

FACULTY OF COMMERCE

**POSTGRADUATE DIPLOMA
IN BUSINESS MANAGEMENT**

2025 Programme Outline

*Programme Guide for Prospective
Students*

QUALIFICATION TITLE	SAQA ID	NQF	CREDITS
POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT	118464	LEVEL 8	120

DESCRIPTION

The Postgraduate Diploma in Business Management is designed to prepare graduates for advancement into middle and senior management roles within various sectors. It also serves as an academic conduit for further study, particularly progression to a **Master of Business Administration (MBA)**. The qualification provides students with a sound theoretical and practical understanding of core business management disciplines, thereby enhancing their managerial knowledge and skillsets.

The purpose and outcomes of this qualification are to develop well-rounded business professionals capable of making informed, strategic, and operational decisions. Students will gain in-depth knowledge of contemporary management principles, organisational leadership, financial and strategic management, business ethics, and other essential areas that are crucial for effective administration and management across various industries.

Furthermore, the Postgraduate Diploma in Business Management responds to the national drive to address the **scarce skills shortages** identified by the Department of Higher Education and Training (DHET). It aims to produce graduates who are critical thinkers and effective problem-solvers—individuals who can contribute meaningfully to business growth and the broader economy.

Graduates of this programme are equipped with integrated competencies that include analytical thinking, decision-making, ethical leadership, and adaptability in the dynamic business environment. The qualification also emphasises cooperative and strategic approaches to management and the ability to lead teams and projects efficiently.

Career Fields

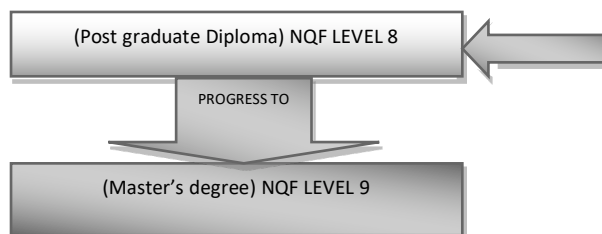
Students can potentially pursue a career in:

- *Business Advisor*
- *Human Resources Practitioner*
- *Human Resources Manager*
- *Marketing Manager*
- *Project Manager*
- *Entrepreneurial and Small Business Owner*
- *General Manager*
- *Business Analyst*
- *Office Manager*

CURRICULUM STRUCTURE

1 st YEAR SUBJECTS	NQF LEVEL	CREDITS
Business Management	8	20
Entrepreneurship	8	10
Financial Management	8	20
Research Methodology	8	20
Marketing and Sales Management	8	10
Strategic Management	8	10
Management of Information Systems	8	10
Electives - Select one		
Advanced Human Resources Management	8	20
Project Management	8	20
TOTAL CREDITS YEAR 1		120

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).

DURATION

Minimum – 1 year of study (Full-time)

Maximum – 3 years of study (part-time)

ADMISSION REQUIREMENTS

The following are the requirements for admission into the Postgraduate Diploma in Business Management:

- Three-year, 360-credit bachelor's degree or National Higher Diploma (NQF 7) or Advanced Diploma (NQF7) in a cognate field, accredited by the CHE or any accredited institution of higher learning.
- A copy of degree or National Higher Diploma (NQF 7) or Advanced Diploma in a cognate field as well as an academic transcript, indicating the symbols or percentage indicating whether the qualification was completed.
- If you are a sponsored student, include a letter from your sponsor indicating that they are responsible for your tuition fees.
- The Lyceum Faculty of Commerce may require additional selection criteria where necessary.
- An updated detailed Curriculum Vitae, with a minimum of two years or more managerial/professional work experience.
- Provide a clear copy of an Identity Document or Passport. A copy of a driver's licence will not be allowed.

International students whose first language is not English may be required to provide proof of English proficiency; otherwise, students will be required to take an English Proficiency test before admission.

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:

Assignments contribute 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 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: - Post graduate Diploma in Business 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 **Postgraduate Diploma in Business Management** with SAQA ID: **118464**, is registered with the Department of Higher Education and Training. 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