

PROSPECTUS 2017

ACCREDITED QUALIFICATIONS AT AFFORDABLE FEES



BMT College
Prosperity through Knowledge

Vision

To actively pursue and uphold the status of being
South Africa's most prestigious business college

Mission

By allowing each and every willing and able person, regardless of race, gender, background, disability or age; the opportunity to be educated with basic and advanced skills in such a way that the acquired knowledge can be practically and innovatively utilised in any working environment the individual may wish to enter.

The primary focus of the College is to provide training and education in the higher Further Education and Training (FET) and the lower Higher Education and Training (HET) levels. This creates a bridge between General Education and Training (GET) and FET into HET for such students who:

- Were previously unable to enter into Further or Higher Education.
- Wish to change their career path.
- Require specific knowledge or learning.
- Require formal qualifications.
- Wish to increase their level of employability, i.e. the ability to adapt their acquired skills to new working environments thus going beyond an education that only focuses on employment or the ability to do a specific job.
- Wish to expand and or create new opportunities and
- Want to create accessible and achievable expectations.

The College provides such open distance education through the continuous implementation and shaping of:

- Up to date information and theory in the field.
- Available technology.
- Applicable pedagogical programme design.
- Effective programme delivery.
- Unbiased, fair and consistent assessment.
- Formidable administrative systems.

This allows the College to actively overcome the absence of traditional contact learning.

BMT College offers training to create and mould flourishing careers of existing and upcoming managers who want to successfully reach the apex of their profession, personal lives and life long learning.

Reaching for Success *"He who wants to be successful in life and is striving for promotion to management level, must educate and train himself to a level of competence that transgresses that of the opposition. To become successful is to broaden your basis of knowledge by relevant studies and to develop the ability to perform better than others. This is done by sheer hard work, determination, using your initiative and to have the highest integrity."*

Charles H Stuart – Founder BMT Group

By keeping to these core principles the College will continue to strive towards being Southern Africa's most prestigious open distance education business college.

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Tel : 010 010 0936
Fax : 086 639 4687
E-mail : info@bmtcollege.edu.za
Website: www.bmtcollege.edu.za
Facebook: www.facebook.com/bmtcollege.edu.za
Postal Address: Private Bag X100 - Bryanston - 2021
Street Address: 147 Second Road - Chartwell - 2191

Word of Welcome

The starting point of all achievement is desire.

Napoleon Hill

Welcome to Business Management Training College (BMT College), South Africa's most prestigious distance education college, specialising in business and related studies. We train people to be successful in their careers.

Success starts with desire and a choice. Napoleon Hill said that the starting point of all achievement is desire. You can also achieve success by making the right choices.

Best Choice for your Career

- Our students become successful managers, business owners and directors.
- Our programmes cater for working professionals and school leavers. Whether you want to start your career or advance your career, you will become a success with BMT College.
- Our courses are affordable with easy payment options.
- All our courses are accredited and approved,
- You can study with us from anywhere. This means you have access to world-class learning wherever you are.
- Accredited courses that will qualify you for job opportunities and promotions.

Historical overview:

Established over 40 years ago, Business Management Training College has an impeccable reputation for excellence. The Institute for Business Management was established in 1973 to offer management training for the independent business community. After the incorporation and registration of Business Management Training College in 1990 the College introduced distance education.

Through the principles and ethos infused by Mr. Charles H. Stuart, founder of the BMT Group, with the leadership and enthusiasm of the Principal, Mrs. B.A. van der Linde, Vice-Principal, Mr. J. Poolman and a dedicated team, BMT College continuously strives towards academic excellence.

For the past four years, BMT College has won the award for “**Top Distance Education Provider**” from the South African Board for People Practices (SABPP).

So, why wait to change your life? Make a choice, enrol now.

The Best Way to Study

Distance Education

- Start Anytime, study anywhere. You are not bound by class schedules.
- Study at a pace that suits you and your lifestyle.
- Ideal if you are working full time or have other responsibilities.
- Affordable and accessible study options for school leavers.

Virtual Campus

- Access to world-class learning whenever it suits you.
- Access to online chatrooms, forums and additional support material.
- Access to lecturer and peer support.

Assignments

- Assignments can be completed and submitted on the Virtual Campus.
- Choose the due date that suits you.
- Get assistance with assignments and re-attempt the ones you do not pass.

Easy and affordable payments

- Study fees can be financed directly with the College.
- View our latest fee schedule for the registration fees, and other charges.
- There are no hidden costs.

Graduation

- Celebrate your achievements with fellow students.
- Graduate in official academic regalia, as per the qualification or short course completed.

For more information on how to study with BMT College, please refer to the *Study for Success Guide* available for download from the Virtual Campus.

Before anything else,
preparation is the
key to success.

