



ABOUT US:

Mega-size is an Institution registered under Tertiary Education Council (TEC) and Botswana Training Authorities (BOTA). All our courses are accredited by these authorities. In addition Mega-size has a permanent tuition centre where students receive on-campus, face-to-face tuition towards management courses from Lyceum, CIPS, IAC and ICM programmes, offering Diploma, Higher certificate and Certificate qualifications.

Mega-size college has been in the Industry since 1993, and we believe in building a healthy learning environment where everyone can discover his/her role in the economy of our country. We offer individual academic attention for students to empower them socially and mentally as stipulated in our slogan "FEED YOUR MIND". Our programmes are designed to enhance your current skills and practices for the empowerment of your mind so that you can be able to make a contribution to your industry or field of choice, and our economy at large.

IS THIS FOR YOU:

Our Professional Qualifications are aimed at:

- Higher School leavers wishing to embark on a successful career in a management position.
- Individuals wishing to pursue higher levels of learning in a field of their choice for a successful career.
- Employees for both private and public sectors wishing to progress in their studies to reach their career potential and have a significant competitive edge.
- Companies wishing to empower their employees through skills development for an innovative and productive staff.

ENTRY REQUIREMENTS:

Applicants should possess either one or both of the following:

- 30/+ points (BGCSE)
- Certificate or higher Certificate from a BOTA accredited Institution.

COURSE DURATION:

- Certificate : 12 months
- Higher Certificate : 12 months (Based on completion of certificate level)
- Diploma : 3 years
- Professional Diploma : 4 years

CERTIFICATION:

Students will be given a Certificates on completion of each level in recognition of their achievement.

RECOGNITION:

Our programmes are rewarded with professional qualifications from IAC, CIPS, LYCIUM and ICM which is a UK examination and Awarding body, Globally recognised by every accreditation authority. We are registered and accredited by both TEC and BOTA.

DIPLOMA COURSES ON OFFER

DIPLOMA IN:

FLEET MANAGEMENT

(YEAR 1) Electives 1

- General management for Fleet Management
- Fleet Management System 1
- Motor Industry Market Analysis
- Vehicle Selection & Procurement
- Maintenance Management

(YEAR 2) Electives 1

- Business Communication for Fleet Managers
- Fleet Management Outsourcing
- Fleet Management Systems 2
- Legislation for Fleet Managers
- Fleet Management Policies

(YEAR 3) Electives 2

- Fleet Management Systems 3
- Short-term Rental Management
- Full Maintenance Leasing
- Finance and Insurance for Fleet Managers

Electives available for each Year

DIPLOMA IN:

PUBLIC ADMINISTRATION

(YEAR 1) Electives 1

- General Management
- Business Communication
- Local Government Management
- Public Management 1
- Public Personnel Management 1

(YEAR 2) Electives 2

- Public Personnel Management 2
- Public Management 2
- Project Management
- Local Government Management 2

(YEAR 3) Electives 2

- Public Personnel Management 3
- Public Relations 2
- Public Law

(Electives for Year 3)

- Corporate Social Responsibility
- Disaster Management 2
- Labour Relations

Electives available for each Year

CIPS PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY (Year 4)

Core Unit	Core Unit	Core Unit	Optional Unit	Optional Unit	Optional Unit
Leadership in Procurement and Supply	Corporate and Business Strategy	Strategic Supply Chain Management	Supply Chain Diligence	Programme and Project Management	Legal Aspects in Procurement and Supply

ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY (Year 3)

Core Unit	Core Unit	Core Unit	Optional Unit	Optional Unit	Optional Unit
Management in Procurement & Supply	Managing Risks in Supply Chains	Improving the competitiveness of supply chains	Category Management in Procurement	Suitability in Supply chains	Operations Management in supply chains

DIPLOMA IN PROCUREMENT AND SUPPLY (Year 2)

Contexts of Procurement and supply	Business Needs in procurement and supply	Sources in procurement and supply	Negotiating and contracting in procurement and supply	Managing contracts and relationship in procurement