



**CAMPUS: LAKESIDE HOTEL PROPERTY, MASERU, LESOTHO**

# **PROSPECTUS FOR 2025 INTAKES.**

## **INSTITUTIONAL OVERVIEW**

**Maseru College of Commerce and Capacity (MCCC)** is a dynamic educational institution dedicated to empowering students through high-quality commercial, technical, and industrial programs. We specialize in nurturing individuals who may not have excelled in their prior academic pursuits, building their confidence and turning them into skilled, competent, and motivated contributors to society. Committed to excellence, innovation, and inclusivity, MCCC aims to develop future employers and employees of value, driving positive change in Lesotho's economy and beyond. With a focus on practical skills, professionalism, and lifelong learning, we equip our students to succeed in a competitive and evolving marketplace.

At MCCC, we believe in preparing students not just academically but holistically for success in the modern marketplace. In addition to their core major courses, all students are required to complete foundational courses in Principles of Success, Creativity and Innovation, Entrepreneurship, and Business Communication. These courses are designed to equip students with critical life and professional skills that transcend any single discipline.

Through these mandatory courses, students learn how to set and achieve meaningful goals, think creatively to solve complex problems, develop entrepreneurial mindsets, and communicate effectively in diverse professional environments. This well-rounded approach ensures that our graduates are not only experts in their chosen fields but also adaptable, innovative, and ready to excel in a competitive, ever-changing world.

**Registration no:** 90318, **legal trading registration number:** A2024/18606

### **Vision Statement:**

To be a transformative institution that empowers students, regardless of their academic past, to achieve excellence and become impactful contributors to Lesotho's economy and beyond.

### **Mission Statement:**

To nurture confidence and success in every student through high-quality commercial, technical, and industrial programs, developing future employers and employees who create value and drive positive change in the marketplace.

**Motto:** Your Path For Success

### **Core Values:**

These values below guide the institution's actions, decisions, and interactions with students, staff, and stakeholders.

### **1.Inclusivity**

We believe in providing equal opportunities for all students, regardless of their academic background, to reach their full potential.

### **2.Empowerment**

We are committed to building confidence, resilience, and independence in our students, enabling them to succeed in life and their careers.

### **3.Excellence**

We strive for the highest standards in education, teaching, and program delivery to produce competent and impactful graduates.

### **4.Innovation**

We embrace creativity and forward-thinking to prepare students for a rapidly changing world and marketplace.

### **5.Integrity**

We uphold honesty, transparency, and ethical behavior in all aspects of our institution.

### **6.Community Impact**

We aim to produce graduates who not only achieve personal success but also contribute positively to the economic and social development of Lesotho.

### **7.Lifelong Learning**

We encourage a culture of continuous improvement and knowledge acquisition for both students and staff.

### **8.Collaboration**

We foster partnerships with industries, government, and communities to ensure relevance and create meaningful opportunities for our students.

### **9.Professionalism**

We cultivate a culture of responsibility, accountability, and ethical conduct, ensuring our students and staff embody the highest professional standards in their actions and attitudes.

**Location:** MCCC is located at Lakeside Hotel Premises (Maseru)

**Accreditation Status:** In the middle of accreditation processes with Ministry of education and training.

**Below is a full list of our programs that are in the accreditation papers:**

1. **Diploma in Business Management**
2. **Diploma in Finance and Accounting**
3. **Diploma in Customer Service Management**
4. **Diploma in Industrial and Counseling Psychology**
5. **Diploma in Supply Chain Management**
6. **Diploma in Human Resources Management**
7. **Diploma in Culinary Arts and Kitchen Management**
8. **Diploma in Marketing**
9. **Diploma in Credit and Risk Management**
10. **Diploma in Occupational Health and Safety**

Learn more about each program below (its overview, duration, learning outcome, career opportunities and admission requirements.)

## Diploma in Business Management



The **Diploma in Business Management** program is structured to produce versatile graduates who possess a broad understanding of essential business functions and the practical skills needed to manage and lead in a competitive business environment. The curriculum combines foundational courses in accounting, economics, and communication with advanced topics in strategy, finance, and project management, making it ideal for future business leaders, entrepreneurs, and managers.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

### **Learning outcome:**

A Diploma in Business Management equips learners with practical skills and knowledge in leadership, strategic planning, marketing, finance, and operations. Graduates develop critical thinking, problem-solving,

and decision-making abilities essential for managing teams, driving organizational success, and navigating dynamic business environments. This qualification prepares individuals for diverse managerial roles or entrepreneurial ventures with a strong foundation in business principles.

