

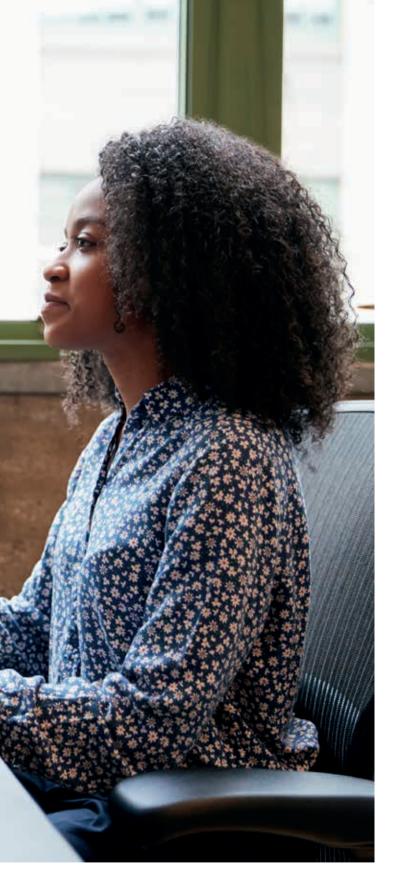
UNDERGRADUATE Prospectus 2021





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.

PROSPECTUS 2021 // 3



Working hard for something we love is called passion.

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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

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INTRODUCING MANCOSA & HONORIS UNITED UNIVERSITIES

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 WHO ARE 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.

WHY CHOOSE MANCOSA ?

- MANCOSA provides high quality education
- MANCOSA develops competitive and careercentred 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

Educating the next generation of African leaders and professionals.

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.

REGISTRATION AND ACCREDITATION



Honoris United Universities (HUU);



South African Business Schools Association (SABSA);



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



European Foundation for Management and Development (EFMD)



United Nations Academic Impact Initiative (UNAI).

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)
- 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

MANCOSA

AFFORDABILITY AND ACCESSIBILITY

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

MANCOSA

OVERALL EXPERIENCE

The MANCOSA 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. Optional international study tours are offered to enrich the MBA programme.

MANCOSA

FLEXIBILITY

Studying through distance learning means that there is little disruption to your personal life and full-time work schedule. The MANCOSA programmes enable students to be flexible in approaching their studies. Should your work require extensive travel and extended working hours, the MANCOSA distance learning programmes are ideally suited to meet your specific needs.

MANCOSA

INTERACTIVE EXPERIENCE

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

Collaborative Intelligence at the heart of our vision.

ACADEMIC SUPPORT

• 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 'MANCOSAConnect' 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 are available for future reference.

• ACADEMIC SUPPORT

The MANCOSA academic faculty have industry experience and expertise to ensure that students receive continuous support and guidance.

Full time academics are appointed in the various support centres to provide face to face, telephonic and email support to students. In addition to this, students will have access to online learning material, discussion forum and webinars.

MODULE GUIDES

Module guides includes prescribed and recommended readings, practical assignments, assessment activities and case studies. In addition textbooks are prescribed to supplement these readings.

Electronic versions of the module guides will be available on request. All the readings, assignments, journal articles etc will be found on the MANCOSAConnect portal.

ACCESS TO YOU

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LIBRARY AND ELECTRONIC RESOURCES GUIDES

MANCOSA has fully-equipped reference libraries in Durban, Johannesburg, Cape Town and Pretoria. In addition resource facilities are available at all other learning centres. Our students have free access to the latest online research and journal articles via EBSCO Host, Emerald and SABINET.

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MANCOSA STUDENT SERVICES

Students are provided with comprehensive support on all aspects relating to their studies. The student portal (www.mymancosa.com) provides all registered students with a range of information and academic support.

ADMISSION REQUIREMENTS



Advanced Certificate Advanced Diploma and Degree Programmes

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

The minimum entry requirement for an Advanced Certificate is a Higher Certificate.

The minimum requirement for an Advanced Diploma in Business Management is a National Diploma(NQF level 6) or an Advanced Certificate (NQF level 6).



Honours and Postgraduate Diploma Programmes

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

A recognised qualification, equivalent to a Bachelor's Degree (NQF level 7) will also provide access to MANCOSA postgraduate programmes.



Recognition of Prior Learning (RPL) / Mature Age Exemption

It is possible to gain entry onto a Higher Certificate or degree programme via mature age exemption.

Note that acceptance based on MANCOSA's RPL policy is subject to approval of the Admission and Selection Committee.

For further information please contact a student advisor.

