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**ACTIVE ONLINE EDUCATION**

**LOOK NO FURTHER**  
**MSC EDUCATION ONLINE**  
**OFFERS A UNIQUE**  
**CUTTING EDGE ACTIVE**  
**ONLINE EXPERIENCE WITH**  
**ACCREDITED QUALIFICATIONS AND**  
**SUPPORT FROM INDUSTRY EXPERTS**  
**LEARNING IS RELEVANT**  
**FLEXIBLE AND FUN.**

# YOUR JOURNEY WITH US

**MULTIPLE INTAKES THROUGHOUT THE YEAR**

**1**

**FLEXIBLE LEARNING IN YOUR OWN STUDY SPACE OF CHOICE**

**2**

**ACCESS LEARNING MATERIAL THROUGH AN INTERACTIVE LEARNING PLATFORM**

**3**

**BE PART OF A COMMUNITY OF SUBJECT MATTER EXPERTS AND FELLOW STUDENTS**

**4**

**CONNECT WITH OUR WILLING TEAM OF WELLNESS COACHES**

**5**

**NATIONAL EXAMS WRITTEN AT A VENUE CLOSE TO YOU**

**6**

**ENTER INTO THE WORLD OF WORK WITH A RECOGNISED QUALIFICATION**

**7**

# A MESSAGE FROM OUR LEADER

It is my great pleasure to welcome you to MSC Education Online – an institution that strongly upholds the values of passion, respect, and innovation at its heart, whilst placing you, the student first.

The legendary Nelson Mandela said that Education is the greatest weapon which we can use to change the world. With 33 years' experience in providing quality, attainable education MSC is the perfect partner to join you on this journey.

Through cutting edge technology and a unique active online delivery experience you will be propelled to challenge assumptions, develop analytical thinking and effectively translate theory into practical application within your respective business fields.

Our team of fervent dedicated professionals will be with you every step of the way bringing industry experience, and superior educational skills to ensure a blend of quality education and enjoyment throughout your academic journey.

Our variety of established and fully accredited diploma and certificate qualifications are continuously updated to provide crisp, relevant learning material to ensure that you are employment ready.

Are you ready to enter the exciting world of modern, individualized learning?

Choose MSC, where you're counted as a dreamer, a thinker, a future leader, and a star in the making.

Get ready to **study anywhere, anytime** with MSC Active Online.



Chief Business Officer



# MANAGEMENT



Management and leadership form the cornerstones of any organization.

Equip yourself with the precise tools to manage teams, individuals, and guide organisations in an effective and efficient manner.

Learn how to implement strategic leadership initiatives and business objectives that improve operational performance.

**MSC Online Education** provides a dynamic variety of industry endorsed management qualifications and skills programmes in the following areas:

**HUMAN RESOURCES MANAGEMENT**

**MARKETING MANAGEMENT**

**PROJECT MANAGEMENT**

# HUMAN RESOURCES MANAGEMENT

People are the heartbeat of our economy so if you aspire to a career where you will work with people and contribute to the organisational culture of a business, this qualification is for you. You will learn to contribute to the interconnected dynamics of success and growth between people and business.

Advance your people skills and acquire vital knowledge in employee and labour relations. In this dynamic field you will learn how to recruit talent, motivate and lead teams; and provide skills training. Select either the National Diploma or FET Certificate in HR Management from MSC Education Online.

## NATIONAL DIPLOMA

HUMAN RESOURCES MANAGEMENT AND PRACTICES

**SAQA ID: 49692, NQF LEVEL 5, CREDITS: 249**

### MODULES

#### YEAR 1

- Talent Management
- Employee Relations
- Performance Management

#### YEAR 2

- Organisational Development
- Learning and Development
- Employee Wellness
- Reward and Recognition



#### MINIMUM DURATION

24 Months full-time studies



#### CERTIFICATION

National Diploma endorsed by SABPP



#### MINIMUM ENTRY REQUIREMENTS

Grade 12 or equivalent with competence in communication and mathematical literacy



#### POSSIBLE CAREER OPPORTUNITIES

Human Resources Management Practitioner  
Human Resources Business Partner  
Human Resources Consultant  
Senior Payroll Administrator/Manager

