



Higher Certificate Programmes

Degree Programmes

Honours Programmes

Postgraduate Diploma Programmes

**PROSPECTUS 2017**





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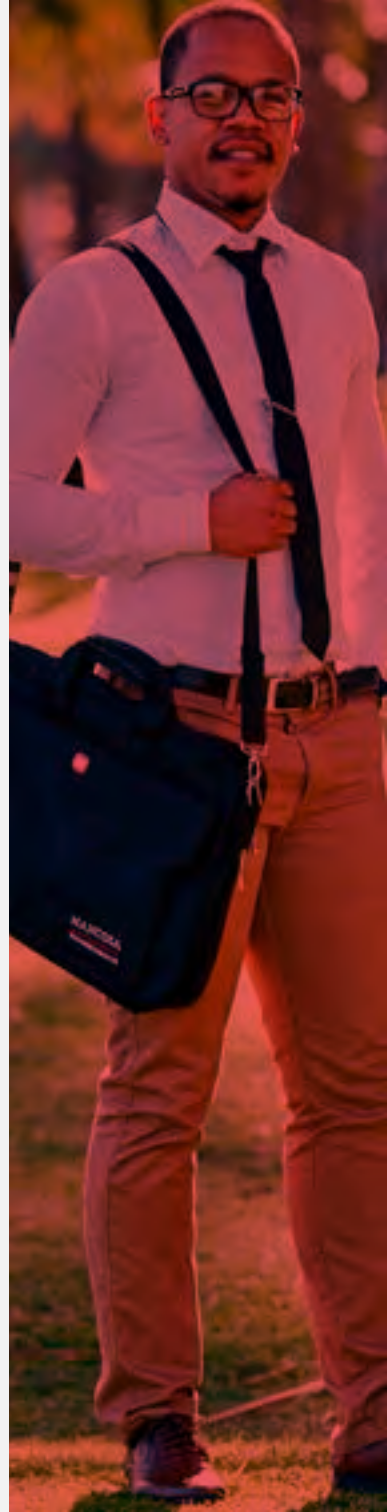
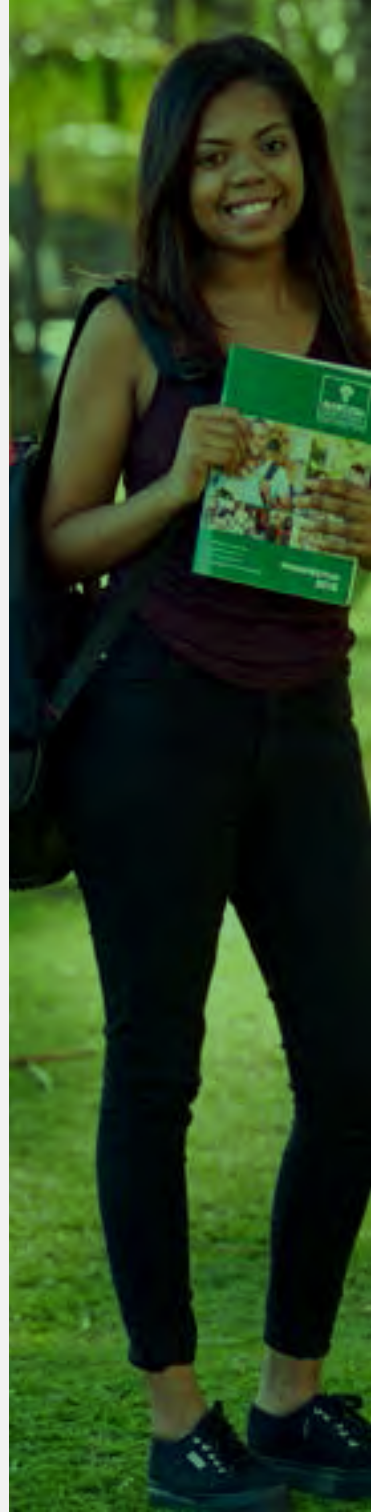
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Deciding to study is an important investment in your future. It is crucial that you choose the programme and school which is right for you.