Alexander Graham Bell

Higher Education Qualifications

Open up the door to more job opportunities and increase your chances for promotions with a higher education qualification. Learn more to earn more.

How to get started:

- Complete the enrolment contract. (This can also be done online at www.bmtcollege.edu.za)
- Your application will be processed within three working days.
- Start with your studies.

Qualification Rules:

Entry requirements:

- National Senior Certificate (NSC) OR
- National Vocational Certificate (NC (V)) (in a relevant field) OR
- NQF 4 qualification (in a relevant field) OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain an academic qualification a student must:

- Pass all assignments with a minimum of 65%. (We provide guidance on how to achieve this)
- Complete a Work Integrated Learning project and a panel interview.
- Complete the qualification and all relevant assignments and tasks within 9 years from commencement.

NOTE: A qualification will only be issued if all required documents are submitted and recorded at BMT College.

Assignment Structure:

- Each **module** has a formative assignment. The purpose of formative assignments is to test your knowledge on the content of the modules.
- Each **subject** has a summative assignment. Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject.
- Final Integrated Summative Assignments (FISA) test your knowledge, understanding and application of the various subjects.
- The Work Integrated Learning (WIL) component is an integrated research project. You will receive detailed information on the project or assignment when it needs to be completed. The project or assignment will be based on current developments in the field of study to ensure that learning is relevant.
- Panel Interviews are done at the end of the programme.

PLEASE NOTE: It is the student's responsibility to ensure workplace exposure in order to complete the WIL component.

Diploma in Business Management

SAQA ID: 83266 - NQF Level 6 - 360 Credits

Quality Council : Council for Higher Education (CHE)

Minimum Duration: 3 Years | Maximum Duration: 9 Years

About the Programme:

The esteemed Diploma in Business Management qualifies you for various suitable managerial positions, including marketing, operational, financial, human resources or general management.

The programme design delivers exceptional managers that can operate effectively across the spectrum of practical business management in all areas, including strategic management, financial management, marketing management, information management, human resources management, and public relations management.

This programme covers the following three disciplines of management:

- The process of **leading and directing** an organisation or part of it through the manipulation of: human resources, financial resources, material resources and intellectual resources.
- The **functions of management** by measuring and adjusting the initial plan in order to reach an indented goal by: planning, organising, leading, co-ordinating and controlling.
- The **tasks of management** which include: strategic management, financial management, marketing management, information management and public relations management.

At the end of the programme you will have knowledge of:

- The management of an organisation.
- The operations of an organisation.
- Marketing and marketing communications of an organisation.
- The financial influences and finances of an organisation.
- Human resources management within an organisation.

Further Study Options*:

- Advanced Diploma: Business Management, NQF Level 7.
- Advanced Diploma: Finance, NQF Level 7.
- Advanced Diploma: Marketing, NQF Level 7.
- Advanced Diploma: Human Resource Management, NQF Level 7.

**Not currently offered by BMT College*

Qualification Structure:

First Year

SUBJECT: *Management Principles*

- Module 1: *Introduction to Management*
- Module 2: *Planning and Organising*
- Module 3: *Leadership*

SUBJECT: *Business Administration*

- Module 4: *Introduction to Business Administration*
- Module 5: *Risk Management*
- Module 6: *Financial Management*

SUBJECT: *Entrepreneurship*

- Module 7: *Introduction to Entrepreneurship*
- Module 8: *Marketing for Entrepreneurs*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Second Year

SUBJECT: *Human Resources Management II*

- Module 1: *Introduction to HRM: Planning and Strategies*
- Module 2: *Workforce Planning and Labour Legislation*

SUBJECT: *Marketing Management II*

- Module 3: *Introduction to Marketing Concepts*
- Module 4: *Promoting Products and Services*

SUBJECT: *Operations Management II*

- Module 5: *Introduction to Operational Management*
- Module 6: *Operational Management in Action*

SUBJECT: *Financial Management II*

- Module 7: *Introduction to Economics*
- Module 8: *Financial Ratios, Planning and Practices*

ASSIGNMENTS:

8 Formative assignments (after each module)

4 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Third Year

SUBJECT: *Human Resources Management III*

- Module 1: *Human Capital Development*
- Module 2: *Industrial Relations and Labour Legislation*

SUBJECT: *Marketing Management III*

- Module 3: *Integrated Marketing Communication*
- Module 4: *The Business Strategy and Marketing*

SUBJECT: *Operations Management III*

- Module 5: *Integrated Operational Concepts*
- Module 6: *Enterprise Resources Planning*

SUBJECT: *Financial Management III*

- Module 7: *Managerial Accounting*
- Module 8: *Advanced Economics*

ASSIGNMENTS:

8 Formative assignments (after each module)

4 Summative assignments (after each subject)

Work Integrated Learning Project (WIL) and panel interview

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Diploma in Human Resources Management

SAQA ID: 83286 - NQF Level 6 - 360 Credits

Quality Council : Council for Higher Education (CHE)
Minimum Duration: 3 Years | Maximum Duration: 9 Years

About the Programme:

The Diploma in Human Resources Management will launch your career in the field of human resources. The programme give you an exceptional working foundation in: Strategic HR Planning, Standard HR Practices, Labour Relations, Managing Productivity and conducting HR Administration.