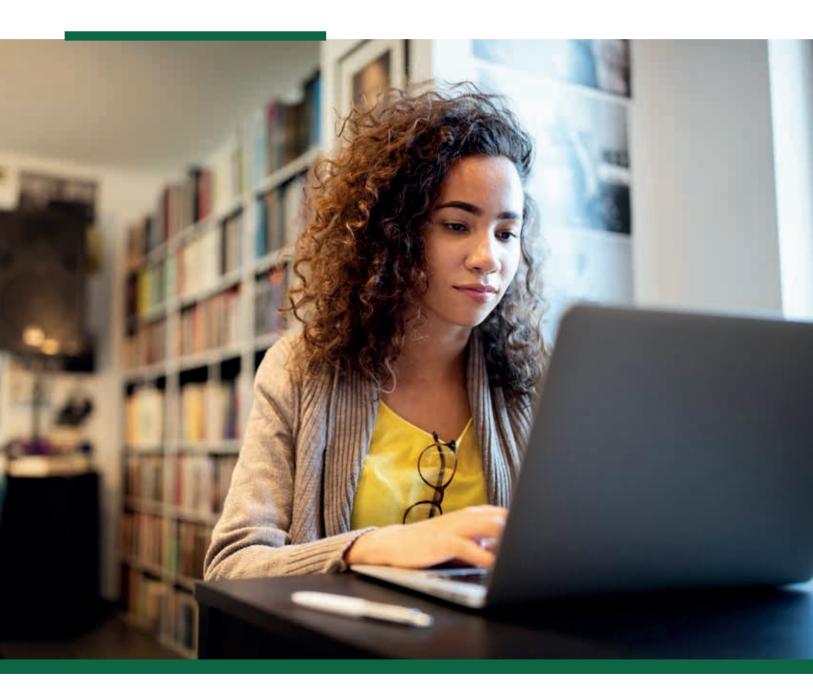
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Higher Certificate in Accounting

NQF LEVEL 5 / SAQA ID 93811 / CREDITS 120





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.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Accounting

Career Opportunities

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

- Accountant
- Accounts Clerk
- Bookkeeper
- Debtors Clerk



Who Should Apply?



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

Programme Structure

Duration: 1 Year

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

Assessments

- Knowledge Checks
- Project

Admission Requirements ()

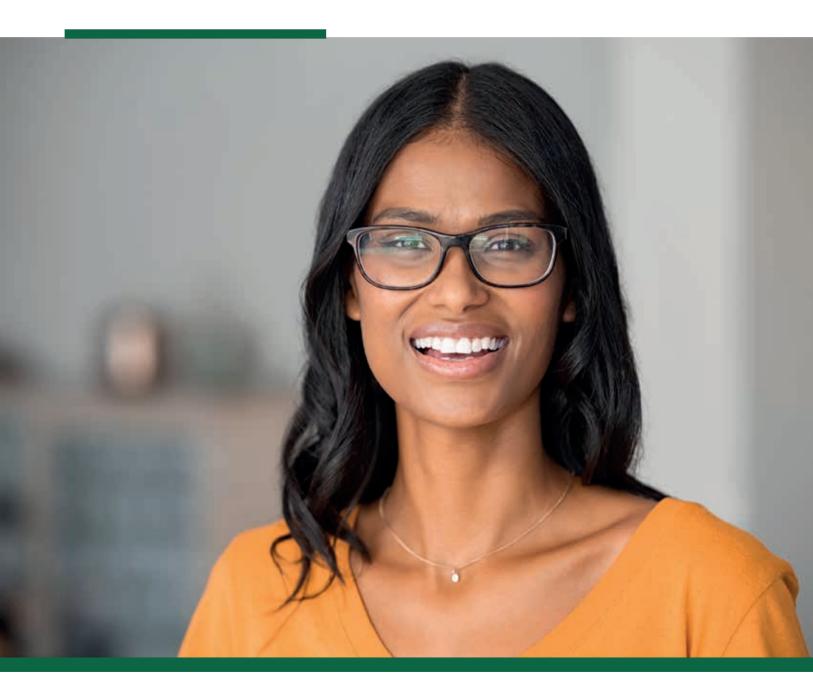
- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

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

Mode of Delivery

Higher Certificate in Business Management

NQF LEVEL 5 / SAQA ID 96746 / CREDITS 120



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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 degre.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Business Administration

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.

Programme Structure

Duration: 1 Year

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

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

Higher Certificate in Events Management

NQF LEVEL 5 / SAQA ID 104528 / CREDITS 120



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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.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Business Administration

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.

Programme Structure

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

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

Higher Certificate in Human Resource Management

NQF LEVEL 5 / SAQA ID 96080 / CREDITS 120





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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Human Resource Managment

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 resourcemanagement 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.

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
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

Higher Certificate in Information Technology

NQF LEVEL 5 / SAQA ID 93709 / CREDITS 120



Who Should

providing IT support.

• Individuals/School leavers who are interested in pursuing a career in

· Individuals who enjoy providing

business solutions and solving

Apply?

problems.

Programme Description

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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.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Information Technology Management

Career Opportunities

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

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

Programme Structure

Duration: 1 Year

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

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

Higher Certificate in Local Government and Development Management

NQF LEVEL 5 / SAQA ID 96713 / CREDITS 140





The Higher Certificate in Local Government and Development Management aims to build the capacity of local government officials and those wishing to join the public sector. The programme provides foundational learning in the functional areas of local government and development management. This programme also empowers students with a high level of professional expertise together with a broad range of managerial skills in the local government sector. This qualification is tailormade 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.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Public Administration

Career Opportunities

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

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

Programme Structure

Duration: 1 Year

- Local Government Management
- Local Government Finance
- · Local Government Human Resource Management
- Local Government Law
- Disaster Management
- Project Management in Local Government
- Ethics and Professionalism

