



**EDUTEL**

HIGHER EDUCATION

# **Bachelor Of Business Administration**

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SAQA ID 122318  
NQF LEVEL 07  
2025

# OUR MISSION

Edutel commits to **academic excellence** in education, and the promotion of scholarship through the **creation of flexible, life-long learning opportunities** and an intellectually stimulating and **culturally vibrant, pleasant and safe environment** in which students and staff can flourish.

Edutel places a **high premium on local relevance**, which is manifested through its **contribution to the prosperity, competitiveness and quality of life** in South Africa. In order to do so, Edutel must be **sensitive to national needs and societal contexts** of the country as well as the demands of the time. **Local relevance is also manifested in Edutel's commitment** to, and promotion of equity, access, equal opportunities, redress, transformation and diversity.

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This prospectus is valid until 20 June 2025.  
A revised prospectus will be available from 21 June 2025.

# 1. General Information



## MEET EDUTEL

Edutel is a group of companies specialising in the field of education and training, skills development and services. The first Edutel company was formed in 1999 and in 2025 Edutel will celebrate 26 years of excellence in the field of education and training.

Edutel Higher Education (Pty) Ltd is accredited with CHE/HEQC.

Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No.2017/HE07/001.

### Is this qualification recognised?

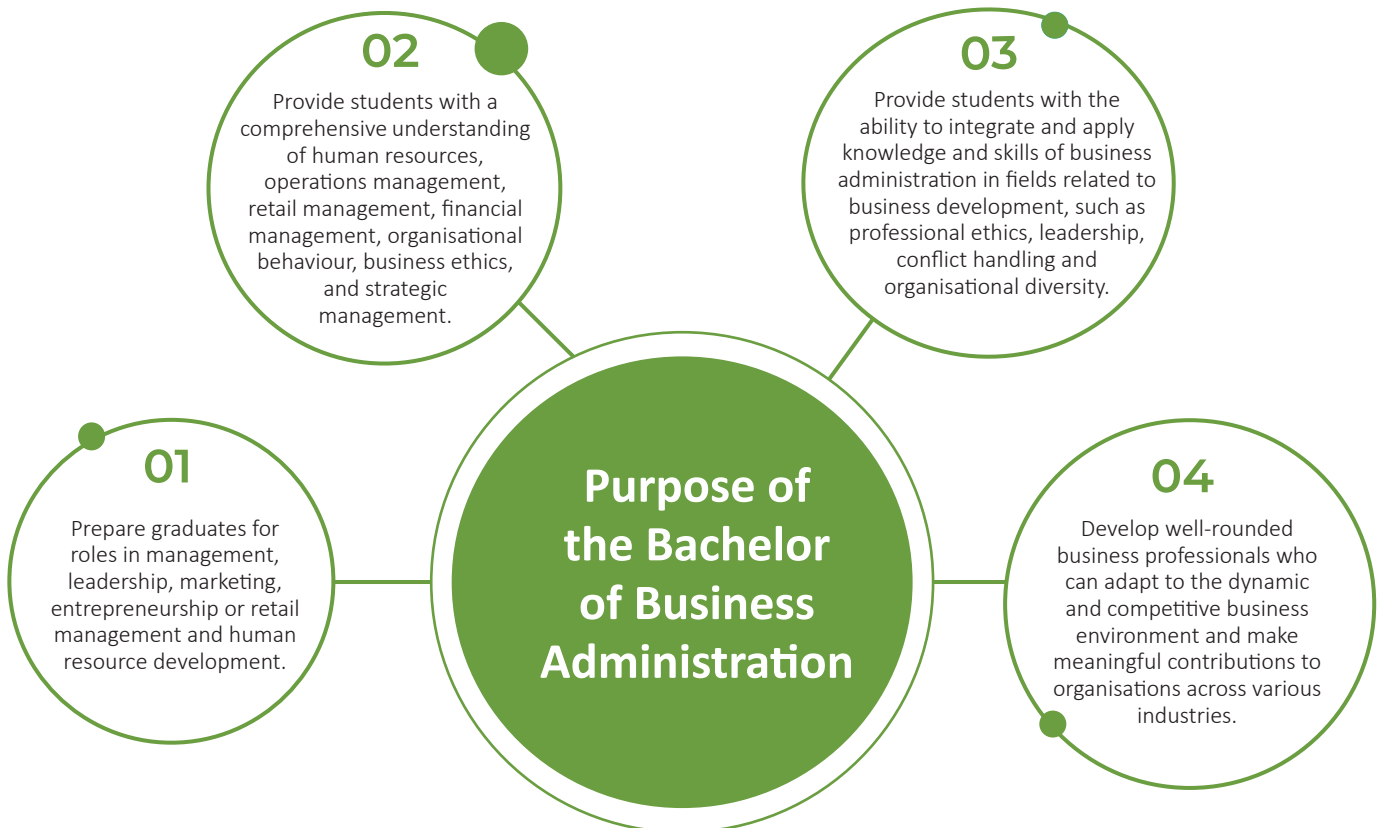
This qualification is registered on the NQF, SAQA ID 122318

