



MSC

BUSINESS
COLLEGE

MIND

SKILL

CHARACTER

MASTER YOUR GAMEPLAN



INTERACTIVE LEARNING | **JOB READINESS**
FULLY ACCREDITED | FLEXIBLE PAYMENT OPTIONS
PERSONAL ATTENTION | **FULLY ONLINE**
LEARNING MATERIAL INCLUDED | VALUE FOR MONEY
SUBJECT MATTER EXPERTS

2022

PROSPECTUS

GAME PLAN



OUR STORY

MSC Business College is a member of the prestigious MSC Education Holdings group which has invested in further education in South Africa for 31 years, with various campuses nationwide as well as online. MSC Business College is dedicated to the future of learning by incorporating innovation and technology within our institutions.

The institute's fully accredited diplomas and certificates are aimed at providing trainees with the knowledge and skills that will make them both competent and employable. MSC Business College has steadily built a reputable name amongst employers through the quality and career readiness of our graduates. MSC graduates are able to add value, not only to their immediate work environment, but to the country's economy as a whole.

MSC's programme content is always of the highest standard and practical application forms a large component of the learning experience, thus ensuring job readiness for all graduates. The institute's unique blended learning methodology COLE (Career Orientated Learning Experience) ensures that Subject Matter Experts provide a relevant, interactive and engaging experience for each trainee. MSC aims to ensure that graduates are equipped with the relevant academic content, attitudes that companies seek as well as the soft skills that will allow them to integrate seamlessly into the workplace.

OUR DELIVERY

MSC offers an online learning experience that is accessible, thereby enabling our trainees to learn virtually from any location. We make use of a variety of innovative platforms in our delivery which are at the forefront of the institute's online synergistic learning experience. Trainees are able to access all learning material and submit coursework activities, obtain feedback on their progress as well as view results online through these platforms.

Subject Matter Experts oversee each module and provide guidance on activity submission dates as well as facilitate interactive virtual chat sessions which provide trainees with the opportunity to engage virtually with fellow colleagues throughout the country. Trainees are also able to maintain contact with Subject Matter Experts virtually to ensure that continuous support is received.

Examinations are conducted at our various support sites across the country, which trainees can also visit for assistance with their learning platforms or to connect to the virtual chat sessions. MSC is committed to preparing trainees for work readiness throughout their academic journey. By ensuring ongoing preparation for the workplace, even before the end of their studies, MSC aims to provide trainees with the confidence to assure their future employers of their workplace success. Join MSC and take the next step to master your game plan today!

ACCREDITATION, ASSOCIATION & REGISTRATION



HUMAN RESOURCES MANAGEMENT

NATIONAL DIPLOMA:

HUMAN RESOURCES MANAGEMENT AND PRACTICES

SAQA ID: 49692, NQF Level 5, Credits: 249

Modules

(Year 1)

- Computer Proficiency
- Introduction to Human Resources Management
- Talent Management
- Employee Relations
- Performance Management

(Year 2)

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

Possible Career Opportunities

Human Resources Manager, Human Resources Practitioner, Human Resources Management Assistant, Senior Payroll Administrator, Training/Skills Development Officer

Minimum Entry Requirements

- Grade 12 or equivalent with competence in communication and mathematical literacy

Minimum Duration

- 24 Months full-time studies

Certification

- MSC Certificate of Completion

FET CERTIFICATE:

HUMAN RESOURCES MANAGEMENT AND PRACTICES SUPPORT

SAQA ID: 49691, NQF Level 4, Credits: 140

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Human Resources Management 101
- Labour Relations Management 101
- Skills Development Facilitation 101

Possible Career Opportunities

Human Resources Administrator, Payroll Administrator, Training/Skills Development Officer

