

## COURSES OFFERED

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**TIP** A learner who doesn't meet the requirements to study any of the Above Diploma courses, can first study introduction to Business Studies, this will enable a learner to qualify for A Diploma, this means instead of 18 months period of study, the learner will study for a period of 24 months (2 years).



**N.B** Any learner who doesn't have N3 and would like to study a Diploma (N4 - N6) can start with introductory to Business Studies)



**TIP** A student will qualify for a National N Diploma on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of 18 months in-service training.

**Entry requirements:** Grade 10 (standard 9) or its equivalent

### *Certification Body*

On successful completion you will be issued a Certificate in Introduction to Business Studies by the National Department of Education and the Certificate is recognized by Commerce and Industry

### **First Semester Subjects**

(You can choose four subjects from the following depending on the Diploma you want to do),

Introductory Computer Practice  
Introductory Public Administration  
Introductory communication  
Introductory Accounting  
Introductory Personnel Management  
Introductory Entrepreneurship

### **For example**

1. if you want to do A diploma in Human Resources management you should select Introductory Personnel Management as among the four subjects
2. if you want to do A diploma in Financial management you should select Introductory Financial accounting as among the four subjects
3. etc

**TIP** If A Diploma course has a subject you have done on the introductory level you don't need to do the that subject a gain on the Diploma level that is N4 – N6, it will be included among the 12 subjects you have to do

## National Diploma in Hotel and Catering Management (N4-N6) TRAINING INCLUDES IN SERVICE TRAINING

**Entry requirements :** Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Hotel and Catering Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

**The College assists students with in service training as part of the learner support programme.**

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry

#### First Semester Subjects

- ❖ Applied Management N4
- ❖ Sanitation & House Keeping N4
- ❖ Catering Theory & Practical N4
- ❖ Nutrition & Menu Planning N4

#### Second Semester Subjects

- ❖ Applied Management N5
- ❖ Sanitation & House Keeping N5
- ❖ Catering Theory & Practical N5
- ❖ Entrepreneurship and Business management N5

#### Second Year First Semester Subjects

- ❖ Applied Management N6
- ❖ Catering Theory & Practical N6
- ❖ Nutrition & Menu Planning N6
- ❖ Communication & Human Relations N6
- ❖ Computer Practice N4

## National Diploma in Human Resources Management N4 – N6

**Entry requirements :** Grade 12 or its equivalent

**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Human Resources Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

**The College assists students with in service training as part of the learner support programme.**

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry

#### First Semester Subjects

- ❖ Management Communication N4
- ❖ Personnel Management N4
- ❖ Entrepreneurship and Business management N4
- ❖ Computer Practice N4

#### Second Semester Subjects

- ❖ Personnel Management N5
- ❖ Computer Practice N5
- ❖ Personnel training N5
- ❖ Management Communication N5
- ❖ Labour Relations N5

#### Second Year First Semester Subjects

- ❖ Personnel Management N5
- ❖ Computer Practice N5
- ❖ Personnel training N5
- ❖ Management Communication N5
- ❖ Labour Relations N5

## National Diploma in Marketing Management N4 – N6

Entry requirements : Grade 12 or its equivalent

**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Marketing Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

**The College assists students with in service training as part of the learner support programme.**

All N Certificate and Diplomas are issued by the National Department of Education and are recognized by Commerce and Industry

#### First Semester Subjects

- ❖ Computer Practice N4
- ❖ Management Communication N4
- ❖ Marketing Management N4
- ❖ Entrepreneurship and Business management N4
- ❖ Management Communication N4

#### Second Semester Subjects

- ❖ Computer Practice N5
- ❖ Management Communication N4
- ❖ Marketing Management N5
- ❖ Entrepreneurship and Business management N5
- ❖ Marketing Communication N5

#### Second Year First Semester Subjects

- ❖ Marketing Management N6
- ❖ Sales Management N6
- ❖ Marketing Communication N6
- ❖ Marketing Research N6

## National Diploma in Management Assistant N4 – N6

Entry requirements : Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Management Assistant** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

**The College assists students with in service training as part of the learner support programme**

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry

#### First Semester Subjects

- ❖ Computer Practice N4
- ❖ Office Practice N4
- ❖ Communication N4
- ❖ Information Processing N4

#### Second Semester Subjects

- ❖ Computer Practice N5
- ❖ Office Practice N5
- ❖ Communication N5
- ❖ Information Processing N5