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

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

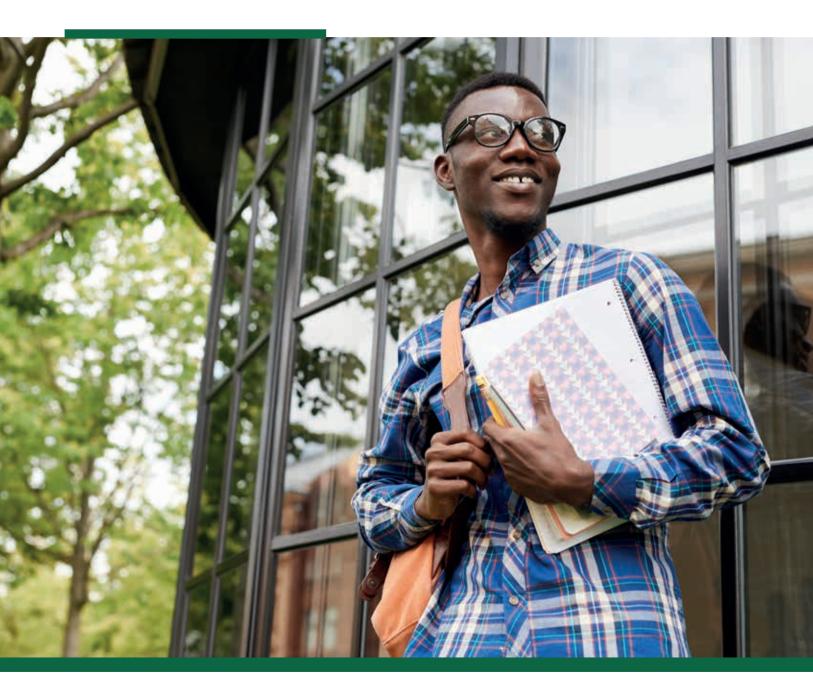
Who Should Apply?



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

Higher Certificate in Marketing

NQF LEVEL 5 / SAQA ID 96455 / CREDITS 120





The Higher Certificate in Marketing aims to provide students with the framework for understanding the dynamics of marketing which is a major operating function of any organisation in pursuit of business. Equipped with the core marketing principles and concepts, students of this programme will have greater opportunity to compete and succeed in their future marketing career.

This programme provides the foundational building blocks of understanding marketing. It is neither too narrow nor limited to retail marketing or sales management. This qualification will equip students with a fairly broad-based knowledge of the world of business. They will be able to think across different disciplines, as companies are confronted with a continuous process of developing and maintaining a feasible fit between organisations' objectives, skills and resources and their changing marketing opportunities.

Articulation

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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Marketing Management

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.

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
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

Higher Certificate in Project Management

NQF LEVEL 5 / SAQA ID 97198 / CREDITS 120





Project Management has emerged in the business world as one of the most popular career fields in the twenty-first century. It encompasses and touches every facet and business unit of the organisation from human resources to finance and information technology. Having a project management qualification enables individuals to easily switch careers.

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

Articulation

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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Project Management

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.

Programme Structure

Duration: 1 Year

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

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

Higher Certificate in Public Management

NQF LEVEL 5 / SAQA ID 93812 / CREDITS 120





The Higher Certificate in Public Management is an undergraduate programme that offers a combination of theory and practice in the area of public management. The purpose of the programme is to provide a structured programme for students wishing to work as public officials.

The need for well-qualified, efficient, client-oriented public officials has been identified as a priority in all spheres of government. The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in public management. The qualification is aimed at equipping line managers with the knowledge and skills required to fulfil their management role within the public sector.

Articulation

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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in <u>Public</u> Management

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.

Programme Structure

Duration: 1 Year

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

Assessments

- Knowledge Checks
- Project

Admission Requirements ()

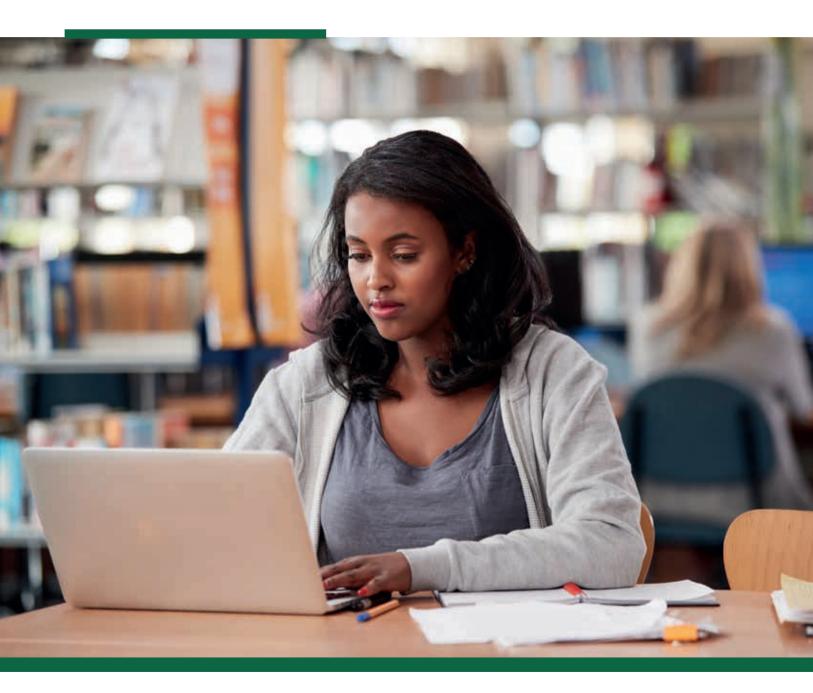
- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

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

Mode of Delivery

Higher Certificate in Public Sector Procurement

NQF LEVEL 5 / SAQA ID 99511 / CREDITS 120





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

Articulation

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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Public Administration

Career Opportunities

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

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

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Who Should Apply?



