further learning towards a specialisation in business analysis or achieve competencies that are portable to other specialisations such as systems development, systems modelling or systems support.

## Career Opportunities

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

- Information Technology and Telecommunications Directors
- IT Specialist Managers
- IT Project and Programme Managers
- IT Business Analysts, Architects and Systems Designers

## Mode of Delivery

This programme is offered through distance learning with online support.

## Programme Structure

### Duration: 1 Year

- Business Strategy, Analysis and Planning
- Formulation of Business Case
- Solution Assessment and Validation
- Process Modelling and Analysis
- Effective Business Requirements
- Enterprise Analysis





# Advanced Diploma in Business Management



## Programme Description

NQF LEVEL 7 | SAQA ID 104763 | CREDITS 120

This programme is designed to equip students with a sound understanding of the key management theories, methodologies and practices. The coursework further provides a blend of theoretical and practical aspects of business management.

The programme is designed to equip students with analytical and critical thinking skills in the field of management by developing their ability to understand and solve complex problems, while maintaining a holistic approach to managing organisations

## Articulation

Completion of the programme meets the minimum entry requirement for admission to a cognate NQF Level 8 Postgraduate Diploma or Bachelors Honours Degree.

## Admission Requirements

- ➔ The admission requirements include a National Diploma at NQF 6 or;
- ➔ An Advanced Certificate at NQF 6 in the field of Business or Information Technology or cognate Bachelor's degree at NQF Level 7.
- ➔ Recognition of Prior Learning (RPL) will also be taken into consideration.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- The programme is directed at those with existing vocational qualifications, wishing to gain entry into postgraduate study, as well as those with technical qualifications seeking to enter into management positions.

## Career Opportunities

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

- Systems Analyst
- Operations Manager
- General Manager
- Management Consultant

## Mode of Delivery

This programme is offered through distance learning with online support.

## Programme Structure

### Duration: 1 Year

- Advanced Management Principles
- Business Finance
- Microeconomics
- Understanding Marketing Approaches
- Information Management
- Statistical Techniques in Business

### Elective - Choose two of the following electives

- Ethical Business Management
- Operations Management in Supply Chain
- Project Management





# Bachelor Degree Programmes

**BRAVE**  
THROUGH.



# Bachelor of Business Administration



## Programme Description

NQF LEVEL 7 | SAQA ID 62116 | CREDITS 360

The Bachelor of Business Administration is a three year undergraduate 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 blend of business and general education.

Students are able to understand and develop unique leadership qualities required to successfully manage a business. The programme 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.

## Career Opportunities

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

- Business Manager
- Business Strategist
- Business Consultant
- Entrepreneur

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## 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.
- Entrepreneurs wishing to start their own business.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Business Mathematics
- Microeconomic Essentials

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Introduction to Functional Areas of Management
- Business Communication
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Organisational Leadership
- Fundamentals of Human Resource Management
- Management Accounting
- Business and Society

#### Semester Two

- Entrepreneurship and Small Businesses
- Marketing
- Business Statistics
- Information Systems

### Year 3

#### Semester One

- Ethics and Conflict
- Organisational Diversity
- Financial Planning and Control
- Global Business and Strategy

#### Semester Two

- Operations Management for Sustainability
- Project Management
- Business Environment and Ethics
- Strategic Management Practices



# Bachelor of Public Administration



## Programme Description

NQF LEVEL 7 | SAQA ID 62151 | CREDITS 360

The Bachelor of Public Administration programme is an undergraduate degree programme which focuses on the principles and practices of Public Administration and Management in the Public Sector. The programme equips the student to function effectively and efficiently in public service organisations.

It also examines local systems of government. This includes an understanding of the different types of local government and their constitutional relations with intermediate and central government.

It also examines 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.

