UNDERGRADUATE
Prospectus 2020
MANCOSA is registered with the Department of Higher Education and Training (DHET) as a private higher education institution under the Higher Education Act, 1997 (as amended). Registration No.2000/HE07/003.

Member Institution of Honoris United Universities
PRINCIPAL’S MESSAGE

Deciding to study is an important investment in your future. It is crucial that you choose the programme and school which is right for you. Making a career choice today can be a very challenging decision in a globalised and competitive environment.

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

MANCOSA strives to ensure that its students develop valuable life skills and become independent and confident individuals. These life skills enable students to deal more confidently with challenges that confront them in the world of work. MANCOSA academics are committed to lead students through the journey of academic exploration by applying theory to practice. MANCOSA ensures that the programmes it offers are sufficiently rigorous to equip students with the values of hard work, commitment and sacrifice.

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

Principal
Professor Y M Karodia
Board Member of Honoris United Universities

Working hard for something we love is called passion.
INTRODUCING MANCOSA & HONORIS

During 2017, MANCOSA became a proud member of Honoris United Universities which is the first Pan-African private higher education network committed to preparing and educating the next generation of African leaders and professionals able to impact regionally in a globalised world.

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 that are competitive in today’s fast-paced and demanding labor markets. Honoris United Universities gathers a community of 32000 students on 58 campuses, in 9 countries and 30 cities across Africa. More than 150 degrees are offered in the fields of Health Science, Engineering, IT, Business, Law, Architecture, Arts and Design, Media, Education and Political Science.

MANCOSA is a private higher education institution committed to the provision of affordable, accessible and accredited learning programmes. MANCOSA is a leading provider of business and management education programmes on the African continent and the Indian Ocean Islands through supported distance education. MANCOSA is renowned for academic excellence and cutting-edge insights in the delivery of education and training. A strong emphasis is placed on the application of theory to practice to ensure that learning is applied to real-life work situations. The emphasis is on personal development from both a professional and academic perspective. MANCOSA qualifications prepare students for a future filled with many challenges and exciting opportunities.
WHAT WE STAND FOR

VISION
MANCOSA’s vision is to be the leading distance education provider that is responsive to the evolving education and training needs of dynamic economies through a commitment to people, opportunity and quality.

MISSION
MANCOSA endeavours to respond to the changing education demands of both public and private sectors in dynamic economies through the provision of innovative education.

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

WHAT MAKES US DIFFERENT

AFFILIATIONS / PARTNERSHIPS

Honoris United Universities (HUU);

South African Business Schools Association (SABSA);

Association of African Business Schools (AABS);

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

European Foundation for Management and Development (EFMD)


QUALITY ASSURED

• MANCOSA is registered with the Department of Higher Education and Training (DHET), registration number 2000/HE07/003;

• MANCOSA programmes are accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE); and

• MANCOSA programmes are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).
INTERNATIONAL AND REGIONAL RECOGNITION

- Accredited by the Mauritius Tertiary Education Commission (TEC)
- Recognised by the Namibia Qualifications Authority (NQA)
- Registered with the Zambia Higher Education Authority (HEA)
- Accredited by the Malawi National Council for Higher Education (NCHE)
- Registered with the Eswatini Higher Education Council (ESHEC)
- Registered with the Botswana Qualifications Authority (BQA), registration number 04217.

KEY FACTS

For the first time in the region, a higher education initiative, at international standards, introduces the collaborative intelligence of African institutions, leveraging the knowledge and expertise of multiple communities and countries.
THE MANCOSA ADVANTAGE

FLEXIBILITY

Studying through distance learning means that there is little disruption to your personal life and full-time work schedule. MANCOSA programmes enable students to complete modules and assignments according to their own time management to meet deadlines. Should your job require extensive travel and extended working hours, MANCOSA's supported distance learning programmes are ideally suited for you.

AFFORDABILITY AND ACCESSIBILITY

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

INTERACTIVE EXPERIENCE

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

OVERALL EXPERIENCE

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

Educating the next generation of African leaders and professionals.
ACADEMIC SUPPORT

WHAT WE DO

WORKSHOPS

In certain programmes workshops are held during weekends to support students with their studies. Students are given the opportunity to discuss key themes and perspectives in their modules. Students are required to do the pre-reading of modules before attending the workshops. During these sessions there is an orientation, tutor and academic writing presentations. Guidelines are also given on how to prepare and submit quality assignments. These sessions also foster group interaction between academics and students in a supportive learning environment. Students are encouraged to discuss issues which are relevant and to seek clarity on important concepts in their studies.

