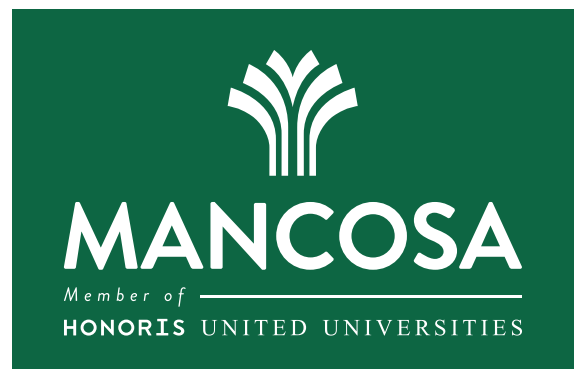




UNDERGRADUATE
Prospectus 2022





*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.*



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 Magnate Ntombela



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 career-centred skills

- MANCOSA provides an intellectually stimulating environment

- MANCOSA connects students to a global gateway of knowledge; and

- MANCOSA programmes are responsive to regional, national and international needs

*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



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.



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.





YOU CAN WITH MANCOSA.

Higher Certificate in Accounting

NQF LEVEL 5 / SAQA ID 93811 / CREDITS 120



Programme Description



The Higher Certificate in Accounting is an undergraduate programme that offers a combination of theory and practice in the key area of accounting. The purpose of the programme is to provide a structured qualification for students wishing to work as bookkeepers and junior accountants and to equip students with a sound fundamental knowledge base regarding accounting.

The programme aims to develop an integrated conceptual understanding, synthesis and application of accounting principles. It provides a relevant higher education qualification enabling students to gain meaningful employment. The programme will provide participants with skills in accounting, organisation and management. The Higher Certificate in Accounting programme provides a career path for those wanting to specialise in accounting and financial management.

Articulation

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

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



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

Higher Certificate in Business Management

NQF LEVEL 5 / SAQA ID 96746 / CREDITS 120



Programme Description



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

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

Articulation

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

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



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

Higher Certificate in Digital Marketing

NQF LEVEL 5 / SAQA ID 118279 / CREDITS 120



Programme Description



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

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

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

Articulation

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

Career Opportunities



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

- Marketing Consultant
- Marketing Assistant

Who Should Apply?



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

Programme Structure



Duration: 1 Year

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



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

Higher Certificate in Events Management

NQF LEVEL 5 / SAQA ID 104528 / CREDITS 120



Programme Description



The Higher Certificate in Events Management is designed to provide students with the skills and expertise to function successfully in the events management industry. Students will gain both practical and theoretical skills which will afford them with competency in the events sector enabling them to adapt well to international event settings.

The programme will afford students with the necessary knowledge of the events management industry and its functional supporting areas while being able to apply management principles in the events management context in their future working careers. Additionally, students will acquire good communicational skills (both written and verbal) which is critical in the service industry of events management.

Articulation

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

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
- Introduction to 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



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

Higher Certificate in Human Resource Management

NQF LEVEL 5 / SAQA ID 96080 / CREDITS 120



Programme Description



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

Articulation

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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Human Resource Management

Career Opportunities



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

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

Who Should Apply?



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

Programme Structure



Duration: 1 Year

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



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

Higher Certificate in Information Technology

NQF LEVEL 5 / SAQA ID 93709 / CREDITS 120



Programme Description



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

The qualification aims to develop an integrated conceptual understanding, synthesis and application of information technology principles. It will also develop communication and project management skills, and provide students with skills in information technology support.

This qualification covers fundamental concepts and components into the technology and operation of modern information systems.

Articulation

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

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

Who Should Apply?



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

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



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

Higher Certificate in Local Government and Development Management

NQF LEVEL 5 / SAQA ID 96713 / CREDITS 140



Programme Description



The Higher Certificate in Local Government and Development Management aims to build the capacity of local government officials and those wishing to join the public sector. The programme provides foundational learning in the functional areas of local government and development management. This programme also empowers students with a high level of professional expertise together with a broad range of managerial skills in the local government sector. This qualification is tailor-made for the local government environment, allowing managers and councillors to meet their different professional needs while keeping up-to-date with the latest issues. The programme ensures that students gain knowledge, skills and competencies in the principles and practices of local government management enabling them to make a difference in the delivery of services to local communities.

Articulation

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

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

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.