## Career Opportunities

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

- Public Manager
- Immigration Administrator
- Local Government Manager

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

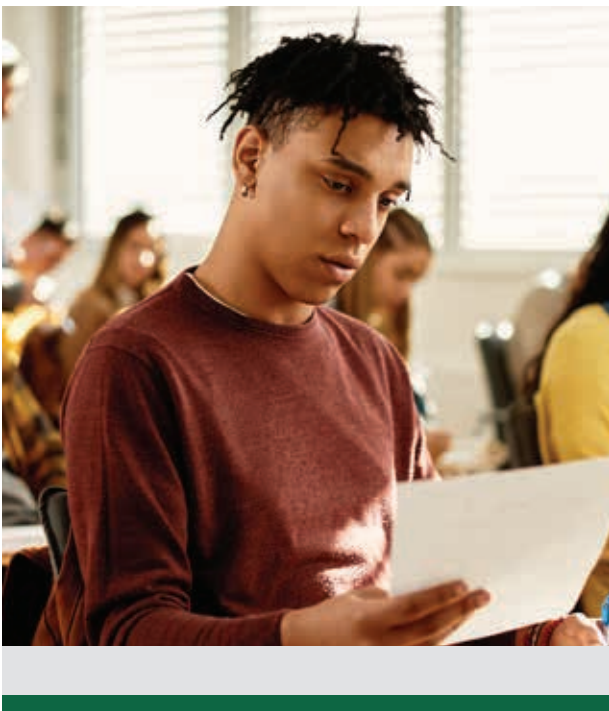
## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers who wish to pursue a career in the public sector.
- Public service employees who wish to upgrade their skills



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Public Administration
- Business Mathematics
- Microeconomic Essentials

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Comparative Systems of Public Administration
- Business Communication
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Public Management Environment
- Municipal Structures and Administration
- Administrative Law
- Public Sector Economics

#### Semester Two

- Management in the Public Sector
- Contemporary Issues in Local Government
- Contemporary South African Politics
- Ethics in the Public Sector

### Year 3

#### Semester One

- Public Sector Reform
- Research in the Public Sector
- Sustainable Local Governance
- Policy and Public Service Delivery

#### Semester Two

- Evolution of Public Administration
- Improving Public Administration
- Global Perspectives to Local Economic Development
- Public Sector Budgeting



# Bachelor of Commerce in Accounting



## Programme Description

NQF LEVEL 7 | SAQA ID 110219 | CREDITS 360

The Bachelor of Commerce in Accounting is a sought after qualification. The coursework on the programme is designed to provide students with a sound understanding of the core learning areas of accounting as well as the core management functions.

The programme will equip students with the skills and competencies necessary to function in both the private and public sector environments. The programme is intended to provide students with a qualification that will enable access to the labour market and provide the successful graduate with the necessary skills to generate economic growth. This programme is accredited with the Council on Higher Education and not aligned with professional bodies in South Africa. Students wishing to become professional accountants in public practice are requested to consider professional association qualifications.

## Career Opportunities

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

- Financial Accountants / Analysts
- Credit Controllers
- Compliance Officers
- Management Accountants

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- The programme is directed at those who have matriculated and wish to pursue a career in accounting as well as those with technical qualifications in accounting and are seeking to enter into management positions.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Business Mathematics
- Microeconomic Essentials

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Introduction to Functional Areas of Management
- Business Communication
- Introduction to Financial Accounting
- Macroeconomic Essentials

### Year 2

#### Semester One

- Cost and Management Accounting
- Taxation for Individuals
- Concepts of Financial Reporting
- Business Law

#### Semester Two

- Introduction to Business Ethics
- Commercial Law
- Financial Statement Analysis and Reporting Standards
- Introduction to Auditing

### Year 3

#### Semester One

- Group Financial Statements and Taxation
- Management Accounting for Decision Making
- Taxation for Corporate Activities
- Applied Auditing

#### Semester Two

- Financial Reporting for Corporate Assets
- Managerial Finance
- Taxation for Corporates and Individuals
- Auditing Procedures and Reporting

# Bachelor of Commerce in Corporate Communication



## Programme Description

NQF LEVEL 7 | SAQA ID 117955 | CREDITS 360

The Bachelor of Commerce in Corporate Communication will provide students with a holistic and robust understanding of the field of corporate communication. This qualification provides students with a well rounded understanding of theory, methodology, applications and processes in the key fields of corporate communication, communication science, and business management.