ACADEMIC SUPPORT

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

LEARNING JOURNEY

MANCOSA utilises a blended teaching strategy, drawing on the value of independent learning through specially designed materials, limited face to face workshops as well as optimising your learning experience through a bespoke educational technology eco system. This rich academic support model allows students to maximise their learning opportunities, whilst in full time employment. Learning does not need to be synchronous and students may access the MANCOSA learning management system online. This Learning management platform called ‘mancosacoconnect’ is a user friendly, mobile supported platform which provides a student with library and academic resources, pacer plans, self development activities, timetables and importantly hosts the online webinar lectures. Lectures are recorded and available for future reference.

MODULE GUIDES

Guides for each module include prescribed and recommended readings, think points, revision exercises and case studies.
ACCESS TO YOU

LIBRARY AND ELECTRONIC RESOURCES GUIDES

MANCOSA has its own fully-equipped libraries in most centres. It also has agreements with other institutions which grant MANCOSA students access to library facilities. All MANCOSA students have free access to the latest research and online journal articles via EBSCO Host, Emerald and SABINET.

MANCOSA STUDENT SERVICES

MANCOSA Student Services provides students with comprehensive support on all aspects relating to their studies. Various forms of personal, telephonic and online support are available to registered students. The dedicated student portal (www.mymancosa.com) provides all registered students with a range of academic support and information.

Collaborative Intelligence at the heart of our vision.
ADMISSION REQUIREMENTS

HIGHER CERTIFICATE, ADVANCED CERTIFICATE AND DEGREE PROGRAMMES

The minimum admission requirement to enrol on a MANCOSA undergraduate programme is a National Senior Certificate with appropriate subject combinations and endorsement.

The minimum entry requirement for an Advanced Certificate is a Higher Certificate in the appropriate field.

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

HONOURS AND POSTGRADUATE DIPLOMA PROGRAMMES

The minimum entry requirement onto a MANCOSA postgraduate programme is an appropriate Bachelor’s Degree or Advanced Diploma.

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

RECOGNITION OF PRIOR LEARNING (RPL) / MATURE STUDENT

It is possible, in exceptional circumstances, to gain entry into a programme on the basis of RPL. Note that acceptance based on MANCOSA’s RPL policy is subject to approval of the Student Recruitment, Admission and Selection Committee. For further information contact the MANCOSA Offices.
PROGRAMMES

• HIGHER CERTIFICATE
• ADVANCED CERTIFICATE
• ADVANCED DIPLOMA
Higher Certificate in Accounting

PROGRAMME DESCRIPTION

The Higher Certificate in Accounting is an undergraduate programme that offers a combination of theory and practice in the key area of accounting. The purpose of the programme is to provide a structured qualification for students wishing to work as bookkeepers and junior accountants and to equip students with a sound fundamental knowledge base regarding accounting. 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 provide participants with skills in accounting, organisation and management. The Higher Certificate in Accounting programme provides a career path for those wanting to specialise in accounting and financial management.

ARTICULATION

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

CAREER OPPORTUNITIES

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

• Accountant
• Bookkeeper
• Accounts Clerk
• Debtors Clerk

WHO SHOULD APPLY?

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

MODE OF DELIVERY

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

ADMISSION REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

PROGRAMME STRUCTURE

DURATION: 1 YEAR

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

ASSESSMENTS

• Knowledge Checks
• Short essay questions
• Project
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.

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.

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

• Business Administrator • Junior Management

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

MODE OF DELIVERY
This Programme is offered through online learning. Each module is delivered over a 5 week period.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 96746
Credits 120

PROGRAMME STRUCTURE
DURATION: 1 YEAR

• Introduction to Business Management
• End User Computing
• Business Mathematics
• Introduction to Business Law
• Fundamentals of Project Management
• Business Communication
• Accounting and Finance
• Fundamentals of Marketing

ASSESSMENTS
• Knowledge Checks
• Short essay questions
• Project
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 with competency in the events sector enabling them to adapt well to international event settings. The programme will afford students with the necessary knowledge of the events management industry and its functional supporting areas while being able to apply management principles in the events management context in their future working careers. Additionally, students will acquire good communicational skills (both written and verbal) which is critical in the service industry of events management.

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

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Event Operations Manager
• Conference Planner
• Event Planner or Event Analyst
• Exhibition Coordinator
• Legal Marketing and Events Planner
• Field Events Manager

WHO SHOULD APPLY?
The Higher Certificate in Events Management is designed to promote professionalism and sustainability within the events industry. The typical student that the qualification hopes to attract are matriculants who have not obtained a bachelors pass and hopes to complete a higher certificate in order to gain entry into a bachelor’s degree.