Minimum Entry Requirements

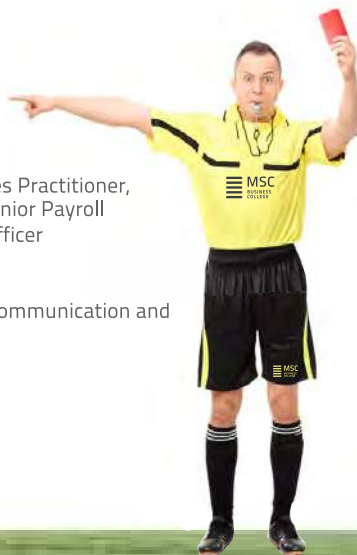
- Grade 11 or equivalent; or
- Competence in communication, mathematical literacy and computer literacy at NQF Level 3

Minimum Duration

- 12 Months full-time study

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by SABPP



MARKETING MANAGEMENT

NATIONAL DIPLOMA: MARKETING MANAGEMENT

SAQA ID: 20900, NQF Level 5, Credits: 243

Modules (Year 1)

- Computer Proficiency
- Introduction to Marketing
- Marketing Research
- The Marketing Plan
- Integrated Marketing Communication

(Year 2)

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

Possible Career Opportunities

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

Minimum Entry Requirements

- Grade 12 or equivalent Marketing related qualification at NQF Level 4

Minimum Duration

- 24 Months full-time studies

Certification

- MSC Certificate of Completion
- National Diploma endorsed by Services Seta

FET CERTIFICATE: MARKETING

SAQA ID: 59276, NQF Level 4, Credits: 139

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Marketing Communication 101
- Customer Management 101
- Marketing Management 101

Possible Career Opportunities

Marketing Assistant, Sales Representative, Executive Assistant
Communications Officer, Marketing Research Assistant

Minimum Entry Requirements

- Grade 11 or equivalent and/or competence in communication mathematical literacy and computer literacy at NQF Level 3

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and training certificate endorsed by Services Seta



GENERIC MANAGEMENT



FET CERTIFICATE: GENERIC MANAGEMENT (HUMAN RESOURCE SUPPORT)

SAQA ID: 93950, NQF Level 4, Credits: 150

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Managing People
- Strategic and Operational Management
- Leading and Managing Teams

Possible Career Opportunities

Junior Manager of small organisations,
Junior Manager of specific business units in
medium and large organisations, Team Leader,
Supervisor, Section Head

Minimum Entry Requirements

- Grade 11 or equivalent; or
- Competence in communication, mathematical literacy and computer literacy at NQF Level 3

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by SABPP

NATIONAL CERTIFICATE: SMALL BUSINESS FINANCIAL MANAGEMENT

SAQA ID: 48736, NQF Level 4, Credits: 120

Modules

- Business Literacy
- Bookkeeping to Trial Balance
- Business Management or Entrepreneurship

Possible Career Opportunities

Assistant Financial Manager,
Financial Assistant, Owner-Manager,
SMME Financial Manager

Minimum Entry Requirements

- Grade 11 or equivalent NQF Level 3 qualification
- Competence in communication & mathematical literacy at NQF Level 3

Minimum Duration

- Assessment dates are predetermined by the ICB

Certification

- MSC Certificate of Completion for each Short Learning Programme
- National Certificate endorsed by ICB and FASSET

***ICB Professional Registration.**

PROJECT MANAGEMENT



NATIONAL DIPLOMA: PROJECT MANAGEMENT

SAQA ID: 58309, NQF Level 5, Credits: 247

Modules

(Year 1)

- Computer Proficiency
- 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

Possible Career Opportunities

Project Manager, Project Team Leader

Minimum Entry Requirements

- Grade 12 or equivalent with competence in communication and mathematical literacy

Minimum Duration

- 24 Months full-time studies

Certification

- MSC Certificate of Completion
- National Diploma endorsed by Services Seta

FET CERTIFICATE: PROJECT MANAGEMENT

SAQA ID: 50080, NQF Level 4, Credits: 136

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Project Management 101
- Project Procurement and Development 101
- Practical Project Management 101

Possible Career Opportunities

Project Assistant, Project Coordinator/Planner, Project Administrator

Minimum Entry Requirements

- Grade 11 or equivalent; or
- Competence in communication, mathematical literacy and computer literacy at NQF Level 3

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by Services Seta



WHOLESALE AND RETAIL OPERATIONS

NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS (VISUAL MERCHANDISING)