In addition, students will be cognisant of the rapidly changing environment of corporate communication and have the skills and knowledge to contribute to this emerging industry. Due to the blend of communication and business-related modules this qualification will develop students' problem solving, critical thinking and strategic skills, which is what corporates seek in graduates over and above an appropriate qualification.

## Career Opportunities

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

- Corporate Communicator
- Corporate Communications Practitioners
- Corporate Communications Officer/Liason
- Corporate Communications Manager/Specialist

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in various communication related sectors such as Corporate Communication, Communications, Media Relations, Branding, Reputation, Identity and Image Management and/ or Managers who wish to upgrade their corporate communication skills.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Introduction to Corporate Communication
- Introduction to Communication Science
- Elective - Choose one of the following electives:**
- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Corporate Communication Practices
- Interpersonal Communication
- Introduction to Financial Accounting
- Fundamentals of Economics

### Year 2

#### Semester One

- Organisational Leadership
- Corporate Identity, Image, Branding and Reputation
- Intercultural Communication
- Applied Communications Skills

#### Semester Two

- Project Stakeholder Management
- Media and Society
- Inclusive Stakeholder Management
- Media Ethics and Law

### Year 3

#### Semester One

- Strategic Communication Management
- Organisational Diversity
- Organisational Communication
- Research Principles

#### Semester Two

- Corporate Communication Strategy
- Global Communication
- Business Environment and Ethics
- Research in Practice



# Bachelor of Commerce in Digital Marketing



## Programme Description

NQF LEVEL 7 | SAQA ID 117680 | CREDITS 360

The Bachelor of Commerce in Digital Marketing will provide the student with the necessary skills and knowledge to prepare them for opportunities and challenges within the Digital Marketing environment. The programme will equip students with the skills to utilise technology to communicate products via social media platforms creating exposure to web design and development to analyse information to work in collaboration with technology specialists and web developers.

The student will further engage with various mobile, online, search engines and social media platforms to establish an understanding of how technology can be utilised to market a business.

This programme will ensure that the student understands the organisational environment with regards to Branding, Web Analytics, Social Media and Communications to make informed decisions within the professional context and will be able to engage with technology specialists and web developers to aid with implementing strategies to achieve marketing objectives.

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

- Marketing Managers
- Marketing Consultants
- Marketing Officers
- Market Research Analysts
- Marketing Specialists

## Career Opportunities

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in the Digital Marketing sector.
- Individuals who wish to upgrade their skills within the Digital Marketing industry.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Introduction to Marketing
- Social Media Marketing
- Introduction to Information Technology Management

#### Semester Two

- Introduction to Digital Marketing Communications
- Web Design and Digital Marketing Practices
- Financial Reporting and Analysis
- Fundamentals of Economics

### Year 2

#### Semester One

- Digital Marketing
- Consumer Behaviour
- Web Analytics (SEO)
- Business Law

#### Semester Two

- E-Commerce
- Marketing
- Introduction to Integrated Marketing Communication
- Fundamentals of Entrepreneurship

### Year 3

#### Semester One

- Media Management
- Strategic Global Marketing
- Brand Management
- Research Principles

#### Semester Two

- Digital Market-Research
- Digital Products and Pricing Strategies
- Business Ethics in the Digital Era
- Digital Marketing Strategy



# Bachelor of Commerce in Entrepreneurship



## Programme Description

Entrepreneurship is the process of identifying, creating and realising opportunities for new business or social ventures. The Bachelor of Commerce in Entrepreneurship is an undergraduate degree programme that aims to provide knowledge, skills and acumen to those aspiring to start their own business or those wishing to contribute to successful entrepreneurial ventures.

## Career Opportunities

## Articulation

NQF LEVEL 7 | SAQA ID 97907 | CREDITS 360

The Bachelor of Commerce in Entrepreneurship responds to the needs of students and the community through providing appropriate training in entrepreneurship and entrepreneurial development. The programme content is designed to provide qualifiers with graduate-level knowledge, specific skills and applied competence (including the development of graduate attributes and qualities) in the field of entrepreneurship, the programme provides opportunities for continued personal intellectual growth, gainful economic activity and rewarding contributions to society.