There is a critical shortage of competent and qualified human resources managers. This shortage has become more evident since the official professional designations for HR practitioners has been recognised by SAQA. This programme meets the qualification requirements to register as an HR Professional (HRP) with the SA Board for People Practices (SABPP).

Students who hold this qualification will be able to operate competently across the four main aspects of the core processes and practices of Human Resources Management.

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

The qualifying learner will be capable of:

- Conducting human resource planning
- Conducting human resources practices within a workplace.
- Contributing to the improvement of labour and employee relations
- Managing productivity
- Conducting business administration duties

Further Study Options*:

- Advanced Diploma: Management: Human Resource Management, NQF Level 7.
- Advanced Diploma: Public Administration, NQF Level 7.

Qualification Structure:

First Year

SUBJECT: *Management Principles*

- Module 1: *Introduction to Management*
- Module 2: *Planning and Organising*
- Module 3: *Leadership*

SUBJECT: *Business Administration*

- Module 4: *Introduction to Business Administration*
- Module 5: *Risk Management*
- Module 6: *Financial Management*

SUBJECT: *Entrepreneurship*

- Module 7: *Introduction to Entrepreneurship*
- Module 8: *Marketing for Entrepreneurs*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Second Year

SUBJECT: *HR Planning and Administration II*

- Module 1: *Strategic Planning*
- Module 2: *Conceptual and Contextual Perspectives*
- Module 3: *Managing Labour Productivity*

SUBJECT: *Organisational Behaviour II*

- Module 4: *Sourcing Work Talent*
- Module 5: *Establishing Employment Relations*
- Module 6: *People Empowerment*

SUBJECT: *Labour and Industrial Relations II*

- Module 7: *Macro Perspectives*
- Module 8: *Labour Legislation*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Third Year

HR Planning and Administration III

- Module 1: *The Reward Challenge*
- Module 2: *Employee Well-being*
- Module 3: *HRM Related Information*

Organisational Behaviour III

- Module 4: *Organisational Development*
- Module 5: *Training and Development a*
- Module 6: *Training and Development b*

Labour and Industrial Relations III

- Module 7: *Micro Perspectives*
- Module 8: *Managing Labour Relations*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

Work Integrated Learning Project (WIL) and panel interview

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

“The true meaning of
life does not depend
on the place we occupy.
It depends on the way
we occupy that place”

St. Therese de Lisieux

QCTO Qualifications

Quality Council for Trades and Occupations (QCTO) qualifications are accredited and awarded by a specific Education and Training Quality Assurance Body (ETQA) designated by the QCTO.

How to get started:

- Complete the enrolment contract. (This can also be done online at www.bmtcollege.edu.za)
- Your application will be processed within three working days.
- Start with your studies.

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

Human Resources is a SAQA recognised profession managed by the South African Board for People Practices (SABPP). The following SABPP professional designations are registered on the National Qualifications Framework (NQF):

- *Human Resources Technician (HRT)* - Complete one of our FET Certificates
- *Human Resources Associate (HRA)* - Complete one of our Diplomas

• • • Award Winning Studies • • •

BMT College received the esteemed South African Board for People Practices (SABPP)

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award for an amazing fourth year in the following category:
Top Distance Education Provider (2013, 2014, 2015, 2016)

Diploma in Human Resources Management and Practices

SAQA ID: 49692 - NQF Level 5 - 240 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years

About the Programme:

The National Diploma in Human Resources Management and Practices is the quickest route to qualify for a managerial position in human resources (HR). The practical approach of the programme focusses on HR related processes and practices that can be applied in your organisation.

Human Resources Management is one of the core management areas of any organisation. The National Diploma in Human Resources Management and Practices presents you with the quickest road to become eligible for a management position in HR by mainly focusing on the related processes and practices involved in successfully managing the HR of an organisation.

This programme also meets the qualification requirements to register as an HR Associate (HRA) with the SA Board for People Practices (SABPP), the professional body for human resources with its designations officially recognised by SAQA.

Students who hold this qualification will be able to operate competently across the four main aspects of the core processes and practices of Human Resources Management.

- Strategic planning for human resources.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to Human Resources Management and practices.