Programme Structure



Duration: 1 Year

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

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 Marketing

NQF LEVEL 5 / SAQA ID 96455 / CREDITS 120



Programme Description



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

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

Articulation

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

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
- Introduction to 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



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

Higher Certificate in Paralegal Studies

NQF LEVEL 5 / SAQA ID 117726 / CREDITS 120



Programme Description



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

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

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

Articulation

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

Career Opportunities



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

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

Who Should Apply?



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

Programme Structure



Duration: 1 Year

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

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 Project Management

NQF LEVEL 5 / SAQA ID 97198 / CREDITS 120



Programme Description



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

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

Articulation

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

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



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

Higher Certificate in Public Management

NQF LEVEL 5 / SAQA ID 93812 / CREDITS 120



Programme Description



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

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

Articulation

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

Other Courses

Advanced Certificate in Management Studies

Bachelor of Commerce in Public 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



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

Higher Certificate in Public Sector Procurement

NQF LEVEL 5 / SAQA ID 99511 / CREDITS 120



Programme Description



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

Articulation

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

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

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

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



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

Higher Certificate in Social Media and Communication

NQF LEVEL 5 / SAQA ID 103103 / CREDITS 120



Programme Description



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



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 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
- Introduction to Purchasing Management
- Logistics and Material Handling
- 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



Programme Description



The Higher Certificate in Tax Administration is a one year programme that prepares students for employment in tax administration. The programme provides students with the framework for understanding tax administration and covers basic individual and business taxation. The purpose of the programme is to respond to the needs of industry, government and the private and financial sector in the provision of a qualification in taxation administration.

Articulation

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

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

Who Should Apply?



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

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.





YOU CAN WITH MANCOSA.

Advanced Certificate in Financial Planning

NQF LEVEL 6 / SAQA ID 93710 / CREDITS 120



Programme Description



The Advanced Certificate in Financial Planning is an undergraduate programme that offers a combination of theory and practice in the area of financial services. Qualifying students will develop an integrated conceptual understanding, synthesis and application of specific issues in financial planning.

They will also develop research skills, financial planning skills as well as skills in communication. The programme provides background knowledge to allow junior and middle managers to pursue senior management positions within their organisations. This programme will allow students to apply theories to practice and students will be well placed to pursue further studies.

Articulation

Completion of the Advanced Certificate meets the minimum entry requirement into a 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

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.

Programme Structure



Duration: 1 Year

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

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.

Advanced Certificate in Management Studies

NQF LEVEL 6 / SAQA ID 96712 / CREDITS 120



Programme Description



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

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

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

Articulation

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

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



This programme is offered through online learning and digital support.

Advanced Diploma in Business Management

NQF LEVEL 7 / SAQA ID 104763 / CREDITS 120



Programme Description



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

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

Articulation

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

Other Courses

Postgraduate Diploma in Business Management

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Bachelor of Business Administration Honours

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Career Opportunities



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

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

Who Should Apply?



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

Programme Structure



Duration: 1 Year

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

Elective - Choose two of the following electives:

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

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.

Bachelor of Business Administration

NQF LEVEL 7 / SAQA ID 62116 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

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

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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
<ul style="list-style-type: none"> • Introduction to Business Management • End User Computing • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Business Communication • Financial Reporting and Analysis • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Organisational Leadership • Fundamentals of Human Resource Management • Management Accounting • Business and Society 	<ul style="list-style-type: none"> • Entrepreneurship and Small Businesses • Marketing • Business Statistics • Information Systems
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Ethics and Conflict • Organisational Diversity • Financial Planning and Control • Global Business and Strategy 	<ul style="list-style-type: none"> • Project Management • Operational Management for Sustainability • The Business Environment and Ethics • 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).

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.

Bachelor of Public Administration

NQF LEVEL 7 / SAQA ID 62151/ CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

The programme has the primary purpose of providing a 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
<ul style="list-style-type: none"> • Public Administration 1A • End User Computing • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Public Administration 1B • Business Communication • Financial Reporting and Analysis • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Public Administration 2A • Local Government 1A • Public Sector Economics • Administrative Law 	<ul style="list-style-type: none"> • Public Administration 2B • Local Government 1B • Contemporary South African Politics • Ethics in the Public Sector
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Public Administration 3A • Research in the Public Sector • Local Government 2A • Public Administration 3B 	<ul style="list-style-type: none"> • Public Administration 3C • Public Administration 3D • Local Government 2B • 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).

