

## DESCRIPTION

The Diploma in Management is a comprehensive qualification in management and designed specifically for managers and aspiring managers on all levels and in all spheres of business.

The elective focus areas within the Diploma in Management enables the student to select an elective that meets the diverse roles and responsibilities required by a range of industries in the public and private sectors.

## ADMISSION REQUIREMENTS

- a Senior Certificate (SC); **OR**
- a National Senior Certificate (NSC) with a minimum of 40% in four recognised 20-credit modules, including English Home Language or first Additional Language; **OR**
- a National Senior Certificate – Vocational Level 4 (NC(V)) with a minimum of 50% in three fundamental modules, including English; and a minimum of 60% in three vocational modules; **OR**
- a STADIO Certificate or Higher Certificate (NQF 5) in Management; **OR**
- a Higher Certificate (NQF 5) in a cognate field

### NAMIBIAN STUDENTS

- 25 points over 6 modules



## MINIMUM SYSTEM REQUIREMENTS

- Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).
- Web browser: Edge/Chrome/Safari/Opera/FireFox.
- Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software. Office 365 includes Word, Excel, PowerPoint and Outlook.
- PDF Viewer: The free Adobe Acrobat software.
- Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).
- Email/cellphone for notification and communication.
- Communication: A cellphone or smartphone for receiving notifications and communication.

# CURRICULUM OUTLINE

## ELECTIVE FOCUS AREAS

|                          |                                         |                                     |                                    |
|--------------------------|-----------------------------------------|-------------------------------------|------------------------------------|
| ACCOUNTANCY              | AVIATION MANAGEMENT *                   | DATA MANAGEMENT                     | DISASTER RISK MANAGEMENT           |
| FIRE MANAGEMENT          | FLEET MANAGEMENT                        | HUMAN RESOURCE MANAGEMENT           | LOGISTICS MANAGEMENT               |
| MARKETING MANAGEMENT     | OCCUPATIONAL HEALTH & SAFETY MANAGEMENT | PROJECT MANAGEMENT                  | PUBLIC SECTOR FINANCIAL MANAGEMENT |
| PUBLIC SECTOR MANAGEMENT | PUBLIC SUPPLY CHAIN MANAGEMENT          | PUBLIC TRANSPORT & FLEET MANAGEMENT | RECORDS MANAGEMENT                 |

\* Additional industry related modules and entry requirements for Aviation Management