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Professor Y M Karodia  
Principal

# WELCOME TO MANCOSA

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, the Management College of Southern Africa (MANCOSA).

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.



The Management College of Southern Africa (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.



**Bongeka Magwaza**

Currently studying  
Bachelor of Commerce in  
Supply Chain Management

# INTRODUCING MANCOSA

## Vision

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

## Mission

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

## Why choose MANCOSA?

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



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## Sevani Singaram

DRS VAN RENSBURG AND PARTNERS  
Head Radiographer  
Master of Business Administration

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# REGISTRATION AND ACCREDITATION

## 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).

## Affiliations / Partnerships

**MANCOSA is affiliated with the following professional organisations:**

- 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).

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

## International and Regional Recognition

- Accredited by the Mauritius Tertiary Education Commission (TEC)
- Recognised by the Namibia Qualifications Authority (NQA)
- Recognised by the Zambia Ministry of Education (ZME)
- Recognised by the Malawi Ministry of Education (MME)
- Registered with the Botswana Qualifications Authority (BQA), registration number 04217.





## 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.



# THE MANCOSA ADVANTAGE



## Interactive

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



## Overall Experience

Our 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.



## Workshops

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

### Workshop 1

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

### Workshop 2

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

# ACADEMIC SUPPORT



## Study Guides

Study guides for each module include prescribed and recommended readings, practical assignments, assessment activities and tutorial letters. In addition, textbooks are prescribed to supplement these readings and are a core element of the module.



## 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.



## Enrichment Workshops

Additional workshops are held throughout the year. These are held over one day focusing on subjects such as maths, statistics and accounting. There is also a focus on assessment preparation.



## Additional Support Classes

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



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### Khayelihle Percy Dlamini

ESKOM  
Materials Management Senior Storeperson

Bachelor of Commerce in  
Supply Chain Management

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### Duduzile Simkhumba

NEDBANK LIMITED  
Executive Assistant

Bachelor of Commerce in  
Marketing Management

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# 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.

## Student Support

MANCOSA Student Support Services Department 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](http://www.mymancosa.com)) provides all registered students with a range of academic support and information.



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### Nkosingithandile Zungu

DLV PROJECT MANAGERS AND ENGINEERS  
Senior Project Manager / Lead Designer

Postgraduate Diploma in Project Management

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## 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 levels of achievement.

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.



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# ADMISSION REQUIREMENTS

## 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.



# 11 PROGRAMMES

- Higher Certificates
- Advanced Certificates



# HIGHER CERTIFICATE IN ACCOUNTING



## Programme Description

This 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 qualification for students wishing to work as bookkeepers and junior accountants.

The qualification 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 qualification will develop junior management and leadership skills, and provide participants with skills in accounting, organisation and management.

The purpose of this qualification is to equip students with a sound fundamental knowledge base regarding accounting. The Higher Certificate in Accounting provides a career path for those wanting to specialise in accounting and financial management.

## Articulation

Students who have successfully completed the Higher Certificate in Accounting can enrol on any of MANCOSA's Bachelor degree programmes.

## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Financial Accounting A
- Management Principles
- Business Law

#### Semester Two

- Financial Accounting B
- Management Accounting
- Basic Economics and Finance



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# HIGHER CERTIFICATE IN BUSINESS MANAGEMENT





## Programme Description

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

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

## Articulation

Students who have successfully completed the Higher Certificate in Business Management can enrol on a MANCOSA Bachelor of Business Administration degree or any other Bachelor of Commerce degree on offer.

## Career Opportunities

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

- Business Administrator
- Business Assistant
- Junior Manager
- Assistant Manager
- Supervisor

## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Management Principles
- Marketing
- Business Communication
- Business Mathematics

#### Semester Two

- Project Management
- End User Computing
- Business Law
- Accounting and Finance



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# 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 South 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. A Higher Certificate in Human Resource Management 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. The course work stresses on practical techniques to identify and attract employees. In addition, it positions human resource as a strategic business partner in a highly competitive work environment.