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

Programme Structure

Duration: 1 Year

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

• Public Procurement and Supply Tools

- Knowledge Checks
- Project

Admission Requirements (-)

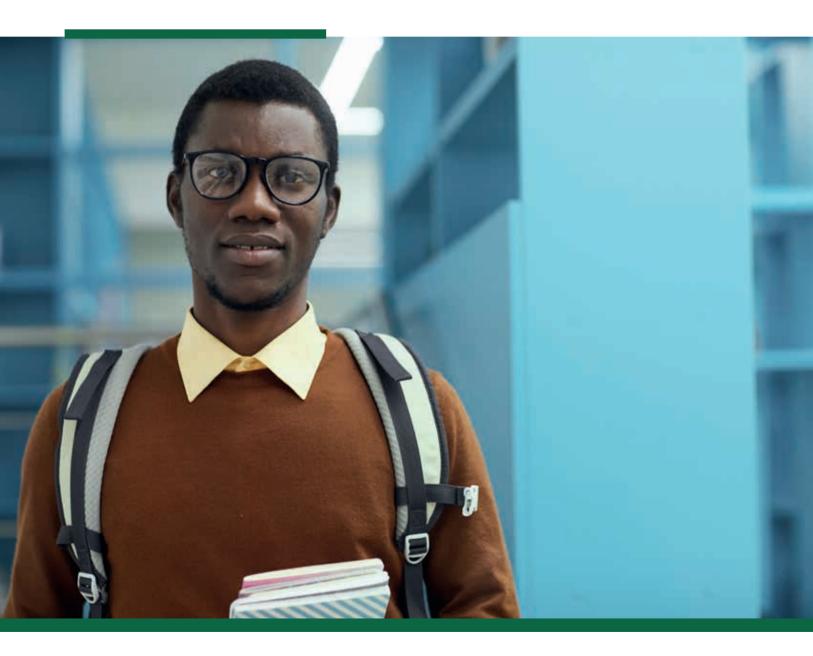
- The minimum entry requirement is the National Senior Certificate or National Certificate Vocational with appropriate subject combinations and levels of achievement; or
- An equivalent NQF level 4 qualification with proven proficiency in English.
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

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

Mode of Delivery

Higher Certificate in Social Media and Communication

NQF LEVEL 5 / SAQA ID 103103 / CREDITS 120





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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Marketing Management

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.

Programme Structure

Duration: 1 Year

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

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

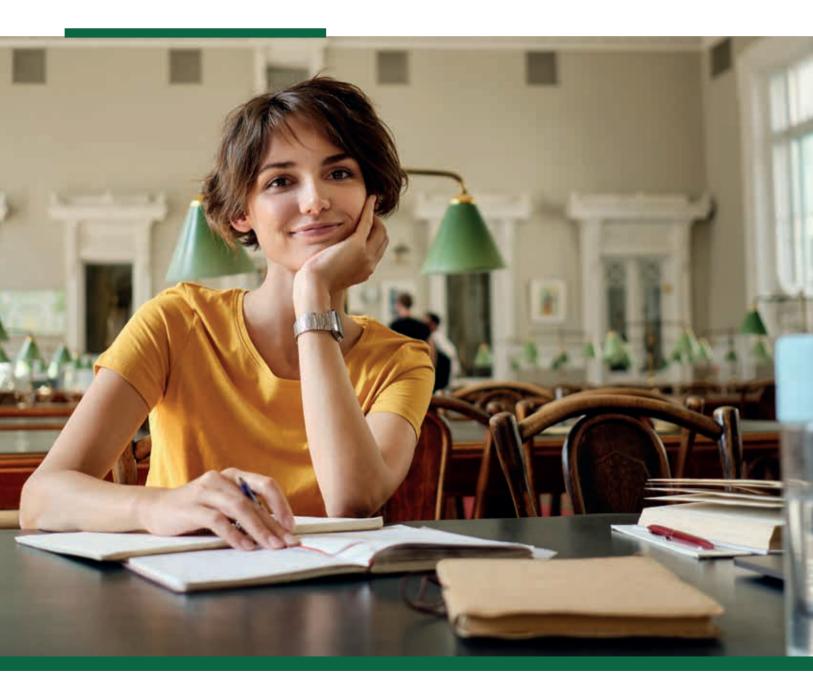
For further information on this alternative route, please contact a student advisor. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

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

Higher Certificate in Supply Chain Management

NQF LEVEL 5 / SAQA ID 93708 / CREDITS 120



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The Higher Certificate in Supply Chain Management offers a combination of theory and practice in the area of supply chain management.

The qualification aims to develop an integrated conceptual understanding, synthesis and application of specific issues in supply chain management. The purpose of this qualification is to equip students with a sound fundamental knowledge base and basic skills regarding supply chain management.

The Higher Certificate in Supply Chain Management is aimed at equipping firstline managers with the knowledge and skills required to fulfil their management role within the supply chain. 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.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Supply Chain Management

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.

Programme Structure

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

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

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

Higher Certificate in Tax Administration

NQF LEVEL 5 / SAQA ID 99384 / CREDITS 120



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.

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Accounting

Career Opportunities

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

- Tax Clerk and Consultant
- Tax Administrator
- Bookkeeper Tax

Programme Structure

Duration: 1 Year

- Tax Administration and Tax Policy
- Taxation A
- End User Computing
- Basic Accounting
- Business Communication
- Taxation B
- Taxation C
- Elementary Economics

Assessments

- Knowledge Checks
- Project

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.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery

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

Who Should Apply?

