

# FACT SHEET: Postgraduate Diploma in Management

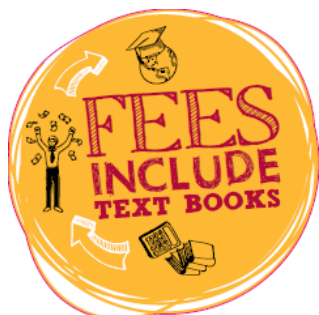


## Qualification

- **Postgraduate Diploma in Management**  
(Qualification code: HPGDIPM1)
- **PG.Dip. (Management)**
- Prospectus 2019 Programme Category: **Boston Postgraduate Programme**
- SAQA ID 105040, NQF (HEQSF) Level 8, minimum credits 130
- This is an Honours equivalent level qualification which provides for articulation into Master's Degree studies.

The curriculum and design of the Postgraduate Diploma in Management ensures that tomorrow's leaders are equipped with twenty-first century competencies for successful careers and that graduates will be in demand by employers. The programme provides prospective students, with or without work experience, who hold an undergraduate degree with a unique postgraduate opportunity to gain advanced knowledge of business and general management.

Students will engage in a challenging curriculum which develops a theoretical foundation for operations and enterprise-wide risk management strategy to improve services and products, enhance customer experience, strengthen corporate governance, and ultimately, establish competitive corporate advantage. In turn, these concepts are integrated into and underpinned by applied appreciation for: global marketing techniques in the modern era; the transcendence of traditional notions of human resources to those of human capital and talent management; a legal awareness of contemporary issues challenging the workplace together with negotiation techniques for change-management; business research methods and quantitative skills for enhanced problem-solving and decision making; financial management techniques to realise strategic intent by steering corporate action; and finally, brand management of the self, and reputational management for SMMEs. Also, candidates choose between entrepreneurship, project management, or supply chain and logistics management as elective modules to facilitate further specialisation in the field.



**Benefit from no hidden cost!**



**Benefit from International Recognition. Boston is accredited with the British Accreditation Council!**

## Minimum Entry Requirements

A minimum requirement for admission into the postgraduate diploma is a:

- Bachelor's Degree, NQF (HEQSF) Level 7 minimum Credits 360; or
- Advanced Diploma, NQF (HEQSF) Level 7 minimum Credits 120; or
- Equivalent qualification from a foreign higher education institution, see section on Foreign Applicants below.

## Alternative Entry Pathways

A number of higher education qualifications may meet the requirements for admission and/or advanced placement into the postgraduate diploma:

- Bachelor of Technology, NQF (HEQSF) Level 7, minimum Credits 480; or
- Bachelor's Degree, NQF (HEQSF) Level 8, minimum Credits 480; or
- Honours Degree or Postgraduate Diploma, NQF (HEQSF) Level 8, minimum Credits 120.

### **Important Notes for Foreign Applicants**

Foreign applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification. Students who have qualifications from foreign higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or [customercare@saqa.org.za](mailto:customercare@saqa.org.za) or visit <http://www.saqa.org.za/index.php>

### **Applying to Transfer-in Credits**

Boston allows students with completed credits from recognised higher education institutions to apply for Credit Accumulation and Transfer (CAT). In the case of complete qualifications, a maximum of 50% of the credits from a completed qualification may be transferred-in. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct. Students interested in applying will be considered individually by the Academic Committee based at Head Office: see relevant section in the Prospectus and the 'Application for Admission Form' online. Please note that no exemptions will be considered for the modules HPBM440-1, HPCP440-1, HPRM440-1 and HPRM441-1 based on their unique contribution to the programme.

### **Recognition of Prior Learning (RPL) Applicants**

Boston admits a small number of students through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Academic Committee based at Head Office: see relevant section in the Prospectus and the 'Application for Admission Form' online.

### **What is the Duration of Study?**

Based on the credits and notional hours of this qualification, the minimum duration is two (2) semesters over a period of one (1) year, and the maximum duration is three (3) years. For more information see Table overleaf (page 4).

### **What is the Purpose of the Qualification?**

The purpose of this qualification is to ensure that postgraduate students are equipped with advanced theoretical knowledge and practical methodology of specific and contemporary topics in General Management to equip candidates for middle and senior management careers. This programme will ensure that students are able to apply their management competencies to the complex and ever-changing business environment in order to drive organisational growth into the future. The Postgraduate Diploma in Management programme will also provide opportunities for personal growth, purposeful employment and will prepare the candidate for continuation into a Master's Degree. Graduates of this unique qualification at NQF (HEQSF) Level 8 will be able to confidently pursue Master's Degree studies in Commerce, General Management, Marketing Management or Business Administration on NQF (HEQSF) Level 9 at public or private higher education institutions/universities both locally and internationally. The qualification supports exciting career opportunities in the fields of Business and Management. For example:

- Business Owner/Entrepreneur
- Business Unit/General Manager or Corporate Services Manager
- Business Researcher and/or Analyst
- Customer Relationship or Key Account Manager
- Human Capital Development Manager
- Logistics and Distribution Manager
- Management Consultant
- Marketing and/or Brand Manager
- Marketing, Brand and/or Product Researcher and/or Analyst
- Operations and/or Risk Analyst or Manager
- Production Manager (non-manufacturing)
- Project/Programme Manager
- Service, Sales or Product Representative and/or Manager
- Small, Medium and Micro-sized Enterprises (SMMEs) Advisor and/or Consultant
- Supply Chain Manager
- Talent Management Consultant

### **What are the Programme Outcomes?**

These represent the revised Exit Level Outcomes for the programme, SAQA ID 105040, based on improvements and enhancements made to the programme design and curriculum since registration on the HEQSF. On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Apply the theoretical frameworks of operations and risk control to real life situations; and evaluate the associated commercial realities of local, national and global operations.
- Demonstrate an ability to conduct market research, and to communicate effectively using graphic and language skills in the modes of oral and/or written presentation.
- Demonstrate an understanding of the importance of maintaining, improving and upholding a brand so that the name is associated with positive outcomes.
- Demonstrate the ability to collect, organise, analyse, and critically evaluate financial data and/or information to enhance managerial decision-making.
- Demonstrate the ability to assess, develop and manage the human capital needs of organisations, and to exhibit sensitivity when dealing with change management situations.
- Demonstrate an ability to identify and solve problems in the fields of Commerce/Business Studies, using a variety of techniques and approaches.
- Classify, systematically examine, critically evaluate and solve problems while making recommendations that display responsible decision-making using critical and creative thinking.
- Apply the knowledge, skills and competencies associated with either Entrepreneurship, Project Management, or Supply Chain and Logistics Management in a commercial or non-profit context.