**APPLY HERE**

# FET CERTIFICATE

## HUMAN RESOURCES MANAGEMENT AND PRACTICES

SAQA ID: 49691, NQF LEVEL 4, CREDITS: 140

### MODULES

- Communication for Business
- Advanced Calculations
- Human Resources Management
- Labour Relations Management
- Learning Facilitation Practitioner



### MINIMUM DURATION

12 Months full-time studies



### CERTIFICATION

Further Education and Training certificate endorsed by SABPP



### MINIMUM ENTRY REQUIREMENTS

Grade 11 or equivalent with competence in communication, mathematical literacy and computer literacy at NQF Level 3



### POSSIBLE CAREER OPPORTUNITIES

Human Resources Administrator  
Payroll Administrator  
Training/Skills Development Officer

[APPLY HERE](#)



# MARKETING MANAGEMENT

All businesses depend on marketing professionals to generate awareness of their brands and increase sales of their services and products. Discover how to land the perfect deal, expand a customer base, build a company's reputation; and improve customer interactions in this highly competitive and rewarding field.

Learn how to build brand success by conducting industry-specific market research with a Marketing Management National Diploma or FET Certificate in Marketing.

## NATIONAL DIPLOMA MARKETING MANAGEMENT

**SAQA ID: 20900, NQF LEVEL 5, CREDITS: 243**

### MODULES

#### YEAR 1

- Marketing Research
- The Marketing Plan
- Integrated Marketing

#### YEAR 2

- Relationship Marketing
- Brand Management
- The Marketing Manager
- Tactical Marketing



### MINIMUM DURATION

24 Months full-time studies



### CERTIFICATION

National Diploma endorsed by Services Seta



### MINIMUM ENTRY REQUIREMENTS

Grade 12 or equivalent marketing related qualification at NQF Level 4



### POSSIBLE CAREER OPPORTUNITIES

Marketing Manager  
Product/Brand Manager  
Marketing Communication Practitioner  
Social Media Manager  
Marketing Researcher

**APPLY HERE**

# FET CERTIFICATE

## MARKETING

SAQA ID: 59276, NQF LEVEL 4, CREDITS: 139

### MODULES

- Communication for Business
- Advanced Calculations
- Marketing Communication
- Customer Management
- Marketing Management



### MINIMUM DURATION

12 Months full-time studies



### CERTIFICATION

Further Education and Training certificate endorsed by Services Seta



### MINIMUM ENTRY REQUIREMENTS

Grade 11 or equivalent with competence in communication, mathematical literacy and computer literacy at NQF Level 3



### POSSIBLE CAREER OPPORTUNITIES

Marketing Assistant  
Sales Representative  
Executive Assistant  
Communications Officer  
Marketing Research Assistant

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# PROJECT MANAGEMENT

Life and business are all about projects where a series of tasks must be completed within a defined timeframe to achieve a specific set of goals. Learn how to promote practical achievable outcomes whilst directing proficient teamwork to ensure quality within the budget, timelines and deliverables.

Make the right choice with MSC's National Diploma or FET Certificate in Project Management to provide you with the skills you need to lead a project successfully, from inception to completion.

## NATIONAL DIPLOMA PROJECT MANAGEMENT

SAQA ID: 58309, NQF LEVEL 5, CREDITS: 247

### MODULES

#### YEAR 1

- Project Planning and Scheduling
- Effective Project Management
- Project Budget Management
- Project Implementation
- Effective Project Communication

#### YEAR 2

- Monitor the Project
- Lead and Manage Project Teams
- Productivity Improvement and OHS
- Change and Diversity Management
- Close the Project



### MINIMUM DURATION

24 Months full-time studies



### CERTIFICATION

National Diploma endorsed by Services Seta



### MINIMUM ENTRY REQUIREMENTS

Grade 12 or equivalent with competence in communication and mathematical literacy



### POSSIBLE CAREER OPPORTUNITIES

Project Manager  
Project Team Leader

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# FET CERTIFICATE

## PROJECT MANAGEMENT

SAQA ID: 50080, NQF LEVEL 4, CREDITS: 136

### MODULES

- Communication for Business
- Advanced Calculations
- Project Procurement and Development
- Project Management
- Practical Project Management



