

# 2018 Long Programmes

A MINIMUM NUMBER OF THREE CREDITS EXCLUDING  
SISWATI/VERNACULAR CREDITS required for all  
diploma & some degree courses



**GROWING**  
Great minds

| BUSINESS & INFORMATION RESOURCES MANAGEMENT                        |                               | DURATION                                 | PREREQUISITE SUBJECTS   | TARGET CAREER OPPORTUNITY  |
|--|-------------------------------|--|---|--|
| <b>CHARTERED INSTITUTE OF PROCUREMENT</b>                          |                               |  |   |  |
| CERTIFICATE  | Procurement and Supply        | 6 months full time<br>1 year part time   | 5 Passes including English Lang.<br>Certificate/2years work experience in purchasing and supply | Tender-Awarding Personnel, Purchasing officer,<br>Logistics-Officer, Store-man/Store-Lady            |
| ADVANCED CERTIFICATE   |                               |  |   |  |
| DIPLOMA  |                               | 1 semester full time<br>1 year part time |   |  |
| ADVANCED DIPLOMA   |                               |  |   |  |
| PROFESSIONAL DIPLOMA   |                               |  |   |  |
| <b>SOCIAL SCIENCES</b>   |                               |  |   |  |
| Certificate Archives and Records Management                        |                               | 1 year full time<br>2 years part time    | 5 Passes including English Lang.  | Librarian, Information Officer, Registry Personnel Archivist,<br>Records Officer, Registry Personnel |
| Diploma Archives and Record Management                             |                               | 2 years full time<br>3 years part time   | History/Religious Studies/English/Geo/Lit in Eng. & 2 Other credits                             |  |
| Bachelor of Archives and Records Management                        |                               | 3 years part time                        | Diploma Library and Records Management from a recognised institution                            | Librarian, Information Officer, Registry Personnel Archivist,<br>Records Officer, Registry Personnel |
| Development Communication certificate A and B<br>(WITS Journalism) |                               | 6 months part time                       | Relevant working experience   | Community Development Officers, PR, Marketing Managers   |
| <b>EDUCATION</b>   |                               |  |   |  |
| Diploma in Vocational Education                                    |                               | 3 years part time                        | 3 CREDITS including Technical subject such as Entrepreneurship /Business Studies / ICT          | Computer studies / Entrepreneurship / Business Studies /<br>Technical Subjects Teacher               |
| Bachelor of Educational Management and Leadership                  |                               | 2 years part time                        | Post graduate certificate/certificate / diploma/post graduate diploma in education              | Education administrator/Head teacher/HOD/Deputy Head teacher   |
| <b>BUSINESS MANAGEMENT AND ADMINISTRATION</b>                      |                               |  |   |  |
| Diploma in Business Administration                                 |                               | 1 year full time<br>2 years part time    | Accounts/Business Studies/Commerce/Maths/ Economics/<br>Entrepreneurship                        | Accountant, Marketing Officer, HR Officer, Operations Officer,<br>Teller                             |
| Advanced Diploma Business Administration                           |                               | 1 year full time<br>2 years part time    | Diploma in Business Administration  | Accountant, Marketing Officer, HR Officer, Operations Officer,<br>Teller                             |
| BA (Hons) in Business Administration                               |                               | 1 year part time                         | Advanced Diploma in Business Administration   | Accountant, Marketing Manager, HR Manger, Operations<br>Manager, Teller                              |
| Diploma in Marketing   |                               | 2 years full time                        | Accounts/Business Studies/Commerce/Maths/ Economics/<br>Entrepreneurship                        | Marketing Manager/Sales Rep/Communications Manager/PRO   |
| Certificate  | Travel and Tourism Management | 1 year full time                         | English and 2 other credits   |  |
| Diploma  |                               | 1 years full time                        | Certificate in Travel and Tourism   | Information officer, tour guide, hospitality industry job  |
| Advanced Diploma   |                               | 1 years full time                        | Diploma in Travel and Tourism   |  |
| Advanced Diploma in Project Management                             |                               | 18 Months Part time                      | Degree/ Diploma acquired from a recognized institution  | Project Manager, Project Coordinator, Project Scheduler  |
| Management Development Programme (MDP)<br>USB Stellenbosch         |                               | 6 months                                 | Relevant working experience   | Management Position  |
| MBA (Management Strategy)<br>UNAM                                  |                               | 18 months                                | Four (4) year Bachelor's degree in the field of Commerce or Management,<br>or equivalent;       | Management Position  |