| ELECTIVE FOCUS AREAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1st YEAR                                                                                                                                                                                                                                                                                                                                                                             | 2nd YEAR                                                                                                                                                                                                                                                                                                                                                                                | 3rd YEAR                                                                                                                                                                                                                                                                                                                                       |
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| <b>ACCOUNTANCY</b><br><br>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Accounting, equips students with the knowledge and practical skills needed to manage people, processes, and resources in dynamic organisational environments. The programme combines core management disciplines such as leadership, communication, ethics, risk and compliance, and management information systems, with the option of specialising in Accounting.<br>This qualification is designed for those who aspire to build a career in management, administration, or finance, and who want to develop both technical competence and leadership capability. Graduates will be workplace-ready, capable of solving real-world business problems, and prepared to progress into supervisory roles or further studies in business and management at NQF7.                                                          | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits)<br>Income Tax<br>TAXD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)                                                                | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Accounting for Managers II<br>ACND262 (20 credits)<br>Cost and Management Accounting I<br>CMAD252 (20 credits)<br>Introduction to Managerial Economics<br>MAED152 (20 credits)  | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Accounting for Managers III<br>ACND362 (20 credits)<br>Cost and Management Accounting II<br>CMAD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)                  |
| <b>AVIATION MANAGEMENT *</b><br><br>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Aviation Management equips students with specialised knowledge and practical skills to manage operations, safety, and human factors within the aviation sector. Students will develop a strong foundation in management, communication, ethics, and leadership, while building aviation-specific expertise in tactical management, safety management systems, and applied aviation practices.<br>This qualification is ideal for those aspiring to a career in the aviation industry - whether in airlines, airports, aviation services, or regulatory bodies. Graduates will be workplace-ready, capable of contributing to operational efficiency, safety, and compliance in aviation environments. The programme also prepares students for further study at NQF7 in management or aviation-related fields. | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Fundamentals of Aviation Management I<br>AVMD152 (20 credits)<br>Tactical Aviation Management I<br>TAMD152 (20 credits)<br>Fundamentals of Aviation Human Factors Management I<br>RAMD152 (20 credits) | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Applied Aviation Management II<br>AVMD262 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits)<br>Safety Management Systems for Aviation I<br>ASMD262 (20 credits) | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Applied Aviation Management III<br>AVMD362 (20 credits)<br>Aviation Human Factors Management II<br>RAMD362 (20 credits)<br>Tactical Aviation Management II<br>TAMD362 (20 credits) |
| <b>DATA MANAGEMENT</b><br><br>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Data Management equips students with the skills to manage information as a strategic organisational asset. Alongside a strong foundation in management, leadership, and communication, students will gain specialised knowledge in data management, business statistics, records management, and project management.<br>This qualification is ideal for those aspiring to careers in data governance, information management, business intelligence, or compliance. Graduates will be workplace-ready, able to ensure that organisational data is accurate, secure, and used effectively to support decision-making and strategic growth. The programme also provides a pathway to further studies in information systems, data analytics, or business management at NQF7.                                           | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Introduction to Business Statistics<br>BISD152 (20 credits)<br>Fundamentals of Data Management I<br>MDMD152 (20 credits)<br>Records Management I<br>RMPD152 (20 credits)                               | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Data Management II<br>MDMD262 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Records Management II<br>RMPD262 (20 credits)                                     | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Data Management III<br>MDMD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Introduction to Managerial Economics<br>MAED152 (20 credits)                       |

# CURRICULUM OUTLINE

| ELECTIVE FOCUS AREAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1st YEAR                                                                                                                                                                                                                                                                                                                              | 2nd YEAR                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3rd YEAR                                                                                                                                                                                                                                                                                                                                                |
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| <b>DISASTER RISK MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Disaster Management equips students with the knowledge and practical skills to contribute to disaster risk reduction, emergency preparedness, and resilience building. Students will gain a strong foundation in management, leadership, communication, and ethics, while specialising in disaster risk reduction, project management, public sector management, and either financial or supply chain management.</p> <p>This qualification is ideal for those who want to make a difference in the public sector, humanitarian organisations, or disaster risk agencies, by developing solutions that protect lives, resources, and infrastructure in times of crisis. Graduates will be workplace-ready and able to take on roles in disaster response, recovery, and planning. The programme also provides a pathway to further study in disaster risk management, public management, or related fields at NQF7.</p> | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Disaster Risk Reduction I<br>DRRD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Public Sector Management I<br>PMBD152 (20 credits) | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Disaster Risk Reduction II<br>DRRD262 (20 credits)<br>Human Resource Management I<br>HRMD152 (20 credits)<br><br>Public Sector Financial Management I<br>PFBD152 (20 credits)<br><b>OR</b><br>Public Supply Chain Management I<br>PSCD152 (20 credits) | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Disaster Risk Reduction III<br>DRRD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Public Sector Management II<br>PMBD262 (20 credits)                                 |
| <b>FIRE MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Fire Technology Management provides students with both managerial and technical expertise to address fire risks, safety compliance, and emergency response. The programme combines core management knowledge with specialised learning in fire technology, legislation, risk management, incident command systems, and applied fire science.</p> <p>This qualification is ideal for those seeking careers in fire services, safety management, emergency planning, or industrial fire risk roles. Graduates will be equipped to contribute to fire prevention, incident response, and safety compliance, ensuring the protection of people, property, and infrastructure.</p> <p>The qualification also provides a pathway to advanced study in fire safety, disaster risk management, or occupational health and safety at NQF7.</p>                                                                                            | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Fire Technology Management I<br>FRMD152 (20 credits)<br>Fire Safety Legislation<br>FSED152 (20 credits)<br>Project Management I<br>POMD152 (20 credits) | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Fire Technology Management II<br>FRMD262 (20 credits)<br>Fire Risk Management<br>FRRD252 (20 credits)<br>Labour Law<br>LLAD152 (20 credits)                                                                                                            | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Fire Technology Management III<br>FRMD362 (20 credits)<br>Management of Incident Command Systems<br>ICMD362 (20 credits)<br>Fire Science Management and Application<br>FSMD362 (20 credits) |
| <b>FLEET MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Fleet Management equips students with specialised knowledge and skills to manage vehicle fleets as a critical resource in both the public and private sectors. Alongside a foundation in management, communication, and leadership, students gain expertise in fleet operations, business law, accounting, project management, and economics.</p> <p>This qualification is ideal for those who want to pursue careers in transport, logistics, or public sector fleet operations, where effective management of vehicles, drivers, and costs is essential. Graduates will be workplace-ready, able to contribute to operational efficiency, regulatory compliance, and financial sustainability in fleet-intensive organisations. The programme also offers a pathway to further study in logistics, transport economics, or supply chain management at NQF7.</p>                                                               | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Fleet Management I<br>FLMD152 (20 credits)<br>Business Law I<br>BLAD152 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits)               | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Fleet Management II<br>FLMD262 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Introduction to Managerial Economics<br>MAED152 (20 credits)                                                                                            | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Fleet Management III<br>FLMD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Accounting for Managers II<br>ACND262 (20 credits)                                         |