- \equiv
- 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.

Advanced Certificate in Financial Planning

NQF LEVEL 6 / SAQA ID 93710 / CREDITS 120



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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 Diploma programme or Bachelor's degree.

Other Courses

Advanced Diploma in Business Management

Bachelor of Commerce in Financial Management

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

Programme Structure

Duration: 1 Year

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

Admission Requirements (?)

- The minimum entry requirement is an NQF level 5 Higher Certificate.
- An equivalent NQF level 4 qualification with proven proficiency in English.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery



This programme is offered through online learning and digital support.

Who Should Apply?

service field.

· Individuals who are interested in

pursuing a career in a financial

financial matters and planning

financial investments.

· Individuals who enjoy consulting in

Advanced Certificate in Management Studies

NQF LEVEL 6 / SAQA ID 96712 / CREDITS 120





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

This programme provides a comprehensive view of contemporary management practice in both the public and private sectors. The programme provides background knowledge to allow junior and middle managers to pursue senior management positions within their organisations.

This programme will allow students to apply theories to practice and students will be well placed to pursue further studies.

Articulation

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

Other Courses

Advanced Diploma in Business Management

Bachelor of Business in Administration

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.

Programme Structure

Duration: 1 Year

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

Admission Requirements 🥝

- The minimum entry requirement is an NQF level 5 Higher Certificate.
- An Equivalent NQF level 5 qualification with proven proficiency in English.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery



Advanced Diploma in Business Management

NQF LEVEL 7 / SAQA ID 104763 / CREDITS 120



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.

Other Courses

Postgraduate Diploma in Business Management

Bachelor of Business Administration Honours

Career Opportunities

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

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

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

Admission Requirements (-)

- The minimum entry requirement is the Advanced Certificate/National Diploma.
- An equivalent NQF level 6 qualification with proven proficiency in English.
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

Mode of Delivery



This programme is offered through online learning and digital support.



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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.

Bachelor of Commerce in Accounting

NQF LEVEL 7 / SAQA ID 110219 / CREDITS 360





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 onto a Postgraduate Diploma or a cognate Honours degree.

Other Courses

Bachelor of Business Administration Honours

Postgraduate Diploma in Risk Management

Career Opportunities

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

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

Programme Structure



Who Should Apply?

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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.

Duration: 3 Years	
Year 1	
Semester One	Semester Two
Introduction to Business Management	• Introduction to Functional Areas of Management
• End User Computing	Business Communication
Business Mathematics	• Introduction to Financial Accounting
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Taxation 2A	• Financial Accounting 2B
• Financial Accounting 2A	• Commercial Law
• Business Law	• Introduction to Business Ethics
• Management Accounting and Finance 2A	• Introduction to Auditing
Year 3	
Semester One	Semester Two
• Financial Accounting 3A	• Financial Accounting 3B
• Management Accounting and Finance 3A	• Management Accounting and Finance 3B
• Taxation 3A	• Taxation 3B
• Auditing 3A	• Auditing 3B

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Business Administration

NQF LEVEL 7 / SAQA ID 62116 / CREDITS 360





The Bachelor of Business Administration is a three year undergraduate degree programme that equips students with an understanding of the business and management environments.

The programme aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blend of business and general education. Students are able to understand and develop unique leadership qualities required to successfully manage a business.

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

Articulation

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

Other Courses

Bachelor of Business Administration Honours

Postgraduate Diploma in Project Management

Postgraduate Diploma in Business Management

Career Opportunities

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

- Business Manager
- Business Strategist
- Entrepreneur
- 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.
- Entrepreneurs wishing to start their own business.

Programme Structure

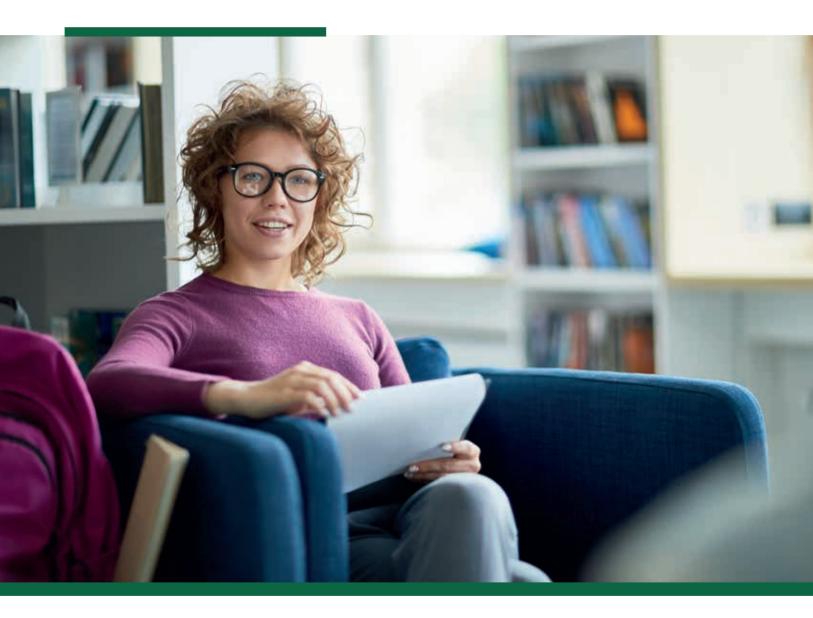
Duration: 3 Years	
Year 1	
Semester One	Semester Two
Introduction to Business Management	Introduction to Functional Areas of Management
• End User Computing	Business Communication
Business Mathematics	Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
Organisational Leadership	Entrepreneurship and Small Businesses
• Fundamentals of Human Resource Management	• Marketing
Management Accounting	Business Statistics
Business and Society	Information Systems
Year 3	
Semester One	Semester Two
• Ethics and Conflict	Project Management
• Organisational Diversity	Operational Management for Sustainability
Financial Planning and Control	The Business Environment and Ethics
• Global Business and Strategy	Strategic Management Practices

