

Undergraduate Prospectus

www.mancosa.co.za

MANCOSA

HONORIS UNITED UNIVERSITIES

"Education is the premise of progress, in every society, in every family".

- Kofi Annan: Former Secretary General of the United Nations.

Our Vision

Education for a better world for all.

Our Mission

Impacting lives through transformative education.



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Registration and Accreditation



MANCOSA is a private higher education institution that has championed accessible and quality higher education for all South Africans since inception in 1995. MANCOSA (PTY) Limited, is registered with the South African Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI). Our registration number with the DHET is 2000/HE07/003.

MANCOSA has affiliation with the following professional bodies.

- The Institute of Chartered IT Professionals (ICITP)
- Financial Sector Conduct Authority
- South African Institute of Taxation
- Association of African Business Schools
- European Foundation for Management and Development (EFMD)
- South African Business Schools Association (SABSA)
- The Institute of Risk Management South Africa
- 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)

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.



Principal's Message

For three decades, MANCOSA has consistently provided 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 both independently and collaboratively.

In a world characterised by accelerating change and disruption, MANCOSA graduates are equipped with essential skills such as communication, adaptability and digital literacy to advance their abilities to leverage change and innovate.

These life skills enable graduates to effectively and confidently deal 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.

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

Our vision is to provide quality '**education for a better world for all.**'

Welcome to the transformative journey that will expand your horizon.

Professor Magnate Ntombela
Principal

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 globally benchmarked education that is aligned to industry, rendering MANCOSA graduates highly employable. 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 pan-regional profile graduates who are competitive in today's fast-paced, demanding labour markets. Honoris United Universities gathers a community of 115,000+ students on 76 campuses, in 10 countries and 26 cities across Africa. More than 520+ degrees are offered in the fields of Architecture, Arts and Design, Business, Creative Arts, Education, Engineering, Fashion Design, Health Science, IT, Law, Media, Medicine, and Political Science.

- **115,000+** Students
- **76** Campuses
- **10** Countries
- **26** Cities across Africa.
- **520+** Degrees

HONORIS UNITED UNIVERSITIES



MANCOSA

Private higher education institution
Committed to the provision of affordable, accessible, and accredited learning programmes.

Programmes and Postgraduates
73 higher education programmes, with 47 undergraduate programmes and 26 postgraduate.

Leading provider of distance and online education
This mode of learning allows students to progress their working careers whilst advancing their education.

Renowned for ensuring graduate success
Beyond the world of learning into the world of work by ensuring our education is aligned to industry expectations and the development of responsible citizens for a better world for all.

Our Objectives

Application of Theory to Practice
A strong emphasis is placed on the application of theory to practice ensuring that learning is applied to real life work situations.

Personal Development
The emphasis is on personal development from both a professional and academic perspective.

Simplicity of Learning
Through bespoke support systems, intuitive learning platforms and highly resourced digital and physical learning resources.

Future Opportunities
MANCOSA qualifications prepare students for a future filled with many challenges and exciting opportunities.

128 Career Centre corporate partnerships formed

90% of MANCOSA's alumni population is fully employed

19,420 of students and alumni use our virtual Career Centre platform

236 jobs posted on our Career Centre over a 3-year period

87% of alumni have indicated that MANCOSA is value for money



Learning Journey

The MANCOSA student learning journey is designed to provide flexible, supported and inclusive learning opportunities from engagement with learning content through to assessment, feedback and progression.

The journey integrates video-based learning, recorded webinars, comprehensive learning resources, formative assessments and interactive learning activities enabling students to engage with content in ways that suit their individual learning needs.

Video-based learning supports students throughout their journey by providing accessible and engaging explanations of key concepts, while recorded webinars allow students to revisit learning and engage with content asynchronously. The learning experience also incorporates subtitles, podcasts and video transcriptions, supporting diverse learning preferences and promoting greater accessibility and inclusivity.

This approach provides students with the flexibility to learn at their own pace while meeting scheduled assessment deadlines, catering to diverse student needs and circumstances, including working adults, recent school leavers and students returning to study after a long period.

Flexibility Experience

Studying through distance learning means minimal disruption to your personal life and full-time work schedule. MANCOSA education model enables students to advance careers whilst studying ensuring that no time for career advancement is lost. 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

An exciting learning journey together with personal academic and administrative support through webinars, online discussions, case studies, and self-study exercises, aims to enhance the student learning experience.

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 world or work.

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. Additionally, students will have access to online learning material, discussion forums and webinars.

Module Guides

Upon registration, all MANCOSA students are granted access to the Module Guides for their respective programmes. Each Module Guide clearly outlines the module outcomes, associated assessment criteria, and the prescribed scope of content to be covered in order to achieve the programme's exit level outcomes as well as the module outcomes. The purpose of the Module Guide is to support the development of your knowledge and proficiency by engaging with key concepts and applying theory drawn from both the prescribed and recommended readings or textbooks. The Module Guide includes self-assessment activities which provide you with the opportunity to apply the theoretical knowledge learnt to real-world scenarios. It is important to note that all study materials provided should be used in conjunction with the prescribed and recommended readings for each module.

Did you know?

30 YEARS OF BUILDING LEGACIES

Highlights from three decades of widening access to accredited, affordable higher education across Africa.

1995 Founded in Durban, South Africa | **100 000** Qualifications completed by May 2025 | **73** Accredited programmes across four schools | **9** Teaching and learning centres nationwide

01
MANCOSA was established in **1995 in Durban, South Africa** by Professor Yusuf Karodia and Professor Narendra Bhana — dedicated to expanding access to affordable, accredited management education across post-apartheid South Africa.

02
When MANCOSA first opened its doors in 1995, **300 students** began their higher education journey with the institution.

03
At MANCOSA's inception, **Buckinghamshire Chilterns University College** partnered with the institution to help bring Professor Karodia's dream to life.

04
MANCOSA's inaugural MBA class of 1999 numbered **15 trailblazing graduates** — and its first valedictorian capped the year in the UK.



05
In 1997, MANCOSA opened a Johannesburg office at Eastgate, running weekend workshops at the then Johannesburg College of Education — now the WITS Education Campus.

06
In 2004, the MANCOSA MBA was the **only MBA in KwaZulu-Natal** with full accreditation from the Council on Higher Education.