# 2. Bachelor of Business Administration

## PURPOSE OF BACHELORS DEGREE IN BUSINESS ADMINISTRATION, MANAGEMENT AND OPERATIONS

The programme is designed to produce up-to date, assertive and effective executives for business and other organisations and prepares students for further studies. The programme covers a variety of business and management principles. The BBA aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blend of business and management knowledge.

On completion of the programme, graduates can aspire to the following positions: Retail or Business Manager, Human Resource Manager, Entrepreneur, Business Strategist or Business Consultant.



**DURATION**

Minimum of three years for unemployed students (Full-time) or four years for employed students (Part-time).

**ADMISSION REQUIREMENTS**

- National Senior Certificate (NSC) which grants access to bachelor's degree studies.  
**OR**
- National Certificate (Vocational) NC (V) at NQF Level 4 which grants access to bachelor degree studies.  
**OR**
- Applicants holding a South African National Senior Certificate (NSC) need to pass a minimum of four subjects at a rating of 4 (Adequate Achievement, 50-59%) or better, with exception of Life Skills.  
**OR**
- At least 40% for home language and at least 50% in English, First Additional language.  
**OR**
- Alternatively, a Higher Certificate or an Advanced Certificate or Diploma in a cognate field may satisfy the minimum admission requirements.

If you are not sure whether you comply with the admission requirements, please contact us.

**Matured Age Exemption**

Should you have not passed your matric with exemption, are above the age of 23 and comply with the above mentioned language requirements, you can apply for matured age exemption. Please visit the following website for the information, relevant forms and cost: [mb.usaf.ac.za](http://mb.usaf.ac.za)

**COMPUTER LITERACY AND REQUIREMENTS**

It is expected of all students to have access to a computer device and data/wifi in order to submit all the assignments on Edutel Online.

The computer literacy online workshop is developed to assist you with writing emails to Edutel Higher Education, accessing the internet, using Edutel Online and completing and submitting your assignments on Edutel Online.

It is important that every student must be computer literate. This module guides you to understanding your computer, and the use of Microsoft Word, Excel and PowerPoint. It will also assist you to access the internet, how to use Microsoft Outlook for emails and store your information. If you still struggle with computer literacy, we recommend that you attend an additional online computer literacy workshop which will be made available to registered students.





### WHAT IF I ALREADY HAVE CERTAIN KNOWLEDGE AND EXPERIENCE

Edutel Higher Education is a strong supporter of Recognition of Prior Learning. For this reason, students may apply for RPL. Students who registered at another higher education institution and completed modules may transfer credits for these modules if they choose to register with Edutel Higher Education to complete the programme.

### RECOGNITION OF PRIOR LEARNING (RPL)

In line with the South African Qualifications Authority institutional guidelines and policies, Recognition of Prior Learning may take place and the candidate may be awarded a maximum of 50% of the credits for the programme, based on appropriate assessment of evidence of competence related to the programme and module outcomes.

RPL, as defined nationally by SAQA, applies to informal or non-formal learning only. Learning resulting from formal routes will normally be recognised via Credit Accumulation and Transfer (CAT), but in cases where CAT is found not to be applicable, the RPL route may be explored. Edutel Higher Education in all, and its RPL and CAT processes ensure that the principles as formulated by the CHE, always underpin its assessment policies and practices. A formal RPL will be followed in line with Edutel Higher Education's RPL Policy.