### **What about career development?**

A unique approach to personal and career development which extends beyond the prescribed curriculum is adopted by Boston. To balance the rigour of Semester B, which consists of the Research Report, the Personal and Career Development Module (HPCP440-1) is offered in Semester A. This module will include a number of prescribed sources based on real-life professional case-studies. This novel approach is designed to prepare candidates for the workplace of the 4<sup>th</sup> industrial revolution and the future. Also, students will access a standardised managerial competency assessment battery at both the onset and completion of the module to facilitate personal insight and identify areas of personal development and growth. This module will also include a competitive element. Students will participate in a competition by entering a personal interpretation or review based on the prescribed sources. The best personal review will receive an award.

### **What do I require to Pass a Module?**

Students will need an overall mark of fifty percent (50%) to pass a module. Students who do not achieve a pass mark in a summative assessment (SA1 and/or SA2) may be provided one (1) further opportunity to retake (supplement) the summative assessment at an additional re-assessment fee. Students must obtain a sub minimum of fifty percent (50%) in Summative Assessment 1 in order to pass the respective module. This applies to all the modules in this qualification.

### **How is the Overall Mark Calculated?**

The overall mark will be calculated from the student's performance on formative assessments (FAs) and summative assessments (SAs).

### **What is the Curriculum and Fee?**

The Boston Postgraduate Diploma in Management programme consists of nine (9) compulsory modules and one (1) elective module. See Table overleaf.

Please note that *Module Fees* listed in the Table are for the 2019 academic year.

Prescribed textbooks are included in the fees, however this is not guaranteed in future.

For more information, see pages 17 and 18 for the Catalogue Description of each module.

| Postgraduate Diploma in Management (HPGDIPM1) |  |                                     |           |         |            |                            |               |   |
|---|--|-------------------------------------|-----------|---------|------------|----------------------------|---------------|---|
| Semester                                      | Module Name  | Code                                | NQF Level | Credits | Compulsory | Academic Year / Assessment | Pre-requisite | Module Fees (Cash Fees including Textbooks) |
| 1   | Annual Registration Fee  |                                     |           |         |            |                            |               | R650  |
| 1   | Annual Library Fee 1   | HALIBF1                             |           |         |            |                            |               | R250  |
| 1   | Operations and Risk Control Management   | HPBM440-1                           | 8         | 32      | Yes        | 1-AS6                      |               | R4,900                                      |
| 1   | Finance for Corporate Action   | HPFM440-1                           | 8         | 8       | Yes        | 1-AS6                      |               | R3,900                                      |
| 1   | Strategic Branding for SMME's  | HPMK442-1                           | 8         | 8       | Yes        | 1-AS6                      |               | R3,900                                      |
| 1   | Business Research Methods  | HPRM440-1                           | 8         | 16      | Yes        | 1-AS6                      |               | R3,900                                      |
| 1   | Personal and Career Development  | HPCP440-1                           | 8         | 2       | Yes        | 1-AS6                      |               | R1,000                                      |
|   | Total Credits: Academic Year 1, Semester 1   |                                     |           | 66      | 5          |                            |               |   |
| 2   | Global Marketing in a Digital Era  | HPMK440-1                           | 8         | 24      | Yes        | 1-AS6                      |               | R3,900                                      |
| 2   | Human Capital Development and Talent Management  | HPBM441-1                           | 8         | 8       | Yes        | 1-AS6                      |               | R3,900                                      |
| 2   | Legal Aspects and Commercial Negotiations  | HPLW440-1                           | 8         | 8       | Yes        | 1-AS6                      |               | R3,900                                      |
| 2   | Research Project Report  | HPRM441-1                           | 8         | 16      | Yes        | 1-ASRR                     | HPRM440-1     | R4,900                                      |
| 2   | <u>Choose one (1) elective:</u><br><ul style="list-style-type: none"> <li>• Advanced Entrepreneurship</li> <li>• Advanced Project Management</li> <li>• Strategic Supply Chain Management</li> </ul> | HPBM442-1<br>HPBM443-1<br>HPBM444-1 | 8         | 8       | Yes        | 1-AS6                      |               | R3,900                                      |
|   | Total Credits: Academic Year 1, Semester 2   |                                     |           | 64      | 5          |                            |               |   |
|   | Total Credits:   |                                     |           | 130     | 10         |                            |               | R39,000                                     |

**Assessment Strategy 6 (AS6):** Formative Assessments (FA1 & FA2), which may take the form of assignments, research essays or tests will count forty percent (40%) – twenty percent (20%) each – towards the overall mark. Summative Assessments (SA1 & SA2), which may take the form of capstone projects, tasks, presentations, written or oral exams, or a research proposal will count sixty percent (60%) – thirty percent (30%) each – towards the overall mark.

**Assessment Strategy Research Report (ASRR):** The Formative Assessments (FA1, FA2, FA3, FA4, FA5, FA6 & FA7) which comprise Units 2, 3, 4 and 5 of the Research Report will count forty percent (40%) towards the overall mark. Summative Assessment 1 (SA1) - in the form of the final submitted Research Report (SA1) - will count forty percent (40%) towards the overall mark. Summative Assessment 2 (SA2), in which the candidate presents the findings and recommendations from the written Research Report, will count twenty percent 20 percent (20%) towards the overall mark.

