MBA
Master of Business Administration
and Postgraduate Programmes

Prospectus 2016
Education Reimagined

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

**MISSION**
MANCOSA endeavours to respond to the changing higher education demands of both public and private sectors in dynamic economies through the provision of innovative education.
The Management College of Southern Africa (MANCOSA) is proud to introduce you to its prestigious Graduate School of Business [GSB]. The Mancosa [GSB] is the leading international business school in Africa which focuses on the development of the new age business leader. The Mancosa [GSB] Master of Business Administration (MBA) degree is offered throughout the world with over 2300 graduates adding value to themselves, their organisations and their countries. The Mancosa [GSB] has a remarkable record of preparing its students for leadership and management positions.

Our graduates cover the entire spectrum of CEOs, executive directors, senior managers and entrepreneurs both in the public and private sectors. They occupy important positions throughout the world. Our global student community of professionals provide the platform for exceptional networking and business opportunities. Studying at the Mancosa [GSB] is a truly rewarding experience. Our students are our first priority. We commit ourselves to supporting our students every step of the way to ensure their success.

Our electronic learning technology platforms coupled with stimulating workshops and academic support take the distance out of distance learning. New technologies, redefined values and shifting customer demands are decisively changing and renewing the way businesses operate in the twenty-first century. Managers today need to be equipped with a range of skills to deal with the ever increasing complexity and uncertainty in both public and private sector organisations. The Mancosa [GSB] MBA degree provides students with the skills to excel in management and leadership positions. Apart from the theoretical rigour, the programme ensures that students are exposed to new thinking in leadership; new developments in business; new paradigms in emerging markets on the global economy and the effects of technology on business.

The MBA degree programme ensures that students apply theory to practice and reflect on their current managerial experiences through project and problem-based approaches. Our goal is to transform our students into problem-solvers, team leaders and critical thinkers who make meaningful contributions to their organisations and society.

I am confident that you will find your experience at the Mancosa [GSB] exciting, rewarding and value-adding in both your career and organisation. We look forward to enrolling you onto our programmes.

Principal's Message

The Management College of Southern Africa (MANCOSA) is proud to introduce you to its prestigious Graduate School of Business [GSB]. The Mancosa [GSB] is the leading international business school in Africa which focuses on the development of the new age business leader. The Mancosa [GSB] Master of Business Administration (MBA) degree is offered throughout the world with over 2300 graduates adding value to themselves, their organisations and their countries. The Mancosa [GSB] has a remarkable record of preparing its students for leadership and management positions.

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The Mancosa [GSB] situated in Durban, South Africa overlooks the bustling Durban port. It serves as an innovation hub for executive education and postgraduate management programmes, including the flagship and highly rated Master of Business Administration (MBA) degree. A selection of high end Executive Education training courses is also offered to meet the requirements of professionals in both the private and public sectors.

The Mancosa [GSB] features student engagement pods, an interactive auditorium, spacious seminar rooms, networking spaces, state-of-the-art teaching and learning technologies as well as an extensive reference library with access to a multitude of electronic resources to ensure that students are afforded the tools for development.

The eco-friendly Mancosa [GSB] facility is a pinnacle of modern and innovative architecture and has been designed in response to the multifaceted concern for global sustainability in business and industry. Local and international visitors agree that the GSB is certainly an innovative green space that reduces eco-sins and stands out in the proverbial urban jungle.

Since its inception, the Mancosa [GSB] has continued to be responsive to the changing management education needs of dynamic markets. Expansion opportunities and wider impact activities have been the fruitful outcome of its dedication and commitment towards providing high quality education that is driven by a student centric approach.
Registration and Accreditation

Quality Assured

- MANCOSA is registered with the Department of Higher Education and Training (DHET), registration number 2000/HE07/003;
- MANCOSA programmes are accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE); and
- MANCOSA programmes are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

Affiliations / Partnerships

MANCOSA is affiliated with the following professional organisations:
- South African Business Schools Association (SABSA);
- Association of African Business Schools (AABS);
- National Association of Distance Education Organisations of South Africa (NADEOSA); and
- European Foundation for Management and Development (EFMD).

The Mancosa [GSB] has strong academic links with higher education institutions throughout the world.

International and Regional Recognition

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

Company
7 World Group

Occupation
Chief Executive Officer
Why Choose Mancosa [GSB]

The Mancosa [GSB]:
- Develops competitive and career-centred skills;
- Provides an intellectually stimulating environment;
- Connects students to a global gateway of knowledge; and
- Offers programmes that are responsive to regional, national and international needs.