# CURRICULUM OUTLINE

| ELECTIVE FOCUS AREAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1st YEAR                                                                                                                                                                                                                                                                                                                                       | 2nd YEAR                                                                                                                                                                                                                                                                                                                                                                        | 3rd YEAR                                                                                                                                                                                                                                                                                                                |
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| <b>HUMAN RESOURCE MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Human Resource Management provides students with the knowledge and skills to manage people effectively within organisations. The programme combines a solid foundation in management and leadership with specialised learning in human resource management, training, labour law, and labour relations. This qualification is ideal for individuals who aspire to build careers in human resources, training and development, or employee relations. Graduates will be workplace-ready, capable of supporting organisational performance by managing talent, ensuring compliance with labour legislation, and fostering constructive workplace relations. The programme also opens opportunities for further study in human resource management, labour relations, or business management at NQF7.</p>                                                                 | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Human Resource Management I<br>HRMD152 (20 credits)<br>Training Management I<br>TRMD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)             | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Human Resource Management II<br>HRMD262 (20 credits)<br>Labour Law I<br>LLAD152 (20 credits)<br>Labour Relations I<br>LBRD152 (20 credits)                              | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Human Resource Management III<br>HRMD362 (20 credits)<br>Training Management II<br>TRMD262 (20 credits)<br>Labour Relations II<br>LBRD262 (20 credits)      |
| <b>LOGISTICS MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Logistics Management equips students with the managerial and technical skills to keep goods and services moving efficiently through the supply chain. In addition to a strong foundation in management, leadership, and communication, students will gain specialised knowledge in logistics management, accounting, project management, business law, and economics. This qualification is ideal for those pursuing careers in logistics, supply chain, transport, warehousing, or operations. Graduates will be workplace-ready, capable of contributing to the smooth flow of goods and resources, cost control, and legal compliance within organisations. The programme also provides a pathway to further study in supply chain management, transport economics, or operations management at NQF7.</p>                                                                | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Logistics Management I<br>LOGD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits)              | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Logistics Management II<br>LOGD262 (20 credits)<br>Business Law I<br>BLAD152 (20 credits)<br>Introduction to Managerial Economics<br>MAED152 (20 credits)               | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Logistics Management III<br>LOGD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Accounting for Managers II<br>ACND262 (20 credits)     |
| <b>MARKETING MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Marketing Management equips students with the knowledge and practical skills to understand customer needs, create value, and drive organisational growth. Alongside a strong foundation in management, communication, and leadership, students gain specialised expertise in marketing strategy, economics, project management, business law, and accounting. This qualification is ideal for individuals aspiring to careers in marketing, sales, brand management, or customer engagement. Graduates will be workplace-ready, able to support marketing campaigns, analyse markets, and contribute to business growth through effective marketing practices. The programme also provides a pathway to further study in marketing management, business administration, or digital marketing at NQF7.</p>                                                                   | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Marketing Management I<br>MARD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Introduction to Managerial Economics<br>MAED152 (20 credits)   | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Marketing Management II<br>MARD262 (20 credits)<br>Business Law I<br>BLAD152 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits)                          | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Marketing Management III<br>MARD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Accounting for Managers II<br>ACND262 (20 credits)     |
| <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Occupational Health and Safety Management equips students with the knowledge and skills to create safe and compliant workplaces. The programme integrates a solid foundation in management, leadership, and communication with specialised learning in health and safety management, workplace safety systems, accident investigation, labour law, and risk assessment. This qualification is ideal for individuals aspiring to careers in occupational health and safety, compliance, or workplace risk management. Graduates will be workplace-ready, capable of ensuring that organisations meet safety regulations, prevent incidents, and foster a culture of health and safety. The qualification also provides a pathway to further study in occupational health and safety management, industrial relations, or risk management at NQF7.</p> | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Health and Safety Management I<br>HSMD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Manage Safety in the Workplace<br>MSWD152 (20 credits) | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Health and Safety Management II<br>HSMD262 (20 credits)<br>Labour Law<br>LLAD152 (20 credits)<br>Accident and Incident Investigation Management<br>ALLD152 (20 credits) | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Health and Safety Management III<br>HSMD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Safety Risk Assessment<br>MSWD262 (20 credits) |