RPL will be used to grant access to, or exemption from modules that contribute towards the Bachelor of Business Administration. Edutel Higher Education recognises forms of prior learning as equivalent to the prescribed formal minimum admission requirements.

Please mail us at [jpillay@edutel.ac.za](mailto:jpillay@edutel.ac.za) for an RPL application form or for more information.



### PLEASE NOTE:

Edutel Higher Education offers students two options:

- Unemployed students who will study full-time, via distance learning, on the three-year distance learning programme.
- Employed students who will study part-time, via distance learning, on the four-year distance learning programme.

You have two electives you need to choose from when enrolling for your BBA degree.

- **Elective One:** General- you will study Introduction to Business Management BIBM 510, Entrepreneurship and Small Businesses BESB 620 and Operations Management for Sustainability BOMS 730 OR
- **Elective Two:** Retail Business Management 1,2,3

**Note-** You are not allowed mix up the electives. You must choose elective 1 OR 2 when enrolling

## 3. Programme Structure: Three Year Full-Time Distance Programme

Option 1: Three-Year Full-Time Distance Learning (First Semester)		
First Year	Second Year	Third Year
Elective 1: Introduction to Business Management - BIBM 510 <b>NQF 5 – [15C]</b>	Organisational Leadership - BORL 620 <b>NQF 6 – [15C]</b>	Business Ethics and Conflict- BBEC 730 <b>NQF 7 - [16C]</b>
Micro Economics <b>NQF 5 – [15C]</b>	Fundamentals of Human Resource Management <b>NQF 6 – [15C]</b>	Financial Planning and Control <b>NQF 7 – [16C]</b>
Business Mathematics- BMAT 510 <b>NQF 5 – [15C]</b>	Management Accounting - BMAC 620 <b>NQF 6 - [15C]</b>	Global Business and Strategy - BGBS 730 <b>NQF 7 – [16C]</b>
Business Communication- BCOM 510 <b>NQF 5 – [15C]</b>	Business and Society- BSOC 620 <b>NQF 6 - [15C]</b>	Organisational Diversity- BODI 730 <b>NQF 7 – [16C]</b>
Option 1: Three-Year Full-Time Distance Learning (Second Semester)		
Elective 2: Retail Business Management 1 <b>NQF 5 – [15C]</b>	Elective 1: Entrepreneurship and Small Businesses- BESB 620 OR Elective 2: Retail Business Management 2 <b>NQF 6 - [15C]</b>	Project Management- BPMA 730 <b>NQF 7 - [16C]</b>
Functional Areas of Management- BFAF 510 <b>NQF 5 - [15C]</b>	Marketing- BMAR 620 <b>NQF 6 - [15C]</b>	Elective 1: Operations Management for Sustainability- BOMS 730 OR Elective 2: Retail Business Management 3 <b>NQF 7 - [16C]</b>



End User Computing- COMP 510  <b>NQF 5 - [7C]</b>	Business Statistics - BBST 620  <b>NQF 6 - [15C]</b>	Business Environment and Ethics- BBEE 730  <b>NQF 7 - [16C]</b>
Fundamentals of Financial Accounting- FFAC 510  <b>NQF 5 - [15C]</b>	Business Information Systems- BMIS 620  <b>NQF 5 - [15C]</b>	Strategic Management Practice- BSMP 730  <b>NQF 7 - [16C]</b>
Macro Economics- BMME 620  <b>NQF 6 - [15C]</b>		