### **Career opportunities:**

A Diploma in Business Management opens a wide array of exciting career opportunities across industries like management, marketing, finance, human resources, operations, and entrepreneurship. Graduates can pursue roles such as business manager, marketing coordinator, HR officer, project supervisor, operations manager, business analyst, strategy consultant, and startup founder. This qualification provides a solid foundation for leadership positions, career advancement, and the ability to influence organizational success. With a strong focus on strategic thinking, problem-solving, and innovation, graduates are prepared to drive business growth, shape corporate culture, and seize opportunities for further studies in business and management.

### **Admission requirements**

A minimum of 4 passes in LGCSE/COSC/equivalent

## **Diploma in Finance and Accounting**



The **Diploma in Finance and Accounting** is designed to develop graduates with comprehensive skills in accounting, financial management, and analysis. This program provides a solid foundation in essential accounting principles, corporate finance, and ethical practices, preparing students for roles in various sectors, including corporate, public, and financial services. Graduates are equipped with analytical and decision-making skills, enabling them to contribute effectively to financial planning, compliance, and strategic business decisions.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

### **Learning outcome:**

A Diploma in Finance and Accounting provides foundational expertise in financial management, accounting principles, budgeting, and analysis. Graduates gain skills in decision-making, problem-solving, and financial reporting, preparing them for roles in managing financial operations and ensuring organizational success.

**Career opportunities:** A Diploma in Finance and Accounting offers career opportunities in roles such as accountant, financial analyst, payroll officer, tax assistant, budget coordinator, banking officer, accounts

payable/receivable specialist, credit analyst, and investment assistant. Graduates can work in corporate finance, banking, auditing, insurance, or pursue further qualifications for advanced positions in the financial sector.

### **Admission requirements**

A minimum of 4 passes including accounting or commerce in LGCSE/COSC/Equivalent

## **Diploma in Occupational health and Safety**



The **Diploma in Occupational Health and Safety** is designed to produce graduates who are skilled in identifying, managing, and mitigating workplace hazards to ensure a safe and compliant working environment. Through a combination of theoretical knowledge, practical skills, and legal understanding, this program equips graduates to anticipate risks, lead safety initiatives, and respond effectively to workplace emergencies. The program prepares students for roles in various industries, including construction, manufacturing, and environmental management.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

### **Learning Outcome**

A Diploma in Occupational Health and Safety equips learners with the knowledge and skills to identify workplace hazards, implement safety measures, and ensure compliance with health and safety regulations. Graduates are prepared to create safer work environments and promote employee well-being.

### **Career opportunities :**

A Diploma in Occupational Health and Safety opens career opportunities as safety officers, health and safety advisors, compliance officers, risk assessors, environmental health specialists, occupational safety trainers, and emergency response coordinators. Graduates can work in industries like construction, manufacturing, healthcare, mining, oil and gas, and government, ensuring workplace safety, regulatory compliance, and the well-being of employees in diverse environments.

### **Admission requirements**

A minimum of 4 passes in LGCSE/COSC/Equivalent

# Diploma in Culinary Arts and Kitchen Management



The **Diploma in Culinary Arts and Kitchen Management** is designed to produce graduates who are highly skilled in both the culinary arts and the operational aspects of kitchen management. Through a curriculum that emphasizes practical cooking skills, kitchen safety, and management techniques, this program equips students to excel in a fast-paced and dynamic culinary industry. Graduates are trained to prepare diverse cuisines, manage food costs, oversee kitchen operations, and lead teams in various culinary settings.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## **Learning outcome:**

A Diploma in Culinary Arts and Kitchen Management hones mastery in culinary techniques, creativity in menu design, and expertise in managing kitchen operations. Graduates are prepared to lead with innovation, ensuring excellence in gastronomy and efficient kitchen leadership.

## **Career opportunities:**

A Diploma in Culinary Arts and Kitchen Management opens diverse career opportunities in the hospitality and foodservice industries. Graduates can pursue roles such as chef, sous chef, pastry chef, kitchen manager, catering manager, food stylist, culinary instructor, food and beverage manager, menu developer, or culinary consultant. They can also explore opportunities in restaurant management, event catering, food writing, recipe development, or entrepreneurship by opening their own culinary ventures. This qualification provides a pathway to thrive in fine dining, hotels, cruise lines, catering companies, food media, or even global culinary competitions.

## **Admission requirements**

A minimum of 3 passes in LGCSE/COSC/Equivalent

# Diploma in Industrial and Counseling Psychology



The **Diploma in Industrial and Counseling Psychology** aims to develop graduates who are proficient in psychological theory, counseling techniques, and organizational dynamics, with a strong ethical foundation and practical skills to address diverse workplace and individual mental health needs. The program combines core psychological knowledge with hands-on training in counseling and industrial psychology, preparing students to work effectively in both organizational settings and individual counseling roles.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## **Learning outcome:**

A Diploma in Industrial and Counseling Psychology equips learners with practical skills and knowledge in counseling techniques, psychological assessment, workplace dynamics, and organizational behavior. Graduates develop critical thinking, interpersonal, and problem-solving abilities essential for supporting individual well-being and fostering organizational growth. This qualification prepares individuals for roles in counseling, human resources, or organizational development with a strong foundation in psychology and professional practice.