# CURRICULUM OUTLINE

| ELECTIVE FOCUS AREAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1st YEAR                                                                                                                                                                                                                                                                                                                                                    | 2nd YEAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3rd YEAR                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>PROJECT MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Project Management equips students with the knowledge and practical skills to plan, execute, and monitor projects effectively. Students gain a strong foundation in management, leadership, communication, business law, accounting, and human resource management, while specialising in project management principles and applying them to fields such as marketing, training, or public sector management.</p> <p>This qualification is ideal for those aspiring to careers in project coordination, management, or administration across sectors. Graduates will be workplace-ready, capable of delivering projects on time, within budget, and in alignment with organisational goals. The programme also provides a pathway to further study in project management, operations management, or business administration at NQF7.</p>                            | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Business Law I<br>BLAD152 (20 credits)<br>Human Resource Management I<br>HRMD152 (20 credits)                                 | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits)<br><br>Marketing Management I<br>MARD152 (20 credits)<br><b>OR</b><br>Public Sector management I<br>PMBD152 (20 credits)<br><b>OR</b><br>Training Management I<br>TRMD152 (20 credits) | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Project Management III<br>POM300 (20 credits)<br>Human Resource Management II<br>HRM200 (20 credits)<br><br>Marketing Management II<br>MARD262 (20 credits)<br><b>OR</b><br>Public Sector Management II<br>PMBD262 (20 credits)<br><b>OR</b><br>Training Management II<br>TRMD262 (20 credits) |
| <b>PUBLIC SECTOR FINANCIAL MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Sector Financial Management equips students with the skills and knowledge to manage finances, supply chains, and accounting processes in public sector organisations. The programme combines core management, leadership, communication, and accounting competencies with specialised training in public sector financial management, supply chain management, and accounting for managers.</p> <p>This qualification is ideal for individuals pursuing careers in government finance, municipal management, or public sector administration. Graduates will be workplace-ready, able to ensure compliance, effective resource allocation, and financial accountability within public institutions. The programme also provides a pathway to further study in public financial management, accounting, or public administration at NQF7.</p> | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Public Sector Financial Management I<br>PFBF152 (20 credits)<br>Public Supply Chain Management I<br>PSCD152 (20 credits)<br>Accounting for Managers I<br>ACND152 (20 credits) | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Public Sector Financial Management II<br>PFBF262 (20 credits)<br>Public Sector Management I<br>PMBD152 (20 credits)<br>Accounting for Managers II<br>ACND262 (20 credits)                                                                                                                 | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Public Sector Financial Management III<br>PFBF362 (20 credits)<br>Public Supply Chain Management II<br>PSCD262 (20 credits)<br>Accounting for Managers III<br>ACND362 (20 credits)                                                                                                             |
| <b>PUBLIC SECTOR MANAGEMENT</b> <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Sector Management equips students with the knowledge and skills to manage operations, projects, finance, and human resources in government and public institutions. The programme integrates core management principles with specialised learning in public sector administration, project management, supply chain management, human resources, and public financial management.</p> <p>This qualification is ideal for individuals seeking careers in government, municipal management, or public administration. Graduates will be workplace-ready, capable of improving service delivery, ensuring compliance, and managing resources efficiently in public institutions. The programme also provides a pathway to further study in public administration, project management, or public financial management at NQF7.</p>                         | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Public Sector Management I<br>PMBD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br>Public Supply Chain Management I<br>PSCD152 (20 credits)                | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Public Sector Management II<br>PMBD262 (20 credits)<br>Human Resource Management I<br>HRMD152 (20 credits)<br>Public Sector Financial Management I<br>PFBF152 (20 credits)                                                                                                                | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Public Sector Management III<br>PMBD362 (20 credits)<br>Project Management II<br>POMD262 (20 credits)<br>Human Resource Management II<br>HRMD262 (20 credits)                                                                                                                                  |