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Public Administration

NQF LEVEL 7 / SAQA ID 62151/ CREDITS 360





The Bachelor of Public Administration programme is an undergraduate degree programme which focuses on the principles and practices of Public Administration and Management in the Public Sector.

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

The programme has the primary purpose of providing a wellrounded, 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 onto a Postgraduate Diploma or a cognate Honours degree.

Other Courses

Postgraduate Diploma in Business Management

Bachelor of Public Administration Honours

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.

Programme Structure

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Public Administration 1A	Public Administration 1B
• End User Computing	Business Communication
Business Mathematics	Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Public Administration 2A	Public Administration 2B
• Local Government 1A	• Local Government 1B
Public Sector Economics	Contemporary South African Politics
• Public Law	• Ethics in the Public Sector
Year 3	
Semester One	Semester Two
Public Administration 3A	Public Administration 3C
• Research in the Public Sector	Public Administration 3D
• Local Government 2A	• Local Government 2B
• Public Administration 3B	Public Sector Budgeting

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Entrepreneurship

NQF LEVEL 7 / SAQA ID 97907 / CREDITS 360





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 onto a Postgraduate Diploma or a cognate Honours degree.

Other Courses

Bachelor of Business Administration Honours

Postgraduate Diploma in Business Management

Career Opportunities

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

- Business Management
- Advisor for SMME's
- Business Consultant
- 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.

Programme Structure

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Introduction to Business Management	Introduction to Functional Areas of Management
• Entrepreneurship 1A	Business Communication
Business Mathematics	• Entrepreneurship 1B
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Entrepreneurship 2A	Computing Applications
• Fundamentals of Human Resource Management	Marketing
Management Accounting	Financial Accounting
• Business Law	• Entrepreneurship 2B
Year 3	
Semester One	Semester Two
• Entrepreneurship 3C	Operations Management in Supply Chain
Organisational Strategy	• Entrepreneurship 3D
• Entrepreneurship 3A	Statistical Techniques in Business
• Entrepreneurship 3B	Information Management

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Financial Management

NQF LEVEL 7 / SAQA ID 94677 / CREDITS 360





The Bachelor of Commerce in Financial Management is a specialised undergraduate degree programme that prepares students for the management of monetary resources in an organisation.

This programme is primarily aimed at developing financial and managerial skills, to equip students to meet the demand for specialists and leaders in the financial sector. The programme examines financial concepts such as capital, cash budgets, analysis of financial statements, taxation, commercial law and provides a comprehensive overview of financial management.

In this way, while primarily gaining specialised financial skills, students consider and evaluate different factors in making informed decisions for continued financial growth in an organisation.

Articulation

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

Other Courses

Bachelor of Business Administration Honours

Postgraduate Diploma in Business Management

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
- Financial Administrator



Who Should Apply?



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

Programme Structure

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Introduction to Business Management	Introduction to Functional Areas of Management
• Introduction to Financial Management	Introduction to Information Systems
Business Mathematics	• Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Organisational Leadership	Entrepreneurship and Small Businesses
• Taxation 2A	• Commercial Law
Cost Accounting	Capital Budgeting
• Business Law	Taxation 2B
Year 3	
Semester One	Semester Two
• Investment and Portfolio Management	Operations Management in Supply Chain
Organisational Strategy	• Budgeting and Auditing
• Financial Markets and Regulations	Corporate Finance
Working Capital Management	• Risk Management

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Human Resource Management

NQF LEVEL 7 / SAQA ID 62129 / CREDITS 360





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

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

Articulation

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

Other Courses

Bachelor of Commerce Honours in Human Resource Management

Postgraduate Diploma in Business Management

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.

Programme Structure

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Introduction to Business Management	• Fundamentals of Business Management
• End User Computing	Business Communication
• Introduction to Human Resource Management	Financial Reporting and Analysis
• Economics 1A	Fundamentals of Macroeconomics 1B
Year 2	
Semester One	Semester Two
• Organisational Leadership	Entrepreneurship and Small Businesses
• Training and Development	Human Resource Information Systems
Organisational Staffing	Business Statistics
• Principles of Labour Law	Human Resource Ethics in Business
Year 3	
Semester One	Semester Two
• Employee Health and Wellness	Employee Benefits and Compensation
• Career Management	• Diversity Management
Performance Management	Labour and Employee Relations
• Group Dynamics and Leadership	Human Resource Strategy

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Information and Technology Management

NQF LEVEL 7 / SAQA ID 71889 / CREDITS 360





The Bachelor of Commerce in Information and Technology Management degree is a popular and much-sought-after undergraduate programme. Information technology presently is one of the fastest growing industries creating significant career opportunities for students.

The aim of the programme is to create graduates who are able to offer and manage business solutions, demonstrate skills and knowledge in both business and information technology domains and management thereof.