**112 Credits**

**120 Credits**

**128 Credits**

**TOTAL number of credits for the programme = 360**

## 4. Programme Structure: Four Year Part-Time Distance Programme

<b>Option 1: Four-Year Part-Time Distance Learning (First Semester)</b>			
<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>	<b>Fourth Year</b>
Elective 1: Introduction to Business Management- BIBM 510  <b>NQF 5 - [15C]</b>	Organisational Leadership- BORL 620  <b>NQF 6 - [15C]</b>	Financial Planning and Control- BFPC 730  <b>NQF 7 - [16C]</b>	Project Management- BPMA 730  <b>NQF 7 - [16C]</b>
Business Communication BCOM 510  <b>NQF 5 - [15C]</b>	Fundamentals of Human Resource Management- BFHR 620  <b>NQF 6 - [15C]</b>	Business Ethics and Conflict - BBEC 730  <b>NQF 7 - [16C]</b>	Business Environment and Ethics- BBEE 730  <b>NQF 7 - [16C]</b>
Micro Economics- BMIE 510  <b>NQF 5 - [15C]</b>	Fundamentals of Financial Accounting - FFAC 510  <b>NQF 5 - [15C]</b>	Business Statistics- BBST 620  <b>NQF 6 - [15C]</b>	
Business Mathematics- BMAT 510  <b>NQF 5 - [15C]</b>	Business and Society BSOC 620  <b>NQF 6 - [15C]</b>		

**Option 1: Four-Year Part-Time Distance Learning (Second Semester)**

First Year	Second Year	Third Year	Fourth Year
Elective 2: Retail Business Management 1  <b>NQF 5 - [15C]</b>	Elective 1: Entrepreneurship and Small Businesses- BESB 620 OR Elective 2: Retail Business Management 2  <b>NQF 6 - [15C]</b>	Global Business and Strategy - BGBS 730  <b>NQF 7 - [16C]</b>	Elective 1: Operations Management for Sustainability- BOMS 730 OR Elective 2: Retail Business Management 3  <b>NQF 7 - [16C]</b>
Functional Areas of Management - BFAF 510  <b>NQF 5 - [15C]</b>	Marketing- BMAR 620  <b>NQF 6 - [15C]</b>	Organisational Diversity - BODI 730  <b>NQF 7 - [16C]</b>	Strategic Management Practice- BSMP 730  <b>NQF 7 - [16C]</b>
End User Computing- COMP 510  <b>NQF 5 - [7C]</b>	Management Accounting - BMAC 620  <b>NQF 6 - [15C]</b>	Business Information Systems - BMIS 620  <b>NQF 5 - [15C]</b>	
Macro Economics- BMME 620  <b>NQF 5 - [15C]</b>			

**97 credits****105 credits****94 credits****64 credits*****TOTAL number of credits for the programme = 360*****HOW DO YOU STUDY AT EDUTEL HIGHER EDUCATION?**

The Bachelor of Business Administration is a full-time/part-time modular qualification that makes use of a blended mode of learning. This means that students will register for a qualification as a distance student and will work at home on the learning material provided, but have at their disposal several ways in which to supplement their studies.



## STUDY MATERIALS

On registration students will receive the following in electronic format on Edutel Online:

- An **Administrative Booklet** containing all the administrative information they will require to successfully complete their studies.
- A **Study Guide** (in both hard copy and e-book format) for all modules, written in the format of the dialogues that would have taken place between the student and the lecturer in a contact situation.
- A general **Tutorial Letter** explaining the details of the programme.
- A module specific **Tutorial Letter** for each module to further guide their studies.
- **Multimedia Lectures** recorded by lecturers explaining each theme in the Learning Guide.
- **Online Assignments** for each module can be accessed on Edutel Online after registration.

All learning material will be provided in either soft copy (e-book) format or in both hard and soft copy format (depending on your choice). **No additional** textbooks need to be purchased.



## LANGUAGE OF INSTRUCTION

The language of instruction (study) is English.

# 5. Student Support

Edutel Higher Education will provide student support through the following communication channels during the teaching and learning process:

- Edutel Online teaching and learning platform
- Chat rooms on Edutel Online
- Messaging through Edutel Online
- email
- SMS
- Facebook
- Website
- Multimedia lectures
- Zoom sessions
- Telephone



## ORIENTATION

Upon registration, the welcome letter with a link to watch the orientation video will be sent to your email address. The orientation video contains information applicable to your qualification, programme structure, purpose, content and how the programme will be delivered.

A live orientation session will take place shortly after the academic cycle starts. Please make sure that you provide us with a reliable and correct email address. If you have not received communication from us via email at the start of the semester, please contact us to confirm your email address/contact details.