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.

Bachelor of Commerce in Accounting

NQF LEVEL 7 / SAQA ID 110219 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

This programme is accredited with the Council of Higher Education and not aligned with professional bodies in South Africa. Students wishing to become professional accountants in public practice are requested to consider professional association qualifications.

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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

Who Should Apply?



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

Programme Structure



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Introduction to Business Management • End User Computing • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Business Communication • Introduction to Financial Accounting • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Taxation 2A • Financial Accounting 2A • Business Law • Management Accounting and Finance 2A 	<ul style="list-style-type: none"> • Financial Accounting 2B • Commercial Law • Introduction to Business Ethics • Introduction to Auditing
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Financial Accounting 3A • Management Accounting and Finance 3A • Taxation 3A • Auditing 3A 	<ul style="list-style-type: none"> • Financial Accounting 3B • Management Accounting and Finance 3B • Taxation 3B • 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).

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.

Bachelor of Commerce in Corporate Communication

NQF LEVEL 7 / SAQA ID 117955 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



The Bachelor of Commerce in Corporate Communication will provide students with a holistic and robust understanding of the field of corporate communication.

This qualification provides students with a well-rounded understanding of theory, methodology, applications and processes in the key fields of corporate communication, communication science, and business management. In addition, students will be cognisant of the rapidly changing environment of corporate communication and have the skills and knowledge to contribute to this emerging industry.

Due to the blend of communication and business-related modules this qualification will develop students' problem solving, critical thinking and strategic skills, which is what corporates seek in graduates over-and-above an appropriate qualification.

Articulation

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

Other Courses

The programme also articulates horizontally, vertically and diagonally with a variety of Corporate Communication programmes offered by institutions both locally and internationally across the country with their respective programmes.

Career Opportunities



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

- Corporate Communicator
- Corporate Communication Practitioner/ Officer/Liason
- Corporate Communication Manager/ Specialist

Who Should Apply?



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

Programme Structure



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Introduction to Corporate Communication • Introduction to Communication Science • Introduction to Business Management • End User Computing 	<ul style="list-style-type: none"> • Corporate Communication Practices • Interpersonal Communication • Introduction to Financial Accounting • Fundamentals of Economics
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Corporate Identity, Image, Branding and Reputation • Intercultural Communication • Organisational Leadership • Applied Communications Skills 	<ul style="list-style-type: none"> • Inclusive Stakeholder Management • Media and Society • Project Stakeholder Management • Media Ethics and Law
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Strategic Communication Management • Organisational Communication • Organisational Diversity • Research Principles 	<ul style="list-style-type: none"> • Corporate Communication Strategy • Global Communication • Business Environment and Ethics • Research in Practice

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).

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.

Bachelor of Commerce in Digital Marketing

NQF LEVEL 7 / SAQA ID 117680 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



The Bachelor of Commerce in Digital Marketing will provide the student with the necessary skills and knowledge to prepare them for opportunities and challenges within the Digital Marketing environment.

The programme will equip students with the skills to utilise technology to communicate products via social media platforms creating exposure to web design and development to analyse information to work in collaboration with technology specialists and web developers.

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

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

Career Opportunities



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

- Marketing Managers
- Marketing Consultant
- Market Research Analysts and Marketing Specialists
- Digital Marketing Officer

Who Should Apply?



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

Programme Structure



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Introduction to Marketing • Social Media Marketing • Fundamentals of Economics • Introduction to Business Management 	<ul style="list-style-type: none"> • Introduction to Information Technology Management • Introduction to Digital Marketing Communications • Web Design and Digital Marketing Practices • Fundamentals of Accounting
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Digital Marketing • Marketing • Web Analytics (Search Engine Optimisation) • Business Law 	<ul style="list-style-type: none"> • E-Commerce • Consumer Behaviour • Integrated Marketing Communication • Fundamentals of Entrepreneurship
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Research Principles • Media Management • International /Global Marketing • Brand Management 	<ul style="list-style-type: none"> • Digital Market Research • Digital Products and Pricing Strategies • Digital Marketing Strategy • Business Ethics in the Digital Era

Articulation

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

Admission Requirements



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

Bachelor of Commerce in Entrepreneurship

NQF LEVEL 7 / SAQA ID 97907 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

The Bachelor of Commerce in Entrepreneurship responds to the needs of students and the community through providing appropriate training in entrepreneurship and entrepreneurial development.