Students are exposed to the design and development of systems and engage in solving real-life problems, implement and continually adapt these systems to changing organisational needs.

Articulation

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

Other Courses

Postgraduate Diploma in Information Technology

Postgraduate Diploma in Project Management

Career Opportunities

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

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

Programme Structure



Who Should Apply?

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

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Introduction to Business Management	Introduction to Functional Areas of Management
• Informatics 1A	• Informatics 1B
• Analytical Techniques	Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Information Technology Management 2A	Information Technology Management 2B
• Informatics 2A	• Informatics 2B
Management Accounting	Advanced Business Statistics
Information Systems	Principles of Project Management
Year 3	
Semester One	Semester Two
Information Technology Management 3A	• Information and Technology Management 3B
• Informatics 3A	• Informatics 3B
• Auditing	Capstone Project
• Systems Analysis and Design	
	•

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in International Business

NQF LEVEL 7 / SAQA ID 104526 / CREDITS 360





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

This programme will prepare and equip graduates with the knowledge and skills to understand the link between political, economic, socio-cultural and environmental factors which impacts on multinational organisations. The Bachelor of Commerce in International Business degree will allow students to gain a broader and more in-depth understanding of the role and importance that governments play, both in a global context.

The programme facilitates a sound understanding of the key business theories, methodologies and practices. The 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 onto a Postgraduate Diploma or a cognate Honours degree.

Other Courses

Bachelor of Business Administration

Postgraduate Diploma in Business Management

Career Opportunities

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

- Business development manager
- Financial trader
- Foreign exchange banking officer



Who Should Apply?



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

Programme Structure

Duration: 3 Years	
Year 1	•
Semester One	Semester Two
• Introduction to Business Management	Introduction to Functional Areas of Management
• End User Computing	Introduction to Politics
• Business Mathematics	Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Organisational Leadership	International Entrepreneurship
• International Trade Theory	International Business Environment
• Business and Society	Business Statistics
• Business Law	Value Chain Management
Year 3	
Semester One	Semester Two
• Financial Planning and Control	• International Finance
Global Political Economy	Managing Across Cultures
• International Trade Law	International Marketing
International Strategy Management	International Logistics and Supply Chain

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Marketing Management

NQF LEVEL 7 / SAQA ID 96745 / CREDITS 360





The Bachelor of Commerce in Marketing Management degree is an undergraduate programme that prepares students for professional careers in the field of marketing. This emphasises the techniques and methods of managing and planning for marketing.

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

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

Articulation

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

Other Courses

Bachelor of Commerce Honours in Marketing Management

Postgraduate Diploma in Business Management

Career Opportunities

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

Programme Structure $|\mathcal{U}|$

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

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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.

Duration: 3 Years	
Year 1	
Semester One	Semester Two
Introduction to Business Management	• Introduction to Functional Areas of Management
• End User Computing	Business Communication
Business Mathematics	Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
Organisational Leadership	Entrepreneurship and Small Businesses
• Marketing 2A	Marketing 2B
Management Accounting	Business Statistics
• Business Law	Information Systems
Year 3	
Semester One	Semester Two
• Ethics and Conflict	Marketing 3C
Organisational Diversity	Marketing 3D
• Marketing 3A	The Business Environment and Ethics
• Marketing 3B	Strategic Management Practices

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Project Management

NQF LEVEL 7 / SAQA ID 108835 / CREDITS 360





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

The Bachelor of Commerce in Project Management provides opportunities for continued personal intellectual growth, enhanced marketability and enhanced employability whilst opening up new access routes to additional education and training opportunities.

The Bachelor of Commerce in Project Management will also provide access to higher education to those wanting to make careers in the field of commerce and will complement the existing accredited MANCOSA qualifications.

Articulation

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

Other Courses

Postgraduate Diploma in Project Management

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

Programme Structure

Semester Two
Introduction to Functional Areas of Management
Project Scope and Time Management
Financial Reporting and Analysis
• Economics 1B
Semester Two
Project Communication Management
Project Stakeholder Management
Project Resource Management
Project Cost and Procurement Management
Semester Two
Project Finance
Capstone for Project Management
Project Information Management

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Retail Management

NQF LEVEL 7 / SAQA ID 97823 / CREDITS 360





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 onto a Postgraduate Diploma or a cognate Honours degree.

Other Courses

Bachelor of Business Administration

Postgraduate Diploma in Business Management

Bachelor of Business Administration Honours

Career Opportunities

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

Programme Structure |U|

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

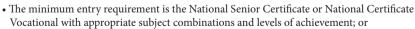


Who Should Apply?

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

Duration: 3 Years Year 1 Semester One Semester Two · Introduction to Business Management · Introduction to Functional Areas of Management • Retail Management 1A Business Communication • Business Mathematics • Retail Management 1B • Economics 1A • Economics 1B Year 2 Semester One Semester Two • Retail Management 2A Computing Applications · Fundamentals of Human Resource Management · Operations Management Practices · Management Accounting • Financial Accounting Business Law • Retail Management 2B Year 3 Semester One Semester Two • Retail Management 3C • Retail Management 3B Organisational Strategy • Retail Management 3D • Financial Planning and Control Statistical Techniques in Business Retail Management 3A • Information Management

Admission Requirements



- An equivalent NQF level 4 qualification with proven proficiency in English.
- A Higher Certificate; an Advanced Certificate or Diploma
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

Bachelor of Commerce in Supply Chain Management

NQF LEVEL 7 / SAQA ID 85207 / CREDITS 360





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 onto a Postgraduate Diploma or a cognate Honours degree.