## MULTIMEDIA LECTURES

Edutel Higher Education makes use of multimedia lectures. These multimedia lectures will be presented by the respective lecturers, who are subject matter experts, to ensure you only receive the very best.

Multimedia lectures can be accessed via the Edutel Online app. These videos can be revisited as many times as needed. The first five (or more depending on the module concerned) multimedia lectures will support you while studying through the themes of each module, and provide guidance to complete assignments.

You will receive multimedia lectures for each module as per the notifications on the Edutel Online app, and in confirming letters. In the multimedia lectures the lecturers will discuss the themes and the activities in the modules. You will receive guidelines on how to answer questions in the compulsory assignments.

The multimedia lectures include the contact details of the lecturers. These contact details will make it easier for you, should you have an enquiry.



## MEDIA CENTRE SERVICES

The Media Centre covers a wide variety of resources for your use.

- Access to additional reading material, such as reference books and journals, which are relevant to your studies.
- Lists of recommended books which are available at other institutions.
- A list of internet websites relevant to your studies and which can be accessed via the web.
- Access to the services of EBSCOhost (electronic library).
- Printing and copying services at a cost.
- Internet access.
- Downloaded multimedia lectures for use after the presentation date.
- The services of a person to assist in the search for information.



## CHATROOMS

After watching a multimedia lecture, you have the opportunity to communicate with the lecturer via the Chat feature on Edutel Online.

### Benefits

The chat room is useful for gaining more information about the content of each module from the lecturer for a specific module, as well as being able to clarify any academic challenges that you experience.

The lecturer can assist and guide you on how to complete assignments and prepare for the examination for each module.



## EDUTEL ONLINE APP

In our ongoing efforts to ensure that you receive quality education and stay safe, Edutel has created Edutel Online. This innovative **multimedia app** provides access to everything you may need to successfully complete your studies - anytime, and any place!

Edutel Online will give you easy access via your mobile phone and/or computer to:

- All your study material
- Tutorial Letters I & II
- Multimedia lectures
- Assignments and online examinations
- Online ICT training
- An English proficiency programme and assessment
- Programme on Study methods/ Top Performer Programme
- Information on other programmes offered by Edutel Higher Education
- Programme on Artificial Intelligence for Engaged Study

Through Edutel Online, you can communicate with your lecturers, support staff, and other important role players. This incredible tool will also send you notifications about your programme.

# 6. Assessment of Students

## Formative Assessment

- Self-assessment activities in Learning Guides.
- One three-part compulsory formative assignment per module must be completed and submitted on the Edutel Online platform in three parts, namely short questions in Part 1; longer paragraph type questions in Part 2; and a set of 50 multiple-choice questions in Part 3. This will help you obtain a good assignment mark and to adequately prepare for the examination.
- Tutorial Letter 2 as well as the final three multimedia lectures provide comprehensive feedback to students on formal assignments as well as guidelines for preparation for the examination. Assignments must be submitted via Edutel Online.

## Summative assessment

One examination per module.

If you register between 21 June and 20 January, you will write your first semester examinations during June the following year.

Should you register between 21 January and 20 June you will write your first semester examination during November the same year.

The promotion mark for all modules is made up of a year mark (based on the formative assessment of Parts 1, 2 and 3 of the assignment) and the examination mark (summative assessment). The year mark contributes 30% and the examination mark 70% towards the promotion mark.

## 7. Rules of Combination

### Rules of Combination

There is progression from one semester to the other and logical development in the knowledge and skills basis of the respective modules in the delivery of the program.



### Progression Rules

The programme is designed and structured in such a way that it forms an integrated whole despite that it is made up of different modules. Provision is made for logical progression from one module to the next. The modules progress from NQF Level 5 to NQF Level 7.

- A prerequisite for enrolling for NQF Level 6 second-year modules is the successful completion of the NQF Level 5 first-year modules.
- A prerequisite for enrolling for NQF Level 7 modules is the successful completion of the NQF Level 6 modules.

## 8. When can I register?

There are two study cycles per academic year

### Study Cycle 1

Register between 21 January and 20 June. You will write exams on your 1st semester modules in November and your second semester exams in June of the following year.