SAQA ID: 63409, NQF Level 3, Credits: 120

Modules

- Computer Proficiency
- Communication for Business
- Business Calculations 101
- Safety in the Wholesale and Retail Environment
- Sales Assistance in the Wholesale and Retail Sector
- Visual Merchandising

Possible Career Opportunities

Sales Assistant, Sales Representative, General Clerk, Retail Merchandiser

Minimum Entry Requirements

- Grade 10 or equivalent with compulsory mathematical literacy and communication; or
- Competence in communication and mathematical literacy at NQF Level 2

Minimum Duration

- 12 Months full-time studies (dependent on workplace commitments)

Certification

- MSC Certificate of Completion
- National Certificate endorsed by W&R Seta

NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS (SUPERVISION)

SAQA ID: 63409, NQF Level 3, Credits: 120

Modules

- Computer Proficiency
- Communication for Business
- Business Calculations 101
- Safety in the Wholesale and Retail Environment
- Sales Assistance in the Wholesale and Retail Sector
- Time and Performance Management in a Wholesale and Retail Environment

Possible Career Opportunities

Sales Assistant, Sales Representative, General Clerk, Forecourt Supervisor

Minimum Entry Requirements

- Grade 10 or equivalent with compulsory mathematical literacy and communication; or
- Competence in communication and mathematical literacy at NQF Level 2

Minimum Duration

- 12 Months full-time studies (dependent on workplace commitments)

Certification

- MSC Certificate of Completion
- National Certificate endorsed by W&R Seta

NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS SUPERVISION

SAQA ID: 49397, NQF Level 4, Credits: 120

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Team Leadership
- Retail Supervision
- Retail Operations Management

Possible Career Opportunities

Storekeeper, Stock Controller, Store Supervisor, Sales Supervisor, Sales Executive

Minimum Entry Requirements

- Numeracy and Communication literacy at NQF Level 3; or
- National Certificate: Wholesale and Retail Operations NQF Level 3

Minimum Duration

- 12 Months full-time studies
(dependent on workplace commitments)

Certification

- MSC Certificate of Completion
- National Certificate endorsed by W&R Seta

PUBLIC RELATIONS

FET CERTIFICATE: PUBLIC RELATIONS PRACTICE

SAQA ID: 71729, NQF Level 4, Credits: 141

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Public Relations Communication
- Public Relations Management 101
- Public Relations Marketing and Promotion

Possible Career Opportunities

Information Officer, Client Liaison Officer, Communication Assistant, Public Relations Assistant, Executive Assistant

Minimum Entry Requirements

- Grade 11 or equivalent; or
- Competence in communication, mathematical literacy and computer literacy at NQF Level 3

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by Services Seta



IT & COMPUTERS

FET CERTIFICATE: INFORMATION TECHNOLOGY: TECHNICAL SUPPORT (CLOUD MANAGEMENT)

SAQA ID: 78964, NQF Level 4, Credits: 163

Modules

- Communication for Business
- Advanced Calculations 101
- Basic Principles of Computers
- Computer Architecture
- Computer Networks
- Customer Support
- Problem-Solving Strategies
- Cloud Management (Optional Elective)

Possible Career Opportunities

Systems Support Technician, IT Network Technician, Computer Hardware Technician, IT Customer Support Liaison, IT Cloud Solutions Administrator/ Manager, Cloud Infrastructure Administrator/ Manager

Minimum Entry Requirements

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

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by MICT SETA

**Each student will receive a free network toolkit as part of this programme*

FET CERTIFICATE: INFORMATION TECHNOLOGY: TECHNICAL SUPPORT (CYBER SECURITY)

SAQA ID: 78964, NQF Level 4, Credits: 163

Modules

- Communication for Business
- Advanced Calculations 101
- Basic Principles of Computers
- Computer Architecture
- Computer Networks
- Customer Support
- Problem-Solving Strategies
- Cyber Security (Optional Elective)

Possible Career Opportunities

Systems Support Technician, IT Network Technician, Computer Hardware Technician, IT Customer Support Liaison, Information Security Engineer, IT Security Analyst