07
In 2004, MANCOSA launched its first Bachelor's degree, opening a new pathway into higher education.

08
In 2014, MANCOSA inaugurated the **Graduate School of Business**, advancing postgraduate education and leadership development.

09
In 2017, MANCOSA became a proud member of **Honoris United Universities** — Africa's first and largest pan-African private higher education network.

10
In July 2017, MANCOSA launched **MANCOSA Connect**, its online Learning Management System — embracing digital learning years ahead of the curve.

11
In 2017, MANCOSA's **Doctor of Business Administration** earned accreditation, and the programme launched in 2018.



12
In 2018, MANCOSA's MBA was ranked among the **Top 10 in Africa** by the PMR.

13
MANCOSA's **School of Education** opened in 2019 to develop skilled educators for the future.

14
In 2019, Professor Yusuf Karodia received the African Leadership Magazine **Person of the Year Award** for Education and Development — for making quality higher education more inclusive across the continent.

15
The **School of Information and Digital Technology** followed in 2021, sharpening MANCOSA's focus on digital education.

16
The **School of Healthcare** opened in 2022, training skilled professionals for the health sector.



17
MANCOSA made history in 2022 as the **first South African institution** to offer an accredited qualification in Artificial Intelligence — its Postgraduate Diploma in Artificial Intelligence.

18
MANCOSA was first to establish an **iTeach Lab** — a teacher learning centre pairing innovative method with 21st-century technology, with lifetime access for graduates.

19
MANCOSA is accredited to offer **over 60 programmes** across IT, Education, Healthcare and Management.

20
9 teaching and learning centres across South Africa bring quality higher education closer to students.

21
100 000
qualifications completed — MANCOSA reached the milestone in **May 2025**.

22
114 900
books donated through the **Million Books Project** — reaching 131 schools via 383 mobile libraries.

23
MANCOSA was awarded **2nd Place for Best Tertiary Institute** at the 2025 Best of Durban Awards.

24
To mark our 30th anniversary and International Literacy Day on 8 September 2025, we donated **30 additional mobile libraries** to 10 schools.

Admission Requirements



Higher Certificate, Advanced Certificate, Advanced Diploma and Degree Programmes

The minimum admission requirement to enrol in a MANCOSA undergraduate programme is a National Senior Certificate with appropriate subject combinations and endorsement. The minimum entry requirement for an Advanced Certificate is an appropriate Higher Certificate consisting of a minimum 120 credits. The minimum requirement for an Advanced Diploma is an appropriate Diploma (NQF level 6) consisting of 360 credits or An appropriate Diploma of 240 credits which satisfies the admission requirement if a combination of work-integrated learning and course work have been sucessfully completed or an Advanced Certificate (NQF level 6) or A Bachelor's Degree For International applications, a SAQA evaluation is required for all post-school leaving qualifications.

Honours and Postgraduate Diploma Programmes

The minimum entry requirement for 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). *For International applications, a SAQA evaluation is required for all post-school leaving qualification.*

Recognition of Prior Learning (RPL)

Student can gain access to the programme via Recognition of Prior Learning (RPL) which is a process that formally assesses and acknowledges skills, knowledge, and competencies gained through non-formal means like work experience, life experience, or informal training. The admission to the programme via the RPL Policy is subject to approval by the admissions and selections committee.

Mature Age

Student can gain access to the programme via mature age exemption that allows individuals aged 23 or older, to gain entry to higher education even if they do not meet the standard matriculation (high school leaving) requirements. The admission onto a programme via mature age exemption is subject to approval by the admissions and selections committee.



Level Up Your LEGACY



Higher Certificate in **Accounting**

Programme Description

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 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.

NQF LEVEL **5** | SAQA ID **93811** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed

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.

Who Should Apply?

- Individuals 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 five-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 **Banking and Financial Services**

Programme Description

The purpose of the Higher Certificate in Banking and Financial Services programme is to equip students with the essential foundational knowledge, skills, abilities, and traits to achieve exceptional performance in the contemporary banking and financial services sector. This programme addresses the dynamic changes brought about by technological advancements, regulatory requirements, and the need for specialised expertise in areas such as digital banking, fintech, and risk management. Upon completion of this programme students will solidify their knowledge of banking fundamentals and have a firm grasp on the industry's emerging ideas and concepts. Students will become more familiar with the most recent developments and trends in fields including digital banking, fintech and risk management challenges. Students will investigate how technology can be used to increase adaptability and efficiency of banking and financial services sector. Thus, making the Higher Certificate in Banking and Financial Services programme more technologically efficient and fitting in with the evolution of the banking and finance sector.

NQF LEVEL **5** | SAQA ID **125597** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed Selection Criteria: English Language proficiency 40% (Level 4); and Numerical Literacy: 40% (Level 4)

Articulation

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

Who Should Apply?

- Individuals looking to pursue a career in financial banking and services sector.
- Individuals working in the financial banking and services sector looking to upskill.

Career Opportunities

On completion of the programme, graduates can aspire to roles including:

- Bank Teller
- Customer Service Representative
- Sales Consultant, Retail Banker
- Loan Officer
- Personal Banker
- Bank Sales Consultant
- Card Sales Support Consultant
- Front Office Support Officer
- Virtual Banker



Mode of Delivery

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

Programme Structure

Duration: 1-Year
Semester One
- Banking System and Governance
- Digital Banking and Fintech Integration
- Accounting and Financial Statement Analysis

Elective - Choose one of the following electives
- End User Computing or
- Digital Transformation in the Business Environment

Semester Two
- Retail, Corporate and Investment Banking
- Sales and Customer Service
- Risk Management
- Wealth Management and Retirement Planning



Higher Certificate in **Business Management**

Programme Description

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.

NQF LEVEL **5** | SAQA ID **96746** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-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 **Coding**

Programme Description

The purpose of the Higher Certificate in Coding programme is to provide students with coding knowledge and abilities in order to produce graduates who are able to work in today's challenging environments. Given the increasing complexity of today's problems, coding sparks creativity and innovativeness which results in IT solutions that can address these problems. Coding also enhances the problem-solving skills of students and enables them to be solution oriented.

Thus, the Higher Certificate in Coding programme will thoroughly prepare students to innovate and build solutions for today's increasingly complex problems. The programme enables students to be dynamic in their coding abilities, so as to be able to code on different platforms and for various environments. Students who undertake this programme will not only learn to code but also expand their knowledge in the areas of logic and critical thinking.