The programme content is designed to provide qualifiers with graduate-level knowledge, specific skills and applied competence (including the development of graduate attributes and qualities) in the field of entrepreneurship, the programme provides opportunities for continued personal intellectual growth, gainful economic activity and rewarding contributions to society.

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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
<ul style="list-style-type: none"> • Introduction to Business Management • Introduction to Entrepreneurship • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Business Communication • Entrepreneurship within the Economic Environment • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Strategic Business Planning for Entrepreneurs • Fundamentals of Human Resource Management • Management Accounting • Business Law 	<ul style="list-style-type: none"> • Computing Applications • Marketing • Financial Accounting • Family Business and Corporate Enterprising
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Financial Strategies for Entrepreneurship • Organisational Strategy • Ethics in Entrepreneurship • Entrepreneurship and Globalisation 	<ul style="list-style-type: none"> • Operations Management in Supply Chain • Social Entrepreneurship • Statistical Techniques in Business • 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).

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.

Bachelor of Commerce in Financial Management

NQF LEVEL 7 / SAQA ID 94677 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

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

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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	
<i>Semester One</i>	<i>Semester Two</i>
<ul style="list-style-type: none"> • Introduction to Business Management • Introduction to Financial Management • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Introduction to Information Systems • Financial Reporting and Analysis • Economics 1B
Year 2	
<i>Semester One</i>	<i>Semester Two</i>
<ul style="list-style-type: none"> • Organisational Leadership • Taxation 2A • Cost Accounting • Business Law 	<ul style="list-style-type: none"> • Entrepreneurship and Small Businesses • Commercial Law • Capital Budgeting • Taxation 2B
Year 3	
<i>Semester One</i>	<i>Semester Two</i>
<ul style="list-style-type: none"> • Investment and Portfolio Management • Organisational Strategy • Financial Markets and Regulations • Working Capital Management 	<ul style="list-style-type: none"> • Operations Management in Supply Chain • Budgeting and Auditing • Corporate Finance • 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).

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.

Bachelor of Commerce in Human Resource Management

NQF LEVEL 7 / SAQA ID 62129 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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
<ul style="list-style-type: none"> • Introduction to Business Management • End User Computing • Introduction to Human Resource Management • Economics 1A 	<ul style="list-style-type: none"> • Fundamentals of Business Management • Business Communication • Financial Reporting and Analysis • Fundamentals of Macroeconomics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Organisational Leadership • Training and Development • Organisational Staffing • Principles of Labour Law 	<ul style="list-style-type: none"> • Entrepreneurship and Small Businesses • Human Resource Information Systems • Business Statistics • Human Resource Ethics in Business
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Employee Health and Wellness • Career Management • Performance Management • Group Dynamics and Leadership 	<ul style="list-style-type: none"> • Employee Benefits and Compensation • Diversity Management • Labour and Employee Relations • 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).

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.

Bachelor of Commerce in Information and Technology Management

NQF LEVEL 7 / SAQA ID 71889 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

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

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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 Manager
- Systems Analyst

Who Should Apply?



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

Programme Structure



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Introduction to Business Management • Informatics 1A • Analytical Techniques • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Informatics 1B • Financial Reporting and Analysis • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Information Technology Management 2A • Informatics 2A • Management Accounting • Information Systems 	<ul style="list-style-type: none"> • Information Technology Management 2B • Informatics 2B • Advanced Business Statistics • Principles of Project Management
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Information Technology Management 3A • Informatics 3A • Auditing • Systems Analysis and Design 	<ul style="list-style-type: none"> • Information and Technology Management 3B • Informatics 3B • Capstone 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.
- 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.

Bachelor of Commerce in International Business

NQF LEVEL 7 / SAQA ID 104526 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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
<ul style="list-style-type: none"> • Introduction to Business Management • End User Computing • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Introduction to Politics • Financial Reporting and Analysis • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Organisational Leadership • International Trade Theory • Business and Society • Business Law 	<ul style="list-style-type: none"> • International Entrepreneurship • International Business Environment • Business Statistics • Value Chain Management
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Financial Planning and Control • Global Political Economy • International Trade Law • International Strategy Management 	<ul style="list-style-type: none"> • International Finance • Managing Across Cultures • International Marketing Environment • 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).

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.

Bachelor of Commerce in Marketing Management

NQF LEVEL 7 / SAQA ID 96745 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

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

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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:

- 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.