## Articulation

Students who have successfully completed the Higher Certificate in Human Resource Management can enrol on a MANCOSA Bachelor of Commerce in Human Resource Management degree or any of MANCOSA's Bachelor degree programmes.

**Email:**  
undergrad@mancosa.co.za



## 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?

- School leavers looking to pursue a career in human resource management.
- 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 distance learning.

Applicants can enquire about additional support classes.

## 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.

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## Programme Outcomes

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## Programme Structure

### Duration: 1 Year

#### Semester One

- Principles of Human Resource Management
- Human Resource Planning
- Recruitment and Selection

#### Semester Two

- Training and Development
- Compensation and Benefits
- Performance Management



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# HIGHER CERTIFICATE IN INFORMATION TECHNOLOGY



## Programme Description

The Higher Certificate in Information Technology is a one year programme and provide 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

Students who have successfully completed the Higher Certificate in Information Technology can enrol on a Bachelor of Commerce in Information and Technology Management or any other MANCOSA's Bachelor degree programmes.

## Career Opportunities

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

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

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undergrad@mancosa.co.za



## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

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## Programme Structure

### Duration: 1 Year

#### Semester One

- Business Communication
- Essential Business Mathematics
- Introduction to Programming
- Networking Fundamentals

#### Semester Two

- Computer Hardware and Architecture
- Web Development
- Information Systems
- End User Computing



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# 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 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

Students who have successfully completed the Higher Certificate in Local Government and Development Management can enrol on a MANCOSA Bachelor of Public Administration degree or any other Bachelor degree on offer.

## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

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## Programme Structure

### Duration: 1 Year

#### Semester One

- Local Government Finance
- Local Government Law
- Local Government Human Resource Management

#### Semester Two

- Local Government Management
- Project Management
- Disaster Management
- Ethics and Professionalism



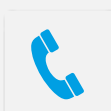
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# HIGHER CERTIFICATE IN MARKETING





## 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 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

Students who have successfully completed the Higher Certificate in Marketing can enrol on MANCOSA's Bachelor of Commerce in Marketing Management degree or any of MANCOSA's Bachelor degree programmes.

## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Principles of Marketing Management
- Consumer Behaviour and Decision Making
- Marketing Research

#### Semester Two

- Marketing Communication
- Branding and Brand Management
- Global and e-Marketing



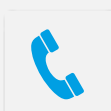
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# HIGHER CERTIFICATE IN PROJECT MANAGEMENT



## 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 certification 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

Students who have successfully completed the Higher Certificate in Project Management can enrol on any of MANCOSA's Bachelor degree programmes.

## Career Opportunities

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

- Project Administrator
- Project Coordinator
- Supervisor or Planner
- Project Manager

## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Fundamentals of Project Management
- Project Scope and Time Management
- Project Quality Management

#### Semester Two

- Project Schedule, Cost and Budget Control
- Project Risk Management
- Project Monitoring and Evaluation



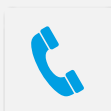
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# HIGHER CERTIFICATE IN PUBLIC MANAGEMENT



## Programme Description

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

The purpose of the qualification is to provide a structured qualification 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

Students who have successfully completed the Higher Certificate in Public Management can enrol on the Bachelor of Public Administration degree or any of MANCOSA's Bachelor degree programmes.

## 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 public management.
- Individuals looking to get into the public management field.
- Administrators in public enterprises.

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Public Administration
- End User Computing
- Local Government Management

#### Semester Two

- Business Communication
- Politics
- Public Finance



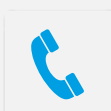
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# HIGHER CERTIFICATE IN SUPPLY CHAIN MANAGEMENT



## 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

Students who have successfully completed the Higher Certificate in Supply Chain Management can enrol on a MANCOSA's Bachelor of Commerce in Supply Chain Management degree or any other Bachelor degree programmes.

## Career Opportunities

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

- Supply Chain Manager
- Logistics Manager
- Procurement Manager
- Assistant Manager
- Supervisor

## 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 distance learning.

Applicants can enquire about additional support classes.