NQF LEVEL **5** | SAQA ID **122727** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

- First-time potential employees who wish to start their careers in the field of Coding;
- Individuals working in other sectors who wish to change their career paths and move to the field of Coding;
- Individuals currently employed in the field of Coding who wish to better qualify themselves in order to advance their careers.

Career Opportunities

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

- Coding Specialists
- Junior Systems Developers
- Analysts
- Mobile application developers



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-week period.

Programme Structure

Duration: 1-Year
- Fundamentals of Information Systems
- Mathematics Concepts in Coding
- Programming Concepts
- Programming in C#
- Principles of Web Design
- Database Systems
- Programming in Python
- Integrated Coding Project



Higher Certificate in **Community Based Healthcare**

Programme Description

The purpose of the Higher Certificate in Community Based Healthcare programme is to develop the knowledge and skills required to satisfy the globally and locally acknowledged essential outcomes for a career in this field. The Higher Certificate in Community Based Healthcare programme aims to provide students with the basic knowledge, skills, and conceptual tools for higher education studies in several different fields related to Community Health, Qualified students in this field will provide a service that will assist communities to better manage their own health and wellness. They will have the skills to work as team members and as providers of support services within a multidisciplinary healthcare team.

NQF LEVEL **5** | SAQA ID **125617** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

- Individuals looking to pursue a support career in community based healthcare
- Individuals already working in healthcare support roles wishing to upskill
- Individuals with culturally specific experience wanting to support their community.

Career Opportunities

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

- Community Healthcare Worker
- Caregiver in Community
- Healthcare Educator in the workplace
- Medical Assistant
- Healthcare Administrator



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-week period.

Programme Structure

Duration: 1-Year
Semester One
- National and International Healthcare Delivery
- Public Health and Primary Healthcare
- Community Based Healthcare

Semester Two
- Population Health
- Community Assessment and Risk Management
- Community Health Promotion and Planning



Higher Certificate in **Digital Marketing**

Programme Description

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 mobile, online, search engines and social media platforms. 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.

NQF LEVEL **5** | SAQA ID **118279** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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
- Marketing Consultant
- Marketing Assistant
- Content Coordinator
- Public Relations Representative
- Digital Marketing Officer



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-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

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 competency in the events sector enabling them to adapt well to international event settings. The programme will yield 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 careers. Additionally, students will acquire effective communication skills (both written and verbal) which is critical in the service industry of events management.

NQF LEVEL **5** | SAQA ID **104528** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

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 Individuals, 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 distance learning and online support. Each module is delivered over a five-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

The purpose of the Higher Certificate in Healthcare Management qualification is to assist 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.

NQF LEVEL **5** | SAQA ID **120340** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed. Selection Criteria: Must obtain a minimum of 50% for English in NCV and pass English in NSC.

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.

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-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

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 the industry and business determine the economic success or failure of a concern. Therefore, it is critical that supervisors and administrative staff have the skills 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.

NQF LEVEL **5** | SAQA ID **96080** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

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 distance learning and online support. Each module is delivered over a five-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 that provides a structured curriculum for individuals 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 enhance communication and project management skills, and equip students with skills in information technology support. This qualification covers fundamental concepts and components related to the technology and operation of modern information systems.

NQF LEVEL **5** | SAQA ID **93709** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV);
General Education Diploma (GED);
An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR
Mature Age Exemption (above the age of 45 years without any of the above qualifications).
We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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:

- Desktop Support Technician
- IT Support Technician
- Computer or Network Support Technician



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-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 **Logistics Management**

Programme Description

The Higher Certificate in Logistics Management programme aims to equip students with the necessary knowledge and skills to excel in the field of logistics and supply chain management. The programme aims to enable students to evaluate logistics operations concepts and principles and develop strategies for effective inventory management, warehousing, transportation, and distribution. The Higher Certificate in Logistics Management programme seeks to empower students with the necessary knowledge and skills to become competent professionals in the field of logistics and supply chain management.

NQF LEVEL **5** | SAQA ID **122733** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV);
General Education Diploma (GED);
An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.
Selection Criteria: Applicant must have obtained a minimum of 50% for English in their NCV and a pass in English for NSC.

Articulation

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

Who Should Apply?

- Individuals looking to pursue a career logistics management
- Individuals who wish to acquire logistics management skills.

Career Opportunities

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

- Logistics Administrator / Coordinator
- Shipment Controller / Transport Controller
- Facilities Officer / Dispatcher
- Logistics and Supply Chain Administrators



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-week period.

Programme Structure

Duration: 1-Year

- Principles of Business Leadership
- Introduction to Logistics Management
- Introduction to Information Systems in Logistics Management
- Management of Quality and Sustainable Logistics
- Operations in Logistics Management
- Basic Economics and Finance



Higher Certificate in **Local Government and Development Management**

Programme Description

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 and a broad range of managerial skills in the local government sector. This qualification is tailor-made for the local government environment, enabling managers and councillors to meet their professional needs while keeping current 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.

NQF LEVEL **5** | SAQA ID **96713** | CREDITS **140**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals looking to pursue a career in local government management.
- Individuals who wish to acquire public 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 distance learning and online support. Each module is delivered over a five-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

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 business organisation. Equipped with the core marketing principles and concepts, students of this programme will have greater opportunities to compete and succeed in their future marketing careers. 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.

NQF LEVEL **5** | SAQA ID **96455** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-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

The purpose of the Higher Certificate in Paralegal Studies is to afford students opportunities to acquire a quality education with skills that they can 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 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.

NQF LEVEL **5** | SAQA ID **117726** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-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

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 switch careers easily. 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.

NQF LEVEL **5** | SAQA ID **97198** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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 Manager
- Project Coordinator
- Program Manager
- Business Analyst
- Change Manager



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-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

The Higher Certificate in Public Management is an undergraduate programme that offers a combination of theory and practice in 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 aims to equip line managers with the knowledge and skills required to fulfil their management role within the public sector.

NQF LEVEL **5** | SAQA ID **93812** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-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

The Higher Certificate in Public Sector Procurement aims to build the capacity of local government officials who wish to join the public sector. The programme proposes to equip students with a sound fundamental knowledge base and foundational skills regarding procurement in the public sector. The programme ensures that students gain knowledge, skills and competencies in procurement.