# CURRICULUM OUTLINE

| ELECTIVE FOCUS AREAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1st YEAR                                                                                                                                                                                                                                                                                                                                                                                                                | 2nd YEAR                                                                                                                                                                                                                                                                                                                                                                  | 3rd YEAR                                                                                                                                                                                                                                                                                                                                 |
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| <b>PUBLIC SUPPLY CHAIN MANAGEMENT</b><br><br>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Supply Chain Management equips students with the knowledge and skills to manage procurement, logistics, and asset management in public sector organisations. Alongside core management, project management, and finance principles, students specialise in supply chain management, public financial management, public sector operations, and asset control.<br>This qualification is ideal for individuals aspiring to careers in government, municipal supply chain, or public asset management. Graduates will be workplace-ready, capable of ensuring efficient, compliant, and cost-effective management of public resources. The programme also provides a pathway to further study in public financial management, supply chain management, or project management at NQF7.                                                                                 | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Public Supply Chain Management I<br>PSCD152 (20 credits)<br>Public Sector Financial Management I<br>PFBD152 (20 credits)<br>Public Asset Management I<br>PAMD152 (20 credits)                                                             | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Public Supply Chain Management II<br>PSCD262 (20 credits)<br>Public Sector Management I<br>PMBD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)   | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Public Supply Chain Management III<br>PSCD362 (20 credits)<br>Public Sector Financial Management II<br>PFBD262 (20 credits)<br>Project Management II<br>POMD262 (20 credits) |
| <b>PUBLIC TRANSPORT &amp; FLEET MANAGEMENT</b><br><br>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Transport and Fleet Management equips students with the knowledge and practical skills to manage transport systems, vehicle fleets, and related public sector resources. In addition to core management, project management, and finance principles, students specialise in fleet management, public transport operations, supply chain management, and public financial management.<br>This qualification is ideal for individuals aspiring to careers in public transport management, municipal fleet operations, or government logistics. Graduates will be workplace-ready, able to contribute to efficient, compliant, and cost-effective transport and fleet operations. The programme also provides a pathway to further study in public administration, transport management, or logistics management at NQF7.                                    | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Fleet Management I<br>FLMD152 (20 credits)<br>Public Supply Chain Management I<br>PSCD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)                                                                                    | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Fleet Management II<br>FLMD262 (20 credits)<br>Public Sector Management I<br>PMBD152 (20 credits)<br>Public Sector Financial Management I<br>PFBD152 (20 credits) | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Fleet Management III<br>FLMD362 (20 credits)<br>Public Supply Chain Management II<br>PSCD262 (20 credits)<br>Public Sector Financial Management II<br>PFBD262 (20 credits)   |
| <b>RECORDS MANAGEMENT</b><br><br>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Records Management equips students with the knowledge and practical skills to manage organisational records, information, and data effectively. The programme combines core management, project management, and human resource principles with specialised learning in records management, information governance, public sector management, and compliance.<br>This qualification is ideal for individuals seeking careers in records management, information governance, or administrative roles in both public and private sector organisations. Graduates will be workplace-ready, capable of maintaining accurate, secure, and compliant records, supporting operational efficiency, and contributing to organisational decision-making. The programme also provides a pathway to further study in information management, public administration, or project management at NQF7. | Management Practice I<br>MAND152 (20 credits)<br>Management Information Systems I<br>MISD152 (20 credits)<br>Fundamentals of Business Communication<br>FBC152 (20 credits)<br>Records Management I<br>RMPD152 (20 credits)<br>Project Management I<br>POMD152 (20 credits)<br><br>Public Supply Chain Management I<br>PSCD152 (20 credits)<br><b>OR</b><br>Public Sector Financial Management I<br>PFBD152 (20 credits) | Management Practice II<br>MAND262 (20 credits)<br>Management Information Systems II<br>MISD262 (20 credits)<br>Business Ethics<br>MBED262 (10 credits)<br>End User Computing<br>EUCD152 (10 credits)<br>Records Management II<br>RMPD262 (20 credits)<br>Human Resource Management I<br>HRMD152 (20 credits)<br>Public Sector Management I<br>PMBD152 (20 credits)        | Management Practice III<br>MAND362 (20 credits)<br>Risk and Compliance Management<br>RCMD362 (20 credits)<br>Business Leadership<br>MBLD362 (20 credits)<br>Records Management III<br>RMPD362 (20 credits)<br>Human Resource Management II<br>HRMD262 (20 credits)<br>Project Management II<br>POMD262 (20 credits)                      |
| <b>CREDITS PER YEAR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>120</b>                                                                                                                                                                                                                                                                                                                                                                                                              | <b>120</b>                                                                                                                                                                                                                                                                                                                                                                | <b>120</b>                                                                                                                                                                                                                                                                                                                               |