## **Career Opportunities**

Graduates of the Diploma in Industrial and Counseling Psychology are equipped for diverse and rewarding career opportunities in counseling, human resources, organizational development, and employee well-being. They can pursue roles such as counselors, HR specialists, training coordinators, workplace wellness consultants, career coaches, conflict resolution specialists, recruitment advisors, or employee engagement managers. This program also provides a strong foundation for further studies in psychology or related fields, opening pathways to specialized roles in clinical psychology, industrial-organizational consultancy, or leadership development. Graduates play a pivotal role in fostering personal growth and creating thriving, people-centered organizations.

## **Admission requirements**

A minimum of 4 passes in LGCSE/COSC/Equivalent

# Diploma in Supply Chain Management and Logistics



The **Diploma in Supply Chain Management and Logistics** program is designed to produce graduates with comprehensive knowledge and practical skills in managing the flow of goods and services from suppliers to consumers. The program combines foundational knowledge of supply chain processes with specialized expertise in logistics, risk management, and emerging technologies, preparing graduates for dynamic roles across various industries.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## Learning outcome

A Diploma in Supply Chain Management and Logistics equips students with the knowledge and skills to efficiently manage the flow of goods, information, and resources across global supply chains. Graduates will understand key concepts in procurement, inventory management, transportation, warehousing, and distribution, while also mastering tools for optimizing operations, reducing costs, and improving customer satisfaction. The program fosters critical thinking, problem-solving, and decision-making abilities, preparing learners to excel in dynamic, competitive business environments.

## Career opportunities:

A Diploma in Supply Chain Management and Logistics opens doors to diverse and rewarding career opportunities in a fast-growing, global industry. Graduates can pursue roles such as supply chain analyst, logistics coordinator, procurement specialist, inventory manager, operations planner, freight manager, warehouse supervisor, transportation analyst, demand planner, and distribution manager. They can work across industries like manufacturing, retail, e-commerce, healthcare, and transportation. With supply chain optimization being critical to business success, professionals in this field are in high demand, offering competitive salaries, career advancement, and opportunities to innovate. The diploma also serves as a strong foundation for leadership roles, entrepreneurship, or advanced studies in supply chain and logistics management.

## Admission requirements

A minimum of 4 passes in LGCSE/COSC/Equivalent

# Diploma in Customer Service Management



The **Diploma in Customer Service Management** is designed to produce graduates who excel in managing customer relations and providing exceptional service across various industries. The program emphasizes practical skills, effective communication, and understanding customer behavior, equipping graduates to foster customer satisfaction, resolve conflicts, and lead customer service initiatives. With knowledge of digital tools and customer relationship management systems, these graduates are prepared for the evolving demands of customer-centric businesses.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## Learning outcome

A Diploma in Customer Service Management empowers students with the skills and strategies to deliver exceptional customer experiences. Graduates will master communication, problem-solving, and relationship-building techniques while gaining expertise in managing customer interactions, handling conflicts, and ensuring satisfaction. The program emphasizes professionalism, emotional intelligence, and service excellence, preparing learners to thrive in customer-focused roles across various industries.

**Career Opportunities** A Diploma in Customer Service Management offers diverse career opportunities in industries such as retail, hospitality, banking, telecommunications, healthcare, e-commerce, and travel. Graduates can pursue roles like customer service representative, client relations specialist, call center supervisor, account manager, customer experience coordinator, service quality analyst, customer support manager, complaint resolution specialist, and loyalty program coordinator. With businesses increasingly prioritizing customer satisfaction and experience, these roles provide pathways to leadership positions, career growth, and long-term success in customer-centric environments. This qualification also equips graduates to implement innovative service strategies and excel in dynamic, fast-paced industries.

## Admission requirements

A minimum of 4 passes in LGCSE/COSC/Equivalent

# Diploma in Credit and Risk Management



The **Diploma in Credit and Risk Management** is designed to produce graduates who are skilled in assessing, managing, and mitigating financial risks, particularly in the credit and lending sectors. This program equips students with knowledge in financial analysis, credit risk assessment, and the regulatory and ethical aspects of financial management. Graduates are prepared to play key roles in banking, lending institutions, corporate finance, and insurance, contributing to the stability and profitability of these sectors.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## **Learning outcome:**

A Diploma in Credit and Risk Management provides students with the expertise to assess financial risks, analyze creditworthiness, and develop strategies to mitigate potential losses. Graduates gain in-depth knowledge of credit policies, risk assessment tools, regulatory frameworks, and financial decision-making. The program equips learners with critical thinking and analytical skills to make informed, data-driven decisions in dynamic financial environments.