| INFORMATION TECHNOLOGY                            |   |  |   |
|---|---|--|---|
| Certificate in network security & cyber crime     | 6 months part time  | 5 Passes plus related work experience                          | Operations managers/finance managers/IT auditors/security experts/police intelligence/military intelligence |
| Diploma in Information Technology                 | 2 years full time<br>3 years part time                      | Mathematics/Physics & 2 other credits                          | IT Officer Network Administrator/ Software Designer/Systems Developer                                       |
| Bsc (IT Networking and Software Engineering)      | 2 years part time   | Diploma in IT acquired from a recognized institution           | IT Officer Network Administrator/ Software Designer/Systems Developer                                       |
| ACCOUNTING  |   |  |   |
| Diploma in Accounting and Business Studies (DABS) | 2 years full time<br>3 years part time<br>2 years part time | Accounts/Buss Stud./Commerce/Maths/ Economics/Entrepreneurship | Accountant, Bookkeeper, Accounting Clerk, Credit Controller,  |
| (ICM) - Advanced Diploma in Account and Finance   | 1½ years full time  | Accounts/Buss Stud./Commerce/Maths/ Economics/Entrepreneurship | Accountant, Bookkeeper, Accounting Clerk, Credit Controller,  |
| Chartered Secretaries Programme NQF level 8       | 1 year evening class  | BCom/LLB/Equivalence or Honors                                 | Chartered Accountant, Company secretary   |
| ACCA  | 3 years part time (weekends)                                | AAT/CAT/BCOM from a recognised institution                     | Financial Manager, Financial Accountant, Tax Manager  |

| HUMAN RESOURCE & ORGANIZATIONAL DEVELOPMENT MANAGEMENT | DURATION            | PREREQUISITE SUBJECTS                                      | TARGET CAREER OPPORTUNITY  |
|--|---------------------|--|--|
| Diploma in Human Resource Management                   | 2 Yrs Full Time     | 3 CREDITS including English Language/Literature in English | Human Resource Officer, Administrator, Cooperative Affairs Manager, HR Manager/ HR Officer, Administration Officer |
| Diploma in Public Administration                       | 3 Yrs Block Release |  |  |
| Degree in Human Resource Management                    | 3 years part time   | Diploma in HR from a recognised institution                | Human Resource Officer, Administrator, Cooperative Affairs Manager, HR Manager/ HR Officer, administration officer |
| BA Office Management                                   | 3 years part time   | Diploma in Secretarial studies and 3 years work experience | Personal assistant/Registry  |

| PUBLIC HEALTH MANAGEMENT                                    | DURATION   | PREREQUISITE SUBJECTS  | TARGET CAREER OPPORTUNITY  |
|---|--|--|--|
| Certificate in Environmental Health Sciences                | 1 year full time<br>18 months part time  | 5 passes including Maths   | Environmental Health office, Environmental Health Assistant  |
| Diploma in Environmental Health Sciences                    | 3 years full time  | Certificate in Environmental Health Science  | Environmental Health office, Environmental Health Assistant  |
| Diploma in Occupational Safety and Health                   | 2 years full time<br>3 years part time   | Combined Science/Chemistry/Physics/Biology/Agriculture/ Food & Nutrition & any other 2 Credits | Safety Officer, Safety Auditors, OHS Inspectors, Health Officer, SHE Consultant  |
| Diploma in Public Health                                    | 3 years part time  | 3 credits in sciences / Background in Health   | Epidemiology Officer, Health Educator, Health Care Administrator, Community Health Worker  |
| Bachelor in Community Development                           | 4 years part time  | 3 CREDITS including English Language   | Community development officer, M&E officer, community development manager, community and economic development officer, planning and community development officer, social science researcher |
| Certificate in Emergency Medical Care (Boitekanelo College) | 1 year full time / part time   | Biology/Combined Science/Chemistry/Physics/ Agriculture /Food & Nutrition, Maths, English      | Emergency care technicians/Paramedic   |
| Diploma in Emergency Medical Care (Boitekanelo College)     | 2 year full time / part time   | Certificate in emergency medical care  |  |
| Bachelor of Science in Occupational Safety and Health       | 4 years part time<br>3 years full time<br>2 years full time (IDM Diploma Holder) | Diploma in Occupational Safety and Health from a recognised institution                        | Safety Officer, Safety Auditors, Health Inspectors Nutritionist, Health Officer  |

**FOR MORE INFORMATION CONTACT:**

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**Application Forms are to be submitted with the following:**

- E300 Application fee
- Certified Copies of Academic Certificates
- Certified Copy of National ID
  - This exempts executive courses