**How many modules can I take each semester?**

The minimum is one (1) module per semester which will ensure that students remain academically active. The maximum number of modules you can take in any one (1) semester is dependent on the number of credits per module. It is recommended that full-time working adults consider completing the programme in a duration exceeding the minimum period of one (1) year, which implies electing to take fewer modules per semester.

|  |   |  |
|--|---|--|
| <p>Courseware designed to engage students and support learning</p>   | <p>Proven Teaching and Learning Strategies</p>  | <p>Flexible payment plans</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• 4 months</li> <li>• 8 months</li> <li>• 10 months</li> <li>• 18 months</li> </ul> |
| <p><b>Benefit from high quality, innovative study materials with interactive learning experiences!</b></p> | <p><b>Benefit by following tried and tested week-by-week activity schedules leading to high pass rates and success!</b></p> | <p><b>Benefit from a plan that suits your budget!</b></p>  |

|  |   |   |
|--|---|---|
| <p>Convenient Locations Nationwide</p>   | <p>What do Boston students and graduates say?</p> <p>'Much needed inspiration for exams! Congratulations to all who graduated, it really motivates me as I'm looking forward to be next on stage. All thanks to Boston City Campus keep on keeping on!'<br/>#whynotBostonCityCampus</p> | <p>Customer Centered Service and Support Culture</p> <p>'To those who haven't yet graduated, educate yourselves to be powerful. The difficult journey that is education leads to beautiful destinations. Keep working hard guys. Thank you Boston City Campus.'<br/>#whynotBostonCityCampus</p> |
| <p><b>Benefit from no need to spend time and money on Transport - study close to home!</b></p> | <p><b>Benefit from joining an ever growing alumni body!</b></p>   | <p><b>Benefit from Accessible Educators, Administrators and Support Staff you can contact with ease!</b></p>  |

### **What is the language of teaching and learning?**

English is the language of communication, instruction and assessment at Boston.

### **What is the mode of provision?**

Distance Learning supported by rich-media courseware. For every module, this includes:

- Comprehensive information, consisting of:
  - Overview of the qualification, exit level and critical cross field outcomes
  - Overview of the teaching, learning and assessment strategies
  - Module specific information i.e. overview, credits, notional hours, assessment specifics, etc.
  - Tuition plan and academic calendar
- Boston study guide and/or prescribed texts (whichever is applicable)
- The following is hosted/facilitated on our Learning Management System (LMS), *ColCampus*, which is available online and/or at the Support Centre:
  - Filmed lectures
  - Teaching and Learning activities
  - Formal Assessment and support
  - Electronic library and other resources
  - Student wellness@boston
- *ColCampus* promotes learning anytime, anywhere while connecting students to Educators and learning resources in a safe and secure online environment.

### **What materials/resources will I require in order to study?**

It is compulsory for students to have access to a computer and internet. Certain course material and/or notes and assessments will only be accessible online or electronically. 'Chrome' web browser is recommended for accessing *ColCampus*; additionally Microsoft Word, Excel and PowerPoint are required software for certain assessments. Registered students may access Office 365 via the Boston student app.

Boston will provide all study guides and/or prescribed texts, module information, timetables, and access to *ColCampus* for filmed lectures, formal assessments, as well as teaching and learning support for each module. Therefore, there will be no requirement to purchase any additional prescribed materials.

### **What is a Support Centre?**

Boston's network of Support Centres grants our students access to computers and *ColCampus* for assessments, filmed lectures, electronic library facilities, as well as examination venues and administrative services. Students must select a single Support Centre and may make use of the facilities for the duration of their studies; see attached list.

### **Where do I complete my Assessments?**

Students must select the same Support Centre for assessment purposes. The venue for formative and summative assessments will depend on the specific assessment formats of each module.

- Assignments, research reports, essays, etc. will be uploaded onto our online LMS *ColCampus*, which can be done from home, or at the selected Support Centre.
- Invigilated tests and examination sittings will be conducted at Support Centres or designated exam venues.
- Research presentations and orals will be conducted via Skype from home/work, at Support Centres or at designated proctored venues.

### **Who will provide me with Academic and Tuition Support?**

Boston has appointed qualified and experienced Educators and Supervisors to provide support to learners. Students can contact Educators and/or Supervisors any time via *ColCampus*, through e-mail, or alternatively book a telephonic or Skype appointment. Face-to-face appointments can also be arranged but these will be by appointment only and will take place exclusively at Boston's Head Office.

### **Can I further my studies when I graduate?**

The qualification is registered at NQF (HEQSF) Level 8 and will provide for articulation options into NQF (HEQSF) Levels 8 and 9 qualifications. Graduates may proceed to Master's Degrees in a variety of disciplines at any number of public universities, private or foreign higher education institutions. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution.

### **Certification**

Prospectus 2019 Programme Category: **Boston Postgraduate Programme**

Upon successful completion of the qualification, students will receive a Postgraduate Diploma in Management (SAQA ID 105040), NQF (HEQSF) Level 8 (minimum Credits 130) from Boston.

### **Important dates!**

The *Academic Calendar 2019* outlines the most important dates for the Boston higher education offerings and will assist students to plan for success. For more information see the appended Tables.

### **When can I apply and how much are the Application Fees?**

Applications are open all year round. There are no application fees payable. Please visit the website <http://www.boston.co.za/> for regular updates.

- ***The closing date for applications for Semester 1 is at 13h00 on Saturday 9 February 2019.***
- ***The closing date for applications for Semester 2 is at 17h00 on Wednesday 24 July 2019.***

### **How do I Apply?**

There are two options available for applications. For more information see Diagram overleaf.

#### Option 1

Visit the website and follow the links provided. Complete the online 'Application for Admission Form' and upload all the necessary supporting documentation.