Qualification Rules:

Entry Requirements:

- Matric OR
- NQF 4 qualification (in a relevant field) OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%
- Pass the FISA and final exam with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 6 years from commencement.

Qualification Structure:

First Year

COMPONENT 1

- Module 1: *Labour Relations*
- Module 2: *Personnel Planning*

COMPONENT 2

- Module 3: *Organisational Behaviour I*
- Module 4: *Training and Development I*

FIRST YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)

Second Year

COMPONENT 3

- Module 5: *Productivity & Supervision*
- Module 6: *Personnel Planning and Administration*

COMPONENT 4

- Module 7: *Organisational Behaviour II*
- Module 8: *Training and Development II*
- Module 9: *Conduct Outcomes-based Assessment*

SECOND YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Portfolio assignment - POE (after Module 9)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

Diploma in Productivity

SAQA ID: 49794 - NQF Level 5 - 240 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years

About the Programme:

With the Diploma in Productivity you can launch your career as an Operational Manager, Productivity Analyst or General Manager. This programme focusses on the sustainability and growth of an organisation through improved service delivery, competitiveness and profitability.

Productivity is essential for the continued functioning, competitiveness and growth of any organisation. This qualification will equip the successful student with the ability to improve service delivery, profitability, and competitiveness.

The programme focuses on:

- Productivity and related concepts.
- Measuring productivity.
- Improving productivity.
- Effective management of workgroups to achieve objectives.

Qualification Rules:

Entry Requirements:

- Matric OR
- NQF 4 qualification (in a relevant field)
- Language and Mathematical Literacy at NQF level 4 OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA with a minimum of 65%
- Complete the qualification and all relevant assignments and tasks within 6 years from commencement.

Career Path:

- General Manager
- Operational Manager
- Productivity Analyst
- Supervisor

Qualification Structure:

First Year

COMPONENT 1

- Module 1: *Productivity Measures*
- Module 2: *Productivity Improvement*

COMPONENT 2

- Module 3: *Supervision & Team Improvement I*
- Module 4: *Supervision & Team Improvement II*

FIRST YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)

Second Year

COMPONENT 3

- Module 5: *Training and Development I*
- Module 6: *Training and Development II*

COMPONENT 4

- Module 7: *Financial Environments*
- Module 8: *Marketing Environments*

SECOND YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

Certificate in Generic Management

SAQA ID: 59201 - NQF Level 5 - 160 Credits

Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

About the Programme:

The Certificate in Generic Management is ideal for junior and middle management candidates. The programme has a practical approach to key managerial responsibilities and day-to-day duties, including short-term to medium term planning, which can be applied directly in the workplace. The principles and practices enshrined in this programme will develop you into an effective and valued asset to any organisation in the shortest time.

This programme teaches you to be an effective manager in any occupation. It is an ideal programme, specifically for middle management. It develops the key concepts, principles and practices of management that will enable you to lead, manage, organise and control first line managers, team leaders and supervisors.

The scope of generic management covers five domains: leadership, managing the environment, managing relations, managing knowledge and the practice of management. These generic competencies prepares you to manage in any industry.

When you finish this programme you will be able to:

- Develop and manage operational strategies, projects and action plans.
- Lead and manage a team of first line managers.
- Enhance the development of teams and team members.
- Build relationships with superiors and with stakeholders across the value chain.
- Apply the principles of risk, financial and knowledge management and business ethics.

Qualification Rules:

Entry requirements:

- Matric OR
- NQF 4 qualification (in a relevant field)
- Relevant work experience of 3 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA and final exam with a minimum of 65%
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

Qualification Structure

COMPONENT 1

- Module 1: *Talent Management*
- Module 2: *Human Resources Management*

COMPONENT 2

- Module 3: *Managing Diversity*
- Module 4: *Business Ethics & Leadership*

COMPONENT 3

- Module 5: *Strategic Management*
- Module 6: *Financial Management*

ASSIGNMENTS:

- 6 Formative assignments (after each module)
- 3 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

Certificate in Human Resources Management and Practices Support

SAQA ID: 49691 - NQF Level 4 - 140 Credits

Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

About the Programme:

The FETC: Human Resources Management and Practices Support is the ideal entry qualification into the field of Human Resources Management, specifically for junior and human resources (HR) administration positions. You will learn about HR administration, performing on-the-job-training, how to recruit and select employees, and the most important aspects of Labour Legislation.

Completing this programme will give you access to all our diploma qualifications.

On successful completion of this qualification a learner will be capable of:

- Performing administrative duties related to human resources.
- Strategic planning for human resources.
- Acquisition, developing and utilising people.
- People dynamics and impact thereof in the workplace.
- Establishing and improving labour and employee relations.