# CAREER OPPORTUNITIES

| ACCOUNTANCY                                         | AVIATION MANAGEMENT *                                  | DATA MANAGEMENT                                        | DISASTER RISK MANAGEMENT                                      |
|-----------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|
| MANAGEMENT ASSISTANT / JUNIOR MANAGER               | AVIATION OPERATIONS COORDINATOR                        | DATA MANAGEMENT OFFICER / ADMINISTRATOR                | DISASTER RISK MANAGEMENT OFFICER / PRACTITIONER (ENTRY-LEVEL) |
| OFFICE OR BUSINESS ADMINISTRATOR                    | AIRPORT DUTY OFFICER / SUPERVISOR                      | RECORDS AND INFORMATION OFFICER                        | EMERGENCY MANAGEMENT COORDINATOR                              |
| PROJECT COORDINATOR / JUNIOR PROJECT MANAGER        | AVIATION SAFETY AND COMPLIANCE OFFICER                 | DATA ANALYST (JUNIOR LEVEL)                            | PUBLIC SECTOR ADMINISTRATOR (DISASTER/EMERGENCY FOCUS)        |
| RISK AND COMPLIANCE OFFICER                         | AIRLINE OR AIRPORT ADMINISTRATIVE OFFICER              | BUSINESS INTELLIGENCE ASSISTANT                        | COMMUNITY RISK REDUCTION OFFICER                              |
| BUSINESS ANALYST (ENTRY-LEVEL)                      | AVIATION RISK AND SAFETY ANALYST                       | COMPLIANCE AND RECORDS SPECIALIST                      | PROJECT COORDINATOR (DISASTER/RELIEF PROJECTS)                |
| ACCOUNTING ASSISTANT                                | AVIATION HUMAN FACTORS SPECIALIST (JUNIOR LEVEL)       | INFORMATION GOVERNANCE ASSISTANT                       | HUMAN RESOURCE / TRAINING OFFICER (DISASTER FOCUS)            |
| ENTREPRENEUR / SMALL BUSINESS OWNER                 | PROJECT COORDINATOR IN AVIATION                        | PROJECT COORDINATOR (DATA PROJECTS)                    | SUPPLY CHAIN / FINANCIAL ADMINISTRATOR (PUBLIC SECTOR)        |
| FINANCIAL ADMINISTRATOR                             | AVIATION BUSINESS DEVELOPMENT ASSISTANT                | OPERATIONS OR BUSINESS ADMINISTRATOR (DATA-FOCUSED)    | NGO OR HUMANITARIAN RELIEF PROGRAMME ASSISTANT                |
| FIRE MANAGEMENT                                     | FLEET MANAGEMENT                                       | HUMAN RESOURCE MANAGEMENT                              | LOGISTICS MANAGEMENT                                          |
| FIRE SAFETY OFFICER                                 | FLEET MANAGEMENT OFFICER / COORDINATOR                 | HUMAN RESOURCE OFFICER / ASSISTANT                     | LOGISTICS COORDINATOR / OFFICER                               |
| FIRE RISK MANAGEMENT OFFICER                        | TRANSPORT / LOGISTICS SUPERVISOR                       | TRAINING AND DEVELOPMENT COORDINATOR                   | SUPPLY CHAIN ASSISTANT                                        |
| FIRE TECHNOLOGY SPECIALIST (JUNIOR LEVEL)           | FLEET COMPLIANCE AND SAFETY OFFICER                    | LABOUR RELATIONS OFFICER (ENTRY-LEVEL)                 | OPERATIONS SUPERVISOR (LOGISTICS FOCUS)                       |