MODE OF DELIVERY
This Programme is offered through online learning. Each module is delivered over a 5 week period.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 104528
Credits 120

PROGRAMME STRUCTURE
DURATION: 1 YEAR
• Introduction to Events Management
• Management Principles
• Events Administration and Operations
• Fundamentals of Financial Management
• Applied Events Management
• Marketing and Communication in Events Management

ASSESSMENTS
• Knowledge Checks
• Short essay questions
• Project
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 positions. Human resource management is critical for the long-term sustainability and economic growth of the Southern African industry, business and other types of organisations. People in industry and business determine to a great extent economic success or failure, and therefore it is critical that supervisors and administrative staff have the basic ability to engage with the changing demands of the workplace and industry. The Higher Certificate in Human Resource Management programme provides an ideal platform for school leavers to develop basic human resource administration knowledge, skills and competencies. This programme has a real-world and market focus and can be immediately applied in the workplace. It offers up to date information on domestic and international human resource practices.

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

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

• Human Resources Administrator
• Human Resources Consultant
• Human Resources Assistant

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.

MODE OF DELIVERY
This Programme is offered through online learning. Each module is delivered over a 5 week period.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 96080
Credits 120

PROGRAMME STRUCTURE
DURATION: 1 YEAR
• Principles of Human Resource Management
• Human Resource Planning
• Recruitment and Selection
• Training and Development
• Compensation and Benefits
• Performance Management

ASSESSMENTS
• Knowledge Checks
• Short essay questions
• Project
Higher Certificate in Information Technology

Programme Description
The Higher Certificate in Information Technology is a one year programme and provides a structured programme for persons wishing to work as information technology support staff in public and private sector organisations. The qualification aims to develop an integrated conceptual understanding, synthesis and application of information technology principles. It will also develop communication and project management skills, and provide students with skills in information technology support. This qualification covers fundamental concepts and components into the technology and operation of modern information systems.

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

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

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

Who Should Apply?
- School leavers looking to pursue a career in Information Technology.
- Individuals who are interested in pursuing a career in providing IT support.
- Individuals who enjoy providing business solutions and solving problems.

Mode of Delivery
This Programme is offered through online learning. Each module is delivered over a 5 week period.

Admission Requirements
- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 93709
Credits 120

Programme Structure
Duration: 1 Year

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

Assessments

- Knowledge Checks
- Short essay questions
- Project
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 together with a broad range of managerial skills in the local government sector. This qualification is tailor-made for the local government environment, allowing managers and councillors to meet their different professional needs while keeping up-to-date with the latest issues. The programme ensures that students gain knowledge, skills and competencies in the principles and practices of local government management enabling them to make a difference in the delivery of services to local communities.

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

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

WHO SHOULD APPLY?
• School leavers looking to pursue a career in local government management.
• Individuals who wish to acquire business management skills in local government.

MODE OF DELIVERY
This Programme is offered through online learning. Each module is delivered over a 5 week period.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 96713
Credits 140

PROGRAMME STRUCTURE
DURATION: 1 YEAR
• Local Government Finance
• Local Government Law
• Local Government Human Resource Management
• Local Government Management
• Project Management in Local Government
• Disaster Management
• Ethics and Professionalism

ASSESSMENTS
• Knowledge Checks
• Short essay questions
• Project
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 organisation in pursuit of business. Equipped with the core marketing principles and concepts, students of this programme will have greater opportunity to compete and succeed in their future marketing career. This programme provides the foundational building blocks of understanding marketing. It is neither too narrow nor limited to retail marketing or sales management. This qualification will equip students with a fairly broad-based knowledge of the world of business. They will be able to think across different disciplines, as companies are confronted with a continuous process of developing and maintaining a feasible fit between organisations’ objectives, skills and resources and their changing marketing opportunities.

ARTICULATION

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

CAREER OPPORTUNITIES

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

• Marketing Administrator
• Marketing Coordinator
• Marketing Assistant

WHO SHOULD APPLY?

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

MODE OF DELIVERY

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

ADVERTISEMENT REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 96455
Credits 120

PROGRAMME STRUCTURE

DURATION: 1 YEAR

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

ASSESSMENTS

• Knowledge Checks
• Short essay questions
• Project
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 easily switch careers. The project management framework cuts across all disciplines while the tools and techniques required to manage projects remain the same. Some of these tools and techniques may need to be adapted based on the nature of the project and the industry. This programme is intended to provide students with the framework for understanding the dynamics of project management and covers all the essential elements and processes in project management.

ARTICULATION

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

CAREER OPPORTUNITIES

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

• Project Administration
• Project Coordination
• Project Management

WHO SHOULD APPLY?