Flexibility
Studying through distance learning means that there is little disruption to your personal life and full time work schedule. The Mancosa [GSB] programmes enable students to be flexible in approaching their studies. Should your work require extensive travel and extended working hours, the Mancosa [GSB]’s distance learning programmes are ideally suited for you.

Affordability and Accessibility
The Mancosa [GSB] is committed to providing affordable access to higher education through the provision of accredited and quality management programmes.

Interactive
The use of a range of teaching methods including formal lectures, case studies, group-work and self-study exercises are core to the success of the programmes. These methods help to build skills and competencies which develop students’ managerial capabilities.

Overall Experience
The Mancosa [GSB] 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.
Name
Reshma Ramnandan

Company
Right to Care

Occupation
Regional Pharmacy Technical Advisor
The Mancosa [GSB] MBA

The Mancosa [GSB] MBA is contextualised to the management, leadership and business needs of a dynamic global market. The proliferation of knowledge in the 21st century, driven by technological advancements and new communication vehicles, has fundamentally altered the manner in which organisations strive to remain sustainable and competitive. Crafting strategies that are responsive to the global landscape, whilst still catering to the political, economic and social demands of the local environment requires a new breed of management and visionary leadership.

Resource-rich countries such as Brazil, Russia, India, China and South Africa (BRICS) have the potential to drive global economic growth across vast regions of both the developing and developed worlds. However, the trajectory and pace of this growth, is dependent on the extent to which managers and leaders are able to meet the unique challenges and complexities of organisations that operate in dynamic markets. The Mancosa [GSB] MBA understands and addresses these challenges.

The Mancosa [GSB] MBA instils in students an in-depth understanding of the forces shaping business developments in dynamic markets and fosters the leadership skills that are necessary to support and grow organisations that are at different stages of growth. Students acquire knowledge, skills and competencies to manage organisations in developing countries through a series of well-planned learning experiences and interventions. The result of this co-ordinated approach is a 21st century MBA graduate who is equipped to excel in a demanding management and leadership position, both locally and abroad. The Mancosa [GSB] MBA remains one of the most popular MBA degrees in many parts of the world.

The Mancosa [GSB] MBA focuses on:

- work-integrated learning experiences;
- projects designed to transfer knowledge and skills;
- strong ethical standards in business and management applications;
- participative management practices to foster teamwork;
- environmental management in business to ensure sustainability for later generations;
- multi-disciplinary perspectives to problem-solving;
- stakeholder engagement in programme design; and
- an international study tour that integrates both theory and practice, and provides an enriching global learning experience.

Reasons why students choose the Mancosa [GSB] MBA

- Faculty is drawn from both academia and industry which ensures teaching that is informed by both the latest business research and experience from the work place;
- Allows you networking opportunities as the Mancosa [GSB] MBA attracts talented individuals from various industries throughout Africa;
- The course work schedule is flexible which ensures that it caters for persons with a busy work schedule allowing you to study at your own pace and time;
- The MBA is recognised and/or accredited in the SADC region;
- MANCOSA is the leading distance learning management education institution in Southern Africa;
- The exclusivity of the MBA degree programme creates the platform for career advancement and increased earning potential; and
- The Mancosa [GSB] MBA enjoys international recognition and accreditation.
The Mancosa [GSB] MBA Programme

- provides graduates from non-business backgrounds the opportunity to increase their practical knowledge of business and enhance their strategic focus in a number of business disciplines;
- develops analytical thinkers and problem-solvers who are able to operate in both a local and global environment;
- allows students to reflect on management practice through problem-based and project-based activities;
- explores cutting-edge management theories and models to develop new business solutions and effective leadership approaches;
- enables students to acquire entrepreneurial skills to undertake new ventures;
- improves career mobility and enables students to work in a range of industries;
- provides opportunities to network and establish communities of practice;
- enables students to study from various parts of the world;
- utilises a diverse range of content and action-based teaching methods to ensure individual and organisational learning; and
- offers students the flexibility to study with minimal disruption to their personal and professional life.
READY TO LEAD
Name
Jason Barron

Company
Nedbank

Occupation
Regional Sales Manager
Academic Support

**Study Guides**
Study guides for each module include prescribed and recommended readings, practical assignments, assessment activities and tutorials. In addition, textbooks are prescribed to supplement these readings.

**Academic Support**
The Mancosa [GSB] 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.

**Enrichment Workshops**
Additional workshops are held throughout the year and are based on demand.

**Library and Electronic Resources**
The Mancosa [GSB] has its own fully-equipped libraries in most centres. In addition, students have free access to the latest research and online journal articles.