| EMERGENCY RESPONSE COORDINATOR                      | VEHICLE PROCUREMENT AND MAINTENANCE PLANNER            | HR COMPLIANCE AND RECORDS ADMINISTRATOR                | TRANSPORT / FLEET ADMINISTRATOR                               |
| OCCUPATIONAL HEALTH AND SAFETY OFFICER (FIRE FOCUS) | OPERATIONS OR BUSINESS ADMINISTRATOR (FLEET FOCUS)     | RECRUITMENT COORDINATOR / TALENT ACQUISITION ASSISTANT | PROCUREMENT AND INVENTORY CLERK                               |
| MUNICIPAL FIRE AND RESCUE ADMINISTRATION OFFICER    | PROJECT COORDINATOR (FLEET/TRANSPORT PROJECTS)         | PROJECT COORDINATOR (HR-RELATED PROJECTS)              | PROJECT COORDINATOR (LOGISTICS PROJECTS)                      |
| FIRE SAFETY INSPECTOR                               | FINANCIAL / COST ANALYST (FLEET OPERATIONS)            | PAYROLL / HR SYSTEMS ADMINISTRATOR                     | WAREHOUSE SUPERVISOR / ASSISTANT MANAGER                      |
|                                                     | PUBLIC SECTOR FLEET OFFICER                            | WORKFORCE PLANNING ASSISTANT                           | IMPORT / EXPORT ADMINISTRATOR                                 |
| MARKETING MANAGEMENT                                | OCCUPATIONAL HEALTH & SAFETY MANAGEMENT                | PROJECT MANAGEMENT                                     | PUBLIC SECTOR FINANCIAL MANAGEMENT                            |
| MARKETING ASSISTANT / COORDINATOR                   | HEALTH AND SAFETY OFFICER / PRACTITIONER (ENTRY-LEVEL) | PROJECT COORDINATOR / ASSISTANT                        | PUBLIC SECTOR FINANCIAL OFFICER / ADMINISTRATOR               |
| SALES AND BUSINESS DEVELOPMENT OFFICER              | OCCUPATIONAL HEALTH AND SAFETY COORDINATOR             | JUNIOR PROJECT MANAGER                                 | SUPPLY CHAIN AND PROCUREMENT OFFICER                          |
| BRAND ASSISTANT / JUNIOR BRAND MANAGER              | RISK AND SAFETY COMPLIANCE OFFICER                     | PROJECT ADMINISTRATOR                                  | BUDGET ANALYST (ENTRY-LEVEL)                                  |
| MARKET RESEARCH ASSISTANT                           | INCIDENT INVESTIGATION OFFICER                         | OPERATIONS PROJECT OFFICER                             | ACCOUNTING CLERK / ASSISTANT (PUBLIC SECTOR)                  |
| DIGITAL MARKETING COORDINATOR (ENTRY-LEVEL)         | SAFETY TRAINING COORDINATOR                            | BUSINESS OR HR PROJECT SUPPORT OFFICER                 | PROJECT FINANCE COORDINATOR                                   |
| PROJECT COORDINATOR (MARKETING PROJECTS)            | PROJECT SAFETY COORDINATOR                             | COMPLIANCE AND RISK PROJECT ASSISTANT                  | FINANCIAL COMPLIANCE OFFICER                                  |
| CUSTOMER RELATIONS OFFICER                          | LABOUR AND SAFETY COMPLIANCE ADMINISTRATOR             | PUBLIC SECTOR PROJECT OFFICER                          | TREASURY OR REVENUE OFFICER                                   |
| PRODUCT OR SERVICE PROMOTION OFFICER                | SAFETY RISK ASSESSMENT ASSISTANT                       | TRAINING OR DEVELOPMENT PROJECT COORDINATOR            | PUBLIC ADMINISTRATION SUPPORT OFFICER                         |