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

- Advisor for SMME's
- Analyst for SMME's
- Business Development Manager
- Business Owner
- Management/Consultant

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers who wish to pursue a career in Entrepreneurship.
- Persons wishing to become entrepreneurs or start up their own business.
- Existing business owners wishing to improve their entrepreneurial skills.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

- Year 1**
- Semester One**
- Introduction to Business Management
  - Introduction to Entrepreneurship
  - Business Mathematics
  - Microeconomic Essentials
- Semester Two**
- Introduction to Functional Areas of Management
  - Business Communication
  - Entrepreneurship within the Economic Environment
  - Macroeconomic Essentials
- Year 2**
- Semester One**
- Strategic Business Planning for Entrepreneurs
  - Fundamentals of Human Resource Management
  - Management Accounting
  - Business Law
- Semester Two**
- Computing Applications
  - Marketing
  - Financial Accounting
  - Family Business and Corporate Enterprising
- Year 3**
- Semester One**
- Financial Strategies for Entrepreneurship
  - Organisational Strategy
  - Ethics in Entrepreneurship
  - Entrepreneurship and Globalisation
- Semester Two**
- Operations Management in Supply Chain
  - Social Entrepreneurship
  - Statistical Techniques in Business
  - Information Management



# Bachelor of Commerce in Financial Management



## Programme Description

NQF LEVEL 7 | SAQA ID 94677 | CREDITS 360

The Bachelor of Commerce in Financial Management is a specialised undergraduate degree programme that prepares students for the management of monetary resources in an organisation. This programme is primarily aimed at developing financial and managerial skills, to equip students to meet the demand for specialists and leaders in the financial sector.

The programme examines financial concepts such as capital, cash budgets, analysis of financial statements, taxation, commercial law and provides a comprehensive overview of financial management. In this way, while primarily gaining specialised financial skills, students consider and evaluate different factors in making informed decisions for continued financial growth in an organisation.

## Career Opportunities

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

- Bank Branch Manager
- Financial Analyst / Planner / Manager
- Portfolio Manager
- Financial Administrator

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers who wish to pursue a career in financial management.
- Finance specialists who wish to become finance managers.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Introduction to Financial Management
- Business Mathematics
- Microeconomic Essentials

#### Semester Two

- Introduction to Functional Areas of Management
- Introduction to Information Systems
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Organisational Leadership
- Taxation for Individuals
- Cost Accounting
- Business Law

#### Semester Two

- Entrepreneurship and Small Businesses
- Commercial Law
- Capital Budgeting
- Taxation for Business Entities

### Year 3

#### Semester One

- Investment and Portfolio Management
- Organisational Strategy
- Financial Markets and Regulations
- Working Capital Management

#### Semester Two

- Operations Management in Supply Chain
- Budgeting and Auditing
- Corporate Finance
- Risk Management

# Bachelor of Commerce in Human Resource Management



## Programme Description

NQF LEVEL 7 | SAQA ID 62129 | CREDITS 360

The Bachelor of Commerce in Human Resource Management degree 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 programme content is designed to provide a comprehensive coverage of the major human resource responsibilities, while addressing strategic and operational aspects. The modules 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, institutions, government and non-profit organisations.

## 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

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## 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 management position.
- People wishing to become human resource management consultants.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
  - Introduction to Human Resource Management
  - Microeconomic Essentials
- Elective - Choose one of the following electives:**
- End User Computing
  - Digital Transformation in the Business Environment

#### Semester Two

- Fundamentals of Business Management
- Business Communication
- Financial Reporting and Analysis
- Fundamentals of Macroeconomics

### Year 2

#### Semester One

- Organisational Leadership
- Training and Development
- Organisational Staffing
- Principles of Labour Law

#### Semester Two

- Entrepreneurship and Small Businesses
- Human Resource Information Systems
- Business Statistics
- Human Resource Ethics in Business

### Year 3

#### Semester One

- Employee Health and Wellness
- Career Management
- Performance Management
- Group Dynamics and Leadership

#### Semester Two

- Employee Benefits and Compensation
- Diversity Management
- Labour and Employee Relations
- Human Resource Strategy



# Bachelor of Commerce in Information and Technology Management



## Programme Description

NQF LEVEL 7 | SAQA ID 71889 | CREDITS 360

The Bachelor of Commerce in Information and Technology Management degree 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.