### MINIMUM DURATION

12 Months full-time studies



### CERTIFICATION

Further Education and Training certificate endorsed by Services Seta



### MINIMUM ENTRY REQUIREMENTS

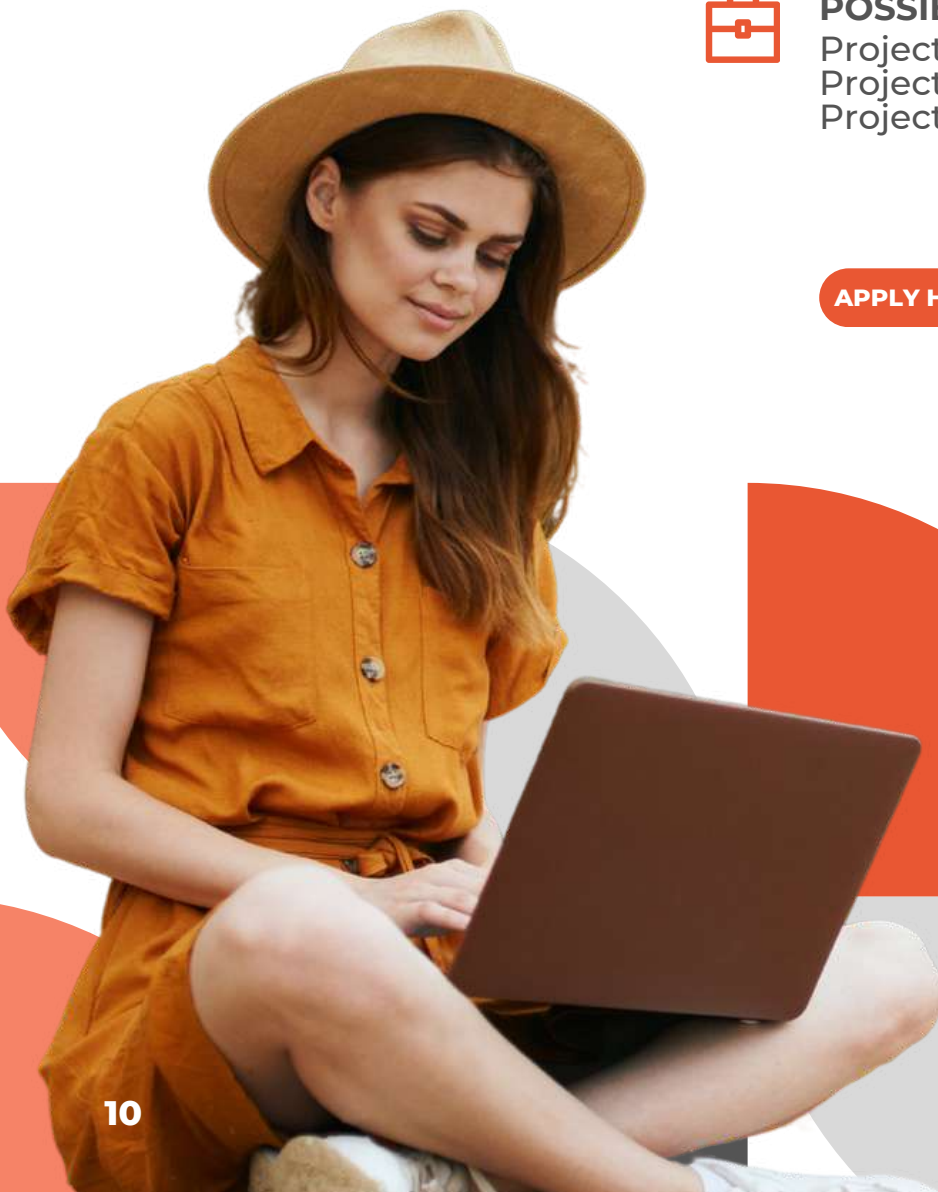
Grade 11 or equivalent with competence in communication, mathematical literacy and computer literacy at NQF Level 3



### POSSIBLE CAREER OPPORTUNITIES

Project Assistant  
Project Coordinator/Planner  
Project Administrator

[APPLY HERE](#)



# FINANCIAL ACCOUNTING AND BOOKKEEPING



Understand the financial health of business through studies in our Financial Accounting and Bookkeeping courses. Become equipped to make astute financial decisions in your personal and professional life as you develop critical thinking and analytical abilities with sound financial acumen.