#### Option 2

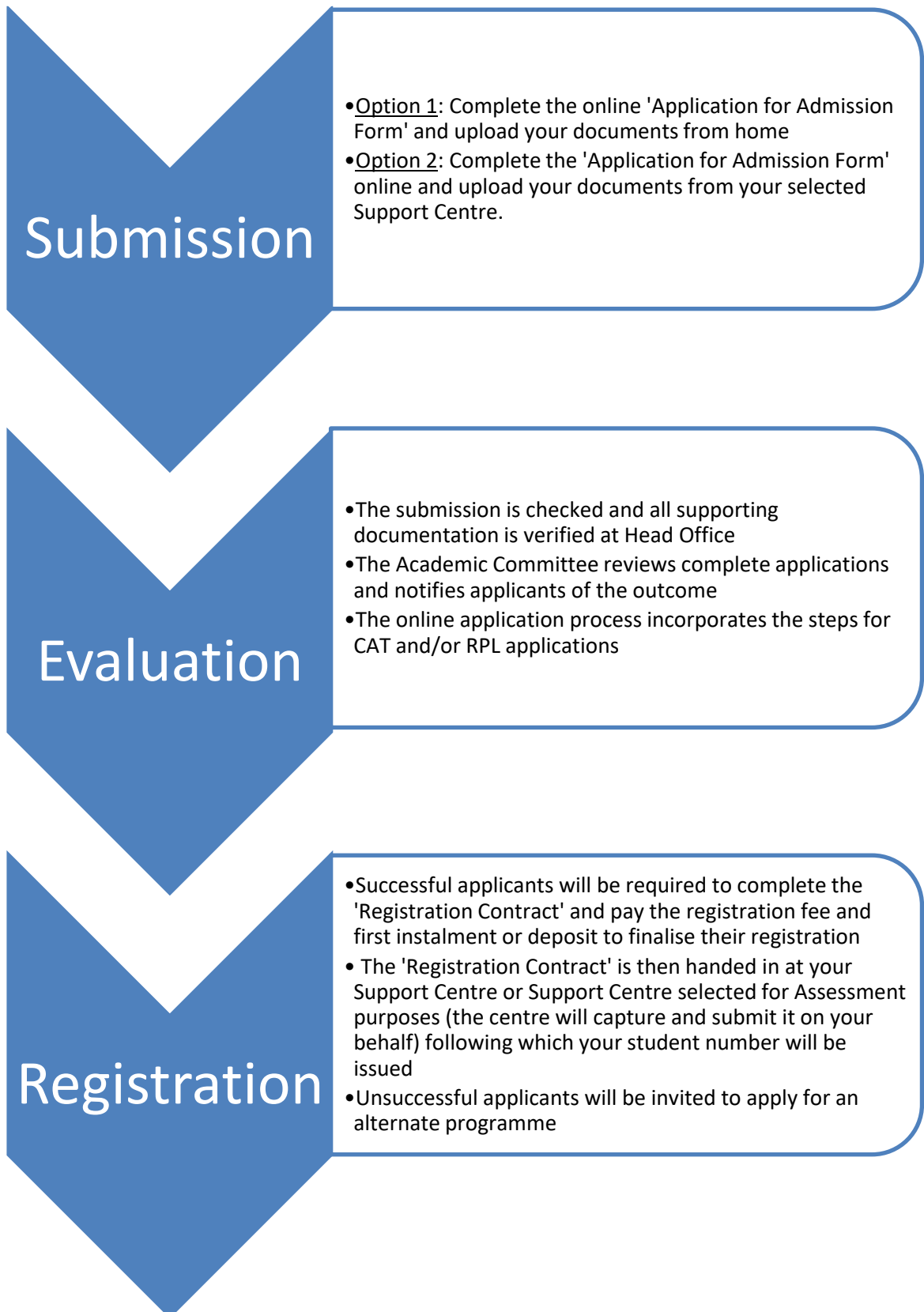
Visit a Support Centre to complete the form online and upload all necessary supporting documentation.

### **What do I do if I am accepted?**

When you are accepted you will be required to register. In order to register you will need to complete the 'Registration Contract' and pay the registration fee and first instalment or deposit. Once you have paid and completed the *Registration Contract* you must return the contract and proof of payment to your selected Support Centre or Support Centre selected for Assessment purposes. Contracts handed in at a Support Centre will be captured and submitted online on your behalf to Head Office for confirmation of your registration and student number.

- ***The closing date for registrations for Semester 1 is at 17h00 on Monday 11 February 2019.***
- ***The closing date for registrations for Semester 2 is at 13h00 on Saturday 27 July 2019.***

## Admissions Process





## Boston Support Centres 2019

|                |                          |                 |
|----------------|--------------------------|-----------------|
| • Alberton     | • Krugersdorp            | • Queenstown    |
| • Bedfordview  | • Ladysmith              | • Randburg      |
| • Bellville    | • Mthatha                | • Richards Bay  |
| • Benoni       | • Nelspruit              | • Roodepoort    |
| • Bloemfontein | • Newcastle              | • Rosebank      |
| • Braamfontein | • Orange Grove           | • Rustenburg    |
| • Cape Town    | • Paarl                  | • Somerset West |
| • Durban City  | • Pietermaritzburg       | • Soweto        |
| • East London  | • Polokwane              | • Springs       |
| • George       | • Port Elizabeth         | • Stanger       |
| • Germiston    | • Port Shepstone         | • Tzaneen       |
| • Johannesburg | • Potchefstroom          | • Umhlanga      |
| • Kempton Park | • Pretoria Arcadia       | • Vereeniging   |
| • Kimberley    | • Pretoria Lynnwood Glen | • Welkom        |
| • Klerksdorp   | • Pretoria North         | • Witbank       |

| Academic Calendar Sem B 2019 |           |      |       |  |
|------------------------------|-----------|------|-------|--|
| SEMESTER: JULY - DECEMBER    |           |      |       |  |
| Week                         | Month     | Date | Time  | Activity   |
|                              | July      | 24   | 17:00 | Applications Close   |
|                              | July      | 27   | 13:00 | Registrations Close  |
| 1                            | July      | 29   |       | Studies Commence - Week 1  |
| 6                            | September | 6    | 23:59 | <b>FA 1 – Assignment Due</b><br><b>Submit online via ColCampus no later than 6 September 23:59</b>   |
|                              |           |      |       | HFAC2A161, HMA2A161, HFMD1161, HCML2161, HFAC2B161, HMA2B161, HAUD1161, HTAX1181, HFAC3A161, HMA3A161, HBLE3161, HAPRD161, HFAC3B161, HMA3B161, HTAX2181, HWDFA3171, HALP1181, HACP130-1, HLWC1181, HBMT1181, HBMN100-1, HHRM2161, HLLW2161, HHRD2161, HSEC2161, HPRM11615, HIND21615, HHRM3161, HLLW3161, HHRD3161, HBMN21615, HWDHR3171, HHRM100-1, HDBP2161, HSYD2B161, HSAD3161, HWFM3161, HSPM3161, HSYD3161, HSFT3161, HPRXS3B161, HSYD100-1, HISM100-1, HISM2161, HPRXN2161, HNTS2A161, HNTS2B161, HNTS2C161, HNTS2D161, HTCP3161, HNTS3161, HPRXN3A161, HIPM3161, HISM3161, HBMN2161, HENT2161, HFMN2161, HPRM1161, HIND2161, HBMN3161, HENT3161, HBRD2161, HPRM2161, HFMN3161, HWDBM3171, HENT100-1, HBRD1161, HMKT2161, HADV2161, HAPS11615, HINT2161, HMLW2161, HMKT3161, HADV3A161, HINT3A161, HADV3B161, HINT3B161, HBRD3161, HWDMM3171, HMKT100-1, HADV100-1, HEVM2A161, HPR2A161, HEVM2B161, HPR2B161, HEVM3A161, HEVM3B161, HWDMM3171, HEVM100-1, HPR1181, , HBMN1181, HPR2A181, HPRM1181, HBAC1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HSEC1181, HIND1181, HCOU1181, HHVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTP1181, HTOP1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HIAP1181, HBTB1181, HWCACP1171, HWCMP1171, HWCMBP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HMKR3161, HIND3161, HWBCM3171, HALT130-1, HBMN130-1, |

