"...POWERFUL WEAPON WHICH YOU CAN USE TO CHANGE THE WORLD."

~ NELSON MANDELA

HIGHER CERTIFICATE IN MANAGEMENT

120 Credit Qualification registered on the NQF at level 5

SAQA QUALIFICATION ID 98913

The Higher Certificate in Management is your entry into higher education at Southern Business School.

Duration and Language

Minimum duration to complete: One year.

Tuition: English.

Focus of Qualification

The Higher Certificate in Management is an entry-level management qualification. The flexible structure of the qualification enables candidates to select outcomes that meet the diverse roles and responsibilities required by a range of industries in the private and public sectors. It is designed for candidates not meeting the requirements for degree level studies.

Successful completion of the Higher Certificate in Management enables further studies towards the Diploma in Management or the Bachelor of Business Administration degree.

Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi; or

- NQF 4 National Certificate.

Structure of the Higher Certificate in Management

The Higher Certificate in Management should be structured according to the chosen field of specialisation (major elective).

The various fields of specialisation of the Higher Certificate in Management with its major electives are indicated on the following page.

Note that **Management Practice (MAN100)** and **Business Communication (BCU100)** are **compulsory subjects** that form part of each major elective.

HIGHER CERTIFICATE IN MANAGEMENT

ACCOUNTANCY as major elective

Accounting for Managers (ACN100)

Project Management (POM100)

Income Tax (TAX100)

Management Practice (MAN100)

Business Communication (BCU100)

BUSINESS & MARKETING MANAGEMENT as major elective

Marketing Management (MAR100)

Economics IA and IB (ECO10A & ECO10B)

Project Management (POM100)

Management Practice (MAN100)

Business Communication (BCU100)

DISASTER RISK MANAGEMENT as major elective

Disaster Risk Reduction (DRR100)

Project Management (POM100)

Public Sector Management (PMB100)

Management Practice (MAN100)

Business Communication (BCU100)

FINANCIAL PLANNING as major elective

Financial Planning (CFP100)

Accounting for Managers (ACN100)

Economics IA and IB (ECO10A & ECO10B)

Management Practice (MAN100)

Business Communication (BCU100)

FLEET MANAGEMENT as major elective

Fleet Management (FLM100)

Business Law (BLA100)

Accounting for Managers (ACN100)

Management Practice (MAN100)

Business Communication (BCU100)

HUMAN RESOURCE MANAGEMENT as major elective

Human Resource Management (HRM100)

Labour Relations (LBR100) **OR** Training Management (TRM100)

Project Management (POM100)

Management Practice (MAN100)

Business Communication (BCU100)

HEALTH AND SAFETY MANAGEMENT as major elective

Health and Safety Management (HSM100)

Human Resource Management (HRM100)

Project Management (POM100)

Management Practice (MAN100)

Business Communication (BCU100)

LOGISTICS MANAGEMENT as major elective

Logistics Management (LOG100)

Project Management (POM100)

Accounting for Managers (ACN100)

Management Practice (MAN100)

Business Communication (BCU100)

POLICE MANAGEMENT as major elective

Police Management (POL100)

Public Sector Management (PMB100)

Project Management (POM100)

Communication for Policing (PCU100)

Criminology (CML100) **OR** Training Management (TRM100)

PROJECT MANAGEMENT as major elective

Project Management (POM100)

Business Law (BLA100)

Human Resource Management (HRM100)

Management Practice (MAN100)

Business Communication (BCU100)

PUBLIC SECTOR FINANCIAL MANAGEMENT as major elective

Public Sector Financial Management (PFB100)

Public Supply Chain Management (PSC100)

Accounting for Managers (ACN100)

Management Practice (MAN100)

Business Communication (BCU100)

PUBLIC SECTOR MANAGEMENT as major elective

Public Sector Management (PMB100)

Project Management (POM100)

Public Supply Chain Management (PSC100)

Management Practice (MAN100)

Business Communication (BCU100)

PUBLIC SUPPLY CHAIN MANAGEMENT as major elective

Public Supply Chain Management (PSC100)

Public Sector Financial Management (PFB100)

Public Asset Management (PAM100)

Management Practice (MAN100)

Business Communication (BCU100)

PUBLIC TRANSPORT & FLEET MANAGEMENT as major elective

Public Transport & Fleet Management (PTM100)

Public Supply Chain Management (PSC100)

Project Management (POM100)

Management Practice (MAN100)

Business Communication (BCU100)

RECORDS MANAGEMENT as major elective

Records Management (RMP100)

Public Sector Financial Management (PFB100) **OR**

Public Supply Chain Management (PSC100)

Project Management (POM100)

Management Practice (MAN100)

Business Communication (BCU100)

TRAFFIC MANAGEMENT as major elective

Traffic Police Science (TPS100)

Incident Management (ICM100) **OR** Training Management (TRM100)

Public Sector Management (PMB100)

Police Management (POL100)

Communication for Policing (PCU100)