## 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 Outcomes

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### Duration: 1 Year

#### Semester One

- Management Principles
- Purchasing Management
- Basic Economics and Finance

#### Semester Two

- Logistics Management
- Operations Management
- Supply Chain Management



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# ADVANCED CERTIFICATE IN FINANCIAL PLANNING





## Programme Description

The Advanced Certificate in Financial Planning is an undergraduate qualification 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

Students who have successfully completed the Advanced Certificate in Financial Planning can enrol on any of MANCOSA's Bachelor degree programmes.

## 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 distance learning.

Applicants can enquire about additional support classes.

## Admission Requirements

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

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Financial Planning Environment
- Personal Financial Planning
- Business Financial Planning

#### Semester Two

- Practice Management
- Income Tax Planning
- Financial Management



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# 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

Students that successfully complete the Advanced Certificate in Management Studies can enrol on a MANCOSA Bachelor of Business Administration degree or any other MANCOSA Bachelor's degree programmes offered.

## 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?

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

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## Admission Requirements

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

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Principles of Management
- Marketing
- Business Information Systems

#### Semester Two

- Microeconomics
- Business Statistics
- Accounting



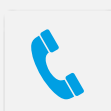
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# Johannesburg



# 9 PROGRAMMES

- Degrees



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

## Articulation

Students who successfully complete the Bachelor of Business Administration degree can enrol on the Bachelor of Business Administration Honours degree or any of MANCOSA's Bachelor degree programmes.

## Career Opportunities

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

- Business Manager
- Business Strategist
- Entrepreneur
- Business Consultant

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## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## Who Should Apply?

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

## Admission Requirements

- The minimum 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

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

#### Year One: Semester Two

- Business Management 1B
- Economics 1B
- Business Communication
- Financial Accounting

#### Year Two: Semester One

- Business Management 2A
- Business Administration 2A
- Business and Society
- Management Accounting

#### Year Two: Semester Two

- Business Management 2B
- Business Administration 2B
- Information Systems
- Business Statistics

#### Year Three: Semester One

- Business Administration 3A
- Business Administration 3B
- Business Management 3A
- Business Management 3B

#### Year Three: Semester Two

- Business Administration 3C
- Business Administration 3D
- Business Management 3C
- Business Management 3D



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# 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 governments.

This includes an understanding of the 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

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

## 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.

Applicants can enquire about additional support classes.

## Who Should Apply?

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

## Admission Requirements

- The minimum 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

- Public Administration 1A
- Economics 1A
- End User Computing
- Business Mathematics

#### Year One: Semester Two

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

#### Year Two: Semester One

- Public Administration 2A
- Local Government 1A
- Public Law
- Public Sector Economics

#### Year Two: Semester Two

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

#### Year Three: Semester One

- Public Administration 3A
- Local Government 2A
- Research in the Public Sector

- Public Administration 3B

#### Year Three: Semester Two

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



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# 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 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

Students who successfully complete the Bachelor of Commerce in Entrepreneurship degree can enrol on the MANCOSA Postgraduate Diploma in Business Management.

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

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## Career Opportunities

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

- Business Owner
- Advisor for SMEs
- Analyst for SMEs
- Business Development Manager
- Business Management
- Business Consultant

## 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.

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

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## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

- Entrepreneurship 1A
- Economics 1A
- Business Management 1A
- Business Mathematics

#### Year One: Semester Two

- Entrepreneurship 1B
- Economics 1B
- Business Management 1B
- Business Communication

#### Year Two: Semester One

- Entrepreneurship 2A
- Business Management 2A
- Management Accounting
- Business Law

#### Year Two: Semester Two

- Entrepreneurship 2B
- Business Management 2B
- Computing Applications
- Financial Accounting Principles

#### Year Three: Semester One

- Entrepreneurship 3A
- Business Management 3A
- Business Management 3B
- Entrepreneurship 3B

#### Year Three: Semester Two

- Entrepreneurship 3C
- Entrepreneurship 3D
- Statistical Techniques in Business
- Information Management



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# BACHELOR OF COMMERCE IN FINANCIAL MANAGEMENT



## Programme Description

The Bachelor of Commerce in Financial Management is a specialised undergraduate degree 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

Students who successfully complete the Bachelor of Commerce in Financial Management degree may enrol on the MANCOSA Postgraduate Diploma in Business Management.

