

FACULTY OF COMMERCE

Diploma in Management

2025 Programme Outline

*Programme Guide for Prospective
Students*

QUALIFICATION TITLE	SAQA ID	NQF	CREDITS
DIPLOMA IN MANAGEMENT	62949	LEVEL 6	380

DESCRIPTION

The **Diploma in Management** is a comprehensive qualification that empowers students with an in-depth understanding of key operational elements within a business environment. It is designed to enhance strategic decision-making capabilities and improve daily operational control across various sectors. This qualification is ideal for individuals seeking to advance in or transition into financial management, human resources, public relations, marketing, and entrepreneurship.

This programme is suitable for those with foundational knowledge and some practical work experience in management, who wish to further expand their competencies in essential areas such as finance, marketing, human resources, and general management. It also provides valuable insights and tools for individuals aiming to launch and sustainably grow their own businesses, recognizing that a strong foundation in general management is critical to long-term success.

Through a curriculum that integrates theoretical frameworks with practical application, students will develop strong analytical skills, attention to detail, and the ability to process data accurately and timeously—skills that are highly sought-after in the modern business world. The qualification further supports professional growth by fostering sound financial acumen, effective communication strategies, and strategic leadership capabilities.

The **Diploma in Management** also introduces students to vital project management principles, highlighting its applicability beyond traditional sectors like construction. Students will learn to conceptualise, develop, and implement projects within diverse institutional settings, thereby broadening their professional versatility.

Career Fields

Students could potentially pursue a career in:

- *Financial Manager*
- *Financial Executive*
- *Senior Accountant*
- *Financial Investment Advisor*
- *Actuarial Analyst*
- *Business Advisor*
- *Human Resources Practitioner*

- *Marketing Manager*
- *Entrepreneurial and Small Business Owner*
- *Public Relations Manager (Private and Public Sector)*
- *Media Consultant*

CURRICULUM STRUCTURE

1 st YEAR SUBJECTS	NQF LEVEL	CREDITS
Business Communication	5	20
Concepts of Management Computing	5	20
Management 1*	5	20
Financial Accounting 1*	5	20
Business Law	5	20
Electives - Select 1 stream:		
<i>Cost and Management Accounting Stream</i>		
Cost and Management Accounting 1*	5	20
<i>Financial Accounting Stream</i>		
Internal Auditing 1*	5	20
<i>General Management Stream</i>		
Administrative Practice 1*	5	20
<i>Human Resources Management Stream</i>		
Human Resources Management 1*	5	20
<i>Marketing Management Stream</i>		
Marketing Management 1*	5	20
<i>Public Relations Stream</i>		
Public Relations 1*	5	20
Total credits		120

2 nd YEAR SUBJECTS	NQF LEVEL	CREDITS
Management 2*	6	20
Project Management	6	20
Economics	6	20
Electives – Select 1 stream:		
<i>Cost and Management Accounting Stream</i>		
Strategy and Problem Solving	6	20

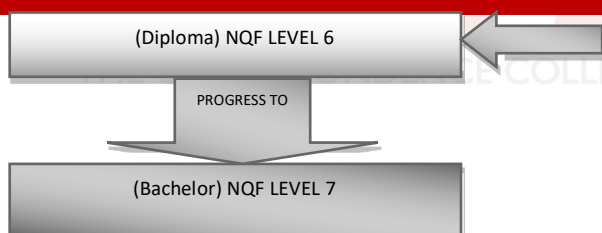
Financial Accounting 2*	6	20
Cost and Management Accounting 2*	6	20
Financial Accounting Stream		
Corporate Law	6	20
Financial Accounting 2 *	6	20
Internal Auditing 2*	6	20
General Management Stream		
Strategy and Problem Solving	6	20
Information and Communication Technology	6	20
Administrative Practice 2*	6	20
Human Resource Management Stream		
Strategy and Problem Solving	6	20
Information and Communication Technology	6	20
Human Resource Management 2*	6	20
Marketing Management Stream		
Strategy and Problem Solving	6	20
Information and Communication Technology	6	20
Marketing Management 2*	6	20
Public Relations Stream		
Strategy and Problem Solving	6	20
Information and Communication Technology	6	20
Public Relations 2*	6	20
Total credits		120

3 RD YEAR SUBJECTS	NQF LEVEL	CREDITS
Management 3*	6	35
Business Research	6	35
Electives – Select 1 stream:		
Cost and Management Accounting Stream		
Financial Accounting 3*	6	35
Cost and Management Accounting 3* (WIL)	6	35
Financial Accounting Stream		
Financial Accounting 3* (WIL)	6	35
Taxation	6	35

General Management Stream		
Corporate Social Responsibility	6	35
Administrative Practice 3* (WIL)	6	35
Human Resource Management Stream		
Labour Relations	6	35
Human Resource Management 3* (WIL)	6	35
Marketing Management Stream		
Corporate Social Responsibility	6	35
Marketing Management 3* (WIL)	6	35
Public Relations Stream		
Corporate Social Responsibility	6	35
Public Relations 3* (WIL)	6	35
Total credits		140
Programme total credits		380

*Indicates subjects that need to be completed in the sequence stipulated, i.e., it is a pre-requisite to first complete Module A, before registering for Module B, or complete 1st Year, before registering for 2nd Year etc.

