

DEPARTMENT OF BUSINESS STUDIES
PROSPECTUS FOR FULL TIME CLASSES

COURSES OFFERED

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BURSARY 20 – 100%
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Distance & Exam only is acceptable

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



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



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



N4 Introductory Business Studies

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

Certification Body

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

First Semester Subjects

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

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



For example

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

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

National Diploma in Human Resources Management N4 – N6



Entry requirements : Grade 12 or its equivalent



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

Award

A student will qualify for a National N Diploma in **Human Resources Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training. **The College assists students with in service training as part of the learner support programme.**

Certification Body

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

First Semester Subjects

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

Second Semester Subjects

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

Second Year First Semester Subjects

- ❖ Personnel Management N6
- ❖ Computer Practice N6
- ❖ Personnel training N5
- ❖ Labour Relations N5



National Diploma in Public Relations N4 – N6



Entry requirements: Grade 12 or its equivalent



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

Award

A student will qualify for a National N Diploma in Public Relations on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training. **The College assists students with in service training as part of the learner support programme.**

Certification Body

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

First Semester Subjects

- ❖ Information Processing N4
- ❖ Public Administration N4
- ❖ Communication N4
- ❖ Office Practice N4

Second Semester Subject

- ❖ Information Processing N5
- ❖ Public Relations N5
- ❖ Office Practice N5
- ❖ Communication N5

Second Year First Semester Subjects

- ❖ Public Relations N6
- ❖ Office Practice N6
- ❖ Legal Practice N5
- ❖ Communication N6



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National Diploma in Public Management N4 – N6

Entry requirements : Grade 12 or its equivalent



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

Award

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

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

Certification Body

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

First Semester Subjects

Public Administration N4
Management Communication N4
Computer Practice N4
Economics N4

Second Semester Subjects

Public Administration N5
Computer Practice N5
Public Relations N5
Municipal Administration N5

Second Year First Semester Subjects

Public Administration N6
Municipal Administration N6
Public Law N6
Public Finance N6



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National Diploma in Financial Management N4 – N6

Entry requirements : Grade 12 or its equivalent



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

Award

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

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

Certification Body

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

First Semester Subjects

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

Second Semester Subjects

Financial accounting N5
Entrepreneurship and Business management N5
Economics N4
Cost and Management Accounting N5

Second Year First Semester Subjects

Financial accounting N6
Entrepreneurship and Business management N6
Economics N5
Income Tax N6



National Diploma in Business Management N4 – N6

Entry requirements : Grade 12 or its equivalent



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

Award

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

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

Certification Body

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

First Semester Subjects

Management Communication N4
Introductory Accounting N4
Computer Practice N4
Entrepreneurship and Business Management N4

Second Semester Subjects

Computer practice N5
Entrepreneurship and Business Management N5
Sales Management N5
Economics N4



Second Year First Semester Subjects

Computer practice N6
Entrepreneurship and Business Management N6
Sales Management N6
Financial accounting N4

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National Diploma in Management Assistant N4 – N6

Entry requirements : Grade 12 or its equivalent



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

Award

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

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

Certification Body

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

First Semester Subjects

Office Practice N4
Public Administration N4
Communication N4
Information Processing N4

Second Semester Subjects

Office Practice N5
Public Administration N5
Information Processing N5
Public relations N5



Second Year First Semester Subjects

Office Practice N6
Public Administration N6
Information Processing N6
Legal Practice N5

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During the assessment process, Learners are given Learning materials that consist of;

1. Well-Structured course materials which are based on the likely examinations questions learners are likely to meet in their final examinations
2. Assignments extracted from previous examinations papers, the term mark which is sent to the Examinations Department of Education is compiled from the assignments
3. Past paper questions for practice