| Academic Calendar Sem B 2019 |           |      |       |  |
|------------------------------|-----------|------|-------|--|
| SEMESTER: JULY - DECEMBER    |           |      |       |  |
| Week                         | Month     | Date | Time  | Activity   |
|                              |           |      |       | HMKT130-1, HFAC131-1, HISL130-1, HLWS130-1, HBMN2181, HFMM2181, HECO130-1, HENT130-1, HFAC130-1, HFAC132-1, HFOA100-1, HHM1181, HHRD100-1, HHS1181, HIAI1181, HICMA1181, HIPLW130-1, HIT1181, HLAA130-1, HLWH1181, HLWP130-1, HPPS1181, HPR2B181, HPSY131-1, HSOC131-1, HANT130-1, HTDS1181, HTDSA1181, HWCHAP1181, HWCHMP1181, HWCTTMP1181, HWDPR1181, HBMN102-1, HPX100-1, HTSS100-1, HBMN1161, HBMN11615, HSEC11615, HPBM440-1, HPFM440-1, HPMK442-1, HPRM440-1, HPCP440-1  |
| 6                            | September | 6    | 23:59 | <b>FA 1 – Online Quiz Due</b><br><b>Complete online via ColCampus no later than 6 September 23:59</b>  |
|                              |           |      |       | HCLT101-1, HCLT102-1, HPRXS2161, HSYD2A161, HCLT3171, HCLT103-1, HPRXS3A161, HASD2161,   |
| 9                            | September | 27   | 13:00 | FA 1 - Results Release   |
| 10                           | October   | 3    | 17:00 | FA 1 - Results Appeal Close  |
| 11                           | October   | 10   | 17:00 | FA 1 - Results Appeal Release  |
| 12                           | October   | 18   | 23:59 | <b>FA 2 - Assignment Due</b><br><b>Submit online via ColCampus no later than 18 October 23:59</b>  |
|                              |           |      |       | HWBCM3171, HBMN130-1, HMKT130-1, HWCACP1171, HWCMP1171, HWCMBP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HALT130-1, HFAC131-1, HISL130-1, HLWS130-1, HWD3171, HWDFA3171, HWDHR3171, HPRXS2161, HSYD2A161, HBRD3161, HHRM3161, HWDBM3171, HADV3A161, HADV3B161, HINT3A161, HINT3B161, HWDMM3171, HEVM3A161, HEVM3B161, HPRXN3B161, HACP130-1, HASD2161, HECO130-1, HENT130-1, HFAC130-1, HFAC132-1, HIPLW130-1, HLAA130-1, HLWP130-1, HPSY131-1, HSOC131-1, HANT130-1, HWCHAP1181, HWCHMP1181, HWCTTMP1181, HWDPR1181, , HPBM440-1, HPFM440-1, HPMK442-1, HPRM440-1, HPCP440-1, HMKT3161, |
| 12                           | October   | 18   | 23:59 | <b>FA 2 – Online Quiz Due</b><br><b>Complete online via ColCampus no later than 18 October 23:59</b>   |
|                              |           |      |       | HBMN2161, HENT2161, HFMM2161, HBRD2161, HCML2161, HPRM1161, HIND2161, HMKT2161, HBMN3161, HENT3161, HFMM3161, HMKR3161, HPRM2161, HIND3161, HFAC2A161,   |