Financial Accounting and Bookkeeping are critical business operational skills required in all industries.

Whether you're a first-time Bookkeeper or planning to advance to Cost and Management Accounting, MSC provides the option of a National Certificate, FET Certificate or National Diploma in this vital business field.

# FINANCIAL ACCOUNTING AND BOOKKEEPING

The ICB is the professional body for the Financial Accounting and Bookkeeping qualifications which are accredited by FASSET (Financial and Accounting Services Sector Education and Training Authority).

The qualifications are structured in such a way that a student must commence in the order in which they are presented in this Programme Offering document to enable progression or articulation to the qualification at the next NQF level.

Modules may be completed as stand-alone Skills Certificates and all modules must be completed in each programme to qualify for the full qualification.

## NATIONAL CERTIFICATE BOOKKEEPING

**SAQA ID: 58375, NQF LEVEL 3, CREDITS: 120**

### MODULES

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy



### MINIMUM DURATION

Assessment dates are predetermined by the ICB



### CERTIFICATION

National Certificate endorsed by the ICB and FASSETA SETA



### MINIMUM ENTRY REQUIREMENTS

Grade 10 or equivalent (no prior accounting knowledge required, minimum age of 16 years)  
Computer literacy skills are required to complete each of the modules.



### POSSIBLE CAREER OPPORTUNITIES

Junior Bookkeeping  
Accounts Clerk  
Debtors/Creditors Clerk  
Payroll Clerk

**APPLY HERE**

# FET CERTIFICATE

## BOOKKEEPING

SAQA ID: 58376, NQF LEVEL 4, CREDITS: 130

### MODULES

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting



### MINIMUM DURATION

Assessment dates are predetermined by the ICB



### CERTIFICATION

FET Certificate endorsed by the ICB and FASSETA SETA



### MINIMUM ENTRY REQUIREMENTS

Successful Completion of National Certificate Bookkeeping



### POSSIBLE CAREER OPPORTUNITIES

Junior Bookkeeping  
Senior Bookkeeping  
Assistant Accountant

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# NATIONAL DIPLOMA

## TECHNICAL FINANCIAL ACCOUNTING

SAQA ID: 36123, NQF LEVEL 5, CREDITS: 251

### MODULES

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control



### MINIMUM DURATION

Assessment dates are predetermined by the ICB



### CERTIFICATION

FET Certificate endorsed by the ICB and FASSETA SETA



### MINIMUM ENTRY REQUIREMENTS

Successful Completion of FET Certificate Bookkeeping



### POSSIBLE CAREER OPPORTUNITIES

Accounting Technician  
Certified Tax Technician

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# NATIONAL DIPLOMA

## FINANCIAL ACCOUNTANT

SAQA ID: 20366, NQF LEVEL 6, CREDITS: 280

### MODULES

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control
- Corporate Strategy
- Management Accounting Control Systems
- Financial Reporting and Regulatory Frameworks
- Research Theory and Practice (Topic: Financial Accounting)



### MINIMUM DURATION

Assessment dates are predetermined by the ICB



### CERTIFICATION

FET Certificate endorsed by the ICB and FASSETA SETA



### MINIMUM ENTRY REQUIREMENTS

Successful Completion of National Diploma Financial Accountant



### POSSIBLE CAREER OPPORTUNITIES

Financial Accountant  
Accounting Officer  
Tax Practitioner  
Tax Consultant  
Management Accountant  
Assistant Manager

[APPLY HERE](#)

# INFORMATION TECHNOLOGY



In the current business landscape, the essence of our daily lives is intricately woven with technology, which significantly shapes almost everything we do.

Technology is an ever-evolving element on which we depend for personal and business operations and access to information.

Through the use of digitization and technology; enhancing your skills by mastering functionalities in the MS Office suite to optimal organisational performance lies at your fingertips.