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

MODE OF DELIVERY

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

ADMISSION REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 97198
Credits 120

PROGRAMME STRUCTURE

DURATION: 1 YEAR

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

ASSESSMENTS

• Knowledge Checks
• Short essay questions
• Project
PROGRAMME DESCRIPTION
The Higher Certificate in Public Management is an undergraduate programme that offers a combination of theory and practice in the area of public management. The purpose of the programme is to provide a structured programme for students wishing to work as public officials. The need for well-qualified, efficient, client-oriented public officials has been identified as a priority in all spheres of government. The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in public management. The qualification is aimed at equipping line managers with the knowledge and skills required to fulfil their management role within the public sector.

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

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

• Local Government Official
• Public Administrator

WHO SHOULD APPLY?
• School leavers looking to pursue a career in accounting.
• Individuals looking to work in the accounting field.

MODE OF DELIVERY
• School leavers looking to pursue a career in public management.
• Individuals looking to get into the public management field.
• Administrators in public enterprises.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 93812
Credits 120

PROGRAMME STRUCTURE
DURATION: 1 YEAR

• Public Administration
• End User Computing
• Local Government Management
• Business Communication
• Politics and Ethics in Governance
• Public Finance

ASSESSMENTS
• Knowledge Checks
• Short essay questions
• Project
Higher Certificate in Public Sector Procurement

PROGRAMME DESCRIPTION
The Higher Certificate in Public Sector Procurement aims to build the capacity of local government officials and those wishing to join the public sector. The purpose of the programme is to equip students with a sound fundamental knowledge base and basic skills regarding procurement in the public sector. The programme ensures that students gain knowledge, skills and competencies in procurement.

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

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

• Procurement Officer
• Buyer
• Procurement Administrator
• Supply Chain Administrator
• Transport and Logistics Administrator

WHO SHOULD APPLY?
• School leavers looking to pursue a career in public sector procurement.
• Individuals currently working in the field of public sector procurement.

MODE OF DELIVERY
This Programme is offered through online learning. Each module is delivered over a 5 week period.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 99511
Credits 120

PROGRAMME STRUCTURE
DURATION: 1 YEAR
• Principles of Public Administration
• Legal Issues in Public Sector Procurement
• Public Sector Procurement and Supply Chain Management
• Managing Supply Chain Relationships
• Fundamentals of Public Finance
• Supply Chain Diligence
• Logistics and Materials Handling
• Public Procurement and Supply Tools

ASSESSMENTS
• Knowledge Checks
• Short essay questions
• Project
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 at developing the students’ skills through coursework and actively promoting the effective use of social media and communication tools within the growing, fast-paced industry. Students will be provided with a well-rounded understanding of the theory and methodology, which will enable them to engage with social media and communications tools in a professional context. Higher Certificate in Social Media and Communications graduates will be knowledgeable and prepared for the changing environment of social media and communications and have the necessary knowledge and skills to contribute to the various sectors influenced and impacted by social media and communications.

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

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

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

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.

Mode of Delivery
This Programme is offered through online learning. Each module is delivered over a 5 week period.

Admission Requirements
- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 103103
Credits 120

Programme Structure
Duration: 1 Year

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

Assessments
- Knowledge Checks
- Short essay questions
- Project
Programme Description

The Higher Certificate in Supply Chain Management offers a combination of theory and practice in the area of supply chain management. The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in supply chain management. The purpose of this qualification is to equip students with a sound fundamental knowledge base and basic skills regarding supply chain management. The Higher Certificate in Supply Chain Management is aimed at equipping first-line managers with the knowledge and skills required to fulfil their management role within the supply chain. This includes the areas of warehousing, transport, inventory, materials management and purchasing.

Articulation

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

Career Opportunities

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

• Supply Chain Management
• Logistics Management
• Procurement Management

Who Should Apply?

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

Mode of Delivery

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

Admission Requirements

- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 93708
Credits 120

Programme Structure

Duration: 1 Year

- Management Principles
- Introduction to Supply Chain Management
- Basic Economics and Finance
- Logistics Management
- Introduction to Operations Management
- Purchasing Management

Assessments

- Knowledge Checks
- Short essay questions
- Project

www.mancosa.co.za
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 purpose of the programme is to respond to the needs of industry, government and the private and financial sector in the provision of a qualification in taxation administration.

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

Career Opportunities
On completion of the programme, graduates can aspire to the following positions:
• Tax Clerk
• Tax Administrator
• Tax Consultant
• Bookkeeper

Who Should Apply?
• School leavers looking to pursue a career in tax administration.
• Individuals who are currently in employment within a tax environment and wish to advance their careers.

Mode of Delivery
This Programme is offered through online learning. Each module is delivered over a 5 week period.

Admission Requirements
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.