| Academic Calendar Sem B 2019 |          |      |             |   |
|------------------------------|----------|------|-------------|---|
| SEMESTER: JULY - DECEMBER    |          |      |             |   |
| Week                         | Month    | Date | Time        | Activity  |
|                              |          |      |             | HMAC2A161, HMD1161, HFAC2B161, HMAC2B161, HAUD1161, HTAX1181, HFAC3A161, HMAC3A161, HBLE3161, HAPRD161, HFAC3B161, HMAC3B161, HTAX2181, HCLT3171, HCLT103-1, HCLT101-1, HCLT102-1, HHRM2161, HLLW2161, HHRD2161, HSEC2161, HPRM11615, HIND21615, HLLW3161, HHRD3161, HBMN21615, HDBP2161, HSYD2B161, HSAD3161, HWFM3161, HISM3161, HSPM3161, HPRXS3A161, HSYD3161, HSFT3161, HPRXS3B161, HISM2161, HPRXN2161, HTCP3161, HNTS2A161, HNTS2B161, HNTS2C161, HNTS2D161, HNTS3161, HPRXN3A161, HIPM3161, HBRD1161, HADV2161, HAPS11615, HINT2161, HMLW2161, HFMD1161, HPR2A161, HPR2B161, HPR2A181, HEVM2A161, HEVM2B161, HBMN2181, HFMM2181, HPR2B181, HBMN1161, HBMN11615, HSEC11615 |
| 13                           | October  | 25   | 13:00       | FA 2 - Results Release  |
| 14                           | October  | 29   | 17:00       | FA 2 - Results Appeal Close   |
| 14                           | October  | 31   | 17:00       | FA 2 - Results Appeal Release   |
| 15 to 17                     | November | 4-18 |             | <b>SA 1 Time Table for paper-based sit down exams only (with SA2).<br/>Accompanying SA 2's to be submitted online via ColCampus no later than 23:59 on day that SA1 is written</b>  |
| 15                           | November | 4    | 09:00-11:00 | HBMN21615, HBLE3161, HBMN1161, HBMN11615  |
|                              |          |      | 12:00-14:00 | HBMN2161, HBMN2181  |
|                              |          |      | 15:00-17:00 | HBMN3161, HISM2161, HDBP2161  |
|                              | November | 5    | 09:00-11:30 | HFAC132-1   |
|                              |          |      | 09:00-11:00 | HHRM2161  |
|                              |          |      | 12:00-14:00 | HFMD1161  |
|                              |          |      | 15:00-17:00 | HTCP3161, HPRM1161, HPRM11615,  |
|                              | November | 6    | 09:00-11:30 | HFAC130-1   |
|                              |          |      | 12:00-14:00 | HENT2161, HFAC2A161, HFAC2B161, HFAC3A161, HFAC3B161  |
|                              |          |      | 15:00-17:00 | HENT3161,   |
|                              | November | 7    | 09:00-11:00 | HTAX1181, HTAX2181,   |
|                              |          |      | 12:00-14:00 | HEVM2A161, HEVM2B161, HEVM3A161, HEVM3B161  |
|                              |          |      | 15:00-17:00 | HBRD1161, HMAC2A161   |
|                              | November | 8    | 09:00-11:00 | HFMM2181  |
|                              |          |      | 12:00-14:00 | HBRD2161  |
|                              |          |      | 15:00-17:00 | HBRD3161, HIND3161  |
| 16                           | November | 11   | 09:00-11:00 | HWFM3161, HAPRD161  |
|                              |          |      | 12:00-14:00 | HFMM2161, HMLW2161, HLLW2161  |

| Academic Calendar Sem B 2019 |          |      |             |  |
|------------------------------|----------|------|-------------|--|
| SEMESTER: JULY - DECEMBER    |          |      |             |  |
| Week                         | Month    | Date | Time        | Activity   |
|                              |          |      | 15:00-17:00 | HFMN3161   |
|                              | November | 12   | 09:00-11:30 | HFAC131-1  |
|                              |          |      | 09:00-11:30 | HINT2161   |
|                              |          |      | 12:00-14:00 | HINT3A161, HINT3B161   |
|                              |          |      | 15:00-17:00 | HPR2A161, HPR2B161, HPR2A181   |
|                              | November | 13   | 09:00-11:00 | HMAC2B161, HMAC3A161, HMAC3B161  |
|                              |          |      | 12:00-14:00 | HCML2161, HSYD3161   |
|                              |          |      | 15:00-17:00 | HMKR3161, HAPS11615  |
|                              | November | 14   | 09:00-11:00 | HPR2B181   |
|                              |          |      | 12:00-14:00 | HLLW3161   |
|                              |          |      | 15:00-17:00 | HSEC2161, HSEC11615  |
|                              | November | 15   | 09:00-11:00 | HAUD1161   |
|                              |          |      | 12:00-14:00 | HMKT2161   |
|                              |          |      | 15:00-17:00 | HMKT3161, HIND21615, HSPM3161  |
| 17                           | November | 18   | 09:00-11:00 | HHRD2161, HHRD3161, HSFT3161   |
|                              |          |      | 12:00-14:00 | HIND2161, HADV2161, HADV3A161, HADV3B161   |
|                              |          |      | 15:00-17:00 | HPRM2161, HIPM3161   |
| 15 to 17                     | November | 4-18 |             | <b>SA 1 Time Table for online exams only. No SA2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</b>  |
|                              |          |      |             | HCLT101-1, HCLT102-1, HCLT2171, HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTPM1181, HTOP1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HMSP1161, HMSP2161, HPR1181, HCLP3171, HHS1181, HBMT1181, HPRXS3A161, HBAC1181, HHM1181, HIAI1181, HICMA1181, HIT1181, HLWH1181, HPPS1181, HTDS1181, HTDSA1181, |
| 17                           | November | 18   | 23:59       | <b>SA 1 &amp; SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 18 November 23:59</b>   |
|                              |          |      |             | HHRM3161, HPRXS2161, HPRXN3B161, HPRXS3B161, HSAD3161, HSYD2A161, HASD2161, HWDFA3171, HWDHR3171, HWDBM3171, HWDMM3171, HWDEM3171, HWBCM3171, HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMSM1181, HWCMTM1181, HWCHRM1171,   |