NQF LEVEL **5** | SAQA ID **99511** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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



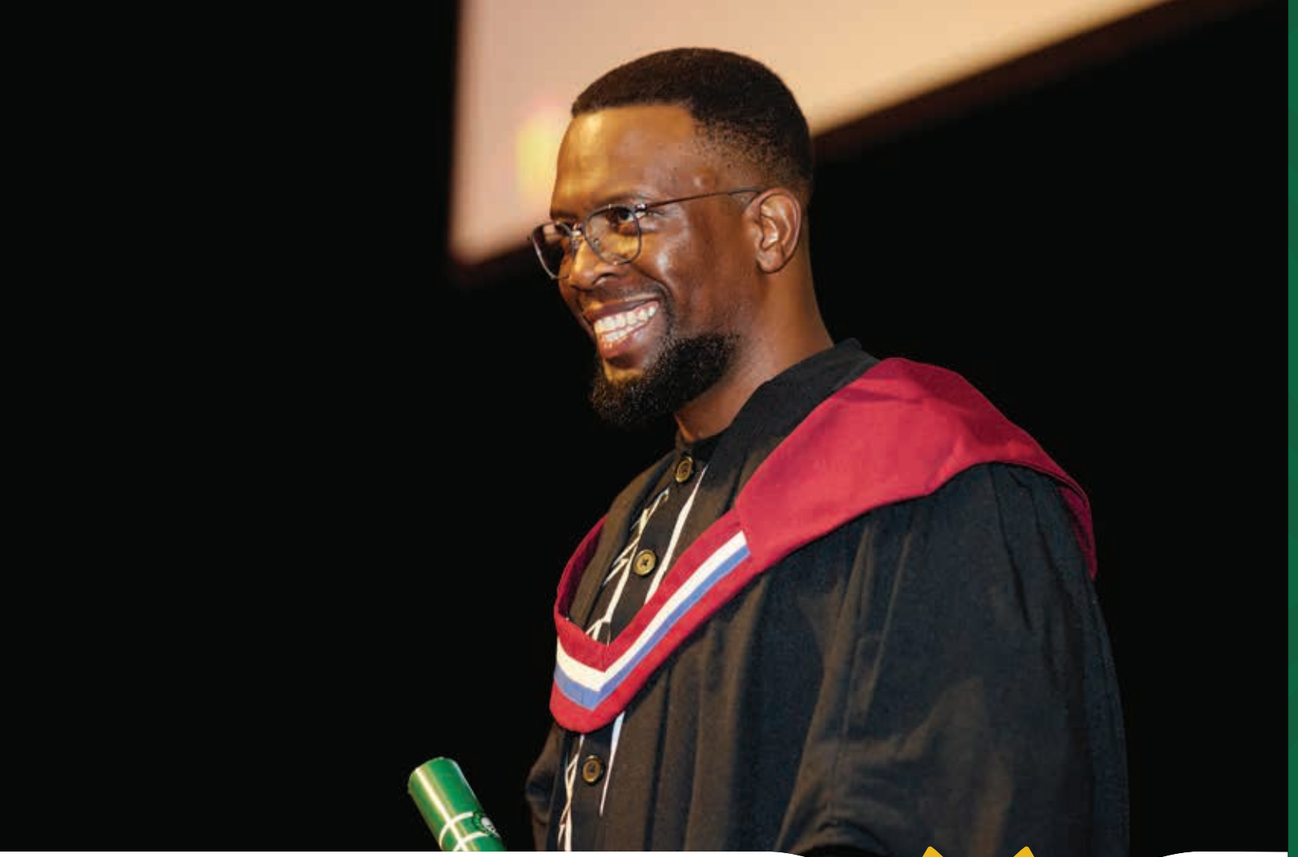
Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-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 **Supply Chain Management**

Programme Description

The Higher Certificate in Supply Chain Management offers a combination of theory and practice in 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 aims to equip first-line 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.

NQF LEVEL **5** | SAQA ID **93708** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-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 **Social Media and Communication**

Programme Description

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 to develop students' skills through coursework and actively promote 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 communication 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.

NQF LEVEL **5** | SAQA ID **103103** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

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 distance learning and online support. Each module is delivered over a five-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 **Tax Administration**

Programme Description

The Higher Certificate in Tax Administration is a one-year programme that prepares students for employment in tax administration. The programme provides students with the framework for understanding tax administration and covers basic individual and business taxation. The programme's purpose is to respond to the needs of industry, government and the private and financial sector in the provision of a qualification in taxation administration. We are thrilled to share that MANCOSA's Higher Certificate in Tax Administration has earned accreditation from the South African Institute of Taxation (SAIT) towards the knowledge competencies of the designation Tax Technician Practitioner (SA)! This achievement demonstrates our commitment to ensuring our Higher Certificate in Tax Administration remains relevant and is supported by the premier professional tax body, trusted by practitioners, businesses, and policymakers as the benchmark for excellence in taxation in the fast-paced world of tax compliance. Learn more about what our accreditation means and how it can impact your project management programme or educational experience here: https://thesait.org.za/education-pathways/designation-pathway/

NQF LEVEL **5** | SAQA ID **99384** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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 distance learning and online support. Each module is delivered over a five-week period.