#### Second Year First Semester Subjects

- ❖ Computer Practice N6
- ❖ Office Practice N6
- ❖ Communication N6
- ❖ Information Processing N6

## National Diploma in Public Relations N4 – N6

**Entry requirements:** Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in Public Relations on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

*The College assists students with in service training as part of the learner support programme.*

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry

#### First Semester Subjects

- ❖ Entrepreneurship and Business management N4
- ❖ Information Processing N4
- ❖ Communication N4
- ❖ Office Practice N4

#### Second Semester Subject

- ❖ Information Processing N5
- ❖ Office Practice N5
- ❖ Communication N5
- ❖ Entrepreneurship and Business management N5

#### Second Year First Semester Subjects

- ❖ Information Processing N6
- ❖ Office Practice N6
- ❖ Communication N6
- ❖ Entrepreneurship and Business management N6

## National Diploma in Public Management N4 – N6

**Entry requirements :** Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Public Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

*The College assists students with in service training as part of the learner support programme.*

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry.

#### First Semester Subjects

- ❖ Entrepreneurship and Business management N4
- ❖ Information Processing N4
- ❖ Office Practice N4
- ❖ Communication N4

#### Second Semester Subjects

- ❖ Entrepreneurship and Business management N5
- ❖ Information Processing N5
- ❖ Office Practice N5
- ❖ Communication N5

#### Second Year First Semester Subjects

- ❖ Entrepreneurship and Business management N6
- ❖ Information Processing N6
- ❖ Office Practice N6
- ❖ Communication N6
- ❖ Public Relations

## National Diploma in Financial Management N4 – N6

**Entry requirements :** Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Financial Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

**The College assists students with in service training as part of the learner support programme.**

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognized by Commerce and Industry.

### First Semester Subjects

- ❖ Entrepreneurship and Business management N4
- ❖ Financial accounting N4
- ❖ Management Communication N4
- ❖ Computerized Financial Systems N4

### Second Semester Subjects

- ❖ Financial accounting N5
- ❖ Computerized Financial Systems N5
- ❖ Cost and Management Accounting N5
- ❖ Entrepreneurship and Business management N5
- ❖ Management Communication N5

### Second Year First Semester Subjects

- ❖ Computerized Financial Systems N5
- ❖ Financial accounting N6
- ❖ Entrepreneurship and Business management N6
- ❖ Cost and Management Accounting N6
- ❖ Income Tax N6

## National Diploma in Business Management N4 – N6

**Entry requirements :** Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Business Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

**The College assists students with in service training as part of the learner support programme**

### Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognized by Commerce and Industry

### First Semester Subjects

Management Communication N4

- ❖ Financial Accounting N4
- ❖ Computer Practice N4
- ❖ Management Communication N4
- ❖ Entrepreneurship and Business Management N4

### Second Semester Subjects (Choose 4 )

- ❖ Financial Accounting N5
- ❖ Computer Practice N5
- ❖ Management Communication N5
- ❖ Sales Management N5
- ❖ Entrepreneurship and Business Management N4



### Second Year First Semester Subjects

- ❖ Computer practice N6
- ❖ Entrepreneurship and Business Management N6
- ❖ Sales Management N6
- ❖ Financial accounting N6

## National Diploma in Travel and Tourism N4 – N6

**Entry requirements :** Grade 12 or its equivalent



**TIP** A learner who doesn't qualify can first study introduction to Business Studies, this means instead of 18 months the learner will study for a period of 24 months

### Award

A student will qualify for a National N Diploma in **Travel and Tourism** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

*The College assists students with in service training as part of the learner support programme.*

### Certification Body Certification Body

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry.

#### First Semester Subjects

- ❖ Travel office Procedures N4
- ❖ Tourist Destinations N4
- ❖ Travel Services N4
- ❖ tourism Communication N4

#### Second Semester Subjects

- ❖ Travel office Procedures N5
- ❖ Tourist Destinations N5
- ❖ Tourism Communication N5
- ❖ Travel Services N5

#### Second Year First Semester Subjects

- ❖ Travel office Procedures N6
- ❖ Tourist Destinations N6
- ❖ Hotel Reception N6
- ❖ Travel Services N6