PROGRESSION



TYPE OF PROGRAMME

- Part-Time and Full-Time
- This is a higher education programme accredited by the Council on Higher Education (CHE) and registered with the Department of Higher Education and Training (DHET).
- It is also registered at SAQA (SAQA ID62949)

DURATION

Minimum – 3 years of study (part-time)

Maximum – 6 years of study (part-time)

ADMISSION REQUIREMENTS

The minimum requirements for Diploma in Management are:

- A National Senior Certificate (NSC) with Diploma endorsement, or
- A National Certificate Vocational (NCV) at NQF Level 4 with Diploma endorsement, or

- Amended Senior Certificate (ASC), with Diploma endorsement, or
- A Senior Certificate (SC), with University Exemption or Diploma endorsement, or
- Foreign School leaving Certificate that complies with minimum admission requirements for Diploma study as gazetted by the Matriculation Board (The Matriculation Board will do equivalency evaluation)

Alternative admission requirements:

- A Higher Certificate or Diploma in a cognate discipline
- Senate discretionary admission
- Mature Age (45 years of age): conditions apply*
- Recognition of Prior Learning (RPL)
- Candidates over the age of 23 at registration or during their first year of attendance who have attained a Senior Certificate with at least 40% in at least four Higher Grade or Standard Grade subjects, at least three of which were passed simultaneously, one of which is a Higher-Grade subject, and one is English. Conditions apply*.
- An international qualification of appropriate equivalence as determined by the South African Qualifications Authority (SAQA). For all international qualifications, a SAQA Evaluation Certificate and syllabus are required.

Additional Requirements:

- Foreign applicants whose first language is not English, may be required to provide proof of proficiency in English prior to admission to the programme.

*Age exemption certificates must be attained from the Matriculation Board before admission can be granted.

Recognition of Prior Learning (RPL) processes and Credit Accumulation and Transfer (CAT) are articulation mechanisms. The institution reserves the right to conduct a formal assessment for purposes of CAT. An evaluation will be conducted to recognise prior learning. This evaluation may or may not be based on a form of formal assessment and can include a portfolio of evidence submission. These mechanisms are in line with the HEQSF as envisaged in the NQF Act 67 of 2008 and the CHE “Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education” published by the CHE in August 2016.

The final approval for applications in respect of CAT and RPL is subject to academic vetting in terms of applicable legislation and institutional policies.

Enquire at your nearest Lyceum Branch Office for more information regarding the awarding of subject credits (Credit Accumulation and Transfer - CAT) towards Lyceum Qualifications.

PRICING

Enquire at your nearest Lyceum Branch Office for a current programme pricelist.

ASSESSMENT

Assessments consist of two assignments (formative assessment) and a final examination (summative assessment) for each subject. The two assignments consist of an online multiple-choice (MCQ) assignment and an application-based assignment.

NB: Make sure you upload assignments before the submission date in the required format. Assessments that are not submitted onto the portal (my Class) will not be accepted.

Your final mark for each subject will be calculated as follows:

Assignment contributes 60% towards the final mark.

Examination contributes 40% towards the final mark.

NB: Lyceum does not allow students to bank assignment marks. Students must complete assignments for the academic cycle in which they wish to write exams.

Cycle 1 or May Cohort constitutes a cohort of students whose modules were registered between 1 April and 30 September.

Cycle 2 or October Cohort constitutes a cohort of students whose modules are/will be registered between 1 October and 31 March.

CERTIFICATION

Upon successful completion of your programme, you will receive a certificate depicting: Diploma in Management and an academic transcript. These documents will be issued at the graduation ceremony, provided that your account is in order.

NB: Certificates cannot be issued to the students before a graduation ceremony.

FURTHER STUDIES

Please enquire at Lyceum or visit our webpage for more information. You may also elect to discuss this issue with the Lyceum Academic Team or your Student Advisor.

IMPORTANT INFORMATION

After enrolment, you will receive student information including an academic calendar, and a list of important contact details for your convenience. You will also have access to the College's Student Portal. The portal houses essential resources and a wide range of important information is posted.

You are encouraged to check the portal regularly for updates, general notices, and other critical information. Through the portal, you will have access to all your modules and study materials, ensuring that you are equipped with the resources needed for academic success.

Please use the link below to join the **Faculty of Commerce' Telegram** group for any updates

<https://t.me/+q76WuO9cv4pmYzU0>

DISCLAIMER

The information contained in this Programme Outline is accurate at the time of publication. However, Lyceum College reserves the right to make changes, updates, or modifications to the programme structure, course content, admission requirements, assessment methods, and any other aspects of the qualification, in alignment with regulatory changes, institutional policies, and industry developments.

While Lyceum College strives to minimize any disruptions, students should be aware that factors beyond our control such as regulatory amendments, academic reviews, and institutional policies - may result in adjustments to the curriculum, programme delivery, or other related components.

Students are responsible for familiarizing themselves with the latest programme information by consulting official Lyceum College communication channels, including the Student Portal, Academic Handbook, and Institutional Policies. It remains the student's obligation to meet all academic and administrative requirements of the programme in accordance with the College's policies.

This document does not constitute a contract between Lyceum College and the student, nor does it guarantee automatic progression or completion of the qualification. Students must comply with all academic and administrative regulations, including but not limited to assessment submissions, tuition payments, and programme progression requirements, as stipulated by the College.

By enrolling in this programme, students acknowledge that they have read and understood this disclaimer and accept that Lyceum College retains the right to make adjustments as deemed necessary.

I, _____ (FULL STUDENT NAME & SURNAME),
_____(STUDENT NUMBER), am fully aware that the programme I have enrolled on, that is, the **Diploma in Management** with SAQA ID: **62949**, is registered with the Department of Higher Education and Training to Lyceum, as indicated on the registration certificate. I hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this programme.

Signature of Student.....

Name of Legal Guardian:
.....
(If applicable)

Signature:
.....

Name of Sales Consultant:
.....

Signature.....

Date:
.....

Please note:

All contents of this template must be included and is non-negotiable. The original signed copy should be kept in the student record file.

All pages must be initialled by the Student and Sales Consultant.



Student Signature	Sales Consultant Signature