**Student Support**
The Mancosa [GSB]’s Student Support Department provides students with comprehensive support on all aspects relating to their studies. The student portal (www.mymancosa.com) provides all registered students with a range of academic support and information.
MBA NQF (Level 9)
Admission Requirements

Duration: 1 ½ Years

Students who possess:
- NQF level 8 Bachelor’s degree
- NQF level 8 Honours/Postgraduate Diploma or equivalent
- 4 Year professional Bachelor’s degree

MBA (18 Months)

Students who do not possess the above or equivalent qualification may be admitted to the MBA degree upon completion of the Postgraduate Diploma in Business Management.

Duration: 2 ½ Years

Students who possess a Bachelor’s degree level (6/7) or equivalent

Postgraduate Diploma in Business Management (1 year)

MBA (18 Months) with 3 credits from Postgraduate Diploma in Business Management
The Mancosa [GSB] MBA Admission Requirements

Applicants must meet the following minimum entry requirements to gain admission to the MBA degree programme:

• An Honours Degree or Postgraduate Diploma; or
• An NQF level 8 Bachelor’s degree and
• Five years working experience, of which two years are in a supervisory/managerial capacity.

It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL).

For further information on this alternative admissions route, contact a student consultant at the Mancosa [GSB].

Application Procedure for MBA and Postgraduate programme

Applicants are required to submit the following documents:
• Application for Admission form;
• Enrolment Contract;
• Curriculum vitae;
• Letter of motivation;
• 2 passport-sized photographs;
• Certified copy of qualifications;
• Certified copy of Identity Document/Passport.

Application forms together with supporting documentation must be faxed, posted, emailed or hand delivered to any of our offices in Durban, Johannesburg or Cape Town.

To download an Application for Admission form visit: www.mancosa.co.za
# MBA Degree (NQF Level 9)

**The Programme Structure**

<table>
<thead>
<tr>
<th>MODULE</th>
<th>CREDITS</th>
<th>TYPE</th>
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<tbody>
<tr>
<td>Human Resource Development</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Strategic Marketing Management</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Information and Knowledge Management</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Operations Management</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Financial Management</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Managerial Economics</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Research and Quantitative Methods</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>Project Management</td>
<td>15</td>
<td>Elective</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>15</td>
<td>Elective</td>
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<tr>
<td>Health Care Management</td>
<td>15</td>
<td>Elective</td>
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<tr>
<td>Leadership</td>
<td>15</td>
<td>Elective</td>
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<tr>
<td>Supply Chain Management</td>
<td>15</td>
<td>Elective</td>
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<tr>
<td>Environmental Management</td>
<td>15</td>
<td>Elective</td>
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<tr>
<td>Change Management</td>
<td>15</td>
<td>Elective</td>
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<tr>
<td>Dissertation</td>
<td>45</td>
<td>Core</td>
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</tbody>
</table>

**Total Credits**

- **120 Core Courses**
- **60 Elective Courses**
Name  
Dr Duvai Mukuvisi

Company  
KZN Provincial Department of Health

Occupation  
Provincial Technical Advisor
International Study Tours

International study tours are organised during the year. The objectives of the study tours are to:

• learn about the institutional, political, cultural, socio-economic and business environment specific to the country;

• gain exposure to a variety of sectors and functions and apply such knowledge to the relevant sectors in your country;

• apply MBA theory and skills to real international business issues;

• network with business leaders, fellow delegates, international students and the public from the host nation; and

• provide an opportunity for business leaders and future researchers to develop an appreciation and understanding of the global economy.

Profile of the Mancosa [GSB] MBA Student Population

The Mancosa [GSB] can be regarded as a truly International Graduate School of Business. The Mancosa [GSB] registers MBA students from various African countries including Mauritius, Malawi, Mozambique, Swaziland, Zambia, Botswana, Namibia, South Africa, Kenya, Zimbabwe and South Sudan.

The MANCOSA MBA has been rated the first choice Private Business School MBA for employees.

Did you know?
The reasons for the Mancosa [GSB] graduates undertaking an MBA include:

The effect of the MBA programme on life outside the business school: increased self-confidence (83%), improved strategic thinking ability (75%), personal growth (75%) and improved communication skills (75%).
(Source: Financial Mail MBA Survey 2012)

Where do the Mancosa [GSB] MBA students come from?