Career Path

Students who completed this qualification will be able to perform or assist in the following and other duties of Human Resources Management:

- Human resources administration.
- Perform on-the-job training.
- Recruit and select employees for positions in an organisation.
- Understand and be able to apply relevant Labour Legislation.

Qualification Rules

Entry requirements:

- Grade 11 or NQF 3 qualification OR
- Relevant work experience - to be assessed and approved by the Academic Council.

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA and final exam with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

Qualification Structure

COMPONENT 1

- Module 1: Introduction to Human Resources
- Module 2: Recruitment

COMPONENT 2

- Module 3: Administration of Human Resources
- Module 4: Training and Development

ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

Certificate in Business Administration Services

SAQA ID: 61595 - NQF Level 4 - 140 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

About the Programme:

The Certificate in Business Administration Services is a sought after foundation programme. The general nature of the qualification will allow you to enter several different career paths. It prepares you for general office work and teaches you several basic business skills that will make you a valuable and contributing member of various teams and projects.

The programme starts with an understanding of business ethics and cultural awareness towards customers and colleagues. The Self-Management module discusses the ins and outs of how to be a valuable project team member, essential time-management skills and professional business communication.

The second part of the qualification develops your administration and reporting skills. You will be introduced to stock management and how to build lasting relationships with service providers. Budget and budgetary control is an important aspect of any business and will make you indispensable for any team.

The last part of the programme is an elective module where you can choose to learn about employee wellness or the basics of health and safety in the workplace.

Career Path

Students who completed this qualification will be able to perform or assist in the following office duties:

- Secretarial services.
- Financial administration.
- Personal/executive assistant services.
- Systems administration.
- Human Resources administration.
- Project coordination.

Qualification Rules

Entry requirements:

- Grade 11 or NQF 3 qualification OR
- Relevant work experience - to be assessed and approved by the Academic Council.

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA and final exam with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

Qualification Structure

COMPONENT 1

- Module 1: Ethics and Cultural Awareness
- Module 2: Self Management

COMPONENT 2

- Module 3: Administrative Management
- Module 4: Managing Business Functions

ELECTIVE (*Choose ONE of the following modules*)

- Managing Wellness
- Health and Safety

ASSIGNMENTS:

- 5 Formative assignments (after each module)
- 3 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

Short Courses in Business

The BMT College Professional Certificates (SCB) are credit bearing skills programmes. The aim of these programmes are to enable students to obtain specific skills in a shorter time frame. Skills programmes or short courses are therefore not full qualifications, but rather subject specific training. This makes it ideal for continuous personal and professional development.

How to get started:

You are required to submit the following documentation in order to be registered for a skills programme with BMT College:

- Completed enrolment contract.
- Certified copy of the relevant qualification that allows you entry into the programme. *See details in programme description.*
- Two certified copies of your identity document

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

Short courses in business or **SCB™** programmes boost your knowledge in specific learning areas. These courses are ideal for corporate training and to further improve your CV.

Since these courses are credit bearing you can also use them for exemption purposes if you want to further your studies with BMT College.

The quality of the programmes and effectiveness of the training involved make the SCB™ series popular amongst employers and employees.

Look for the SCB™ brand to ensure course quality.

Project Management

NQF Level 5 - 14 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 10148

About the Programme:

Project management is a skill that can be applied in any aspect of life. From personal, normal office work or large organisational projects, this abridged programme will teach you how to apply the basic principles of successful project management. Project management is an essential skill that will continue to serve you as it can be applied in almost any aspect of life.

You will learn how to plan, run and supervise a project team and how to apply the project management knowledge areas - such as the Critical Path Method (CPM) and Project Feasibility.

“I believe that through knowledge and discipline, financial peace is possible for all of us.”

DAVE RAMSEY

Financial Management for non-Financial Managers

NQF Level 4 - 18 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 13945, 242810, 10169, 7468

About the Programme:

You do not need to be a financial manager to understand financial aspects and terms.

Basic financial management skills are essential for any individual; be it for personal use or for use in a team, department or division.

This programme introduces and simplifies the basics of financial management for non-financial managers. It uses easy to understand concepts and will teach you to plan your finances, draw up basic budgets and read and understand financial statements upon completion of the programme.

Do not be held captive by not understanding what is happening with personal business or international financial matters.

- Topics in this programme include:
- Stock and fixed assets
- Budgets
- Compensation
- Personal, business and international financial aspects

Introduction to Legal Studies

NQF Level 4 – 17 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 117495, 12153, 244574

About the Programme:

Do you know and understand your legal rights within the South African context? Do you know which laws are binding on you as an individual? Do you understand the impact of signing a contract or agreement?

