

NATIONAL CERTIFICATE: PUBLIC MANAGEMENT

Public Management equips the prospective student, with an interest in current affairs and politics, with administrative and management methods needed to work for government departments

Programme Structure

N4	N5	N6
Public Administration N4	Public Administration N5	Public Administration N6
Entrepreneurship & Business Management N4	Municipal Administration N5	Municipal Administration N6
Management Communication N4	Public Finance N4	Public Law N6
Computer Practice N4	Computer Practice N5	Computer Practice N6

NATIONAL CERTIFICATE: EDUCARE (EAST LONDON CAMPUS)

Educare offers specialized education and training in Early Childhood Development and understanding of the physical, mental and emotional needs and development of the pre-school child.

Programme Structure

N4	N5	N6
Child Health N4	Day Care Communication N5	Day Care Communication N6
Day Care Personnel Development N4	Educational Psychology N5	Day Care Management N6
Education N4	Entrepreneurship and Management N4	Educational Psychology N6
Educare Didactics Theory and Practical N4	Educare Didactics Theory and Practical N5	Educare Didactics Theory and Practical N6

NATIONAL CERTIFICATE: MANAGEMENT ASSISTANT

A well-organised, systematic and methodical person who would enjoy working in an office environment using equipment such as computers to assist them. This programme equips graduates to manage an office, effectively liaise with clients at executive level, operate micro-computers and peripherals, apply systems software and select application programmes.

Programme Structure

N4	N5	N6
Communication N4	Communication N5	Public Relations N5
Office Practice N4	Office Practice N5	Office Practice N6
Information Processing N4	Information Processing N5	Information Processing N6
Computer Practice N4	Computer Practice N5	Computer Practice N6

Full Time Nated Courses

- All new applications must be accompanied by:
 - Certified copy of latest school report/statement of results/Grade 12 or N3 certificate.
 - Four certified copies of ID of Learner .
 - Two certified copies of ID of parent/guardian.
 - One ID size photo of learner.



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Business Studies Programme Report 191 (NATED) Full-Time

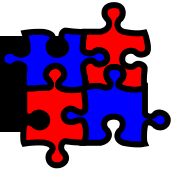


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We offer:



NATIONAL CERTIFICATE: BUSINESS MANAGEMENT (PART-TIME ONLY: EAST LONDON CAMPUS)

Business Management enables prospective students to start and manage their own businesses or they can be employed in many sectors of the business world as managers or sales persons.

Programme Structure

N4	N5	N6
Entrepreneurship and Business Management N4	Entrepreneurship and Business Management N5	Entrepreneurship and Business Management N6
Intro Computer / Computer Practice N4	Computer Practice N5	Computer Practice N6
Management Communication N4	Sales Management N5	Sales Management N6
Introductory / Financial Accounting N4	Economics N4	Economics N5

NATIONAL CERTIFICATE: FINANCIAL MANAGEMENT

Financial Management enables the prospective student to record accounting information manually and electronically. Neatness, orderliness, thoroughness, accuracy, sound judgement and a sense of responsibility are the characteristics needed for this field of study.

Programme Structure

N4	N5	N6
Financial Accounting N4	Financial Accounting N5	Financial Accounting N6
Computerised Financial Systems N4	Computerised Financial Systems N5	Computerised Financial Systems N6
Management Communication N4	Cost and Management Accounting N5	Cost and Management Accounting N6
Entrepreneurship and Business Management N4	Entrepreneurship and Business Management N5	Income Tax N6

NATIONAL CERTIFICATE: HUMAN RESOURCES

Human Resources Management deals with formal systems in the management of people within the organisation. The areas related to attracting and maintaining an effective workforce includes: human resources planning, job analysis, recruitment and selection, performance appraisal, training and development, reward systems and labour relations.

Programme Structure

N4	N5	N6
Entrepreneurship and Business Management N4	Personnel Management N5	Personnel Management N6
Personnel Management N4	Personnel Training N5	Personnel Training N6
Management Communication N4	Labour Relations N5	Labour Relations N6
Computer Practice N4	Computer Practice N5	Computer Practice N6