**Career Opportunities** A Diploma in Credit and Risk Management unlocks exciting career opportunities in the financial sector, including roles such as credit analyst, risk manager, loan officer, compliance officer, financial consultant, portfolio manager, credit controller, fraud analyst, and credit risk specialist. Graduates are highly sought after by banks, insurance companies, investment firms, microfinance institutions, and corporate finance departments. With risk management being essential to business sustainability and financial decision-making, these roles offer strong growth potential, competitive salaries, and pathways to leadership positions in the dynamic financial industry.

## **Admission requirements**

A minimum of 4 passes in LGCSE/COSC/Equivalent

# Diploma in Marketing Management



The **Diploma in Marketing** is a program that aims to develop graduates who are skilled, adaptable, and strategically minded marketing professionals. This program provides a comprehensive education in both traditional and digital marketing, equipping students with the skills to analyze consumer behavior, develop effective campaigns, and strategically position brands. Graduates are prepared for dynamic roles across various sectors in the value chain of products and services.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## Learning outcome

A Diploma in Marketing equips students with the knowledge and skills to create impactful marketing strategies, understand consumer behavior, and build strong brands. Graduates learn to analyze market trends, develop digital and traditional campaigns, and communicate effectively to drive business growth. The program fosters creativity, strategic thinking, and practical expertise, preparing learners for success in the dynamic world of marketing.

**Career opportunities** A Diploma in Marketing offers exciting career opportunities in diverse industries such as advertising, retail, technology, media, e-commerce, hospitality, and entertainment. Graduates can pursue roles like marketing coordinator, brand strategist, social media manager, digital marketer, sales executive, market research analyst, content marketer, public relations specialist, event planner, and advertising account executive. With marketing being essential for business success, these roles provide avenues for creativity, innovation, career growth, and leadership in a competitive global marketplace, enabling graduates to shape impactful campaigns and drive business performance.

## Admission requirements

A minimum of 4 passes in LGCSE/COSC/Equivalent

# Diploma in Human Resources Management



The **Diploma in Human Resources Management** is designed to produce graduates who are skilled in managing and developing an organization’s most vital asset—its people. The program combines a solid foundation in human resource principles with a practical focus on recruitment, employee engagement, labor relations, and strategic HR planning. This curriculum prepares graduates to support an organization’s growth through talent management, fostering a positive work environment, and ensuring legal compliance.

**Duration:** 3 years (2 years and half in the classroom and 6 months of internship)

## **Learning outcome:**

A Diploma in Human Resource Management prepares students to effectively manage and develop an organization’s most valuable asset—its people. Graduates gain expertise in recruitment, employee relations, performance management, training, and compliance with labor laws. The program emphasizes leadership, communication, and problem-solving skills, equipping learners to foster positive workplace environments and align HR strategies with organizational goals.

**Career opportunities** A Diploma in Human Resource Management opens doors to dynamic and rewarding careers in various industries, including roles such as HR assistant, recruitment specialist, training coordinator, payroll officer, employee relations advisor, talent acquisition manager, compensation and benefits analyst, HR business partner, and organizational development consultant. With the growing importance of talent management, employee engagement, and fostering positive workplace cultures, graduates can advance to leadership roles like HR manager, HR director, or HR consultant. These positions provide opportunities to influence organizational strategy, drive employee satisfaction, and shape the future of work in a thriving, people-centered environment.

## **Admission requirements**

A minimum of 4 passes in LGCSE/COSC/Equivalent

## **SCHOOL FEES STRUCTURE AND PAYMENT METHOD:**

### **Affordable Payment Plan for Quality Education**

We are committed to making quality education accessible and manageable for all our students. Here’s how our payment plan works:

**Total Annual Fee: M10,000 (for the full academic year)**

**Flexible Payment Schedule:**

•**First Semester:** Pay M5,000 at the start of the semester (covering 5 months of learning).

•**Second Semester:** Pay M5,000 at the start of the second semester (covering the remaining 5 months).

**APPLICATION INFORMATION:**

**Application fee:** M200 paid via Mpesa or Ecocash on 53219349/63116196 under Komilane Molefi names (Legal College Director)

Online application link:

<https://docs.google.com/forms/d/e/1FAIpQLSfBGfPYalakTKSiimbYpMeLWt00JDLWCX0RDBUzfTXpdWkExg/viewform>

Copies of educational certificate/transcript, ID copy and screenshot of proof of payment of the application fee will need to be uploaded in the online application site.

**Deadline** for applications is on the 7th of February 2025

**CLASSES FOR THIS PARTICULAR INTAKE WILL START ON THE 3RD OF MARCH 2025**

**First semester will end in July 2025 and second semester will start in September and end in January 2026.**