Information Technology offers numerous lucrative career opportunities and the satisfaction of making a positive impact in the world.

# INFORMATION TECHNOLOGY

Our spectrum of industry-related IT programmes includes options from full specialized qualifications to skills programmes that make use of relevant software, with virtual support and offers the context of realistic workplace demands. Further your career in the IT field with a National Certificate (IT) in End-User Computing or FET certificate (IT Technical Support).

## FET CERTIFICATE

INFORMATION TECHNOLOGY: TECHNICAL SUPPORT

SAQA ID: 78964, NQF LEVEL 4, CREDITS: 163

### MODULES

- Communication for Business
- Advanced Calculations
- Basic Principles of Computers
- Computer Architecture
- Computer Networks
- Customer Support
- Problem-Solving Strategies



### MINIMUM DURATION

12 Months full-time studies



### CERTIFICATION

Further Education and Training Certificate endorsed by MICT SETA



### MINIMUM ENTRY REQUIREMENTS

National Certificate: Information Technology OR  
End User Computing NQF Level 3 OR  
Grade 11 or NQF Level 3 qualification with compulsory competency in communication, mathematics and computer literacy



### POSSIBLE CAREER OPPORTUNITIES

Systems Support Technician  
IT Network Technician  
Computer Hardware Technician  
IT Customer Support Liaison

[APPLY HERE](#)

# NATIONAL CERTIFICATE

INFORMATION TECHNOLOGY: END - USER COMPUTING

SAQA ID: 49077, NQF LEVEL 3, CREDITS: 130

## MODULES

- Communication for Business
- Business Calculations
- MS Word Level I
- MS Excel Level I
- MS Access Level I
- MS PowerPoint
- Internet and Email
- IT Concepts



### MINIMUM DURATION

12 Months full-time studies



### CERTIFICATION

Certificate endorsed by MICT SETA



### MINIMUM ENTRY REQUIREMENTS

Grade 10 or equivalent



### POSSIBLE CAREER OPPORTUNITIES

Data Capturer  
MS Office Administrator  
Software User  
Executive Assistant

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## BUSINESS AND OFFICE ADMINISTRATION



MSC's FET Certificate in Business Administration Services provides you with all the tools necessary to fulfil the important role of an administrator.

You will be equipped to manage an organisation's resources and time; as well as developing financial and communication skills to ensure sound processes and smooth operations within any business.

Administrators form the backbone of an organization providing numerous career options in both the public and private sectors.

# BUSINESS AND OFFICE ADMINISTRATION

## FET CERTIFICATE

BUSINESS ADMINISTRATION SERVICES (SECRETARIAL SUPPORT)

SAQA ID: 35928, NQF LEVEL 4, CREDITS: 140

### MODULES

- Communication for Business
- Advanced Calculations
- Professional Office Conduct
- Effective Administration Skills
- Professional Secretarial Conduct
- Managing External Stakeholders
- Bookkeeping for Secretaries



### MINIMUM DURATION

12 Months full-time studies



### CERTIFICATION

Further Education and Training  
Certificate endorsed by Services Seta



### MINIMUM ENTRY REQUIREMENTS

National Certificate: Business  
Administration Services NQF Level 3  
OR  
Grade 11 or NQF Level 3 qualification  
with compulsory competency in  
communication, mathematics and  
computer literacy



### POSSIBLE CAREER OPPORTUNITIES

Personal/Executive Assistant  
Relationship Manager  
Executive Secretary  
Receptionist  
Basic Contracts Administrator

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# DECODING TERMINOLOGY IN EDUCATION

## ACCREDITATION

All institutions offering full qualifications are required to register with the relevant educational and professional bodies and all the qualifications and skills programmes must be accredited by the relevant quality assurance bodies. Accredited programmes are nationally recognised by industry.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

The SAQA ID numbers visible next to each qualification indicate the registration number of the qualification as per SAQA and the logos of the professional/accrediting bodies confirm their legitimacy.

These may be confirmed by visiting the websites of the aforementioned.

## ONLINE DIGITAL LEARNING

Students access the coursework via an online platform. While some online learning may include the viewing of video clips and recordings, there is generally limited human interaction, which can contribute towards a sense of isolation. This is NOT the MSC way.