The course will introduce you to general topics of the law. At the end of this course you will understand the differences between civil and criminal law, as well as the various other classifications of the law. Contracts that one may enter into and the different legal requirements and consequences that may transpire from entering into certain legal transactions, for example standing as surety will also be covered.

The course gives you a broad overview of legal concepts. Some of the topics in this programme include:

- An introduction to the law and the history of SA law.
- Sources and classification of the law.
- Aspects of private, civil and criminal law and procedure.
- Law of contract, sale, lease, insurance and security.
- HIV Aids and the law.
- Insolvency.
- Legal perspectives.

“Justice in the life and conduct of the State
is possible only as first it resides in the
hearts and souls of the citizens.”

PLATO

Logistics and Supply Chain Management

NQF Level 5 - 31 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 15238, 114876, 12996, 10037

About the Programme:

The programme introduces the student to logistics and creating market value to customers. It highlights the importance of Customer Relations Management (CRM) in terms of “Channels of Distribution”, the “Elements of Logistics” and “Materials Management”. The programme ends with an overview of purchasing and the purchasing process.

The ideal candidate for the programme is anyone who is interested in the practices of logistics management or who wants to expand their knowledge profile and add another skillset to their CV. It is also recommended for the small to medium business manager who wants to improve logistics.

Health and Safety

NQF Level 4 - 18 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 246667, 242668, 10980, 13915

About the Programme:

Health and safety is a legal requirement for every organisation. It includes every environment where work is done. The importance of this field has become more and more prominent recently. This programme is ideal for people who are new to the field of health and safety, and those who need to brush up on the subject.

The programme starts with an understanding of the Occupational Health and Safety Act (OHSA), 85 of 1993. It will teach you what risk management entails and how to assess it.

The programme also covers the very important subject of HIV/AIDS in the workplace and supporting people with HIV/AIDS.

Enrol now and add this invaluable skillset to your CV.

Employers must ensure that a workplace is safe and healthy. Workers must be able to identify hazards in the workplace.

College Principal, Mrs. B.A. van der Linde (BCom Hons) is a formidable leader. She joined the College as registrar in 1990 and is currently the managing director of BMT College. With her leadership and the support of college management, you can be assured of service excellence.

Vice-Principal - Mr. JJJ Poolman (BBA)

Financial Director - Mrs. M. Turner (Nat. Dip. Secretarial)

Supporting students through their studies is more than just helping them understand the academic material, it is also the level of service that is delivered to the student and the entire study experience, from the moment of enrolment up to graduation.

Student Support

Our team of student liaison officers are trained to assist you with any query you may have regarding your studies. A student liaison officer will be available to assist you promptly, whether your query is related to your account, assignment schedules, assignment results, operating the Virtual Campus, dispatch dates etc.

Online Support

Without making a call or sending an email, students can log on to the Virtual Campus to update details, get mini statements, see when study material has been posted, check on results and have access to additional learning support material. All of this is included in the study fees.

Financial Support

Please refer to the Fee Financing Schedule for a payment option that will suit you.

Academic Support

Chancellor Prof. Dr. J.F. Stuart has been involved with the College since 1996 and was first appointed into his current position in 2005. Part of his role is to advise and participate in the development of the College teaching strategy, as it relates to distance education.

Prof. Stuart obtained his Doctorates Degree in Education in 1983 from the University of Pretoria.

Programme Director: Mrs. Z. Auths : M.Comm in Industrial Psychology - NWU (2007)

Faculty coordinators

- Higher Education: Mrs. J.C Brand : B.A. Hons. Psychology - UJ (2003) Registered Psychometristand C U!

FAQ

Is the courses accredited?

Yes, all the programmes offered at BMT College is accredited and credit bearing.

Does the College have a graduation ceremony?

Yes, we have an annual graduation ceremony for all the courses offered at the College, including our short courses.

How do I enrol with BMT College?

The easiest way to enrol is directly online at www.bmtcollege.edu.za. You are also able to download the forms directly from there.

Alternatively you can call us on 011 708 0159 and we will send the forms directly to you.

When can I start with my studies at BMT College?

You can start your studies anytime. Once the College processed your application form and the registration fee was verified, you will have access to the Virtual Campus and can start your studies.

How long do I have to complete my studies?

Please refer to the specific qualification or short course for the total (maximum) study duration, including all allowable extensions.

How do I submit assignments?

The easiest way to submit an assignment is online. Formative assignments can be completed directly on the Virtual Campus. Alternatively assignments can be posted to Private Bag X100, Bryanston, 2021.

What happens if I get retrenched or are unable to pay my study fees?

You will have to submit an official letter to the College that explains your situation in detail. Documentary proof also needs to be submitted. The Academic Council will evaluate each situation on merit and students will be informed accordingly

How do I get a refund if I can't continue with my studies?

If you have overpaid your account a refund will be issued.