Minimum Entry Requirements

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

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by MICT SETA

**Each student will receive a free network toolkit as part of this programme*

FET CERTIFICATE: INFORMATION TECHNOLOGY: SYSTEMS DEVELOPMENT

SAQA ID: 78965, NQF Level 4, Credits: 165

Modules

- Communication for Business
- Advanced Calculations 101
- Computer Hardware and Networks
- Introduction to Systems Development and Programming
- Information Systems
- Systems Design and Development
- Customer Service in a Programming World

Possible Career Opportunities

Junior Programmer, Assistant Systems Developer, Information Systems Administrator, Junior Systems Analyst

Minimum Entry Requirements

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

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by MICT SET

NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END-USER COMPUTING

SAQA ID: 49077, NQF Level 3, Credits: 130

SKILLS
CERTIFICATE

Communication for Business

SKILLS
CERTIFICATE

Business Calculations 101

SKILLS
CERTIFICATE

MS Word Level 1

SKILLS
CERTIFICATE

MS Excel Level 1

SKILLS
CERTIFICATE

MS Access Level 1

SKILLS
CERTIFICATE

MS PowerPoint

SKILLS
CERTIFICATE

Internet and Email

SKILLS
CERTIFICATE

IT Concepts

Possible Career Opportunities:

Data Capturer, MS Office Administrator, Software User, Executive Assistant

Minimum Entry Requirements

- Grade 10 or equivalent

Minimum Duration

- 12 Months full-time studies

Certification

MSC Certificate of Completion National Certificate endorsed by MICT SETA

MSC LEARNING PROGRAMME ENHANCED COMPUTER TECHNICIAN (A+)

Possible Career Opportunities

Computer Technician (Hardware), IT Hardware Specialist

MSC LEARNING PROGRAMME ENHANCED NETWORK TECHNICIAN (N+)

Possible Career Opportunities

Network Technician, IT Networking Specialist

Successful completion of any of the above two courses will assist students in preparation for the international exams in A+ or N+, should they wish to obtain their international certification.

These international exams are written at an approved Pearson VUE testing centre.

SKILLS CERTIFICATE COMPUTER ESSENTIALS

Modules

Computer Essentials (Includes: Introduction to Computers, MS Word, MS Excel, MS PowerPoint and Internet and Email)

SKILLS CERTIFICATE COMPUTER SOFTWARE SKILLS

Modules

- Computer Proficiency
- MS Word I
- MS Excel I
- MS PowerPoint
- Internet and email

TRAVEL AND TOURISM



DIPLOMA: INTERNATIONAL TOURISM

SAQA ID: 65860, NQF Level 6, Credits: 240

Modules (Year 1)

- Computer Proficiency
- Communication for Business
- The Tourism Industry and Geography
- Customer Service in the Tourism Industry
- Tourism Management

(Year 2)

- MS PowerPoint
- Tourism Marketing
- Tourist Attractions and Destinations 102
- Managing Tourism Products, Services and People
- Tourism Financial Accounting
- Computerised Travel Application (GDS)

Possible Career Opportunities

Tourism Operator, Tourism Administrator, Travel Agent Assistant, Client Liaison in the Travel and Tourism Industry, Tour Guide

Minimum Entry Requirements

- Grade 12 or equivalent; or
- FET Certificate: International Tourism NQF Level 4

Minimum Duration

- 24 Months full-time studies

Certification

- MSC Certificate of Completion
- Diploma endorsed by CATHSSETA

FET CERTIFICATE: INTERNATIONAL TOURISM

SAQA ID: 65859, NQF Level 4, Credits: 132

Modules

- Computer Proficiency
- Communication for Business
- Introduction to Tourism and Geography
- Tourist Attractions and Destinations 101
- Employment Preparation
- Tourism Financial Management, Sales and Marketing
- Travel Practice and Customer Services

Possible Career Opportunities

Front of House, Supervisor in a travel and tourism environment, Office Administrator in a travel and tourism environment

Minimum Entry Requirements

- Grade 11 or equivalent NQF Level 3 qualification with communication and mathematical literacy