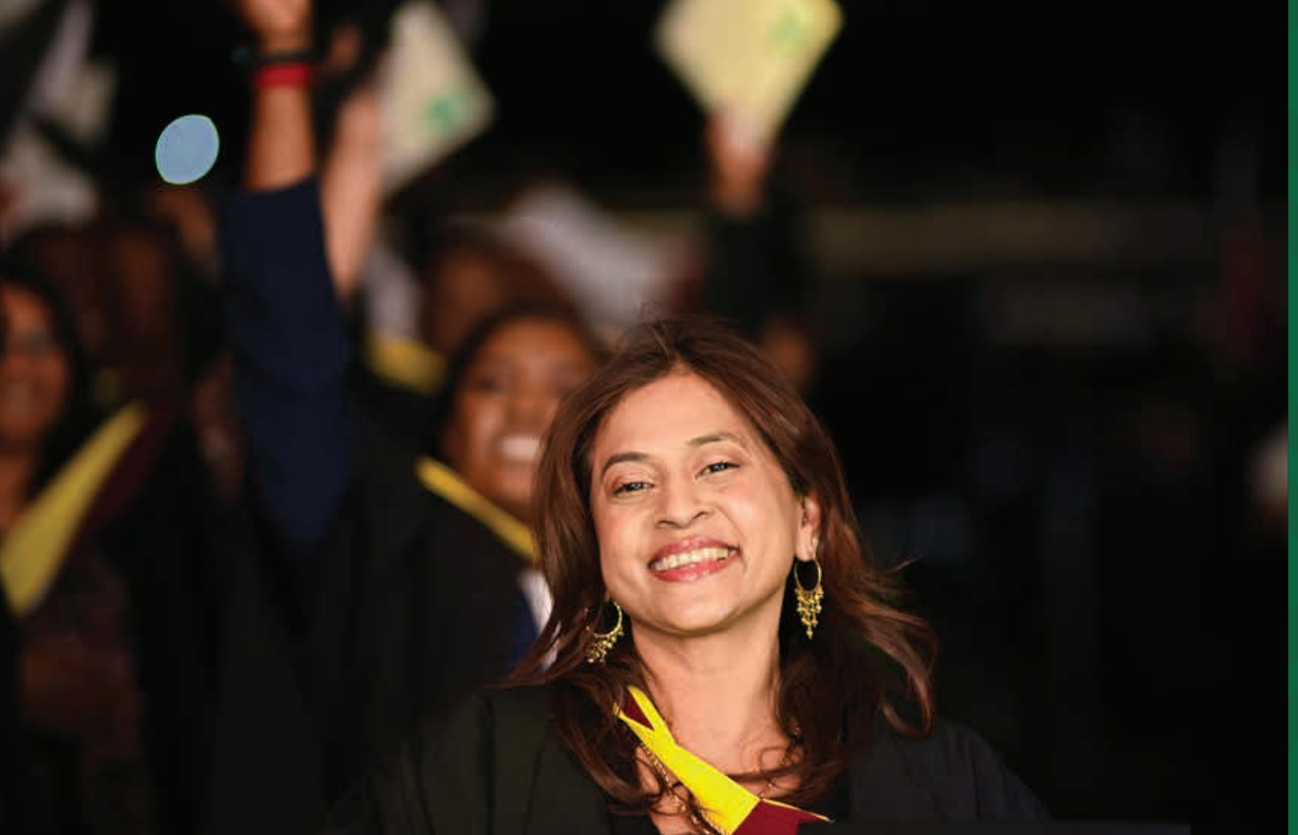
Programme Structure

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

The purpose of the Higher Certificate in Tourism Management programme is to provide undergraduate students with quality education and skills that they can 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 for different functional roles in the tourism sector. Once obtaining the Higher Certificate in Tourism Management, students should be able to acquire profitable employment throughout South Africa and consequently positively contribute towards the environmental, economic and socio-cultural aspects of the tourism industry.

NQF LEVEL **5** | SAQA ID **118318** | CREDITS **120**

Admission Requirements

The minimum entry requirement is a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

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.

Who Should Apply?

- Individuals 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:

- Destination Marketing Officer
- Guest Relations Officer
- Accommodation Coordinator
- Tour Group Operator
- Customer Service/Events Coordinator
- Hotel Operations Coordinator or Administrator
- Tourism Marketing Coordinator
- Tourism Information Centre Coordinator



Mode of Delivery

This programme is offered through distance learning and online support. Each module is delivered over a five-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

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 business acumen skills in research, financial planning, and communication. The programme provides background knowledge to enable junior and middle managers to pursue senior management positions within their organisations. This programme prepares students to apply theories to practice and be well-placed to pursue further studies.

NQF LEVEL **6** | SAQA ID **93710** | CREDITS **120**

Admission Requirements

The minimum entry requirement is submission of matric certificate along with an appropriate/cognate NQF 5 accredited (120 credit) qualification; Applicants having completed the National Nated Diploma showing all N4, N5 and N6 modules passed i.e. applicant completed all academic theoretical and work integrated learning (WIL) aspects of the programme will qualify for admission onto any Advanced Certificate programme. Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); We consider credit transfers for prior studies completed.

Articulation

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

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 and 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

The Advanced Certificate in Management Studies is a one-year programme aiming to provide students with an overview of key management philosophies and practices. It offers students opportunities 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 renders background knowledge to enable junior and middle managers to pursue senior management positions within their organisations. This programme prepares students to apply theories to practice and be well-placed to pursue further studies.

NQF LEVEL **6** | SAQA ID **96712** | CREDITS **120**

Admission Requirements

The minimum entry requirement is submission of matric certificate along with an appropriate/cognate NQF 5 accredited (120 credit) qualification; Applicants having completed the National Nated Diploma showing all N4, N5 and N6 modules passed i.e. applicant completed all academic theoretical and work integrated learning (WIL) aspects of the programme will qualify for admission onto any Advanced Certificate programme. Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); We consider credit transfers for prior studies completed.

Articulation

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

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 and 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

The purpose of the Advanced Diploma in Business Analysis programme is to assist students aspire to become Business Analysts by developing a broad understanding of business information systems and business strategy to practically conduct business analysis processes. Furthermore, it is predicted that this programme will address national human resource scarce skills towards progressive competent analysis in the economy. Students will be further assisted with Information Technology, managerial and business administrative tasks and operations. Therefore, this programme's purpose is to provide students with a holistic, robust understanding of the business analysis field. 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.

NQF LEVEL **7** | SAQA ID **118630** | CREDITS **120**

Admission Requirements

Applicants must submit their matric certificate along with an appropriate NQF6 accredited (120 credit) qualification; ADBA will require some foundational knowledge in the field of Business or Information Technology; Applicants having completed an appropriate NQF 6 (3 years, 360 credits) Diploma or National Diploma may qualify; Applicants having completed an appropriate NQF 6 Diploma of 240 credits having completed all academic theoretical and work integrated learning (WIL) aspects of the programme will qualify. Applicants having completed an appropriate National Nated Diploma NQF6 showing all N4, N5 and N6 modules passed i.e. applicant completed 1.5 years of academic theoretical and 1.5 years of practical compulsory internship aspects of the programme may qualify; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); We consider credit transfers for prior studies completed.

Articulation

Students having completed the programme may articulate onto a Postgraduate Diploma programme. Students applying for an Honours degree must have sufficient foundational knowledge in the relevant field at NQF 5, NQF 6 and NQF 7.

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 and 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

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 abilities to understand and solve complex problems, while maintaining a holistic approach to managing organisations.