If your employer or a sponsor pays your study fees in full at a later stage, a refund will be issued on the amount that is in credit.

If you cancel your studies within 14 days of enrolment, a full refund will be issued excluding the registration fee.

The registration fee is non-refundable irrespective of cancellation or any other situation.

Policies and Procedures

Assessment policy

This policy is guided by the principles of the National Qualification Framework.

Assessment can be described as the process by which a learner is declared competent or not yet competent against identified unit standards or exit level outcomes. BMT College defines competence as the ability of a learner to integrate a number of tasks in a particular setting (aptitude) or context and to attain certain standards. Competence integrates knowledge, skill and attitude. This policy is also guided by SAQA requirements, thus ensuring high standards of good practice.

Assessment appeals procedure:

Students will be permitted to submit an assessment outcomes appeal under the following circumstances: against unfair assessment; invalid assessment; unreliable assessments; where the assessors' judgment is considered biased; inadequate expertise and experience of an assessor and/or unethical practices on the part of the assessor. Learners wanting to appeal, must refer to the appeal procedure as outlined in the study guides. Complete an assessment appeals form and submit it to the faculty head.

Grievance Policy

Students have the right to lodge a grievance against the College or College personnel. Grievances must be submitted by completing Form FRM5051_01, and forwarding it for the attention of the Principal, Mrs. B.A. van der Linde or Vice-Principal, Mr. J.J.J. Poolman.

Guarantee policy:

BMT College guarantees the learner quality assurance on all study material and support. Should BMT College be unable to deliver stated services, excluding unreasonable circumstances or circumstances that are not within the control of the College, the learner will be refunded. BMT College will provide training material to the learner for a period not exceeding 24 months from commencement of studies.

Language policy:

Delivery and assessments will be conducted in English. Where language poses a potential barrier to fair assessment, it is the responsibility of the learner to arrange for a competent interpreter to be present during the assessment process.

Open access and non-discrimination policy:

The open access policy ensures all learners who comply with admission requirements will be accepted. Discrimination on any basis will not be tolerated.

Quality assurance policy:

BMT College has a Quality Management System (QMS) in place that ensures:

- Stringent and standard procedures for all policies.
- Continuous professional development of staff and assessors.
- Internal audits in respect of quality assurance in the recording, monitoring and review of all BMT College processes.
- Development of resources and research.

Record keeping policy:

BMT College records and maintains all learner related information for a period of 5 years

Refund and cancellation policy:

The student will have an opportunity to cancel his/her registration with BMT College within 14 days of registration but will remain liable for the full registration fee. One calendar month notice must be given to cancel studies after 14 days and will be subject to a penalty charge.

No refunds will be granted for failure of delivery due to a third party.

Student obligations:

The student has an obligation to submit the last assignment before the study period expires.

The student must complete an academic year within 24 months. A student can apply for one final extension of 12 months charged at a fee equal to the registration fee applicable for the programme at that time OR a monthly extension (not exceeding 12 months) until such time that the College received the final assignment.

The student has an obligation to repay the study fee in full, irrespective of whether he/she completes the qualification or not. Monthly payments to BMT College must be up to date at all times.

Student selection and intake policy:

No unfair barriers with regards to enrolment and admission requirements exist. Programme requirements are clearly defined and students who comply with the admission requirements are accepted for studies with BMT College.

Study Loans and Bursaries

Study Loans:

Achieve your dreams with a BMT College study loan. By financing your studies directly with us you can avoid paying initiation fees and exorbitant interest charges. Our easy payments allow you to continue with your studies while controlling your cash flow. Refer to our latest fee schedule to view the *Classic* and *Executive* repayment options for either a full qualification or a short course.

Simply complete section F (Financing Agreement) in the enrolment contract and select the repayment option that suits you best to apply for the study loan. We highly recommend that you complete the debit order authorisation form (part of the enrolment contract) to streamline the administration of your study loan. **Please Note:** We give preference to study loan applications that have signed valid debit order authorisations. Your studies will commence once we have received your first installment.

BMT study loans are only available for studies with BMT College. BMT College is a registered Credit Provider, registration number: NCRCP473.

Bursaries:

At BMT College we reward excellence. There are three categories of part bursaries that you may apply for:

- Merit Bursary:** These bursaries are awarded based on exceptional achievements. This may include academic achievements, work or career achievements and sport achievements.
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 - *National Senior Certificate with exemption for diploma studies and at least 3 distinctions in recognized subjects.*
 - *Any other accepted entry qualification with a course or qualification average of at least 70%*
 - *If applying for a second or third year bursary; the previous academic year should have been completed within 24 months with an average of at least 70%.*
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 - *Motivational letter from employer*
 - *Comprehensive CV*6SRUW \$FKLHYHPHQWV
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- Leadership Bursary:** These bursaries are awarded based on leadership positions held. This may include positions of leadership in school, church, community or other institutions.
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 - *Student forum member*
 - *Council, committee or institutional leader*
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 - *Managerial and supervisory positions*&RPPXQLW\ /HDGHUVKLS
- Social Responsibility/ Community Development Bursary:** Social responsibility or community development bursaries are awarded based on actual involvement in relevant initiatives. To qualify for this bursary the applicant must have spent at least 40 hours over the past 12 months on the initiative.