The aim of the programme is to create graduates who are able to offer and manage business solutions, demonstrate skills and knowledge in both business and information technology domains and management thereof. Students are exposed to the design and development of systems and engage in solving real-life problems, implement and continually adapt these systems to changing organisational needs.

## Career Opportunities

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

- IT Manager
- Business Analyst
- Network Manager / Developer
- IT Infrastructure Developer
- Systems Analyst

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- IT specialists who wish to become IT managers.
- People wishing to become IT consultants.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Fundamentals of Computer Programming
- Analytical Techniques
- Microeconomic Essentials

#### Semester Two

- Introduction to Functional Areas of Management
- Advanced Programming Concepts
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Principles of Information Technology Management
- Database Design and Management
- Management Accounting
- Advanced Business Statistics

#### Semester Two

- Strategic Information Technology Management
- Principles of Project Management
- Principles of E-Commerce
- Information Systems

### Year 3

#### Semester One

- Information Technology Services Management
- Principles of Software Engineering
- Auditing
- Systems Analysis and Design

#### Semester Two

- Information Technology Law and Ethics
- Software Engineering Practice
- Capstone Project



# Bachelor of Commerce in International Business



## Programme Description

NQF LEVEL 7 | SAQA ID 104526 | CREDITS 360

In an ever-changing global business and economic environment, studying business from an international perspective is vital for graduates who are ambitious to work across international boundaries and cultures.

This programme will prepare and equip graduates with the knowledge and skills to understand the link between political, economic, socio-cultural and environmental factors which impacts on multinational organisations. The Bachelor of Commerce in International Business degree will allow students to gain a broader and more indepth understanding of the role and importance that governments play, both in a global context. The programme facilitates a sound understanding of the key business theories, methodologies and practices. The programme work also provides a balance of theoretical and practical aspects of international business.

## Career Opportunities

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

- Business Development Manager
- Data Scientist / Marketing Executive / Financial Trader
- Human Resources Officer / Public Relations Account Executive

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

Students who have a passion for business and finance and are interested in learning about the various types of currencies and laws by which businesses operate on at a global level. This programme will provide students with the necessary knowledge which is required to understand how national and multinational businesses operate.



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## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Business Mathematics
- Microeconomic Essentials

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Introduction to Functional Areas of Management
- Introduction to Politics
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Organisational Leadership
- International Trade Theory
- Business and Society
- Business Law

#### Semester Two

- International Entrepreneurship
- International Business Environment
- Business Statistics
- Value Chain Management

### Year 3

#### Semester One

- Global Political Economy
- International Trade Law
- Financial Planning and Control
- International Strategy Management

#### Semester Two

- International Finance
- Managing Across Cultures
- International Marketing Environment
- International Logistics and Supply Chain Management



# Bachelor of Commerce in Marketing Management



## Programme Description

NQF LEVEL 7 | SAQA ID 96745 | CREDITS 360

The Bachelor of Commerce in Marketing Management degree is an undergraduate programme that prepares students for professional careers in the field of marketing. This emphasises 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 the student's cognitive abilities and enable them to develop marketing strategies for their organisations.