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by CATHSSETA

FET CERTIFICATE: HOSPITALITY RECEPTION

SAQA ID: 59790, NQF Level 4, Credits: 126

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Hospitality Reception Operations 101
- Hospitality Management Operations
- Hospitality Human Resources Operations 101

Possible Career Opportunities

Front of House/Receptionist in a hospitality/ tourism environment, Office Administrator in a hospitality/ tourism environment

Minimum Entry Requirements

- Grade 11 or equivalent

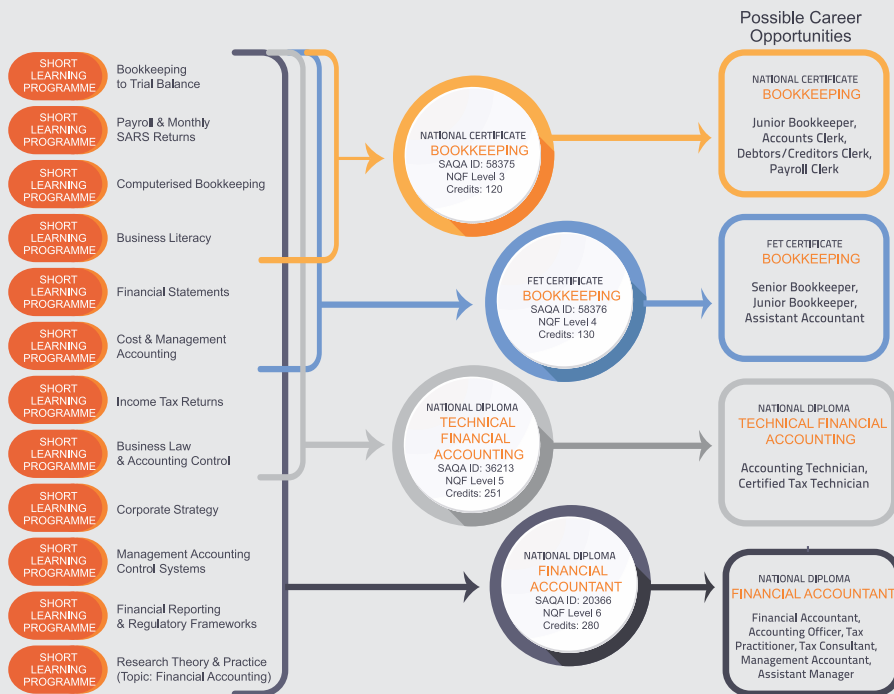
Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by CATHSSETA

FINANCIAL ACCOUNTING & BOOKKEEPING



SKILLS CERTIFICATE: PAYROLL ASSISTANT

Modules

- MS Excel I
- Payroll and Monthly SARS Returns

SKILLS CERTIFICATE: BOOKKEEPING ASSISTANT

Modules

- MS Excel I
- Bookkeeping to Trial Balance
- Computerised Bookkeeping

Minimum Entry Requirements

- Grade 10 or equivalent (no prior accounting knowledge needed; minimum age of 16 years) provided that the subjects at the correct level are started with
- It is assumed that trainees have the relevant computer literacy skills required to complete each of the skills certificates

Minimum Duration

- Assessment dates are predetermined by the ICB

Certification

- MSCertificate for each of the Short Learning Programme completed successfully
- National Certificate endorsed by ICB and FASSET SETA

Affiliation ■ ICB Professional Registration

SECRETARIAL & OFFICE ADMINISTRATION

FET CERTIFICATE: BUSINESS ADMINISTRATION SERVICES (SECRETARIAL SUPPORT)

SAQA ID: 35928, NQF Level 4, Credits: 140

Modules

- Computer Proficiency
- Communication for Business
- Advanced Calculations 101
- Professional Office Conduct
- Effective Administration Skills
- Professional Secretarial Conduct
- Managing External Stakeholders
- Bookkeeping for Secretaries.