| Academic Calendar Sem B 2019 |              |      |             |  |
|------------------------------|--------------|------|-------------|--|
| SEMESTER: JULY - DECEMBER    |              |      |             |  |
| Week                         | Month        | Date | Time        | Activity   |
|                              |              |      |             | HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHAP1181, HWCHMP1181, HWCTTMP1181, HWDPR1181, HPX100-1, HPBM440-1, HPFM440-1, HPMK442-1, HPRM440-1, HPCP440-1  |
| 15 to 17                     | November     | 4-18 |             | <b>SA 1 Time Table for online exams with SA2's to submit.</b><br><b>Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period. Remember to upload your SA2 on ColCampus by the stipulated due date.</b>   |
|                              |              |      |             | HALT130-1, HBMN130-1, HMKT130-1, HACP130-1, HCLT3171, HCLT103-1, HNTS2A161, HNTS2B161, HNTS2C161, HNTS2D161, HNTS3161, HPRXN2161, HPRXN3A161, HSYD2B161, HMKT100-1, HEVM100-1, HBMN100-1, HADV100-1, HENT100-1, HHRM100-1, HSYD100-1, HISM100-1, HISL130-1, HLWS130-1, HISM3161, HECO130-1, HENT130-1, HFOA100-1, HHRD100-1, HIPLW130-1, HLAA130-1, HLWP130-1, HPSY131-1, HSOC131-1, HANT130-1, HBMN102-1, HTSS100-1 |
| 19                           | December     | 6    | 13:00       | SA 1 & 2 Results Release   |
| 20                           | December     | 11   | 17:00       | SA 1 & 2 Results Appeal Close  |
| 20                           | December     | 18   | 17:00       | SA 1 & 2 Results Appeal Release  |
| 22                           | January 2020 | 6-10 |             | <b>Supplementary SA 1 Time Table for paper-based sit down exams only (with Supplementary SA2).</b><br><b>Accompanying Supplementary SA 2's to be submitted online via ColCampus no later than 23:59 on day that SA1 is written</b>   |
|                              | January 2020 | 6    | 09:00-11:00 | HBMN2161, HBMN3161, HBMN21615, HBMN1161, HBMN11615, HBMN2181, HBLE3161, HIPM3161, HMA2A161   |
|                              |              |      | 12:00-14:00 | HCML2161, HPRM2161, HTAX1181, HTAX2181   |
|                              |              |      | 15:00-17:00 | HISM2161, HDBP2161, HHRM2161, HFMD1161   |
|                              | January 2020 | 7    | 09:00-11:30 | HFAC132-1  |
|                              |              |      | 09:00-11:00 | HENT2161, HENT3161, HTCP3161   |
|                              |              |      | 12:00-14:00 | HFMN2161, HFMN3161, HFAC2A161, HFAC2B161, HFAC3A161, HFAC3B161   |
|                              |              |      | 15:00-17:00 | HIND2161, HIND3161, HBRD3161, HEVM2A161, HEVM2B161, HEVM3A161, HEVM3B161, HBRD1161   |
|                              | January 2020 | 8    | 09:00-11:30 | HFAC131-1, HFAC130-1   |
|                              |              |      | 09:00-11:00 | HBRD2161, HMKR3161, HFMM2181, HWFM3161, HAPRD161,  |
|                              |              |      | 12:00-14:00 | HMKT2161, HMLW2161, HLLW2161, HINT2161   |
|                              |              |      | 15:00-17:00 | HPR2A161, HPR2B161, HPR2A181   |
|                              | January 2020 | 9    | 09:00-11:00 | HMAC2B161, HMAC3A161, HMAC3B161  |

| Academic Calendar Sem B 2019 |              |      |             |   |
|------------------------------|--------------|------|-------------|---|
| SEMESTER: JULY - DECEMBER    |              |      |             |   |
| Week                         | Month        | Date | Time        | Activity  |
|                              |              |      | 12:00-14:00 | HPRM1161, HPRM11615, HINT3A161, HINT3B161, HHRD2161, HHRD3161, HSFT3161   |
|                              |              |      | 15:00-17:00 | HMKT3161, HSYD3161, HAPS11615   |
|                              | January 2020 | 10   | 09:00-11:00 | HSEC2161, HADV2161, HADV3A161, HADV3B161, HPR2B181, HSEC11615   |
|                              |              |      | 12:00-14:00 | HLLW3161, HAUD1161, HIND21615, HSPM3161   |
| 22                           | January 2020 | 6-10 |             | <b>Supplementary SA 1 Time Table for online exams only. No Supplementary SA2's. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</b>   |
|                              |              |      |             | HCLT101-1, HCLT102-1, HCLT2171, HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTM1181, HTOP1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HMSP1161, HMSP2161, HPR1181, HCLP3171, HBMT1181, HPRXS3A161, HBAC1181, HHM1181, HHS1181, HIAI1181, HICMA1181, HIT1181, HLWH1181, HPPS1181, HLWH1181, HTDS1181, HTDSA1181, |
| 22                           | January 2020 | 6-10 |             | <b>Supplementary SA 1 Time Table for online exams with Supplementary SA2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period. Remember to upload your SA2 on ColCampus by the stipulated due date.</b>  |
|                              |              |      |             | HALT130-1, HBMN130-1, HMKT130-1, HACP130-1, HCLT3171, HCLT103-1, HNTS2A161, HNTS2B161, HNTS2C161, HNTS2D161, HNTS3161, HISM3161, HPRXN2161, HPRXN3A161, HSYD2B161, HMKT100-1, HEVM100-1, HBMN100-1, HADV100-1, HENT100-1, HHRM100-1, HSYD100-1, HISM100-1, HISL130-1, HLWS130-1, HECO130-1, HENT130-1, HFOA100-1, HHRD100-1, HIPLW130-1, HLWP130-1, HPSY131-1, HSOC131-1, HANT130-1, HBMN102-1, HTSS100-1, HLAA130-1  |
| 22                           | January 2020 | 10   |             | <b>Supplementary SA 1 &amp; Supplementary SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 10 January 23:59</b>   |

| Academic Calendar Sem B 2019 |              |      |       |  |
|------------------------------|--------------|------|-------|--|
| SEMESTER: JULY - DECEMBER    |              |      |       |  |
| Week                         | Month        | Date | Time  | Activity   |
|                              |              |      |       | HHRM3161, HPRXS2161, HPRXN3B161, HPRXS3B161, HSAD3161, HSYD2A161, HW DFA3171, HWDHR3171, HWDBM3171, HWDMM3171, HWDEM3171, HWBCM3171, HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HASD2161, HWCHAP1181, HWCHMP1181, HWCTTMP1181, HWDPR1181, HPX100-1, HPBM440-1, HPFM440-1, HPMK442-1, HPRM440-1, HPCP440-1 |
| <b>24</b>                    | January 2020 | 21   | 17:00 | Supplementary SA 1 & 2 Results Release   |
| <b>24</b>                    | January 2020 | 24   | 13:00 | Supplementary SA 1 & 2 Results Appeal Close  |
| <b>25</b>                    | January 2020 | 29   | 17:00 | Supplementary SA 1 & 2 Results Appeal Release  |



## Catalogue Descriptions

### Operations and Risk Control Management

*Operations and Risk Control Management* incorporates the knowledge, competences and skills required for the management of Operational Risk in a business. Part 1 of the module will focus on Operations Management. In this section, constructs such as the design process, innovation, supply network design and process technology will be explored. This section will also highlight issues concerning the delivery of products by addressing aspects such as the nature of planning and control, capacity management, inventory management, supply chain management and quality management. Part 2 of the syllabus provides a framework on which an enterprise-wide system can be constructed to manage risk and potential losses in business settings. This section will address different problem solving strategies, techniques and terminology within an organisation by presenting core principles common to managing all types of risks such as Environmental Risk, Health and Safety Risk, Operational Risk, Human Capital Risk, Brand Risk and Cybersecurity.

