

NATIONAL CO-OPERATIVE COLLEGE

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Course Information Certificate in Cooperative Management

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**Award Programme
approved by the
Mauritius Qualifications Authority**

CERTIFICATE IN COOPERATIVE MANAGEMENT

Course Information

The **CERTIFICATE IN COOPERATIVE MANAGEMENT** is an Award Programme approved by the Mauritius Qualifications Authority.

2. Course Objectives

This programme is designed primarily for people already involved in the local cooperative movement but also caters for unemployed persons with the major objectives to:

- > expose them to the philosophy, principles and values of cooperative as an alternative way of doing business;
- > enhance their managerial capacity to enable them to manage their cooperative concern in an effective and efficient manner;
- > conduct their cooperative business in compliance with the provisions of the Cooperatives Act 2016.

3. Course Duration

The course is of 192-hour duration on a part-time basis, thrice weekly spread over 4 months.

4. Tentative Timing

Option 1

Monday	12:30 – 16:30 hrs
Wednesday	12:30 – 16:30 hrs
Friday	12:30 – 16:30 hrs

Option 2

Tuesday	12:30 – 16:30 hrs
Thursday	12:30 – 16:30 hrs
Saturday	08:30 – 12:30 hrs

5. Topics Covered

- a) Concept of Cooperation – Principles and Values
- b) Managing a Cooperative Enterprise
- c) Cooperative Law and Practice
- d) Cooperative Book-keeping and Accountancy
- e) Computer Awareness and Applications
- f) Writing a Business Plan



- Ledger and Books of entries
- Receipt and Payment Account
- Profit and Loss Account
- Preparation of Financial Statement
- Cash Flow Statement
- Simple Practical Exercises

Subject 5: Computer Awareness and Applications

- Basics of Computer
- Basic of data types
- Communication using the Internet
- Basic understanding of Microsoft Word
- Basic understanding of Microsoft Excel
- Basic understanding of Microsoft Powerpoint
- Practicals

Subject 6: Writing a Simple Business Plan

- Writing a Business Plan
- Importance and Use
- Major Sections of a Business Plan-Business, Market Place and Financial
- Key Components
- Executive Summary
- SWOT Analysis
- Competition Analysis
- Market Analysis
- Operational Plan
- Managing Accounts Receivables
- Management and Organisation
- Financial Plan
- Practical

12. How to apply?

Interested candidates may apply online or call at NCC.

6. Entry Requirements

- a) Participants should be members of a cooperative society for at least 3 years. Preference will be given to candidates having secondary education qualifications;
- b) Unemployed youth possessing secondary education qualifications may be accepted;
- c) Mature candidates with at least 3 years' experience in cooperative business may also be considered;
- d) Knowledge of both written and spoken English is essential;
- e) Holders of post-secondary qualifications may also apply.

7. Course Conditions

- a) Class attendance to the extent of 50 per cent of the whole course duration is mandatory;
- b) Candidates will be assessed continuously in every subject either orally or through class tests/practical exercises;
- c) Candidates will be expected to make a study visit to a cooperative society and submit a report thereon either individually or in group;
- d) Candidates will be required to make class presentation.

8. Course Weightage

- Class Attendance and Participation - 10 %
- Study Visit and Report - 20 %
- Class Work and Continuous Assessment - 20 %
- Group Work and Presentation - 50 %

9. Examination

There will be no written examination in any of the subjects at the end of the course.

10. Award of Certificate

To be eligible for the award of the Certificate in Cooperative Management, a candidate must satisfy all the above-mentioned criteria and score a total percentage of not less than 50 %.

11. Course Outlines

Subject 1: Concept of Cooperation – Principles and Values

- Concept of Cooperation - Definition, Advantages and Importance
- Historical Evolution of Cooperative Movement in Europe
- Principles and Values of Cooperatives
- Inception of Cooperative Movement in Mauritius
- Organisational Structure and Functions
- Role of Government
- Contributions in the Socio-Economic Development
- Strengths and Weaknesses of Cooperatives in Mauritius
- Potential of Cooperatives as an alternative way of doing business
- Importance of Education and Role of National Co-operative College
- Role of Cooperative Support Institutions
- Group Discussions and Presentation

Subject 2: Managing a Cooperative Enterprise

- Introduction to Management-Definition and Functions
- Importance of Management-Roles and Skills
- Functions of Management
- Importance of Planning-Types and Advantages & Disadvantages
- Importance of Organising and Controlling
- Leadership and Communication
- Managing Resources in Organisations
- Managing Change and Change Process
- Managing a Cooperative Enterprise
- Board of Directors - Role and Power
- Board Meetings, Annual General Meeting and their Functions
- Group Discussions and Presentation on Management issues

Subject 3: Cooperative Law and Practice in Mauritius

- Formation of a Cooperative Society
- Registration Procedures
- Certificate of Registration
- Effect of Registration
- Powers & Privileges
- Books and Documents
- Rights and Responsibilities of Members
- Organisation of a Cooperative AGM, SGM
- Board of Directors
- Qualifications & Powers
- Duties of Directors
- Internal Controller & Duties
- Appointment of Internal Controller
- Revocation
- Funds of Societies
- Accounts and Records
- Audit of Accounts
- Inquiry on a society and procedures
- Disputes and Arbitration Procedures
- Role of Cooperative Tribunal
- Duties of Liquidation
- Case Study

Subject 4: Cooperative Book-keeping and Accountancy

- Introduction to Book-keeping & Accountancy
- Cash Book and Importance
- Making entries in Cash Book
- Business Transactions and entries in Cash Book
- Balancing a Cash Book
- Bank Statements
- Bank Reconciliation Report