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## Career Opportunities

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

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

## Who Should Apply?

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

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

- Business Management 1A
- Economics 1A
- Financial Management 1A
- Financial Mathematics

#### Year One: Semester Two

- Business Management 1B
- Economics 1B
- Financial Management 1B
- Business Information Systems

#### Year Two: Semester One

- Business Management 2A
- Financial Management 2A
- Taxation 2A
- Commercial Law 2A

#### Year Two: Semester Two

- Business Management 2B
- Financial Management 2B
- Taxation 2B
- Commercial Law 2B

#### Year Three: Semester One

- Business Management 3A
- Financial Management 3A
- Business Management 3B
- Financial Management 3B

#### Year Three: Semester Two

- Financial Management 3C
- Financial Management 3D
- Financial Management 3E
- Financial Management 3F



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# 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, 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, government and non-profit organisations and institutions.

## Articulation

Students who successfully complete the Bachelor of Commerce in Human Resource Management degree can enrol on the MANCOSA Bachelor of Commerce Honours in Human Resource Management degree.

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## 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.

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [undergrad@mancosa.co.za](mailto:undergrad@mancosa.co.za)

## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

- Business Management 1A
- Economics 1A
- End User Computing
- Financial Mathematics

#### Year One: Semester Two

- Business Management 1B
- Economics 1B
- Business Communication
- Financial Accounting

#### Year Two: Semester One

- Business Management 2A
- Human Resource Management 2A
- Business Law
- Management Accounting

#### Year Two: Semester Two

- Business Management 2B
- Human Resource Management 2B
- Information Systems
- Business Statistics

#### Year Three: Semester One

- Business Management 3A
- Business Management 3B
- Human Resource Management 3A
- Human Resource Management 3B

#### Year Three: Semester Two

- Business Management 3C
- Business Management 3D
- Human Resource Management 3C
- Human Resource Management 3D



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# 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 and implement and continually adapt these systems to changing organisational needs. This programme enables students to become professionals in their fields providing them the perfect opportunity to pursue and succeed in postgraduate studies.

## Articulation

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

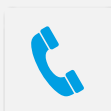
## Who Should Apply?

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

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## Career Opportunities

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

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

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

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## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

- Business Management 1A
- Economics 1A
- Informatics 1A
- Analytical Techniques

#### Year One: Semester Two

- Business Management 1B
- Economics 1B
- Informatics 1B
- Financial Accounting

#### Year Two: Semester One

- Informatics 2A
- Information and Technology Management 2A
- Information Systems
- Advanced Business Statistics

#### Year Two: Semester Two

- Informatics 2B
- Information and Technology Management 2B
- Project Management
- Management Accounting

#### Year Three: Semester One

- Informatics 3A
- Information and Technology Management 3A
- Auditing
- Systems Analysis and Design

#### Year Three: Semester Two

- Informatics 3B
- Information and Technology Management 3B
- IT Project (Compulsory)



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# 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

Students who successfully complete the Bachelor of Commerce in Marketing Management degree can enrol on the MANCOSA Bachelor of Commerce Honours in Marketing Management degree.

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

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## 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.

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

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## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

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

#### Year One: Semester Two

- Business Management 1B
- Economics 1B
- Business Communication
- Financial Accounting

#### Year Two: Semester One

- Business Management 2A
- Marketing 2A
- Business Law
- Management Accounting

#### Year Two: Semester Two

- Business Management 2B
- Marketing 2B
- Information Systems
- Business Statistics

#### Year Three: Semester One

- Business Management 3A
- Marketing 3A
- Business Management 3B
- Marketing 3B

#### Year Three: Semester Two

- Business Management 3C
- Marketing 3C
- Business Management 3D
- Marketing 3D



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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 attitudes and qualities). By studying retail management opportunities exist for continued personal intellectual growth, gainful economic activity and rewarding contributions to society.

