

# HIGHER CERTIFICATE IN MANAGEMENT

120 Credit Qualification registered on the NQF at level 5

SAQA QUALIFICATION ID 98913

## 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 in the relevant field of study enables further studies towards the Diploma in Management, the Bachelor of Business Administration degree, the Bachelor of Policing Practice degree or the Bachelor of Commerce in Law 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 (see pages 6-7 of the information sheet); 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.

Please note: **Management** (MAN001), **Entrepreneurship** (ENT100) and **Business Communication** (BCU100) are core **compulsory subjects** that form part of each field of specialisation.



Southern Business School

## Creating Leaders

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New students: [hcmnewreg@sbs.ac.za](mailto:hcmnewreg@sbs.ac.za)

Current students: [hcmcurrent@sbs.ac.za](mailto:hcmcurrent@sbs.ac.za)

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

## Cost

Registration fee	R900
Re-registration fee	R700
Exemption per subject	R570
Cost per subject	R1 950

Prices exclude prescribed textbooks and are subject to an annual increase.

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## **ACCOUNTANCY** as major elective

Management (MAN001)  
Accounting for Managers (ACN100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Project Management (POM100)  
Income Tax (TAX100)

## **BUSINESS & MARKETING MANAGEMENT** as major elective

Management (MAN001)  
Marketing Management (MAR100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Accounting for Managers (ACN100)  
Project Management (POM100)

## **DISASTER RISK MANAGEMENT** as major elective

Management (MAN001)  
Disaster Risk Reduction (DRR100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Project Management (POM100)  
Public Sector Management (PMB100)

## **FLEET MANAGEMENT** as major elective

Management (MAN001)  
Fleet Management (FLM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Business Law (BLA100)  
Accounting for Managers (ACN100)

## **HUMAN RESOURCE MANAGEMENT** as major elective

Management (MAN001)  
Human Resource Management (HRM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Labour Relations (LBR100) **OR** Training Management (TRM100)  
Project Management (POM100)

## **LOGISTICS MANAGEMENT** as major elective

Management (MAN001)  
Logistics Management (LOG100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Project Management (POM100)  
Accounting for Managers (ACN100)

## **OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT**

as major elective

Management (MAN001)  
Health and Safety Management (HSM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Human Resource Management (HRM100)  
Project Management (POM100)

## **POLICE MANAGEMENT** as major elective

Police Management (POL001)  
Entrepreneurship (ENT100)  
Communication for Policing (PCU100)  
Public Sector Management (PMB100)  
Project Management (POM100)  
Criminology (CML100) **OR** Training Management (TRM100)

## **TRAFFIC MANAGEMENT** as major elective

Police Management (POL001)  
Traffic Police Science (TPS100)  
Entrepreneurship (ENT100)

## **PROJECT MANAGEMENT** as major elective

Management (MAN001)  
Project Management (POM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Business Law (BLA100)  
Human Resource Management (HRM100)

## **PUBLIC SECTOR FINANCIAL MANAGEMENT** as major elective

Management (MAN001)  
Public Sector Financial Management (PFB100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Public Supply Chain Management (PSC100)  
Accounting for Managers (ACN100)

## **PUBLIC SECTOR MANAGEMENT** as major elective

Management (MAN001)  
Public Sector Management (PMB100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Project Management (POM100)  
Public Supply Chain Management (PSC100)

## **PUBLIC SUPPLY CHAIN MANAGEMENT** as major elective

Management (MAN001)  
Public Supply Chain Management (PSC100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Public Sector Financial Management (PFB100)  
Public Asset Management (PAM100)

## **PUBLIC TRANSPORT & FLEET MANAGEMENT** as major elective

Management (MAN001)  
Public Transport & Fleet Management (PTM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Public Supply Chain Management (PSC100)  
Project Management (POM100)

## **RETAIL AND SALES MANAGEMENT** as major elective

Management (MAN001)  
Retail and Wholesale Management (RWM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Sales Management (SAL100)  
Marketing Management (MAR100)

## **RECORDS MANAGEMENT** as major elective

Management (MAN001)  
Records Management (RMP100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Project Management (POM100)  
Public Sector Financial Management (PFB100) **OR**  
Public Supply Chain Management (PSC100)

## **SPORT MANAGEMENT** as major elective

Management (MAN001)  
Sport Management (SPM100)  
Entrepreneurship (ENT100)  
Business Communication (BCU100)  
Accounting for Managers (ACN100)  
Marketing Management (MAR100)

Communication for Policing (PCU100)  
Public Sector Management (PMB100)  
Incident Management (ICM100) **OR** Training Management (TRM100)