### Study Cycle 2

Register between 21 June and 20 January. You will write exams on your first semester modules in June and your second semester examination is in November.

Visit:

[www.edutel.ac.za/bachelor-of-business-administration/](http://www.edutel.ac.za/bachelor-of-business-administration/)  
to register online



## 9. Study Cost & Student Financial Aid

Students can arrange to pay their course fees by bank debit order, cash monthly, cash in advance or by salary stop order (Fundi). Students can apply for study loans at various financial institutions.

The price for this qualification is on the application form.

# 10. Policies and Procedures

Edutel Higher Education (Pty) Ltd has a comprehensive set of policies and procedures to ensure that students get quality education and support. These include, but are not limited to:

- Cancellation Policy- Cancellation of course fees will not be accepted once you are accepted and registered as a student.
- Assessment Policy
- Code of Conduct for Students
- Student Support Policy
- RPL Policy
- Policy on disability - Edutel Higher Education seeks to address any unfair discrimination on the basis of disability and thereby provides access to these students who wish to further their studies.
- Grievance Policy
- Health and Wellness Policy - Edutel Higher Education takes the health and wellness of its staff and students seriously and therefore has a well-developed policy in place, managed by a Health and Wellness Committee.



***Students may access these policies on Edutel Online***

# 11. Governance and Management of Edutel Higher Education

**I, the undersigned hereby declare that:**

- » Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training (DHET), and is accredited to offer the programmes reflected in this brochure.
- » Edutel Higher Education (Pty) Ltd will not exceed the number of enrolments that the facilities and equipment can reasonably accommodate.
- » Edutel Higher Education (Pty) Ltd has sufficient space, equipment and instructional material to provide education and training to meet the standards set, and achieve the objectives of each programme.
- » Edutel Higher Education (Pty) Ltd will maintain full records of each student's admission, academic progress and assessment of learning in respect of each programme.
- » All the sites listed in this application are administered and controlled by Edutel Higher Education (Pty) Ltd.
- » Edutel Higher Education (Pty) Ltd has the necessary academic and support staff with appropriate qualifications and experience to achieve the objectives of each programme.
- » Officials from authorised institutions will be allowed unconditionally, to conduct site visits for purposes of verification and ensuring compliance with the conditions of registration.

## 12. Directors, Chief Executive officer and Senior Management

Directors	<ul style="list-style-type: none"> <li>• Andries Bernardus Pelser</li> <li>• Oscar Stephen Bashing</li> <li>• Jolene Pillay</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Andries Bernardus Pelser</li> </ul>
Assistant Chief Executive Officer	<ul style="list-style-type: none"> <li>• Chanel Theron</li> </ul>
Senior Management	<ul style="list-style-type: none"> <li>• Oscar Stephen Bashing- General Manager</li> <li>• Prof Jan Heystek - Academic Head</li> <li>• Kevin Schoultz- Registrar</li> <li>• Prof Singh- Academic Programme Coordinator</li> <li>• Jolene Pillay- Programme Coordinator Administration</li> </ul>

## 13. Qualifications of Academic Staff

### Academic Advisory Board

<b>Prof J Heystek (Academic Head)</b>	HED, BA, Hons, MEd, PhD
<b>Prof K Bipath</b>	BA, TDHE, BEd, MEd (UJ) , DEd (UJ)
<b>Prof P du Plessis</b>	BA (Unisa), BEd Hons (Unisa), MEd (RAU), PhD (UP)
<b>Prof R Joubert</b>	BSc (UP), TDHE (NKNWUP), FDE (CEFT), BEd (UP), MEd (UP), PhD (UP)
<b>Prof LM Swanepoel</b>	BA (UFS), HED (UFS), BEd Hons (UFS) MA (UFS), D.LITT (UFS)
<b>Prof HJ van Vuuren</b>	BA (UFS), HDE (UFS), BA Hons (UFS), BEd (UFS) MEd (UFS), PhD (NWU)
<b>Dr D Naidu</b>	BA (University of Westville), HED (Unisa), BEd (Unisa), FDE (Rand Afrikaans University), MEd (Rand Afrikaans University), PhD (Wits)
<b>Dr JW van Rooyen</b>	BSc (UP), TDHE (NKP), BSc Hons (RAU), BEd (UP), MEd (UP), PhD (UP)
<b>Ms M Frazer</b>	National Diploma Marketing (Technical Witwatersrand), BTech Marketing (UNISA), Masters in Commercial Marketing Management (UJ), Professional Diploma in Digital Marketing (Digital Marketing Institute)