Possible Career Opportunities

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

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

Minimum Duration

- 12 Months full-time studies

Certification

- MSC Certificate of Completion
- Further Education and Training Certificate endorsed by Services Seta

NATIONAL CERTIFICATE: BUSINESS ADMINISTRATION SERVICES: (SECRETARIAL SUPPORT)

SAQA ID: 23655, NQF Level 3, Credits: 120

Modules

- Computer Proficiency
- Business Calculations 101
- Improving Business Efficiency
- Minutes, Meetings and Event Co-ordination
- Improving Your Customer Service
- Maintenance and Control of Office Equipment and Supplies

Possible Career Opportunities

Receptionist, Junior Secretary, Financial Administrator

Minimum Entry Requirements

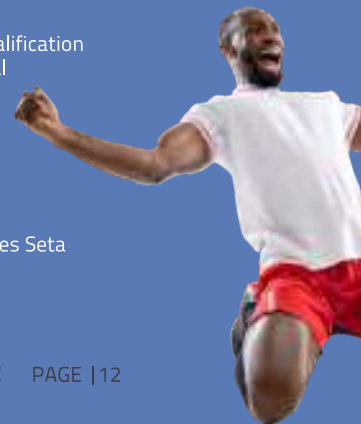
- Grade 10 or equivalent NQF Level 2 qualification with communication and mathematical literacy

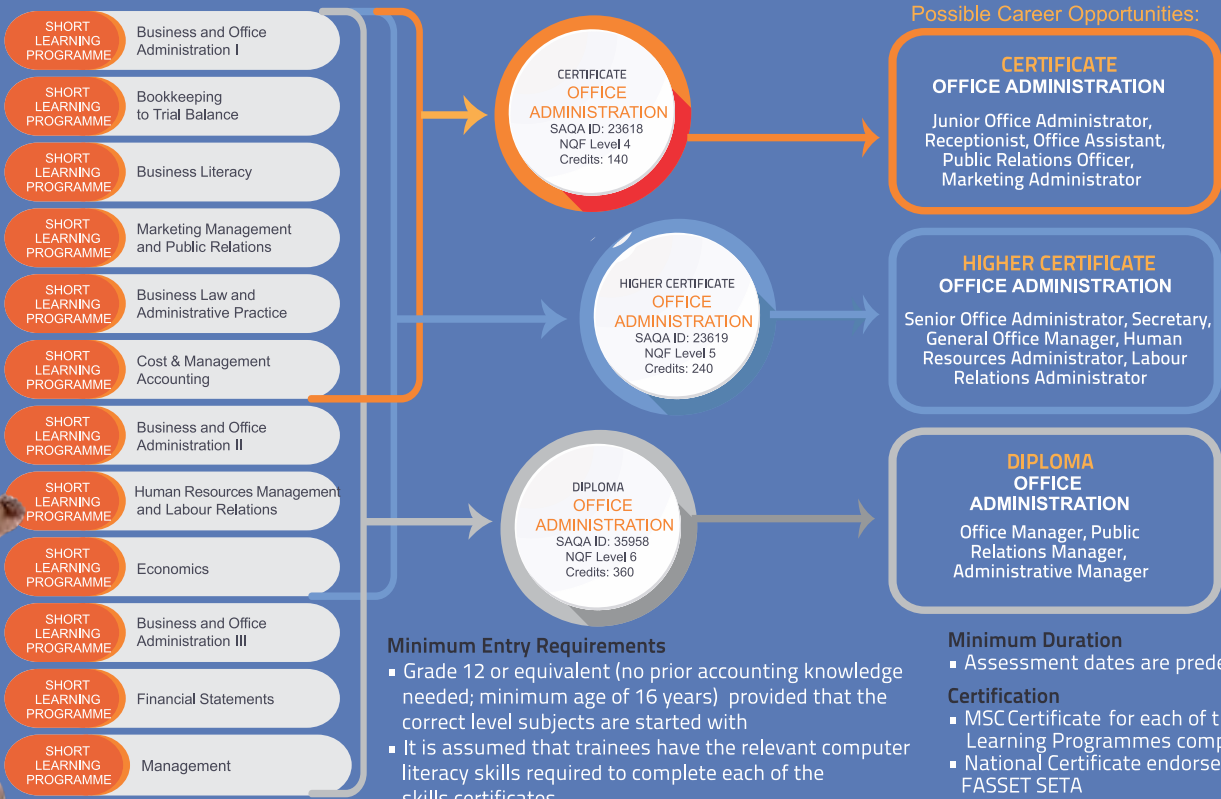
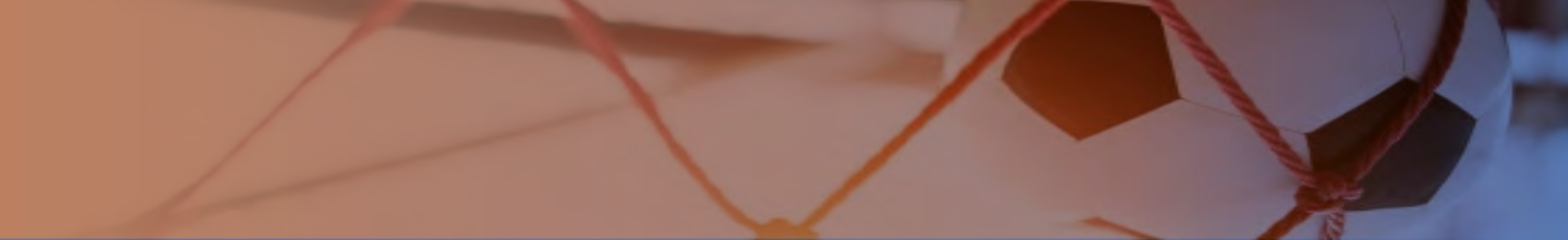
Minimum Duration