## FEES DETAILS

FULL TIME NORMAL FEES FOR 2023 MANAGEMENT STUDIES N4-N6					
Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject	N4-N6
Registration	R625	R625	R625	R625	R625
Deposit	R1500	R1375	R1250	R1120	R1500
Monthly	R950 * 5	R800 * 5	R690 * 5	R560 * 5	R950 * 13
Exam Fee	R120 * 4	R120 * 3	R120 * 2	R120	R120 * 12
T-Shirt	R120	R120	R120	R120	R120
Student card	R50	R50	R50	R50	R50
<b>Total</b>	<b>R7525</b>	<b>R6520</b>	<b>R5735</b>	<b>R4835</b>	<b>R15660</b>
Cash Fee	R6770	R5868	R5160	R4350	R14090

N.B Assessment fee is optional R150 per subject

FULL TIME FEES FOR 2023 WITH 20% BURSARY MANAGEMENT STUDIES N4-N6					
Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject	N4-N6
Registration	R500	R500	R500	R500	R500
Deposit	R1200	R1100	R1000	R900	R1200
Monthly	R750 * 5	R650 * 5	R550 * 5	R450 * 5	R750 * 13
Exam Fee	R100 * 4	R100 * 3	R100 * 2	R100	R100 * 12
T-Shirt	R100	R100	R100	R100	R100
Student card	R40	R40	R40	R40	R40
<b>Total</b>	<b>R5990</b>	<b>R5300</b>	<b>R4590</b>	<b>R3890</b>	<b>R12790</b>
Cash Fee	R5390	R5175	R4150	R3500	R11511

N.B Assessment fee is optional R150 per subject

REPEATING FEES FOR 2023 FULL TIME MANAGEMENT STUDIES				
Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject
Deposit	R500	R500	R500	R500
Monthly	R700 * 5	R650 * 5	R550 * 5	R500 * 5
Exam Fee	R100 * 4	R100 * 3	R100 * 2	R100
<b>Total</b>	<b>R4400</b>	<b>R4050</b>	<b>R3450</b>	<b>R3100</b>
Cash Fee	R3960	R3645	R3100	R2790

NO BURSARY ON REPEATING

### FEES DETAILS

PART - TIME NORMAL FEES FOR 2022 MANAGEMENT STUDIES					
Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject	N4-N6
Registration	R625	R625	R625	R625	R625
Deposit	R1500	R1375	R1250	R1120	R1500
Monthly	R950 * 5	R800 * 5	R690 * 5	R560 * 5	R950 * 13
Exam Fee	R120 * 4	R120 * 3	R120 * 2	R120	R120 * 12
T-Shirt	R120	R120	R120	R120	R120
Student card	R50	R50	R50	R50	R50
Total	R7525	R6520	R5735	R4835	R15660
Cash Fee	R6770	R5868	R5160	R4350	R14090
N.B Assessment fee is optional R150 per subject					

### FEES DETAILS

WRITE ONLY /CORRESPONDENCE FEES FOR 2023 MANAGEMENT STUDIES				
Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject
Registration	R500	R500	R500	R500
Deposit	R1000	R900	R700	R600
Monthly	R750 * 5	R700 * 5	R600 * 5	R500 * 5
Exam Fee	R100 * 4	R100 * 3	R100 * 2	R100
Total	R5650	R5200	R4400	R3700
Cash Fee	R5090	R4680	R3960	R3330
N.B Assessment fee is optional R150 per subject				
NO BURSARY ON WRITE ONLY				

### PART-TIME FEES FOR 2023 WITH 20% BURSARY MANAGEMENT STUDIES

Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject	N4-N6
Registration	R500	R500	R500	R500	R500
Deposit	R1200	R1100	R1000	R900	R1200
Monthly	R750 * 5	R650 * 5	R550 * 5	R450 * 5	R750 * 13
Exam Fee	R100 * 4	R100 * 3	R100 * 2	R100	R100 * 12
T-Shirt	R100	R100	R100	R100	R100
Student card	R40	R40	R40	R40	R40
Total	R5990	R5300	R4590	R3890	R12790
Cash Fee	R5390	R5175	R4150	R3500	R11511
N.B Assessment fee is optional R150 per subject					

### REPEATING FEES FOR 2023 FULL TIME MANAGEMENT STUDIES

Subjects	4 Subjects	3 Subjects	2 Subjects	1 Subject
Deposit	R500	R500	R500	R500
Monthly	R700 * 5	R650 * 5	R550 * 5	R500 * 5
Exam Fee	R100 * 4	R100 * 3	R100 * 2	R100
Total	R4400	R4050	R3450	R3100
Cash Fee	R3960	R3645	R3100	R2790
NO BURSARY ON REPEATING				