## Academic Staff

<b>Prof S Singh (Programme Coordinator)</b>	Commercial and Civil Mediator (Stellenbosch University- African Centre for Dispute Settlement), Training and Development Practitioner (N6) (Edutel), Occupational Education, Development Programme in Labour Relations (Unisa), Hons Bachelor of Arts (Unisa) and Bachelor of Arts (Unisa), Masters in Business Leadership (MBL), Doctorate in Business Leadership (Unisa)
<b>Prof HJ Joubert</b>	BSc (UP), TDHE (NKNWUP), FDE (CEFT), BEd (UP), MEd (UP), PhD (UP)
<b>Prof SM Madue</b>	Doctor of Administration, Public Administration (University of SA), MEd (UP), BAdmin Hons: Public Management (UP), BAdmin: Public Management (UP), University Diploma in Ed (North-West Uni and Affiliated Colleges)
<b>Dr SAF February</b>	D Tech, MBA
<b>Dr M Louw</b>	BA Private & Public Sector, B. Psychology, BA Theology, Masters Soc Science (NWU), PhD (NWU)
<b>Dr RH Mafundu</b>	Diploma in Accounting in Business & Management (British College of Professional Management), Zimbabwe, Diploma in Business Management & Administration (British College of Professional Management), Bachelor of Business Administration, Midlands State University (MSU), Master of Business Administration (Mancosa), Doctorate in Business Administration (Vaal University of Technology)
<b>Dr NM Ponoane</b>	Post graduate certificate in IT Management (WITS), Organisational leadership, Foresight, innovation and technology, MBA (MANCOSA), DBA (MBS),
<b>Mr RW Abwang</b>	Bachelor of Tourism and CIPS, Hons Chartered Secretary (CGISA), LLB, MSc in Public Health, Masters of Business Administration, PhD,
<b>Mr M Chiunda</b>	MBA (Mancosa), Bachelor of Commerce Honours in Business Informatics (Unisa), Higher National Diploma in Computer Studies (Hexco), Diploma in Computer System Analysis and Design (ACP), Certificate in Computer Programming (ACP- UK), Certificate in Linux Administration (UZ), Certificate in Configuring CISCO Network Devices (UZ), Certificate in PC Maintenance and Serv
<b>Ms L Hobane</b>	BA (UNISA), BA Hons (UNISA), MA (Midlands State University zimbabwe), Post Graduate Diploma in Project Management (Zimbabwe- PMZ), MBA (National University Zimbabwe of Science and Technology Zimbabwe)
<b>Mr DF Lotriet</b>	Higher Diploma in Education, BA Degree Ed (UJ), Hons Degree in Training & Development, Masters degree in HRD, Assessor & Moderator Qualification, Business & Floor Management Courses, RPL Qualification, Diploma in Business Management
<b>Ms GT Meko</b>	MBA
<b>Ms FM Moloatse</b>	BCom Hons
<b>Ms A Moore</b>	BPL (UFS), BCom Hons (Unisa), BPL Hons (UFS), MCom LPC (UJ), DCom LPC

<b>Mr LT Ramatselela</b>	National Diploma in Building Science (Technikon Wits), BTech (Technikon WITS), Postgraduate Diploma in Business Management, MBA (Mancosa), MFMA (Wits), DBA (Mancosa)
<b>Mr M Songiso</b>	MBA (London School of Business and Finance, London, MIC)

For a comprehensive list of services offered by the Edutel Group, visit our website at:  
[www.edutel.ac.za](http://www.edutel.ac.za)

EDUTEL

# SOCIAL MEDIA



**Contact Detail:**  
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Avenue Horison, Roodeport  
1724