The Mancosa [GSB] attracts students from a wide range of sectors. Students attain considerable benefit by networking and sharing ideas and experiences from each other through various sectors including: Real Estate, Healthcare, Legal Services, Pharmaceuticals, Marketing/Media, Public Sector, Financial Services, Energy, FMCG/Retail, ICT, Education and other sectors.
Programme Description
The complexities of the global business environment dictate that the management of businesses is never a linear process. Business managers are constantly required to adapt and innovate at a rapid pace in order to remain competitive.

The Postgraduate Diploma in Business Management is a one-year postgraduate programme that provides students with advanced knowledge, skills and competencies in the key functional areas of business management. This programme will ensure that students are able to apply their management competencies to the complex and changing business environment in order to drive organisational sustainability and growth.

Upon completion of this programme, students will be able to make informed decisions at middle and senior levels of management. This programme will equip students with the necessary skills and advanced knowledge to be successful managers and leaders in the challenging and diverse environments in which they find themselves.

Mode of Delivery
This programme is offered through distance learning and a series of additional support options are available.

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

Career Opportunities
- Business Manager
- Business Consultant
- Entrepreneurs
- Business Analyst
- Business Strategist

Programme Outcomes
For the programme outcomes and further details regarding the programme please email: postgrad@mancosa.co.za

Admission Requirements
The minimum entry requirement is an appropriate Bachelor’s Degree or appropriate Advanced Diploma. It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student consultant.

Articulation
Students who successfully complete the Postgraduate Diploma in Business Management can enrol directly onto the Mancosa [GSB] MBA degree.

Programme Structure
All students must complete four core modules in the first semester. In semester two, students must complete three core modules in addition to one module chosen from a set of electives.

Duration: 1 Year

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
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<tbody>
<tr>
<td>• Human Resource Management</td>
<td>• Strategic Management</td>
</tr>
<tr>
<td>• Technology and Information Management</td>
<td>• Accounting and Financial Management</td>
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<tr>
<td>• Marketing Management</td>
<td>• Operations Management</td>
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<tr>
<td>• Organisational Behaviour</td>
<td><strong>Elective:</strong> Choose one of the following electives</td>
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<td></td>
<td>• Entrepreneurship</td>
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<td>• Project Management</td>
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<td></td>
<td>• Managerial Economics</td>
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<td>• Business Ethics</td>
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</table>
Postgraduate Diploma in Educational Management (NQF Level 8)

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

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

Mode of Delivery
This programme is offered through distance learning and a series of additional support options are available.

Who Should Apply?
• Newly appointed Principals who are interested in capacity building.
• Educators in the GET, FET and ABET sectors.
• Education Department Officials responsible for education management.
• Subject Advisors and any person involved in educational management.
• Educational Curriculum Reviewers and Developers.
• Individuals who wish to advance their careers in the education sector.

Career Opportunities
• School Principal
• Deputy Principal
• School Head of Department (HOD)
• Managers/Officials in Departments of Education

Programme Outcomes
For the programme outcomes and further details regarding the programme please email: postgrad@mancosa.co.za

Admission Requirements
The minimum entry requirement is an appropriate Bachelor’s Degree or appropriate Advanced Diploma. It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student consultant.

Articulation
Applicants who successfully complete the Postgraduate Diploma in Educational Management can enrol directly onto the Mancosa [GSB] MBA degree.

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

Duration: 1 Year

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>• Contemporary Educational Management</td>
<td>• Governance in Education</td>
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<td>• Educational Leadership</td>
<td>• Financial Management in Education</td>
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<td>• Curriculum Design and Development</td>
<td><strong>Elective: Choose one of the following electives</strong></td>
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<td>• Research in Education</td>
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<td>• History and Theoretical Frameworks in Education</td>
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<td></td>
<td>• Comparative and International Education</td>
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</tbody>
</table>
Postgraduate Diploma in Project Management (NQF Level 8)

Programme Description
Within the context of internationalisation, 21st century organisations have developed a completely new way of doing business that has overturned the rigid, hierarchical and divided system of labour in years past. This new model hinges on projects: distinct activities grouped together with the aim of attaining a specified goal – whether it’s a new software package, a marketing strategy or a new brand of toothpaste. Initiating, planning, executing, and evaluating every project requires specialised knowledge and expert project management skills. A project management expert can quickly adapt, organise and troubleshoot, meaning that he or she adds tremendous value to any organisation.

