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		Approved By: B van Rooyen	
		Department : Academics	
		Date Released	25 July 2014
		Revision	10

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
BACHELOR OF COMMERCE IN MANAGEMENT	80286	LEVEL 7	376
QUALIFICATION TYPE:	NATIONAL FIRST DEGREE		

***Fields of Specialisation-* FINANCIAL MANAGEMENT
COST AND MANAGEMENT ACCOUNTING
HUMAN RESOURCE MANAGEMENT
PUBLIC RELATIONS MANAGEMENT**

DESCRIPTION

The Lyceum Bachelor of Commerce in Management degree is strongly finance and accounting orientated to enable students to enter one of the most under-supplied career options in South Africa, and indeed globally. There is an enormous shortage of experienced graduates in the finance and accounting disciplines and it is imperative that these positions be filled with competent practitioners. Not only will students be able to master the financial and accounting functions in a company, but the degree will also focus on business management in the public and private sectors. By obtaining the Lyceum's Bachelor of Commerce in Management degree, students will become qualified to take a leading role in the South African commerce and industry.

A recent survey indicates that more than 40% of the top posts in the country are filled by candidates with financial management qualifications. The management and other non-financial components of this degree provide a well-rounded platform for success in management positions in all sectors of the market. This degree will ensure that Lyceum graduates are adequately capacitated to fill commanding roles within industry and commerce. With the Lyceum Bachelor of Commerce in Management degree as part of your CV, you will be able to embark on a career with the potential to lead.

CAREER FIELDS

Learners could pursue a career as a:

- *General Manager*
- *Financial Manager*
- *Financial Executive*
- *Accountant/Senior Accountant*
- *Accounting Officer*
- *Compliance Officer*
- *Human Resource Practitioner*
- *Public Relations Practitioner*

1 st YEAR SUBJECTS	NQF LEVEL	CREDITS
Business Management 1	5	20
Analytical Techniques	5	20
Financial Accounting 1	5	24
Commercial Law	5	24
Economics 1	5	24
Electives (select one)		
• Financial Management 1	5	24
• Cost and Management Accounting 1	5	24
• Human Resource Management 1	5	24
• Public Relations Management 1	5	24
TOTAL CREDITS YEAR 1		136

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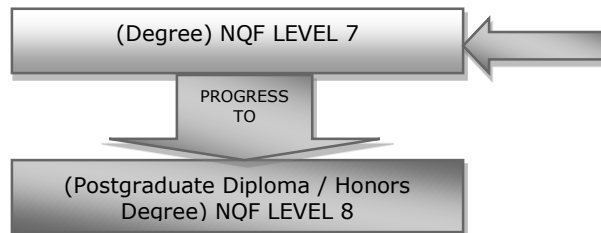
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2nd YEAR SUBJECTS	NQF LEVEL	CREDITS
Business Management 2	6	24
Business Information Systems 2	5	24
Financial Accounting 2	6	24
Internal Auditing	6	24
Electives (select one as per chosen stream)		
• Financial Management 2	6	24
• Cost and Management Accounting 2	6	24
• Human Resource Management 2	6	24
• Public Relations Management 2	6	24
TOTAL CREDITS YEAR 2		120

3RD YEAR SUBJECTS	NQF LEVEL	CREDITS
Corporate Governance	7	30
Financial Accounting 3	7	30
Taxation	7	30
Electives (select one as per chosen stream)		
• Financial Management 3	7	30
• Cost and Management Accounting 3	7	30
• Human Resource Management 3	7	30
• Public Relations Management 3	7	30
TOTAL CREDITS YEAR 3		120
	TOTAL CREDITS	376

Learners who want to pursue a career as a Compliance Officer in terms of the regulatory framework and Financial Services Board recognition, are advised to select either Financial Management or Cost and Management Accounting as electives.

PROGRESSION



TYPE OF PROGRAMME

- Part 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

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DURATION

Minimum – 3 years of study (part-time)
Maximum – 6 years of study (part-time)

ADMISSION REQUIREMENTS

The minimum admission requirement for a bachelor's degree is a National Senior Certificate (NSC) with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi, coupled with an achievement rating of 4 or better in four subjects from the **designated 20-credit subject list**. (Government Notice, No. 751, 11 July 2008)

For full details on minimum requirements, contact the College.

ARTICULATION

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.

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

LEARNER MATERIAL

Study material are largely supplied in digital format only. Printed copies can be ordered at the prescribed tariffs. Prescribed textbooks are excluded and must be procured by the student. (Terms and Conditions apply)

PRICING

Enquire at your nearest Lyceum Branch Office or at the Main Campus for a current programme pricelist.

ADDITIONAL COSTS (Examinations)

- You have **two examination opportunities** within your contract period.
- No examination fees** are applicable for the **first time** you write any subject within your contract period.
- Examination fees are payable if you write any subject **for the second time**, i.e. if you have failed your first attempt within the contract period.
- Students who enrol for any study year have two examination opportunities. Students can select to write any number of subjects during the first or second examination opportunity. **If you elect to write the exam during the first opportunity** and fail, you may re-write (as a supplementary) at the second opportunity upon payment of the prescribed supplementary examination fee. **If you elect to write the examination at the second opportunity** but fail, you may write the examination during the first chance of the next cycle ONLY, upon payment of the supplementary examination fee. If you again fail, having exhausted the above opportunities, you **MUST** re-register for the subject before a further examination may be attempted.

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ASSESSMENT

Assessments consist of **two assignments (formative assessment)** and **a final examination (summative assessment) for each subject**. If you fail to submit the compulsory assignments in time you can request permission to submit a penalty assignment at a penalty fee. If you did not submit an assignment you cannot register for examinations. Make sure you submit the compulsory assignments within the prescribed time because it does not cost you anything.

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

- Assignments contributes 20% towards the final mark
- Examination contributes 80% towards the final mark

A student who submitted assignments for a specific subject, and fails that subject, does not have to re-submit further assignments prior to writing the "supplementary" examination. The assignments mark is automatically carried over. However, if the assignments mark is low, and the student wishes to re-do the assignments, he/ she may apply to the examinations section for a copy of the new assignments (at the prescribed fee) and may then re-submit the assignments on or before the new due date.

CERTIFICATION

Upon successful completion of your programme, you will receive a certificate depicting: - Bachelor of Commerce in Management with specialisation in Financial Management, Cost and Management Accounting, Human Resource Management or Public Relations Management and an academic transcript. These documents will be issued at the annual graduation ceremony, couriered to the nearest branch or posted to you, provided that your account is in order.

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 a **Student Support Manual** with important information e.g. cut-off dates, examination registration etc. You may request a copy hereof in writing before enrolment.

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DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Lyceum's control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Lyceum will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of learner:.....

Name of legal guardian:..... Signature:

(if applicable)

Name of Student Advisor: Signature:

Date:

NB: The learner must initial each page and sign the last page. The original signed copy should be kept on the learner record file.