NQF LEVEL **7** | SAQA ID **104763** | CREDITS **120**

Admission Requirements

Applicants must submit their matric certificate along with an appropriate NQF6 accredited (120 credit) qualification; Applicants having completed an appropriate NQF 6 (3 years, 360 credits) Diploma or National Diploma; Applicants having completed an appropriate NQF 6 Diploma of 240 credits having completed all academic theoretical and work integrated learning (WIL) aspects of the programme; Applicants having completed an appropriate National Nated Diploma NQF6 showing all N4, N5 and N6 modules passed i.e. applicant completed 1.5 years of academic theoretical and 1.5 years of practical compulsory internship aspects of the programme may qualify; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); We consider credit transfers for prior studies completed.

Articulation

Students having completed the programme may articulate onto a Postgraduate Diploma programme. Students applying for an Honours degree must have sufficient foundational knowledge in the relevant field at NQF 5, NQF 6 and NQF 7.

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
- Business System Analyst



Mode of Delivery

This programme is offered through distance learning and 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



Advanced Diploma in **Public Administration**

Programme Description

The purpose of the Advanced Diploma in Public Administration qualification is to provide students with a solid knowledge of the public sector environment that would enable them to develop the skills, competencies and attitudes required to practice effective public management in all spheres of government public service. The Advanced Diploma in Public Administration qualification will equip new entrants to the public sector to operate effectively; and experienced employees to improve their competencies. Specifically, it is expected that the qualification will provide students with a range of highly relevant knowledge, skills and capabilities. These include knowledge of principles and theories of public administration; the structures, institutions and functions of government in South Africa; the frameworks governing administration in all three spheres of government; the administrative processes and practices within government; how government finances are raised and managed; and the implementation of government policies and planning processes.

NQF LEVEL **7** | SAQA ID **121047** | CREDITS **120**

Admission Requirements

Applicants must submit their matric certificate along with an appropriate NQF6 accredited (120 credit) qualification ;Advanced Diploma in Public Administration will require some foundational knowledge in the field of Public Administration; Applicants having completed an appropriate NQF 6 (3 years, 360 credits) Diploma or National Diploma; Applicants having completed an appropriate NQF 6 Diploma of 240 credits having completed all academic theoretical and work integrated learning (WIL) aspects of the programme; Applicants having completed an appropriate National Nated Diploma NQF6 showing all N4, N5 and N6 modules passed i.e. applicant completed 1.5 years of academic theoretical and 1.5 years of practical compulsory internship aspects of the programme may qualify; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); We consider credit transfers for prior studies completed.

Articulation

Students having completed the programme may articulate onto a Postgraduate Diploma programme. Students applying for an Honours degree must have sufficient foundational knowledge in the relevant field at NQF 5, NQF 6 and NQF 7.

Who Should Apply?

- Individuals who wish to work in or with all spheres of government-national, provincial, or local-such as in national and provincial departments, public entities, legislatures, constitutional institutions, municipalities, and municipal entities.
- Current public officials who wish to develop their skills, competencies, and attitudes to practice effective public management.

Career Opportunities

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

- At national or provincial level: Department Head/Director-General, Departmental Chief of compliance, Departmental Chief of Strategy
- At local level: Manager of Strategy, Municipal Manager, Director of Community services, Director of Corporate Services



Mode of Delivery

This programme is offered through distance learning and online support.

Programme Structure

Duration: 1-Year

- Historic Development of Public Management
- The Constitution of South Africa
- Public Administration in the National and Provincial Spheres
- Local Government Public Administration
- Principles of Administrative Law
- Managing Public Finance
- Public Policy
- Government Planning and Strategy



Bachelor of Business **Administration**

Programme Description

The Bachelor of Business Administration is a three-year undergraduate degree programme that equips students to understand the business and management environments. The programme aims to develop a student's intellectual ability, executive personality, and managerial skills, through an appropriate blend of business and general education. Students would be able to understand and develop unique leadership qualities required for successfully managing a business. The programme is also designed to produce up-to-date, assertive, and effective executives for business and other organisations and prepare students for further studies. The programme covers a variety of business and management principles.

NQF LEVEL **7** | SAQA ID **62116** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

Career Opportunities

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

- Business Manager
- Business Strategist
- Business Consultant
- Entrepreneur

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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

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 students 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. Current public policy issues and priorities are also examined. 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.

NQF LEVEL **7** | SAQA ID **62151** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

Career Opportunities

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

- Public Manager
- Immigration Administrator
- Local Government Manager

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure
Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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 Science in **Information Technology**

Programme Description

The purpose of the Bachelor of Science in Information Technology programme is to provide students with information technology knowledge to produce graduates who are able to work in today's challenging environments. The programme is designed in the context of the current organisational and societal problems that need programming solutions. Graduates of the Bachelor of Science in Information Technology programme develop strong programming skills, which in turn enhance their problem-solving abilities and foster a solution-oriented mindset. The Bachelor of Science in Information Technology programme is designed to give students the necessary knowledge to design software, create software, or help improve software specifications. It is aimed towards providing learning progression in the fields of Artificial Intelligence, Information Systems, Programming and Cybersecurity throughout the student's learning journey.

NQF LEVEL **7** | SAQA ID **124776** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed. Selection Criteria: Applicants with a National Vocational Certificate level 4, must have obtained a 50% pass in English. All applicants must have completed and passed Mathematics and one science subject. Mathematical Literacy and Technical Mathematics will not be considered as part of the minimum admission requirements.

Articulation

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

Who Should Apply?

- School leavers interested in the information technology field
- Professionals in the information technology field interested in developing their skills further with a formal qualification.

Career Opportunities

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

- Information Communication Technology Manager
- Software Engineer/Application Developer
- Information Technology Security Analyst
- Cyber Security/Data Mining Analyst
- Business Intelligence Developer
- Network and Computer Administrator

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
Semester One
- Programming Fundamentals with Python
- Artificial Intelligence - Machine Learning
- Principles of Cyber Security
- Statistics and Probability

Semester Two
- Responsive Web Design
- Networking Technologies
- Information Systems Architecture
- Calculus and Algebra

2-Year
Semester One
- Programming in Java
- Artificial Intelligence and Deep Learning
- Cyber Security Governance and Compliance
- Data Analytics

Semester Two
- Database Design and Development
- Software Development Methodologies
- Network Monitoring and Management
- Discrete Mathematics

3-Year
Semester One
- Business Intelligence
- C# for Integrated Application Development
- Information Security Management
- Artificial Intelligence Applications (Humans and AI)

Semester Two
- Mobile Application Design and Development
- Design Thinking for User Experience
- Information Technology Project Management
- System Architecture and Integration



Bachelor of Commerce in **Accounting**

Programme Description

The Bachelor of Commerce in Accounting is a sought-after qualification due to its strong job prospects. The coursework on the programme is designed to provide students with a sound understanding of the core learning areas of accounting and management functions. The programme will equip students with the skills and competencies necessary to function in the private and public sector environments. The programme is intended to furnish students with a qualification that will enable access to the labour market and provide successful graduates 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.