## CAREER OPPORTUNITIES

| PUBLIC SECTOR MANAGEMENT                  | PUBLIC SUPPLY CHAIN MANAGEMENT               | PUBLIC TRANSPORT & FLEET MANAGEMENT                | RECORDS MANAGEMENT                                   |
|-------------------------------------------|----------------------------------------------|----------------------------------------------------|------------------------------------------------------|
| PUBLIC SECTOR ADMINISTRATOR / OFFICER     | PUBLIC SUPPLY CHAIN OFFICER / COORDINATOR    | PUBLIC TRANSPORT COORDINATOR / OFFICER             | RECORDS MANAGEMENT OFFICER / CLERK                   |
| PROJECT COORDINATOR (PUBLIC SECTOR)       | PROCUREMENT ADMINISTRATOR (PUBLIC SECTOR)    | FLEET MANAGEMENT OFFICER                           | INFORMATION GOVERNANCE OFFICER                       |
| HUMAN RESOURCE OFFICER (GOVERNMENT)       | PROJECT SUPPLY CHAIN COORDINATOR             | PROJECT COORDINATOR (TRANSPORT PROJECTS)           | PROJECT COORDINATOR (RECORDS / INFORMATION PROJECTS) |
| PUBLIC SUPPLY CHAIN OFFICER               | ASSET MANAGEMENT OFFICER                     | SUPPLY CHAIN AND LOGISTICS OFFICER (PUBLIC SECTOR) | ARCHIVE OFFICER / ADMINISTRATOR                      |
| FINANCIAL ADMINISTRATOR (PUBLIC SECTOR)   | FINANCIAL ADMINISTRATOR (SUPPLY CHAIN FOCUS) | FINANCIAL ADMINISTRATOR (FLEET / TRANSPORT FOCUS)  | HUMAN RESOURCE RECORDS OFFICER                       |
| POLICY IMPLEMENTATION OFFICER             | OPERATIONS SUPPORT OFFICER (PUBLIC SECTOR)   | OPERATIONS SUPPORT OFFICER (TRANSPORT OR FLEET)    | PUBLIC SECTOR ADMINISTRATIVE OFFICER                 |
| OPERATIONS SUPPORT OFFICER                | LOGISTICS AND COMPLIANCE OFFICER             | MUNICIPAL TRANSPORT OFFICER                        | COMPLIANCE AND RISK RECORDS ASSISTANT                |
| MUNICIPAL OR PROVINCIAL PROGRAMME OFFICER | MUNICIPAL OR PROVINCIAL SUPPLY CHAIN OFFICER | ASSET AND RESOURCE MANAGEMENT OFFICER              | DOCUMENT CONTROL OFFICER                             |