## Career Opportunities

- On completion of the programme, graduates can aspire to the following positions:
- Marketing Manager
  - Advertising Manager
  - Public Relations Manager
  - Marketing Co-ordinator
  - Brand Manager

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## 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.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Business Mathematics
- Microeconomic Essentials

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Introduction to Functional Areas of Management
- Business Communication
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Organisational Leadership
- Marketing Mix
- Management Accounting
- Business Law

#### Semester Two

- Entrepreneurship and Small Businesses
- Branding and Consumer Behaviour
- Business Statistics
- Information Systems

### Year 3

#### Semester One

- Ethics and Conflict
- Organisational Diversity
- Marketing Research
- Product and Pricing Strategies

#### Semester Two

- Integrated Marketing Communications
- Marketing Strategies
- Business Environment and Ethics
- Strategic Management Practices

# Bachelor of Commerce in Project Management



## Programme Description

NQF LEVEL 7 | SAQA ID 108835 | CREDITS 360

The purpose of the qualification is to provide qualifiers with graduate-level knowledge, specific skills and applied competence (including the development of graduate attitudes and qualities) in Project Management that provides opportunities for continued personal intellectual growth, gainful economic activity and rewarding contributions to society.

The Bachelor of Commerce in Project Management provides opportunities for continued personal intellectual growth, enhanced marketability and enhanced employability whilst opening up new access routes to additional education and training opportunities. The Bachelor of Commerce in Project Management will also provide access to higher education to those wanting to make careers in the field of commerce and will complement the existing accredited MANCOSA qualifications.

## Career Opportunities

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

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers looking to pursue a career in Project Management.
- Individuals aiming at a career in Project Management and Project Coordination.
- Individuals intending to occupy middle management positions.
- Managers of Projects



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Introduction to Project Management
- Microeconomic Essentials

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Introduction to Functional Areas of Management
- Project Scope and Time Management
- Financial Reporting and Analysis
- Macroeconomic Essentials

### Year 2

#### Semester One

- Fundamentals of Organisational Behaviour
- Project Quality Management Processes
- Management Accounting
- Business Law

#### Semester Two

- Project Stakeholder Management
- Project Communication Management
- Project Cost and Procurement Management
- Project Resource Management

### Year 3

#### Semester One

- Project Risk Environment
- Project Strategy and Leadership
- Research Methods
- Project Performance Management and Reporting

#### Semester Two

- Project Finance
- Project Information Management
- Capstone for Project Management



# Bachelor of Commerce in Retail Management



## Programme Description

The Bachelor of Commerce in Retail Management is an undergraduate degree that responds to the needs of students and the community through providing appropriate training in retail management and business skills. A qualification in retail management will provide skills and knowledge relating to the functions and management of a retail business and the key issues associated with understanding retail trading and environments.

## Career Opportunities

## Articulation

NQF LEVEL 7 | SAQA ID 97823 | CREDITS 360

It will allow for making changes in the retail environment from a corporate perspective. Retail managers focus on their customers' experience within their store. They ensure that their products are merchandised for maximum exposure and that their employees are trained in excellent customer service and salesman skills. The programme content is designed to provide qualifiers with graduate-level knowledge, specific skills and applied competence (including the development of graduate attributes and qualities).

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

- Retail Business Owner / Manager
- Merchandising Representative
- Franchise Manager / Store Manager
- Procurement Administrator

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

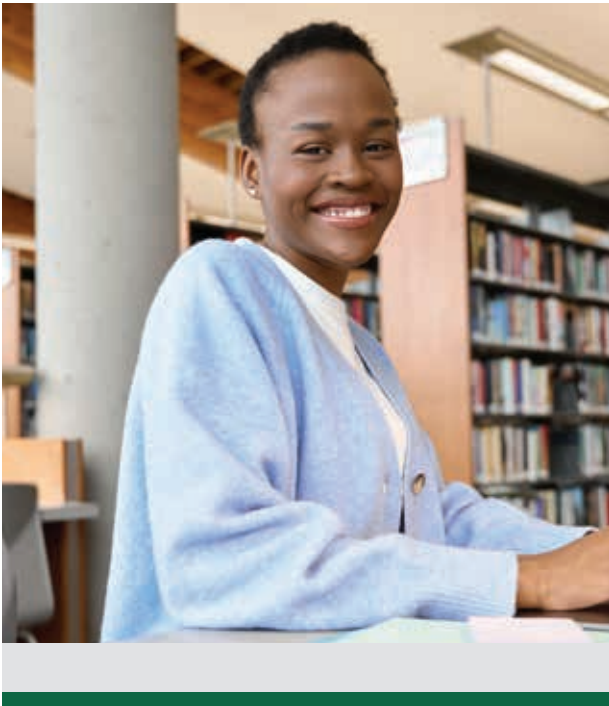
## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- School leavers who wish to pursue a career in retail management.
- Managers of retail business and enterprises.
- Persons wishing to become retail managers.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Introduction to Business Management
- Introduction to Retail Management
- Business Mathematics
- Microeconomic Essentials