## Articulation

Students who successfully complete the Bachelor of Commerce in Retail Management degree can enrol on the MANCOSA Postgraduate Diploma in Business Management degree.

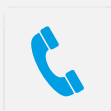
## Mode of Delivery

This programme is offered through distance learning. Applicants can enquire about additional support classes.

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## Career Opportunities

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

- Retail Business Owners
- Retail Manager
- Franchise Manager / Store Manager
- Merchandising Representative
- Procurement Administrators

## 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.

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

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## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

- Retail Management 1A
- Economics 1A
- Business Management 1A
- Business Mathematics

#### Year One: Semester Two

- Retail Management 1B
- Economics 1B
- Business Management 1B
- Business Communication

#### Year Two: Semester One

- Retail Management 2A
- Business Management 2A
- Management Accounting
- Business and Consumer Law

#### Year Two: Semester Two

- Retail Management 2B
- Business Management 2B
- Computing Applications
- Financial Accounting Principles

#### Year Three: Semester One

- Retail Management 3A
- Business Management 3A
- Business Management 3B
- Retail Management 3B

#### Year Three: Semester Two

- Retail Management 3C
- Retail Management 3D
- Statistical Techniques in Business
- Information Management



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# 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. Graduates of this programme will be well prepared to occupy positions in industry and to pursue postgraduate studies.

## Articulation

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

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## 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 supply chain management.
- Individuals currently employed in supply chain related positions and wishing to extend their knowledge in the field with the view of becoming supply chain managers.

## 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; or
- A Higher Certificate; an Advanced Certificate or Diploma.

## Programme Outcomes

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## Programme Structure

### Duration: 3 Years

#### Year One: Semester One

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

#### Year One: Semester Two

- Business Management 1B
- Economics 1B
- Information Systems
- Financial Accounting

#### Year Two: Semester One

- Business Management 2A
- Supply Chain Management 2A
- Commercial Law
- Management Accounting

#### Year Two: Semester Two

- Business Management 2B
- Supply Chain Management 2B
- Project Management
- Business Statistics

#### Year Three: Semester One

- Business Management 3A
- Supply Chain Management 3A
- Supply Chain Management 3B
- Supply Chain Management 3C

#### Year Three: Semester Two

- Business Management 3B
- Supply Chain Management 3D
- Supply Chain Management 3E
- Supply Chain Management 3F



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# Cape Town





# 7 PROGRAMMES

• Honours • Postgraduate Diplomas



# BACHELOR OF COMMERCE HONOURS IN HUMAN RESOURCE MANAGEMENT



## Programme Description

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

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

## Articulation

Students who successfully complete the Bachelor of Commerce Honours in Human Resource Management degree can enrol on the MANCOSA Master of Business Administration degree.

## Career Opportunities

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

- Human Resource Manager
- Labour Relations Officer
- Human Resource Consultant
- Human Resource Strategist
- Industrial Relations Manager

## Who Should Apply?

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

## Mode of Delivery

This programme is offered through distance learning.

## Admission Requirements

The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Strategic Human Resource Management
- Organisational Behaviour
- Labour Relations
- Research Methodology

#### Semester Two

- Elective One - Choose one of the following electives;
- Diversity Management
  - Performance Management
  - Employee Relationship Management
- Elective Two - Choose one of the following electives;
- Labour Law
  - Industrial Counselling and Group Dynamics
  - Human Resource and Business Ethics
  - **Research Report (Compulsory)**



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# BACHELOR OF COMMERCE HONOURS IN MARKETING MANAGEMENT



## Programme Description

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

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

## Articulation

Students who successfully complete the Bachelor of Commerce Honours in Marketing Management degree can enrol on the MANCOSA Master of Business Administration degree.

## Career Opportunities

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

- Marketing Manager
- Marketing Analyst
- Marketing Researcher
- Sales Manager
- Corporate Service Manager
- Brand / Advertising Manager

## Who Should Apply?

- Those who have completed a Bachelor of Commerce degree and wish to obtain advanced knowledge in the field of marketing management.
- Individuals who are in employment and wish to enhance their careers in marketing management.