Programme Structure



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Introduction to Business Management • End User Computing • Business Mathematics • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Business Communication • Financial Reporting and Analysis • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Organisational Leadership • Marketing Mix • Management Accounting • Business Law 	<ul style="list-style-type: none"> • Entrepreneurship and Small Businesses • Branding and Consumer Behaviour • Business Statistics • Information Systems
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Ethics and Conflict • Organisational Diversity • Marketing Research • Product and Pricing Strategies 	<ul style="list-style-type: none"> • Integrated Marketing Communications • Marketing Strategies • Business Environment and Ethics • 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).

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.

Bachelor of Commerce in Project Management

NQF LEVEL 7 / SAQA ID 108835 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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

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

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

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Introduction to Business Management • End User Computing • Introduction to Project Management • Economics 1A 	<ul style="list-style-type: none"> • Introduction to Functional Areas of Management • Project Scope and Time Management • Financial Reporting and Analysis • Economics 1B
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Business Law • Fundamentals of Organisational Behaviour • Project Quality Management Processes • Management Accounting 	<ul style="list-style-type: none"> • Project Communication Management • Project Stakeholder Management • Project Resource Management • Project Cost and Procurement Management
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Project Strategy and Leadership • Research Methods • Project Performance Management and Reporting • Project Risk Environment 	<ul style="list-style-type: none"> • 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).

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.

Bachelor of Commerce in Retail Management

NQF LEVEL 7 / SAQA ID 97823 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



The Bachelor of Commerce in Retail Management is an undergraduate degree that responds to the needs of students and the community through providing appropriate training in retail management and business skills.

A qualification in retail management will provide skills and knowledge relating to the functions and management of a retail business and the key issues associated with understanding retail trading and environments. It will allow for making changes in the retail environment from a corporate perspective. Retail managers focus on their customers' experience within their store.

They ensure that their products are merchandised for maximum exposure and that their employees are trained in excellent customer service and salesman skills. The programme content is designed to provide qualifiers with graduate-level knowledge, specific skills and applied competence (including the development of graduate attributes and qualities).

Articulation

A Bachelor's Degree is the minimum entry requirement for admission 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:

- 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.

Programme Structure



Duration: 3 Years

Year 1

Semester One

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

Semester Two

- Introduction to Functional Areas of Management
- Business Communication
- Retail Environment
- Economics 1B

Year 2

Semester One

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

Semester Two

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

Year 3

Semester One

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

Semester Two

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

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).

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.

Bachelor of Commerce in Tourism and Hospitality Management

NQF LEVEL 7 / SAQA ID 115457 / CREDITS 360



Mode of Delivery

This programme is offered through online learning and digital support.

Programme Description



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.

Career Opportunities



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

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

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.

Programme Structure



Duration: 3 Years	
Year 1	
Semester One	Semester Two
<ul style="list-style-type: none"> • Management Principles for Tourism and Hospitality • Transport Systems for Tourism • Introduction to Events Management • End-User Computing 	<ul style="list-style-type: none"> • Tourism and Hospitality Development • Marketing Principles for Tourism and Hospitality • Business Communication • Financial Reporting and Analysis
Year 2	
Semester One	Semester Two
<ul style="list-style-type: none"> • Managing Tourism and Hospitality Services • Distribution Channels for Tourism and Hospitality • Business Law • Computer Application for Tourism and Hospitality Management 	<ul style="list-style-type: none"> • Impacts of Tourism and Hospitality Development • Language: Mandarin or French or German • Tourism and Hospitality Marketing Theories • Financial Management for Tourism and Hospitality
Year 3	
Semester One	Semester Two
<ul style="list-style-type: none"> • Managing Tourism Destinations • Hotel Management • Ethics and Conflicts • Information Management 	<ul style="list-style-type: none"> • Sustainable Tourism and Hospitality • Marketing Strategies for Tourism and Hospitality • Work Integrated Learning in the Travel and Hospitality Industry • Supply Chain Management 3E

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

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).

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.

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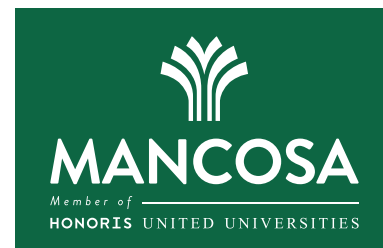
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