- 12 Months full-time study

Certification

- MSC Certificate of Completion
- National Certificate endorsed by Services Seta





- SHORT LEARNING PROGRAMME Business and Office Administration I
- SHORT LEARNING PROGRAMME Bookkeeping to Trial Balance
- SHORT LEARNING PROGRAMME Business Literacy
- SHORT LEARNING PROGRAMME Marketing Management and Public Relations
- SHORT LEARNING PROGRAMME Business Law and Administrative Practice
- SHORT LEARNING PROGRAMME Cost & Management Accounting
- SHORT LEARNING PROGRAMME Business and Office Administration II
- SHORT LEARNING PROGRAMME Human Resources Management and Labour Relations
- SHORT LEARNING PROGRAMME Economics
- SHORT LEARNING PROGRAMME Business and Office Administration III
- SHORT LEARNING PROGRAMME Financial Statements
- SHORT LEARNING PROGRAMME Management

**CERTIFICATE
OFFICE
ADMINISTRATION**
SAQA ID: 23618
NQF Level 4
Credits: 140

Possible Career Opportunities:

**CERTIFICATE
OFFICE ADMINISTRATION**

Junior Office Administrator,
Receptionist, Office Assistant,
Public Relations Officer,
Marketing Administrator

**HIGHER CERTIFICATE
OFFICE
ADMINISTRATION**
SAQA ID: 23619
NQF Level 5
Credits: 240

**HIGHER CERTIFICATE
OFFICE ADMINISTRATION**

Senior Office Administrator, Secretary,
General Office Manager, Human
Resources Administrator, Labour
Relations Administrator

**DIPLOMA
OFFICE
ADMINISTRATION**
SAQA ID: 35958
NQF Level 6
Credits: 360

**DIPLOMA
OFFICE
ADMINISTRATION**

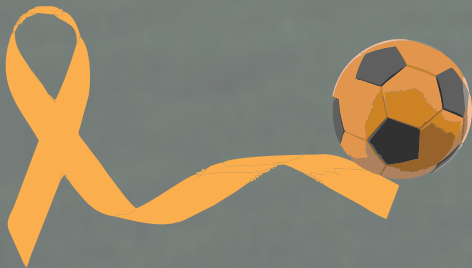
Office Manager, Public
Relations Manager,
Administrative Manager

- Minimum Entry Requirements**
- Grade 12 or equivalent (no prior accounting knowledge needed; minimum age of 16 years) provided that the correct level subjects are started with
 - It is assumed that trainees have the relevant computer literacy skills required to complete each of the skills certificates