### Finance for Corporate Action

*Finance for Corporate Action* will equip candidates with the ability to display a thorough understanding and comprehension of corporate financial management. Part 1 of the module covers the essential concepts in corporate finance, the analysis of financial statements, valuation, capital structure, capital management and financial planning. Part 2 will equip learners with the necessary knowledge and skills to conduct a financial analysis, using Microsoft Excel. Excel is used to introduce candidates to building income statements, creating one-size-fits-all balance sheets, building financial statement analysis tools (i.e. liquidity ratios, financial distress prediction and advanced bond functions for example).

### Strategic Branding for SMME's

*Strategic Branding for Small to Medium Enterprises (SMMEs)* enhances the ability to evaluate knowledge and the processes of knowledge production in branding for SMMEs. Successful branding can add customer value and provide protection from price competition and pressures towards commoditization. The module will elaborate on the socio-cultural aspects of brands and the growth of consumer culture. Brand equity and brand building will also be discussed from financial and consumer perspectives. Lastly, the module will address the management of a brand by differentiating between 'symbolic' and 'functional' brands.

### Business Research Methods

*Business Research Methods* will facilitate the development of a thorough understanding and comprehension of the different research methods and their application within the business environment. This module will examine different research designs and strategies and explore qualitative and quantitative research methods. Learners will also be introduced to data collection and management. The module will provide a solid grounding in Microsoft Excel software, including the conduct of quantitative research. At the exit-point the student will be expected to submit a research proposal.

### Global Marketing in a Digital Era

*Global Marketing in a Digital Era* will cover *Strategic Integrated Marketing* as an approach to creating a unified and seamless experience for consumers to interact with a brand/enterprise. Furthermore the module will introduce the global marketing environment and its influence on marketing strategies. The use of the internet to create a global presence for the business will also be addressed. Finally, the behaviour of online consumers and the tools that a business can use to communicate to customers in the digital era will be addressed.

### Human Capital Development and Talent Management

In this module, learners will be expected to demonstrate integrated knowledge and in-depth understanding of *Human Capital Development and Talent Management (HCDTM)*. Candidates will be introduced to the rationale behind these concepts. Thereafter it will address HR topics encountered in practice including the various forms of HCDTM data, how the concept is measured and reported, and how related philosophies are applied. Learners will also cover topics concerning the future of HCM, the role of HR in HCM and the skills required to manage human capital in an organization.

### Legal Aspects and Commercial Negotiations

*This module covers* the necessary competences required to deal with legal complexities in the business context. Business Ethics will address topics relating to diversity, privacy, health and safety, environmental sustainability, whistleblowing and product liability. Furthermore, Conflict Negotiation will be explored in depth. Additionally, important management skills such as competitive negotiation, persuasive communication, mediation as well as the creation of alternatives are included in this module. Lastly, the 'application' of negotiation in a corporate environment offers candidates the opportunity to apply the theoretical principles learned.

**Research Project Report**

Candidates will be guided in the construction, development, presentation and defense of a research report. Linked to the context of business and organisations, the skills that will be developed in this module will enhance candidates' understanding of and proficiency in report generation, including an empirical approach to problem solving and idea generation, which is a skill required in corporate settings, globally.

**Advanced Entrepreneurship**

Learners must be able to display a thorough understanding and comprehension of advanced entrepreneurship. This entails an in-depth understanding of the purpose and types of entrepreneurial approaches and the demonstrable ability to generate new business ideas. Candidates will develop the skills to critique a business start-up, analyse business cycles, develop and apply a business plan, and understand the management needs of start-ups. The module wraps up by examining the factors affecting the management of the entrepreneurial enterprise and subsequent entrepreneurial strategies.

**Advanced Project Management**

Upon the completion of this module, learners will be able to display a thorough understanding and comprehension of advanced knowledge in project management in terms of project execution; managing projects; supplier and contract management and managing a project budget. This elective option will further explore project risk management, communication and quality project closure.

**Strategic Supply Chain Management**

This module will cover the main components of logistics and strategic supply chain management. The course offers an overview of the alignment of the business strategy to supply chain management. The module further discusses how to develop an end-to-end process framework for building an efficient supply chain management system serving the company's vision & mission statements. This module will equip learners with the ability to design a high performance supply chain organization, compatible with the business, industry, regional and global environment.

### **About the Institution**

The Boston City Campus & Business College (Pty) Ltd (Boston) Postgraduate Diploma in Management is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2003/HE07/002, in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

### **International Recognition**

Boston is accredited as an independent higher education institution with the British Accreditation Council (BAC). This qualification is accredited by the Council on Higher Education (CHE), is registered on the NQF (HEQSF) by the South African Qualifications Authority (SAQA) and the institution is registered by the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI) to offer the qualification.

The DHET is a department of National Government, and both the CHE and SAQA are statutory bodies and as such, these entities are recognised globally. Therefore the qualifications/institutions that are accredited/licensed by them are accepted/recognised throughout the world by other government departments and by their respective agencies such as World Educational Services (WES) and other prominent authorities for purposes of equivalence/articulation i.e. employment/labour certification or further studies. This is a *quid pro quo* arrangement amongst United Nations Member States; as the DHET, CHE and SAQA similarly recognise other nation/states' qualifications/institutions for equivalence/transferring into South Africa i.e. a United Kingdom or Zambian Bachelor of Arts awarded by a public university or private degree granting college which is accredited/licensed in accordance with the United Kingdom or Zambian legislative and statutory requirements, will be equivalated/recognised as such in South Africa.

Similarly the *SADC Protocol on Education and Training*, which is a legal framework for regional cooperation, provides for the recognition of the equality of all Member States. It must be noted that qualifications will be recognised and that curricula specific evaluations may lead to additional requirements for students to meet in order to gain entry into foreign programmes or professions, which is the prerogative of the receiving institution/body. For more information pertaining to direct international linkages/relationships visit the websites of the DHET, CHE, SAQA, CHEA and WES.

### **Disclaimer**

This Fact Sheet together with the Prospectus and Postgraduate Student Rulebook are accurate at the time of publication. Boston City Campus & Business College (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into the qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee at Head Office.

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