We only award bursaries for the second and/or third year of full qualifications. First year studies, short courses and skills programmes are excluded from bursaries.

For more detailed information on College policies and procedures please refer to the *Study for Success* guide.

Map and Directions

Directions from N1 - Western Bypass

- From the N1 - Western Bypass turn North onto William Nicol drive towards Fourways.
- - Left if you are going towards Pretoria
- - Right if you are coming from Pretoria
- Keep left on William Nicol Drive.
- After Monte Casino, on your right hand side, turn left onto the slipway for Witkoppen Road.
- Keep on the right hand side of Witkoppen. (Fourways Mall is on your right hand side)
- At the first traffic light turn right into Cedar Road. (Big ABSA building on the corner)
- Keep on Cedar Road until you find Broadacres Shopping Centre on your left hand side.
- At the first left after Broadacres Shopping Centre turn into Third Avenue to enter Chartwell.
- The first four-way stop in Third Avenue turn left into Runnymede road.
- The first four-way stop in Runnymede road turn right into Second road.
- The second last property on the right hand side is 147 Second rd; Ukubanga Country Estate.

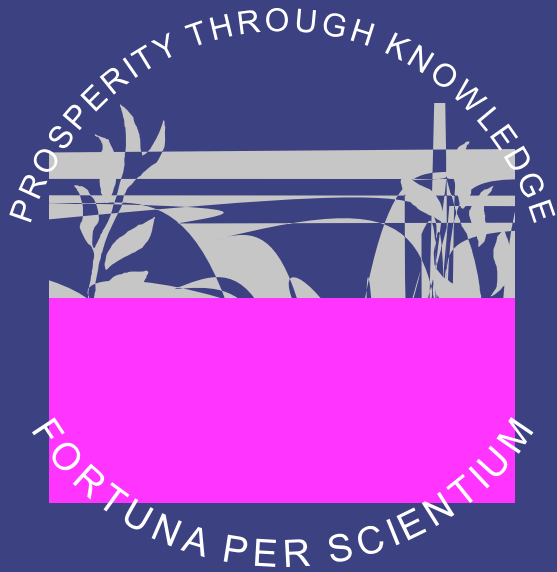
BMT College is a private higher distance education provider.

We specialise in **Business Management and Human Resources Management** related Short Courses and Full Programmes.

You can study with us from **anywhere**
and start your studies **anytime**.

Registered Name:	Business Management Training College (Pty) Ltd		
Trading as:	BMT College	Reg #:	2005/011378/07
DHET HE Reg. No.	2011/HE07/002	NCR #:	NCRCP473
Directors:	Mrs. B.A. van der Linde (Principal) Mr. J.J.J. Poolman (Vice-Principal) Mrs. M. Turner (Financial Director)		
Senior Managers:	Mrs. Z. Auths Programme Director Mrs. J. Brand Faculty Coordinator (Academic) Mrs. C. van Wyk Faculty Coordinator (Vocational) Mr. J. Meyer IT		
BEE Status Level:	Level 4	BEE Cert #:	BMT00167-GREV2
VAT Number:	Exempted	Auditors:	W.K.H.Landgrebe and co.
NEDBANK: Banking Details		ABSA: Banking Details	
Branch :	Randburg	Branch Code	632005
Branch Code :	1984 05	Acc #:	40 7791 4327
Acc #	1984 388 606	Type:	Cheque
Contact Number:	010 010 0936	Fax:	086 639 4687
Contact E-mail:	info@bmtcollege.edu.za		
Website:	www.bmtcollege.edu.za		
Physical Address:	147 - Second Road, Chartwell, Fourways, 2191		
Postal Address:	Private Bag X100, Bryanston, 2021		
Accreditations:	Council for Higher Education (CHE) - <i>Academic Qualifications</i> South African Board for People Practices (SABPP) - <i>Vocational Programmes</i>		
Memberships:	National Association for Distance Education and Open Learning in South Africa (NADEOSA) Project Management Institute of South Africa (PMISA)		

Business Management Training College (Pty) Ltd is provisionally registered with the Department of Higher Education and Training until 31 December 2018 as a private higher education institution under the Higher Education Act of 1997, Registration No. 2011/HE07/002



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