- Minimum Duration**
- Assessment dates are predetermined by the ICB
- Certification**
- MSC Certificate for each of the Short Learning Programmes completed successfully
 - National Certificate endorsed by ICB and FASSET SETA
- Affiliation** ■ ICB Professional Registration



◀ SOCIAL STUDIES



SKILLS CERTIFICATE HIV/AIDS COUNSELLING

Modules

- Basic Lay Counselling Skills
- Advanced Lay Counselling Skills

SKILLS CERTIFICATE HIV/AIDS MANAGEMENT

Modules

- HIV/AIDS Management
- HIV/AIDS and the Law

SKILLS CERTIFICATE HIV/AIDS CARE GIVING & SUPPORT

Modules

- Home-Based Care

Minimum Entry Requirements

- Grade 11 or equivalent

Minimum Duration

- 2-5 Months full-time studies

Certification

- MSC Certificate of Completion



ONLINE SHORT LEARNING PROGRAMMES

If your business or company aspires to have a learning culture and you wish to upskill your employees continuously, MSC Go is the perfect tool for you.

MSC Go is the platform that hosts MSC's digital short-learning programmes (SLPs). All short-learning programmes are online, flexible, engaging and contextually relevant.

You might be wondering how these short learning programmes will help your workforce's career - but you're in for a surprise. The SLP might be short in duration or length, but it is packed with relevant knowledge that will help individuals perform basic tasks.

The main benefits of MSC Go's digital Short Learning Programmes include:

- Individuals gain valuable skills that benefit the entire business in a short amount of time.
- Cost-effective and affordable.
- Career-related or job-specific.
- Open access – any individual can partake in an MSC Go Short Learning Programme. There are no minimum entry requirements.
- Contribute to an individual's personal and professional development.

We at MSC believe that accessible digital learning not only adds benefit to businesses, but also has the potential to address the existing inequalities in education.

List of online short courses:

- Essentials of Change Management
- Customer Service
- Effective Minute Taking
- Effective Selling Skills
- Elementary Project Management
- Beating The Clock
- Business Writing Skills
- Office Admin Techniques
- Intermediate Presentation Skills
- Advanced Word Processing Skills
- Advanced Spreadsheet Skills
- Advanced Supervisory Skills
- Knowledge Management
- Diversity Management
- Conflict Management

REGISTER ONLINE

www.msc/registeronline.co.za

CORPORATE TRAINING INITIATIVES

Did you know that MSC Business College also provides training solutions for employees in the corporate sector?

MSC Business College identifies industry-specific skills gaps in order to craft relevant training solutions and initiate competency-based training. This is achieved by delivering practical training solutions to assist businesses in securing and growing a more productive workforce.

Types of corporate training initiatives include:

- **Skills Programmes** – a credit-bearing learning programme that leads to an employable skill.
- **Learnerships** – A programme that combines theory and workplace practice in order to obtain a registered and credit-bearing qualification.
- **RPL (Recognition of Prior Learning)** – acknowledgement of work completed, and skills acquired that can count towards a qualification.
- **Short Learning Programmes** – aimed at working individuals, designed to upgrade their knowledge or skills in a short period of time.

What are the benefits to your business with this kind of training?

- Upskilling of current and potential employees.
- Skills transfer and succession planning.
- Accumulate points towards improving your B-BBEE scorecard.
- Assist in meeting employment equity targets.
- Claim from Skills Levy Fund (submission of WSP).
- Taxation benefits.
- Corporate Social Responsibility (CSI)

B-BBEE Scorecard

Broad-Based Black Economic Empowerment (B-BBEE) is a form of economic empowerment initiated by the South African government with the goal to distribute wealth across a broad spectrum of previously disadvantaged South Africans. This is measured through a B-BBEE Scorecard.

B-BBEE relates to any business that empowers its people, drives the economy, and supports social growth. Skills development is one of the most important scorecard elements. Long-term financial and time-related investments by businesses and corporate companies help to increase their B-BBEE rating and financial status.





REGISTER ONLINE

www.msc/registeronline.co.za



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🏠 MSC Business College