NQF LEVEL **7** | SAQA ID **110219** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

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.

Career Opportunities

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

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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

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. Additionally, students will be cognisant of the rapidly changing corporate communication environment 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 are competencies corporates seek in graduates over and above an appropriate qualification.

NQF LEVEL **7** | SAQA ID **117955** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

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.

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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

The Bachelor of Commerce in Digital Marketing will provide students 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 using products via social media platforms, create exposure to web design and development, and analyse information to work in collaboration with technology specialists and web developers. Students 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 students understand the organisational environment regarding Branding, Web Analytics, Social Media, and Communications, to make informed decisions within the professional context and be able to engage with technology specialists and web developers to aid with implementing strategies to achieve marketing objectives.

NQF LEVEL **7** | SAQA ID **117680** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications).
We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

Career Opportunities

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

- Marketing Managers/Consultants
- Marketing Officers
- Market Research Analysts
- Marketing Specialists
- Content Coordinator
- Public Relations Representative
- Digital Marketing Officer
- Product Marketer and Brand Marketer
- Search Marketing Strategists

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
Semester One
- Digital Marketing
- Consumer Behaviour
- Web Analytics (SEO)
- Business Law

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

3-Year
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 a process of identifying, creating, and realising opportunities, for new business or social ventures by managing and assuming the risks of an enterprise. 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 wishing to contribute to successful entrepreneurial ventures. The Bachelor of Commerce in Entrepreneurship responds to the needs of students and the community by providing appropriate training in entrepreneurship and entrepreneurial development. The programme content is designed to render 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 activities, and rewarding contributions to society.

NQF LEVEL **7** | SAQA ID **97907** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

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.

Career Opportunities

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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**

FSCA
Financial Sector Conduct Authority

Programme Description

The Bachelor of Commerce in Financial Management is a specialised undergraduate degree programme that prepares students to manage 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 economic concepts such as capital, cash budgets, analysis of fiscal statements, taxation, and 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 the continued economic growth of an organisation.

NQF LEVEL **7** | SAQA ID **94677** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure
Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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

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 human resources management degree's main objective 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 major human resource responsibilities, while addressing strategic and operational aspects. The modules involve both practical and theoretical considerations in professional development in the field of human resources in such settings as business, industry, institutions, government, and non-profit organisations.

NQF LEVEL **7** | SAQA ID **62129** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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

The Bachelor of Commerce in Information and Technology Management degree is a popular and highly sought-after undergraduate programme. Information technology is presently one of the fastest-growing industries creating significant career opportunities for students. The programme aims to enable graduates to offer and manage business solutions and demonstrate skills and knowledge in both business and information technology domains and management thereof. Students are exposed to the design and development of business systems and engage in solving real-life problems by implementing and continually adapting these systems to changing organisational needs.

NQF LEVEL **7** | SAQA ID **71889** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

Career Opportunities

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

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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

As the global business and economic environment continually evolves, studying business from an international perspective is vital for graduates 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, sociocultural, and environmental factors that impact multinational organisations. The Bachelor of Commerce in International Business degree will enable students to gain a broader and more in-depth understanding of the role and importance of governments in a global context. The programme facilitates a sound grounding in the fundamental business theories, methodologies and practices. A balance of theoretical and practical aspects of international business is also provided.

NQF LEVEL **7** | SAQA ID **104526** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

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 at a global level. This programme will provide students with the necessary knowledge required to understand how national and multinational businesses operate.

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
Semester One
- Organisational Leadership
- International Trade Theory
- Business and Society
- Business Law

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

3-Year
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**

FSCA
Financial Sector Conduct Authority

Programme Description

The Bachelor of Commerce in Marketing Management degree is an undergraduate programme that prepares students for professional careers in the field of marketing. The programme emphasises the techniques and methods of managing and planning for marketing. Students progress through the curriculum in a planned sequence culminating in the development of a marketing plan. The programme focuses on proven practices and theory applications covering research, the nature of consumers, sales management, advertising, quality management, and 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.

NQF LEVEL **7** | SAQA ID **96745** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

- School leavers wishing to pursue a career in marketing management.
- Qualified marketing managers who wish to broaden their knowledge in strategic marketing management.
- Individuals wishing to become marketing consultants.

Career Opportunities

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

- Marketing Manager
- Digital Marketing Specialist
- Brand Manager
- Market Research Analyst
- Sales and Advertising Executive
- Public Relations Manager
- Entrepreneur/Business Owner

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
Semester One
- Organisational Leadership
- Marketing Mix
- Management Accounting
- Business Law

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

3-Year
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

The purpose of the qualification is to provide qualifiers with graduate-level knowledge, specific skills and applied competence, (including the development of graduate attributes and qualities), in Project Management that provides opportunities for continued personal intellectual growth, gainful economic activities, 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 commerce field and will complement the existing accredited MANCOSA qualifications.

NQF LEVEL **7** | SAQA ID **108835** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

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.

Career Opportunities

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

- Project Manager
- Project Co-ordinator
- Systems Analyst
- Operations Manager

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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. It will allow for altering the retail environment from a corporate perspective. Retail managers focus on their customers' experience within their stores. They ensure that their products are merchandised for maximum exposure and that their employees are trained in excellent customer service and salesmanship 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).