Other Courses

Bachelor of Commerce Honours in Supply Chain Management

Postgraduate Diploma in **Business Management**

Career **Opportunities**

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

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

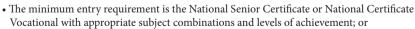
Programme Structure U_1

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Introduction to Business Management	Introduction to Functional Areas of Management
• End User Computing	Introduction to Information Systems
Business Mathematics	Financial Reporting and Analysis
• Economics 1A	• Economics 1B
Year 2	
Semester One	Semester Two
• Organisational Leadership	• Entrepreneurship and Small Businesses
• Supply Chain Management 2A	Supply Chain Management 2B
Management Accounting	Business Statistics
• Business Law	Principles of Project Management
Year 3	
Semester One	Semester Two
• Supply Chain Management 3A	Operations Management in Supply Chain
• Supply Chain Management 3B	Supply Chain Management 3C
• Financial Planning and Control	Supply Chain Management 3D

Supply Chain Management 3E

· Global Business and Strategy

Admission Requirements (-)



- An equivalent NQF level 4 qualification with proven proficiency in English.
- A Higher Certificate; an Advanced Certificate or Diploma
- It is possible in some cases, 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. All applicants with an international qualification will be considered in accordance with MANCOSA's institutional rules.

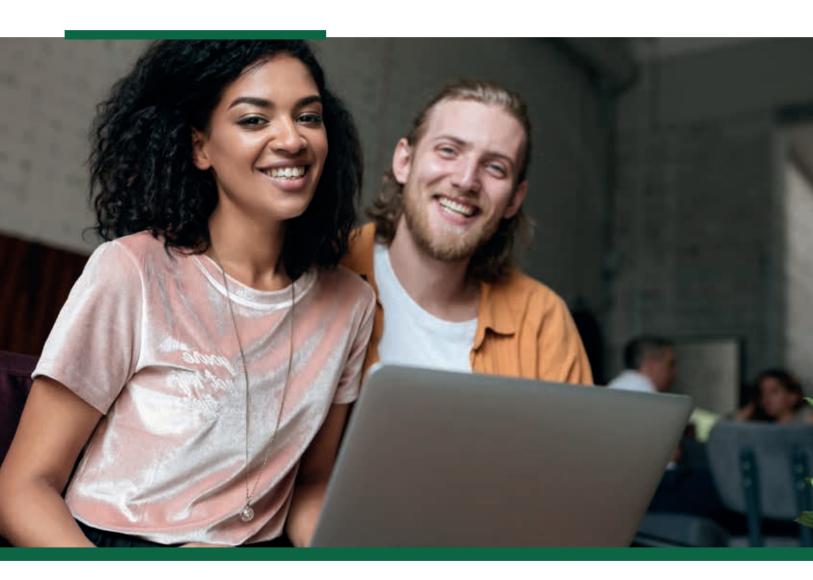


Who Should **Apply?**

- School leavers who wish to pursue a career in supply chain management.
- · Individuals looking to get into the logistics or procurement field.
- · Managers of small businesses looking to grow within the area of supply chain management.

Bachelor of Commerce in Tourism and Hospitality Management

NQF LEVEL 7 / SAQA ID 115457 / CREDITS 360





The purpose of the Bachelor of Commerce in Tourism and Hospitality Management is to afford undergraduate students with quality education and skills that they are able to implement within the Tourism and Hospitality sector. The graduate will have the appropriate knowledge and skill set to successfully bridge the gap of a quality workforce in the Tourism and Hospitality sector.

Articulation

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

Other Courses

Bachelor of Commerce Honours in Supply Chain Management

Postgraduate Diploma in Business Management

Career Opportunities

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

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

Programme Structure



Who Should Apply?



- Students meeting the minimum admission requirement for Bachelor's degree and wish to pursue a career in Tourism and Hospitality Management.
- Students who have secured a minimum of 55% in English language in their prior qualification.

Duration: 3 Years	
Year 1	
Semester One	Semester Two
• Management Principles for Tourism and Hospitality	Tourism and Hospitality Development
• Transport Systems for Tourism	Marketing Principles for Tourism and Hospitality
• Introduction to Events Management	Business Communication
• End-User Computing	Financial Reporting and Analysis
Year 2	
Semester One	Semester Two
• Managing Tourism and Hospitality Services	Impacts of Tourism and Hospitality Development
• Distribution Channels for Tourism and Hospitality	• Language: Mandarin or French or German
• Business Law	Tourism and Hospitality Marketing Theories
 Computer Application for Tourism and Hospitality Management 	• Financial Management for Tourism and Hospitality
Year 3	
Semester One	Semester Two
Managing Tourism Destinations	Sustainable Tourism and Hospitality
• Hotel Management	Marketing Strategies for Tourism and Hospitality
• Ethics and Conflicts	• Work Integrated Learning in the Travel and Hospitality Industry
• Information Management	Supply Chain Management 3E

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
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL).

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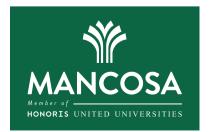
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MANCOSA is registered with the Department of Higher Education and Training (DHET) as a private higher education institution under the Higher Education Act, 1997 (as amended). Registration No.2000/HE07/003.