## Mode of Delivery

This programme is offered through distance learning.

## Admission Requirements

The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Strategic Marketing Management
- Service Marketing
- Marketing Research
- Research Methodology

#### Semester Two

Elective One - Choose one of the following electives;

- E-Marketing
- International Marketing
- Relationship Marketing

Elective Two - Choose one of the following electives;

- Brand Management
- Marketing Communications
- Direct Marketing
- **Research Report (Compulsory)**



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# BACHELOR OF BUSINESS ADMINISTRATION HONOURS



## Programme Description

The Bachelor of Business Administration Honours programme provides an opportunity for students to realise their career goals through offering relevant NQF level 8-aligned knowledge, skills and acumen. It also affords the student an opportunity to continue with a cognate progression into the field of management.

This programme is designed for graduates and professionals from a wide range of business contexts and backgrounds who wish to productively participate in the challenges of twenty-first century management.

The programme is intended to provide students with higher level management skills and knowledge of management frameworks, theories and tools and to employ these effectively to make a real difference in their work places.

The Bachelor of Business Administration Honours builds on the foundational knowledge and equips students with the strategic skills and knowledge essential for managing the key areas of organisations: accounting, human resource management, marketing, strategy, and operations management.

In addition, it gives students the choice of following specialist options, such as entrepreneurship, global business management, project management etc.

## Articulation

Students who successfully complete the Bachelor of Business Administration Honours degree can enrol on the MANCOSA Master of Business Administration degree.

## Career Opportunities

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

- Business Manager
- Business Strategist
- Entrepreneur
- Business Consultant
- Marketing Executive
- Retail Manager

## Who Should Apply?

- Those who have completed a Bachelor of Business Administration degree and wish to acquire advanced knowledge and skills in business management and administration.
- Managers of businesses, individuals aspiring towards a career in management.

## Mode of Delivery

This programme is offered through distance learning.

Applicants can enquire about additional support classes.

## Admission Requirements

- The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Contemporary Human Resource Management
- Corporate and Business Strategy
- Marketing Management
- Quantitative Methods and Business Research Methodology

#### Semester Two

- Operations and Supply Chain Management
- Accounting and Financial Management
- **Research Report (Compulsory)**



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# BACHELOR OF PUBLIC ADMINISTRATION HONOURS





## Programme Description

The Bachelor of Public Administration Honours is a one year postgraduate programme aimed at students who have completed the relevant first degree and who intend to consolidate and strengthen their expertise in the field of public administration.

This programme is pivotal to the development of research capacity in the methodology and techniques of public administration.

Students will obtain advanced skills relevant to the public sector. The programme also focuses on equipping students with a sound understanding of organisational strategy, structure, systems and organisational culture.

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

## Articulation

Students who successfully complete the Bachelor of Public Administration Honours degree can enrol on the MANCOSA Master of Public Administration degree.

## Career Opportunities

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

- Public manager
- City or Municipal Manager

## Who Should Apply?

- Those who have completed a Bachelor's degree or equivalent and wish to acquire advanced public administrations skills.
- Individuals who are public service employees and who wish to advance their careers in the public service sector.

## Mode of Delivery

This programme is offered through distance learning.

## Admission Requirements

- The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma.

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

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

#### Semester Two

- Elective One - Choose one of the following electives;
- Ethics in the Public Sector
  - Strategy in the Public Sector
  - Leadership in the Public Sector
- Elective Two - Choose one of the following electives;
- Local Government Management
  - Research in the Public Sector
  - Human Resource and Business Ethics
  - Labour Relations in the Public Sector
- **Research Report (Compulsory)**



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# POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT



## Programme Description

The Postgraduate Diploma in Business Management is a one year postgraduate programme that provides students with advanced knowledge, skills and competencies in the key functional areas of management.

This programme will ensure that students are able to apply their management competencies to the complex and changing business environment in order to drive organisational growth. Upon completion of this programme, students will be able to make informed decisions at middle and senior levels of management.