NQF LEVEL **7** | SAQA ID **97823** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

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

Career Opportunities

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

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

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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 **Supply Chain and Operations Management**

Programme Description

The purpose of the Bachelor of Commerce in Supply Chain and Operations Management programme is to provide students with the necessary knowledge, abilities, and traits to achieve exceptional performance in the domain of supply chain and operations management. The curriculum has been specifically developed to cultivate a comprehensive understanding of the complete processes that regulate the movement of products and services, including sourcing, production, and distribution. Additionally, it aims to cultivate essential skills such as critical thinking, problem-solving, and leadership capabilities. Students will investigate how technology can be used to increase the supply chain's adaptability and efficiency. Thus, making the programme more technologically efficient and fitting in with the evolution of the supply chain industry. Students will have a comprehensive understanding of supply chain and operations management principles, strategies, and best practices upon completion of the programme. They will be capable of analysing complex business scenarios, identifying inefficiencies, and proposing innovative solutions. Graduates will enter the workforce with a competitive advantage and be prepared to face the challenges of dynamic supply chains and operations environments.

NQF LEVEL **7** | SAQA ID **124089** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); Applicants must obtain one of the following: A 50% pass in English or a 50% pass in either one of the following numerical literacy subjects, i.e., Mathematics, Mathematical Literacy, Economics, Accounting, or a 50% pass in English if the applicant completed a National Vocational Certificate (Level 4); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed.

Articulation

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

Who Should Apply?

- Individuals looking to pursue a career in supply chain and operations management
- Individuals who wish to acquire skills pertinent to the supply chain and operations management field.

Career Opportunities

- Supply Chain Manager
- Operations Manager
- Procurement Officer
- Inventory Manager
- Supply Chain Consultant
- Production Planner
- Warehouse Foreman

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
Semester One
- Fundamentals of Supply Chain Management
- Microconomic Essentials (Prerequisite for Intermediate Microeconomics)
- Business Mathematics

Elective - Choose one of the following electives
- End User Computing
- Digital Transformation in the Business Environment

Semester Two
- Principles of Operations Management (Prerequisite for Operations Management Techniques)
- Macroeconomic Essentials (Prerequisite for Intermediate Macroeconomics)
- Financial Reporting and Analysis
- Introduction to Functional Areas of Management

2-Year
Semester One
- Operations Management Techniques
- Supply Chain Management Principles
- Intermediate Microeconomics
- Business Law

Semester Two
- Supply Chain Management Systems
- Principles of Project Management
- Intermediate Macroeconomics
- Business Statistics

3-Year
Semester One
- Strategic Operations Management
- Business Analytics in the Supply Chain
- Supply Chain Management Strategies
- Risks in Supply Chain Management

Semester Two
- Supply Chain Relationship Management and Enterprise Planning
- Integration and Alignment in Current Supply Chain Systems
- Lean Manufacturing in Operations
- Smart Manufacturing Management



Bachelor of Commerce in **Transportation and Logistics Management**

Programme Description

The purpose of the Bachelor of Commerce in Transportation and Logistics Management programme is to develop the knowledge and skills required to satisfy the globally and locally acknowledged essential outcomes for a career in this field. The Bachelor of Commerce in Transportation and Logistics Management programme can help individuals to advance their careers in transportation and logistics management by developing professionals to effectively manage and optimise the movement of passengers and cargo among other activities within the scope of logistics, which is critical for the efficient functioning of the national and global economies. Students will be well-equipped to gain employment, provide value to their current employers, pursue further education in this field, or work as industry consultants. The Bachelor of Commerce in Transportation and Logistics Management programme aims to help organisations to optimise their logistics and transportation operations through reducing costs and increasing efficiency. In the wake of the prevailing local and global economic environment characterised by rapid unemployment and slow economic growth, this programme can enhance the competitiveness of businesses and improve the overall efficiency of the economy.

NQF LEVEL **7** | SAQA ID **124778** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed. Selection Criteria: Applicants with a National Vocational Certificate level 4, must have obtained a 50% pass in English. All applicants must have completed and passed Mathematics or Mathematical Literacy at NQF 4.

Articulation

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

Who Should Apply?

School leavers and/or professionals in the transportation and logistics management field interested in developing their skills further with a formal qualification.

Career Opportunities

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

- Transport Logistics Manager
- Procurement Manager
- General Manager: Warehouse Operations
- Supply Chain Analyst
- Inventory Control Manager
- Demand Planner/Facility Designer
- Logistics Controller/coordinator
- Receiving Supervisor/Dispatcher
- Warehouse Supervisor

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
Semester One
- Introduction to Business Management
- Business Mathematics
- Microeconomic Essentials
- Business Information Systems

Semester Two
- Introduction to Supply Chain Management Principles
- Macroeconomic Essentials
- Financial Accounting Principles, Concepts and Procedures
- Introduction to Business Law

2-Year
Semester One
- Introduction to Logistics and Transport Management
- Organisational Leadership
- Principles of Demand Planning
- Fundamentals of Operations Management

Semester Two
- Costing and Financial Methods
- Transport Economics
- Business Statistics
- Principles of Project Management

3-Year
Semester One
- Strategic Logistics and Transport Management
- Demand Planning and Forecasting Models
- Strategic Warehouse Management
- Logistics Information System

Semester Two
- Global Transportation
- Managing Relief Operations and Mobility
- Sustainable Supply Chain Management
- Export Logistics and Transportation Methods



Bachelor of Commerce in **Tourism and Hospitality Management**

Programme Description

The purpose of the Bachelor of Commerce in Tourism and Hospitality Management is to provide undergraduate students with quality education and skills that they are able to implement within the tourism and hospitality industry. Additionally, students will be provided with a well-rounded understanding of theory, methodology, applications and processes in the tourism and hospitality industry with its numerous sectors. The practical component of this qualification will give students the essential hands-on experience required 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 industry.

NQF LEVEL **7** | SAQA ID **115457** | CREDITS **360**

Admission Requirements

The minimum entry requirement is a Bachelor's pass in their National Senior Certificate (NSC) or National Vocational Certificate (NCV); General Education Diploma (GED); An equivalent accredited NQF level 4 (120 credit) qualification; Nated Diplomas may also be considered; Applicants may be considered via Recognition of Prior Learning (RPL) (above the age of 23 years); OR Mature Age Exemption (above the age of 45 years without any of the above qualifications). We consider credit transfers for prior studies completed. Selection Criteria: Applicants must have obtained a minimum of 55% in English language in their prior qualification.

Articulation

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

Who Should Apply?

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

Career Opportunities

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

- Events Manager
- Guest Relations Manager
- Accommodation Manager
- Tour Group Operator
- Hotel Operations Manager
- Tourism/Destination Marketing Manager

Mode of Delivery

This programme is offered through distance learning with online support.

Programme Structure Duration: 3-Year

1-Year
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

2-Year
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

3-Year
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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