#### Semester Two

- Introduction to Functional Areas of Management
- Business Communication
- Retail Environment
- Macroeconomic Essentials

### Year 2

#### Semester One

- Roles and Responsibilities of a Retail Manager
- Fundamentals of Human Resource Management
- Management Accounting
- Business Law

#### Semester Two

- Computing Applications
- Operations Management Practices
- Financial Accounting
- Consumer Behaviour in Retail Management

### Year 3

#### Semester One

- Ethics and Conduct in Retail
- Organisational Strategy
- Financial Planning and Control
- Retail Marketing Management

#### Semester Two

- Supply Chain Management in Retail
- International Retail Management
- Statistical Techniques in Business
- Information Management



# Bachelor of Commerce in Tourism and Hospitality Management



## Programme Description

NQF LEVEL 7 | SAQA ID 115457 | CREDITS 360

The purpose of the Bachelor of Commerce in Tourism and Hospitality Management is to afford undergraduate students with quality education and skills that they are able to implement within the Tourism and Hospitality sector.

In addition to providing students with a well-rounded understanding of theory, methodology, applications and processes in the Tourism and Hospitality sector, the practical component of this qualification will give students the essential hands-on experience needed in the field, and better prepare them for their desired career path. Upon completion of this programme, the graduate will have the appropriate knowledge and skill set to successfully bridge the gap of a quality workforce in the Tourism and Hospitality sector.

## Career Opportunities

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

- Events Manager
- Guest Relations Manager
- Accommodation Manager
- Tour Group Operator

## Articulation

A Bachelor's Degree is the minimum entry requirement for admission onto a Postgraduate Diploma or a cognate Honours degree.

## Selection Requirements

- ➔ Students who have secured a minimum of 55% in English Language in their prior qualification.

## Admission Requirements

- ➔ The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- ➔ An equivalent NQF level 4 qualification with proven proficiency in English.
- ➔ A Higher Certificate; an Advanced Certificate or Diploma.
- ➔ Applicants that did not achieve a Bachelors pass in Matric and are over the age of 23 years will be considered via mature age exemption.
- ➔ To be considered via RPL, applicants should be above the age of 23 years.

For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

## Who Should Apply?

- Students meeting the minimum admission requirement for Bachelor's degree and wish to pursue a career in Tourism and Hospitality Management.



## Mode of Delivery

This programme is offered through online learning and digital support.

## Programme Structure Duration: 3 Years

### Year 1

#### Semester One

- Management Principles for Tourism and Hospitality
- Introduction to Events Management
- Transport Systems for Tourism

#### Elective - Choose one of the following electives:

- End User Computing
- Digital Transformation in the Business Environment

#### Semester Two

- Tourism and Hospitality Development
- Business Communication
- Financial Reporting and Analysis
- Marketing Principles for Tourism and Hospitality

### Year 2

#### Semester One

- Managing Tourism and Hospitality Services
- Distribution Channels for Tourism and Hospitality
- Computer Applications for Tourism and Hospitality
- Business Law

#### Semester Two

- Impacts of Tourism and Hospitality Development
- Tourism and Hospitality Marketing Theories
- Financial Management for Tourism and Hospitality

#### Elective - Choose one of the following electives:

- Language: Mandarin
- Language: French
- Language: German

### Year 3

#### Semester One

- Ethics and Conflict
- Managing Tourism Destinations
- Hotel Management
- Marketing Strategies for Tourism and Hospitality

#### Semester Two

- Sustainable Tourism and Hospitality
- Information Management
- Work Integrated Learning in the Tourism and Hospitality Industry



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