At MSC, the delivery of learning content and instruction occurs through a digital learning platform (internet), enabling students to study and obtain a qualification remotely without the necessity of being physically present at a training venue.



## **MSC ACTIVE ONLINE METHODOLOGY**

MSC uses an innovative blended approach that combines face-to-face instruction with online learning via the digital learning platform, ensuring students receive support and are not left to navigate challenges on their own.

The MSC methodology incorporates virtual live sessions (classes) led by Subject Matter Experts, providing real-time explanations of content and concepts, and addressing questions during class sessions, ensuring continuous engagement and personal communication.

## **SUBJECT MATTER EXPERTS**

These individuals are qualified and have both advanced knowledge in a specific field of learning as well as industry experience. They possess distinctive qualifications, enabling them not only to facilitate learning content but to also offer guidance and support throughout the learning journey, leading to the ultimate goal of entering the world of work.



## **VIRTUAL CLASSROOM LEARNING EXPERIENCE**

Students log in using a designated link and interact and collaborate with one another as if they are in a formal classroom. Chat rooms, videos and other innovative technologies help to keep these sessions engaging, fun and exciting.

## **MSC ELECTRONIC LEARNING PLATFORM**

Students actively participate with the course content through interactive means using an electronic device (computer, tablet or smart phone). All projects and assignments are submitted via the MSC digital learning platform. The user-friendly learning platform operates in real-time, ensuring constant updates and students have the flexibility to access it at any given time.



## DEVICE REQUIREMENTS

All activities and sessions are conducted Online. Students will be required to have access to a computer, laptop, tablet or other mobile device with internet/Wi-Fi connectivity.



## ASSESSMENTS

As part of a student's portfolio, students will be required to complete a variety of both formative and summative assessments. These are completed on the Electronic Learning Platform in a variety of formats, such as self-marking quizzes, activities, class tests, or through interaction with a Subject Matter Expert.

A Subject Matter Expert will guide each student as to the format of these assessments for each module. The marks achieved in these assessments contribute towards an overall portfolio of evidence result, which contributes to a student's final module mark.

## EXAMS

The MSC internal exams are usually held quarterly and take place at specific locations across the country. Venues are selected for accessibility and standardised exam conditions are followed.

Exam dates are provided at the start of each term to assist students with the necessary arrangements.

Once exam results have been released, students are able to access the results online through the MSC Student Portal.



## PORTFOLIO OF EVIDENCE

A Portfolio of Evidence (PoE) is a personal record that goes beyond traditional testing methods and provides a more comprehensive and holistic representation of a student's capabilities and knowledge acquired during the completion of each module. A Portfolio of Evidence is generally required to be completed during the duration of study of each module.



## FISA EXAMS

The Final Integrated Summative Assessment (FISA) is a mandatory external exam exclusively for HR students completing either the FET Certificate or National Diploma in the HR field. This exam marks the conclusive evaluation in the HR curriculum.

FISA exams take place quarterly, usually during the months of February, May, August and November of each year. FISA exam dates are determined by the South African Board for People Practices (SABPP) and exams take place at selected SABPP approved assessment centers across the country.

## MSC STUDENT PORTAL

The MSC Student Portal is the online platform that a student will access to retrieve their results, financial information in respect of their student account, exam permits, and other information relevant to the administration of the student's studies.



## STUDENT SUPPORT

At MSC, we recognise that in order for students to excel in their studies, it is important that each student is valued and secure in their flexible learning environment.

We hold regular online workshops which cover a variety of topics to assist with support on a variety of student-centered topics.



*The information provided in this Programme Offering has been compiled as accurately as possible. MSC Education Holdings (Pty) Ltd reserves the right to modify, amend or update an content prior to commencement of registration.*

*Changes may be made in response to alterations in regulations, policies, market requirements or any other valid reason.*

*This Programme Offering is published for the 2024 academic year.*



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# STUDY ANYWHERE STUDY ONLINE

🌐 [www.mscedonline.co.za](http://www.mscedonline.co.za)  
✉ [info@msccollege.co.za](mailto:info@msccollege.co.za)  
☎ 087 551 1744



Association and Affiliation  
with the following:

