



FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

NATIONAL N-DIPLOMA

Public Management N4-N6

ENTRY REQUIREMENTS

Grade 12 National Senior Certificate or equivalent qualification

DURATION

3 Years (18 months theory and 18 months practical work experience)

WHAT IS THIS PROGRAMME ABOUT?

The course prepares students to work in the public sector (all spheres of government). Students receive a certificate after each semester, after successfully completing the course. Following this, the students need to obtain 18 months' practical experience to qualify for the Diploma.

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- > Municipal Worker
- > Government Employee

WHAT SUBJECTS WILL I BE TAKING?

FIRST YEAR

N4, First Semester

Entrepreneurship and Business Management

> Computer Practice

> Public Administration

> Management Communication

N5, Second Semester

> Computer Practice

> Public Administration

> Municipal Administration

> Public Finance

SECOND YEAR

N6, First Semester

> Computer Practice

> Public Law

> Public Administration

> Municipal Administration

WHAT DO THESE SUBJECTS ENTAIL?

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

COMPUTER PRACTICE

Provides students with skills to perform basic computer functions. The subject field covers Microsoft Word, Excel, Power Point, Access and basic Internet and Email functionality.

PUBLIC ADMINISTRATION

To provide students with a comprehensive representation of the South African government system and the governmental processes involved in running the state. To provide students with the necessary knowledge and skills to become efficient incumbents of posts and officials in the state, provincial and local departments of the public sector.

MANAGEMENT COMMUNICATION

Studies the different disciplines of communication, motivation and self-image as tools in the organisation. Practical activities are included, especially the writing of business communication documents. This subject also studies the theory behind advertising, the communication tool for marketing, with emphasis on the role it plays in marketing strategies of an organisation.

MUNICIPAL ADMINISTRATION

To provide students with a comprehensive representation of the South African municipal government system and the administrative processes involved in running a local authority.

To enable the students to carry out the functions applicable to an administrative post in a municipal authority with confidence after completion of the necessary practical training in municipal administration.

To provide students with the necessary knowledge of the management processes with specific reference to personnel administration and financial management in local authorities.

PUBLIC FINANCE

To provide students with a comprehensive knowledge of the public finance used for organising the financial administrative system and process of the central, regional and local authorities. To develop students' ability to execute financial administrative tasks in the public sector with confidence and to prepare them for the world of work in central, provincial and local government.

PUBLIC LAW

To provide students with a comprehensive knowledge of public law used for organising the administrative process of public administration.

To enable students to execute functions relating to administrative policy, backed by the different laws and by-laws used in government institutions.

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