This programme will equip students with the necessary skills and advanced knowledge to be successful managers and leaders in the challenging and diverse environment in which they find themselves.

## Articulation

Students who successfully complete the Postgraduate Diploma in Business Management can enrol on the MANCOSA Master of Business Administration degree.

## Career Opportunities

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

- Business Manager
- Business Analyst
- Business Consultant
- Business Strategist

## Who Should Apply?

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

## Mode of Delivery

This programme is offered through distance learning.

## Admission Requirements

- The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Human Resource Development
- Information and Technology Management
- Strategic Marketing Management
- Organisational Behaviour

#### Semester Two

- Strategic Management
- Accounting and Financial Management
- Operations Management
- Elective - Choose one of the following electives;
- Entrepreneurship
- Project Management
- Managerial Economics
- Business Ethics



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# POSTGRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT



## Programme Description

Effective leaders and education managers must find new ways to address regulatory, leadership and management challenges to embrace opportunities in the educational environment. Educational complexities have coalesced to push for knowledge and skills transformation to bring about change in technology, human resources, innovation, teacher qualities and accountability initiatives.

The Postgraduate Diploma in Educational Management is a one year specialised programme designed to meet the needs of educational managers in this climate of change. It incorporates the latest strategic thinking in educational leadership and management. The programme develops communication, interpersonal and financial skills in a way that enables educators to draw from both theory and practice of management.

## Articulation

Applicants who successfully complete the Postgraduate Diploma in Educational Management can enrol on the MANCOSA Master of Business Administration degree.

## Mode of Delivery

This programme is offered through distance learning.

## Career Opportunities

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

- School Principal
- Deputy Principal
- School Head of Department (HOD)
- Managers/Officials in Departments of Education

## Who Should Apply?

- Newly appointed Principals who are interested in capacity development.
- Educators in the GET, FET and ABET sectors.
- Department officials responsible for education management.
- Subject advisors and any person involved in educational management.
- Educational Curriculum Reviewers and Developers.
- Individuals who wish to advance their careers in the education sector.
- Persons with a Bachelor of Education degree looking to further their studies.

## Admission Requirements

- The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

All applicants must complete three core modules in the first semester. In semester two, they must complete two core modules in addition to one module chosen from a set of electives. It is recommended that an applicant choose the Research in Education module from the set of electives should he/she wish to pursue the MBA programme.

### Duration: 1 Year

#### Semester One

- Contemporary Educational Management
- Educational Leadership
- Curriculum Design and Development

#### Semester Two

- Governance in Education
- Financial Management in Education
- Elective - Choose one of the following electives;
- Research in Education
- History and Theoretical Frameworks in Education
- Comparative and International Education



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# POSTGRADUATE DIPLOMA IN PROJECT MANAGEMENT



## Programme Description

The Postgraduate Diploma in Project Management is a one year specialised programme that enables students to develop an advanced understanding of concepts, approaches and tools relevant to the field of Project Management.

Project Management impacts directly on the growth and advancement of most modern organisations and is a much-sought-after qualification.

The programme enhances the capacity of managers to improve production and service delivery thereby contributing to organisational effectiveness.

The programme also provides for the attainment of quantitative skills in Project Finance and Project Management.

## Articulation

Students who successfully complete the Postgraduate Diploma in Project Management can enrol on the MANCOSA Master of Business Administration degree.

## Mode of Delivery

This programme is offered through distance learning.

## Career Opportunities

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

- Project Manager
- Project Co-ordinator
- Systems Analyst
- Operations Manager
- Project Management Consultant
- Projects Specialist

## Who Should Apply?

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

## Admission Requirements

- The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma

## Programme Outcomes

For the programme outcomes and further details regarding the programme please email: [postgrad@mancosa.co.za](mailto:postgrad@mancosa.co.za)

## Programme Structure

### Duration: 1 Year

#### Semester One

- Project Communication and Risk Management
- Principles of Project Management
- Project Scope and Time Management
- Project Management Leadership

#### Semester Two

- Project Resource Management
- Project Financial Management
- Project Quality Management
- Project Applied Technology



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