NQF Level 5
SAQA ID 99384
Credits 120

Programme Structure
Duration: 1 Year
• Tax Administration and Tax Policy
• End User Computing
• Basic Accounting
• Taxation A
• Business Communication
• Taxation B
• Taxation C
• Elementary Economics

Assessments
• Knowledge Checks
• Short essay questions
• Project
Advanced Certificate in Financial Planning

PROGRAMME DESCRIPTION
The Advanced Certificate in Financial Planning is an undergraduate programme that offers a combination of theory and practice in the area of financial services. Qualifying students will develop an integrated conceptual understanding, synthesis and application of specific issues in financial planning. They will also develop research skills, financial planning skills as well as skills in communication. The programme provides background knowledge to allow junior and middle managers to pursue senior management positions within their organisations. This programme will allow students to apply theories to practice and students will be well placed to pursue further studies.

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

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

• Financial Planner
• Financial Advisor
• Personal Financial Consultant
• Financial Analyst
• Investment Broker

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.

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

ADMISSION REQUIREMENTS
• The minimum entry requirement is a Higher Certificate in the appropriate field; or
• An equivalent NQF level 5 qualification.

NQF Level 6
SAQA ID 93710
Credits 120
Advanced Certificate in Management Studies

PROGRAMME DESCRIPTION
The Advanced Certificate in Management Studies is a one year programme aimed at providing students with an overview of key management philosophies and practices. It offers students the opportunity to build a strong foundation in management education. This programme provides a comprehensive view of contemporary management practice in both the public and private sectors. The programme provides background knowledge to allow junior and middle managers to pursue senior management positions within their organisations. This programme will allow students to apply theories to practice and students will be well placed to pursue further studies.

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

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

• Business Manager
• Business Assistant
• Management Assistant
• Administration Manager

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

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

ADMISSION REQUIREMENTS
• The minimum entry requirement is a Higher Certificate in the appropriate field; or
• An equivalent NQF level 5 qualification.

NQF Level 6
SAQA ID 96712
Credits 120

PROGRAMME STRUCTURE
DURATION: 1 YEAR

• Principles of Management
• Marketing
• Information Systems
• Fundamentals of Microeconomics
• Business Statistics
• Accounting
Advanced Diploma in Business Management

PROGRAMME DESCRIPTION

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

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

ARTICULATION

The programme allows for articulation to the MANCOSA Postgraduate Diploma in Business Management or other cognate NQF level 8 postgraduate diplomas and bachelors honours degrees offered both locally and internationally.

CAREER OPPORTUNITIES

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

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

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. Graduates will develop the skills required to effectively perform key management tasks.

MODE OF DELIVERY

This programme is offered through supported distance learning.

ADMISSION REQUIREMENTS

The minimum entry requirement is a National Diploma (NQF level 6) or an Advance Certificate (NQF level 6). It is possible in exceptional circumstances to gain entry into the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student advisor.

NQF Level 7
SAQA ID 104763
Credits 120

PROGRAMME STRUCTURE

DURATION: 1 YEAR

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

Elective - Choose two of the following electives:
- Ethical Business Management
- Operations Management in Supply Chain
- Project Management
Culturally Agile

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PROGRAMMES

· DEGREES
Bachelor of Commerce in Accounting

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

The BCom (Accounting) will equip students with the skills and competencies necessary to function in both the private and public sector environments. The programme is intended to provide students with a qualification that will enable access to the labour market and provide the successful graduate with the necessary skills to generate economic growth.

This programme is accredited with the Council of 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.

ARTICULATION
A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

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

• Financial Accountants • Management Accountants
• Credit Controllers • Compliance Officers
• Financial Analysts • Auditors
• Administrators • Investment Managers
• Financial Advisors • Tax consultants

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

MODE OF DELIVERY
This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 110219
Credits 360

PROGRAMME STRUCTURE
DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• End User Computing
• Business Mathematics
• Economics 1A

Semester Two
• Introduction to Functional Areas of Management
• Business Communication
• Business Mathematics
• Economics 1B

Year 2
Semester One
• Taxation 2A
• Financial Accounting 2A
• Business Law
• Management Accounting and Finance 2A

Semester Two
• Financial Accounting 2B
• Commercial Law
• Introduction to Business Ethics
• Introduction to Auditing

Year 3
Semester One
• Financial Accounting 3A
• Management Accounting and Finance 3A
• Taxation 3A
• Auditing 3A

Semester Two
• Financial Accounting 3B
• Management Accounting and Finance 3B
• Taxation 3B
• Auditing 3B
**Bachelor of Business Administration**

**Programme Description**

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

**Articulation**

A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

**Career Opportunities**

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

- Business Manager
- Entrepreneur
- Business Strategist
- Business Consultant

**Who Should Apply?**

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

**Mode of Delivery**

This programme is offered through supported distance-learning. The assessments for this programme will be online.

**Admission Requirements**

- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.
- A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 62116
Credits 360

**Programme Structure**

**Duration: 3 Years**

**Year 1**

**Semester One**

- Introduction to Business Management
- End User Computing
- Business Mathematics
- Economics 1A

**Semester Two**

- Introduction to Functional Areas of Management
- Business Communication
- Financial Reporting and Analysis
- Economics 1B

**Year 2**

**Semester One**

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

**Semester Two**

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

**Year 3**

**Semester One**

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

**Semester Two**

- Project Management
- Operational Management for Sustainability
- The 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 the student to function effectively and efficiently in public service organisations. It also examines local systems of government. This includes an understanding of the different types of local government and their constitutional relations with intermediate and central government. It also examines public policy issues and priorities. The programme has the primary purpose of providing a well-rounded, broad education that equips students with the knowledge base and methodology principles that enable them to enter the labour market.

ARTICULATION
A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

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

• Public Manager
• Immigration Administrator
• Local Government Manager

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

MODE OF DELIVERY
This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 62151
Credits 360

PROGRAMME STRUCTURE

DURATION: 3 YEARS

Year 1
Semester One
• Public Administration 1A
• End User Computing
• Business Mathematics
• Economics 1A

Semester Two
• Public Administration 1B
• Business Communication
• Financial Reporting and Analysis
• Economics 1B

Year 2
Semester One
• Public Administration 2A
• Local Government 1A
• Public Sector Economics
• Public Law

Semester Two
• Public Administration 2B
• Local Government 1B
• Contemporary South African Politics
• Ethics in the Public Sector

Year 3
Semester One
• Public Administration 3A
• Research in the Public Sector
• Local Government 2A
• Public Administration 3B

Semester Two
• Public Administration 3C
• Public Administration 3D
• Local Government 2B
• Public Sector Budgeting
Bachelor of Commerce in Entrepreneurship

PROGRAMME DESCRIPTION
Entrepreneurship is the process of identifying, creating and realising opportunities for new business or social ventures. The Bachelor of Commerce in Entrepreneurship is an undergraduate degree programme that aims to provide knowledge, skills and acumen to those aspiring to start their own business or those wishing to contribute to successful entrepreneurial ventures. The Bachelor of Commerce in Entrepreneurship responds to the needs of students and the community through providing appropriate training in entrepreneurship and entrepreneurial development. The programme content is designed to provide qualifiers with graduate-level knowledge, specific skills and applied competence (including the development of graduate attributes and qualities) in the field of entrepreneurship, the programme provides opportunities for continued personal intellectual growth, gainful economic activity and rewarding contributions to society.

ARTICULATION
A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

CAREER OPPORTUNITIES
On completion of the programme, graduates can aspire to the following positions:
• Business Owner
• Advisor for SMME’s
• Analyst for SMME’s
• Business Development Manager

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

MODE OF DELIVERY
This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 97907
Credits 360

PROGRAMME STRUCTURE
DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• Entrepreneurship 1A
• Business Mathematics
• Economics 1A

Semester Two
• Introduction to Functional Areas of Management
• Business Communication
• Business Mathematics
• Economics 1A

Year 2
Semester One
• Entrepreneurship 2A
• Fundamentals of Human Resource Management
• Management Accounting
• Business Law

Semester Two
• Computing Applications
• Marketing
• Financial Accounting
• Entrepreneurship 2B

Year 3
Semester One
• Entrepreneurship 3C
• Organisational Strategy
• Entrepreneurship 3A
• Entrepreneurship 3B

Semester Two
• Operations Management in Supply Chain
• Entrepreneurship 3D
• Statistical Techniques in Business
• Information Management
Bachelor of Commerce in Financial Management

PROGRAMME DESCRIPTION
The Bachelor of Commerce in Financial Management is a specialised undergraduate degree programme that prepares students for the management of monetary resources in an organisation. This programme is primarily aimed at developing financial and managerial skills, to equip students to meet the demand for specialists and leaders in the financial sector. The programme examines financial concepts such as capital, cash budgets, analysis of financial statements, taxation, commercial law and provides a comprehensive overview of financial management. In this way, while primarily gaining specialised financial skills, students consider and evaluate different factors in making informed decisions for continued financial growth in an organisation.

ARTICULATION
A Bachelor's Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

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

• Bank Branch Manager
• Financial Analyst
• Portfolio Manager
• Financial Administrator
• Financial Manager
• Financial Planner
• Trust Manager

WHO SHOULD APPLY?
• School leavers who wish to pursue a career in financial management.
• Finance specialists who wish to become finance managers.

MODE OF DELIVERY
This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 94677
Credits 360

PROGRAMME STRUCTURE
DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• Introduction to Financial Management
• Business Mathematics
• Economics 1A

Semester Two
• Introduction to Functional Areas of Management
• Introduction to Information Systems
• Financial Reporting and Analysis
• Economics 1B

Year 2
Semester One
• Organisational Leadership
• Taxation 2A
• Cost Accounting
• Business Law

Semester Two
• Entrepreneurship and Small Businesses
• Commercial Law
• Capital Budgeting
• Taxation 2B

Year 3
Semester One
• Investment and Portfolio Management
• Organisational Strategy
• Financial Markets and Regulations
• Working Capital Management

Semester Two
• Operations Management in Supply Chain
• Budgeting and Auditing
• Corporate Finance
• Risk Management
Bachelor of Commerce in Human Resource Management

PROGRAMME DESCRIPTION

The Bachelor of Commerce in Human Resource Management degree is an undergraduate programme that prepares students for managerial roles that contribute to their organisations’ performance. The goal of the human resources management degree is to prepare human resource professionals to deal with the complexities and challenges of managing today’s workforce. The programme content is designed to provide a comprehensive coverage of the major human resource responsibilities, while addressing strategic and operational aspects. The modules involve both practical and theoretical considerations in the professional development of men and women in the field of human resources in such settings as business, industry, institutions, government and non-profit organisations.

ARTICULATION

A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

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

WHO SHOULD APPLY?

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

MODE OF DELIVERY

This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 62129
Credits 360

PROGRAMME STRUCTURE

DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• End User Computing
• Introduction to Human Resource Management
• Economics 1A

Semester Two
• Fundamentals of Business Management
• Business Communication
• Financial Reporting and Analysis
• Fundamentals of Microeconomics 1B

Year 2
Semester One
• Organisational Leadership
• Training and Development
• Organisational Staffing
• Principles of Labour Law

Semester Two
• Entrepreneurship and Small Businesses
• Human Resource Information Systems
• Business Statistics
• Human Resource Ethics in Business

Year 3
Semester One
• Employee Health and Wellness
• Career Management
• Performance Management
• Group Dynamics and Leadership

Semester Two
• Employee Benefits and Compensation
• Diversity Management
• Labour and Employee Relations
• Human Resource Strategy
Bachelor of Commerce in Information and Technology Management

PROGRAMME DESCRIPTION

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

ARTICULATION

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

CAREER OPPORTUNITIES

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

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

WHO SHOULD APPLY?

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

MODE OF DELIVERY

This programme is offered through supported distance-learning. The assessments for this programme will be online.
Bachelor of Commerce in International Business

PROGRAMME DESCRIPTION

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

This programme will prepare and equip graduates with the knowledge and skills to understand the link between political, economic, socio-cultural and environmental factors which impacts on multinational organisations. The BCom (International Business) degree will allow students to gain a broader and more in-depth understanding of the role and importance that a government plays, at both a national and international level.

The programme facilitates a sound understanding of the key business theories, methodologies and practices. The course work also provides a balance of theoretical and practical aspects of international business.

ARTICULATION

A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

CAREER OPPORTUNITIES

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

• Business development manager
• Financial trader
• Human resources officer
• Marketing executive
• Public relations account executive

WHO SHOULD APPLY?

The programme is directed at those who have matriculated at the level of and have admission degree, wishing to gain entry into postgraduate study, as well as those with technical qualifications seeking to enter into management positions. Graduates will develop the skills required to effectively have an understanding of broad international business concepts.

MODE OF DELIVERY

This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 104526
Credits 360

PROGRAMME STRUCTURE

DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• End User Computing
• Business Mathematics
• Economics 1A

Semester Two
• Introduction to Functional Areas of Management
• Introduction to Politics
• Financial Reporting and Analysis
• Economics 1B

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

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

Year 3
Semester One
• Financial Planning and Control
• Global Political economy
• International trade law
• International Strategy Management

Semester Two
• International Finance
• Managing across cultures
• International Marketing
• International Logistics and Supply Chain
Bachelor of Commerce in Marketing Management

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. This emphasises the techniques and methods of managing and planning for marketing. Students proceed through the curriculum in a planned sequence that culminates with the development of a marketing plan. The programme focuses on proven practices and application of theory covering research, the nature of consumers, sales management, advertising, quality management, law and ethics in the marketing environment. The programme also introduces students to critical thinking skills by providing them with practical marketing principles, examples and case studies, all of which develop the student’s cognitive abilities and enable them to develop marketing strategies for their organisations.

ARTICULATION
A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

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

• Marketing Manager
• Advertising / Brand Manager
• Public Relations Manager
• Marketing Co-ordinator

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

MODE OF DELIVERY
This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS
• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 96745
Credits 360

PROGRAMME STRUCTURE
DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• End User Computing
• Business Mathematics
• Economics 1A

Semester Two
• Entrepreneurship and Small Businesses
• Marketing 2B
• Business Statistics
• Information Systems

Year 2
Semester One
• Organisational Leadership
• Marketing 2A
• Management Accounting
• Business Law

Semester Two
• Entrepreneurship and Small Businesses
• Marketing 2B
• Business Statistics
• Information Systems

Year 3
Semester One
• Ethics and Conflict
• Organisational Diversity
• Marketing 3A
• Marketing 3B

Semester Two
• Marketing 3C
• Marketing 3D
• The Business Environment and Ethics
• Strategic Management Practices
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 attitudes and qualities) in Project Management that provides opportunities for continued personal intellectual growth, gainful economic activity and rewarding contributions to society. The Bachelor of Commerce in Project Management provides opportunities for continued personal intellectual growth, enhanced marketability and enhanced employability whilst opening up new access routes to additional education and training opportunities. The Bachelor of Commerce in Project Management will also provide access to higher education to those wanting to make careers in the field of commerce and will complement the existing accredited MANCOSA qualifications.

ARTICULATION

A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

CAREER OPPORTUNITIES

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

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

WHO SHOULD APPLY?

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

MODE OF DELIVERY

This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 108835
Credits 360

PROGRAMME STRUCTURE

DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• End User Computing
• Introduction to Project Management
• Economics 1A

Semester Two
• Introduction to Functional Areas of Management
• Project Scope and Time Management
• Financial Reporting and Analysis
• Economics 1B

Year 2
Semester One
• Business Law
• Fundamentals of Organisational Behaviour
• Project Quality Management Processes
• Management Accounting

Semester Two
• Project Communication Management
• Project Stakeholder Management
• Project Resource Management
• Project Cost and Procurement Management

Year 3
Semester One
• Project Strategy and Leadership
• Research Methods
• Project Performance Management and Reporting
• Project Risk Management

Semester Two
• Project Finance
• Capstone for Project Management
• Project Information Management

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

ARTICULATION

A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

CAREER OPPORTUNITIES

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

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

WHO SHOULD APPLY?

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

MODE OF DELIVERY

This programme is offered through supported distance-learning. The assessments for this programme will be online.

ADMISSION REQUIREMENTS

• The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
• An equivalent NQF level 4 qualification with proven proficiency in English.
• A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 97823
Credits 360

PROGRAMME STRUCTURE

DURATION: 3 YEARS

Year 1
Semester One
• Introduction to Business Management
• Retail Management 1A
• Business Mathematics
• Economics 1A

Semester Two
• Computing Applications
• Operations Management Practices
• Financial Accounting
• Retail Management 2B

Year 2
Semester One
• Retail Management 2A
• Fundamentals of Human Resource Management
• Management Accounting
• Business Law

Semester Two
• Computing Applications
• Operations Management Practices
• Financial Accounting
• Retail Management 2B

Year 3
Semester One
• Retail Management 3B
• Organisational Strategy
• Financial Planning and Control
• Retail Management 3A

Semester Two
• Retail Management 3C
• Retail Management 3D
• Statistical Techniques in Business
• Information Management
Bachelor of Commerce in Supply Chain Management

Programme Description

The Bachelor of Commerce in Supply Chain Management degree is a dynamic programme designed to give candidates specialist knowledge within the growing field of supply chain management. A well implemented supply chain management system has been identified as a key tool in the success of today’s leading businesses. Supply chain management involves the co-ordination, production, shipment and delivery of goods from the point of production to the point of consumption. Students enrolled on the programme will be exposed to the learning areas of operations, supply chain management, logistics and purchasing. Students will obtain in-depth knowledge in the field of supply chain management.

Articulation

A Bachelor’s Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma.

Career Opportunities

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

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

Who Should Apply?

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

Mode of Delivery

This programme is offered through supported distance-learning. The assessments for this programme will be online.

Admission Requirements

- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.
- A Higher Certificate; an Advanced Certificate or Diploma in a cognate field.

NQF Level 7
SAQA ID 85207
Credits 360

Programme Structure

Duration: 3 Years

Year 1
Semester One
- Introduction to Business Management
- End User Computing
- Business Mathematics
- Economics 1A

Semester Two
- Introduction to Functional Areas of Management
- Introduction to Information Systems
- Financial Reporting and Analysis
- Economics 1B

Year 2
Semester One
- Organisational Leadership
- Supply Chain Management 2A
- Management Accounting
- Business Law

Semester Two
- Entrepreneurship and Small Businesses
- Supply Chain Management 2B
- Business Statistics
- Principles of Project Management

Year 3
Semester One
- Supply Chain Management 3A
- Supply Chain Management 3B
- Financial Planning and Control
- Global Business and Strategy

Semester Two
- Operations Management in Supply Chain
- Supply Chain Management 3C
- Supply Chain Management 3D
- Supply Chain Management 3E
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affordable
accessible