The Postgraduate Diploma in Project Management is a one-year specialised programme that enables students to develop an advanced understanding of concepts, approaches and tools relevant to the field of project management. Project management impacts directly on the growth and advancement of most modern organisations and is a much-sought-after qualification – both as an area of specialisation and as a complimentary qualification to any career. The programme enhances the capacity of managers to improve production and service delivery thereby contributing to organisational effectiveness. The programme also provides for the attainment of quantitative skills in project finance and project management.

Who Should Apply?
• Individuals who are involved in project management and are able to manage people towards the accomplishment of common goals.
• Aspirant project managers whose positions require them to plan and complete projects within optimal time and budget constraints.

Career Opportunities
• Project Manager
• Project Co-ordinator
• Operations Manager
• Projects Specialist
• Project Management Consultant

Programme Outcomes
For the programme outcomes and further details regarding the programme please email: postgrad@mancosa.co.za

Admission Requirements
The minimum entry requirement is an appropriate Bachelor’s Degree or appropriate Advanced Diploma. It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student consultant.

Articulation
Students who successfully complete the Postgraduate Diploma in Project Management can enrol directly onto the Mancosa [GSB] MBA degree.

Programme Structure
All students must complete eight modules for the year.

Mode of Delivery
This programme is offered through distance learning and a series of additional support options are available.
Bachelor of Commerce Honours in Marketing Management (NQF Level 8)

Programme Description
The extent to which most organisations are able to survive and thrive depends largely on the success of their marketing strategy. The market, organisation and consumer environment have evolved to the point where companies can no longer be complacent in their strategies, thinking, and attitude towards staff, competitors and consumers, pace to the market and product development. In order for marketing managers to be effective and stay ahead of competitors, they will need to understand the critical aspects in marketing and how each area influences the other and the resulting impact on the marketing and business strategy and consumer behaviour.

The Bachelor of Commerce Honours in Marketing Management is a one-year postgraduate programme that provides in-depth knowledge on marketing management. Effective marketing management makes use of business and market intelligence to meet the ever increasing demands of discerning consumers which impacts on every aspect of a business, from product development and communications to events management and advertising.

Who Should Apply?
Undergraduates who have completed a Bachelor of Commerce degree and wish to obtain advanced knowledge in the field of marketing management.

Mode of Delivery
This programme is offered through distance learning and a series of additional support options are available.

Career Opportunities
- Marketing Manager
- Brand/ Advertising Manager
- Sales Manager
- Marketing Researcher

Programme Outcomes
For the programme outcomes and further details regarding the programme please email: postgrad@mancosa.co.za

Admission Requirements
The minimum entry requirement is an appropriate Bachelor’s Degree or appropriate Advanced Diploma. It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student consultant.

Articulation
Students who successfully complete the Bachelor of Commerce Honours in Marketing Management degree can enrol directly onto the Mancosa [GSB] MBA degree.

Programme Structure
All students take the same four core modules in the first semester. In semester two, students must complete a research report in addition to two modules chosen from a set of electives.

Duration: 1 Year

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>• Strategic Marketing Management</td>
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<td>• Service Marketing</td>
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<td>• Marketing Research</td>
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<td>• Research Methodology</td>
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<td>• Elective One: Choose one of the following electives</td>
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<tr>
<td>- E-Marketing</td>
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<td>- International Marketing</td>
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<td>- Relationship Marketing</td>
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<td>• Elective Two: Choose one of the following electives</td>
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<tr>
<td>- Brand Management</td>
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<td>- Marketing Communications</td>
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<tr>
<td>- Direct Marketing</td>
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<tr>
<td>- Research Report</td>
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</table>
Bachelor of Commerce Honours in Human Resource Management (NQF Level 8)

Programme Description
Professionals in the human resource field are vital elements in the success of any organisation. Acquiring, retaining and motivating the right talent is critical to the successful attainment of organisational goals and objectives – especially in economies that suffer from scarce and critical skills shortages. Today’s workplaces include multiple cultures, languages, and attitudes, all of which are intricately linked and influenced by perspectives that are naturally more extensive and difficult to recognise. As the forces of globalisation begin to influence business decisions, human resource practitioners are increasingly expected to be able to respond to the needs of local and expatriate employees in order to achieve global workplace effectiveness.

The Bachelor of Commerce Honours in Human Resource Management is a one-year postgraduate degree that equips students with skills and knowledge to occupy middle to senior management positions. The programme is also aimed at providing the student with an understanding and working application of the principles essential to the effective management of organisations, with specialisation in the human resource function.

Who Should Apply?
Undergraduates who have completed a Bachelor of Commerce degree and wish to acquire advanced knowledge and skills in human resource management.

Mode of Delivery
This programme is offered through distance learning and a series of additional support options are available.

Career Opportunities
- Human Resource Consultant
- Labour Relations Officer
- Human Resource Strategist
- Human Resource Manager

Programme Outcomes
For the programme outcomes and further details regarding the programme please email: postgrad@mancosa.co.za

Admission Requirements
The minimum entry requirement is an appropriate Bachelor’s Degree or appropriate Advanced Diploma. It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student consultant.

Articulation
Students who successfully complete the Bachelor of Commerce Honours in Human Resource Management degree can enrol directly onto the Mancosa [GSB] MBA degree.

Programme Structure
All students take the same four core modules in the first semester. In semester two, students must complete a research report in addition to two modules chosen from a set of electives.

Duration: 1 Year

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Strategic Human Resource Management</td>
<td>• Elective One: Choose one of the following electives</td>
</tr>
<tr>
<td>• Organisational Behaviour</td>
<td>- Diversity Management</td>
</tr>
<tr>
<td>• Labour Relations</td>
<td>- Performance Management</td>
</tr>
<tr>
<td>• Research Methodology</td>
<td>- Employee Relationship Management</td>
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<td>• Elective Two: Choose one of the following electives</td>
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<tr>
<td></td>
<td>- Labour Law</td>
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<tr>
<td></td>
<td>- Industrial Counselling and Group Dynamics</td>
</tr>
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<td></td>
<td>- Human Resource and Business Ethics</td>
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<td>• Research Report</td>
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</tbody>
</table>

Miss Jessica Conradie
Department of Sport and Recreation

24 Mancosa [GSB]
Bachelor of Public Administration Honours (NQF Level 8)

Programme Description
The economic and social progress of society is largely dependent on the effectiveness of its public administration. Globally, the domain of public administration has witnessed a heightened focus on service delivery, governance, accountability, transparency and reporting. In order to meet these challenges, governments have widened their search for ethical and effective public administrators. These individuals are expected to handle matters arising from a diverse society, excel at community service goals, promote constructive civic and social engagement and most importantly, provide leadership, service and lifelong learning to the larger community.

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

The programme also focuses on equipping students with a sound understanding of organisational strategy, structure, systems and organisational culture.

Who Should Apply?
Candidates who have completed a Bachelor’s Degree or equivalent and wish to acquire advanced public administrations skills.

Mode of Delivery
This programme is offered through distance learning and a series of additional support options are available.

Career Opportunities
- Public Administration Manager
- City or Council Manager
- Public Service Manager
- Municipal Manager

Programme Outcomes
For the programme outcomes and further details regarding the programme please email: postgrad@mancosa.co.za

Admission Requirements
The minimum entry requirement is an appropriate Bachelor’s Degree or appropriate Advanced Diploma. It is possible to gain entry to the programme on the basis of Recognition of Prior Learning (RPL). For further information on this alternative route, please contact a student consultant.

Articulation
Students who successfully complete the Bachelor of Public Administration Honours degree can enrol directly onto the Mancosa [GSB] MBA degree.

Programme Structure
All students take the same four core modules in the first semester. In semester two, students must complete a research report in addition to two modules chosen from a set of electives.

Duration: 1 Year

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<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>- Theory and Science of Public Administration</td>
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<tr>
<td>- Planning and Policy Analysis in the Public Sector</td>
<td></td>
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<tr>
<td>- Politics in the Public Sector</td>
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<tr>
<td>- Management of Public and Municipal Finance</td>
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<tr>
<td>- Elective One: Choose one of the following electives</td>
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<tr>
<td>- Ethics in the Public Sector</td>
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<tr>
<td>- Strategy in the Public Sector</td>
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<tr>
<td>- Leadership in the Public Sector</td>
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<td>- Elective Two: Choose one of the following electives</td>
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<tr>
<td>- Local Government Management</td>
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<tr>
<td>- Research in the Public Sector</td>
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<td>- Labour Relations in the Public Sector</td>
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<td>- Research Report</td>
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Application Procedure for MBA and Postgraduate programmes

Applicants are required to submit the following documents:
- Application for Admission form;
- Enrolment Contract;
- Curriculum vitae;
- Letter of motivation;
- 2 passport-sized photographs;
- Certified copy of qualifications;
- Certified copy of Identity Document/Passport.

Application forms together with supporting documentation must be faxed, posted, emailed or hand delivered to any of our offices in Durban, Johannesburg or Cape Town.

To download an Application for Admission form visit: www.mancosa.co.za