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 7-8 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 major elective subject.

The various major elective subjects of the Higher Certificate in Management 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.

SBS
Southern Business School

PROUDLY PART OF
STADIO
MULTIVERSITY

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Website:	www.sbs.ac.za
New Students:	hcmnewreg@sbs.ac.za
Current Students:	hcmcurrent@sbs.ac.za

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

Cost

Registration fee	R970
Re-registration fee	R760
Exemption per subject	R620
Cost per subject	R2 110

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

HIGHER CERTIFICATE IN MANAGEMENT

ACCOUNTANCY as major elective subject
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 subject
Management (MAN001)
Disaster Risk Reduction (DRR100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Public Sector Management (PMB100)

FLEET MANAGEMENT as major elective subject
Management (MAN001)
Fleet Management (FLM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Business Law (BLA100)
Accounting for Managers (ACN100)

HUMAN RESOURCE MANAGEMENT as major elective subject
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 subject
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 subject
Management (MAN001)
Health and Safety Management (HSM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Human Resource Management (HRM100)
Project Management (POM100)

POLICE MANAGEMENT as major elective subject
Police Management (POL001)
Entrepreneurship (ENT100)
Communication for Policing (PCU100)
Public Sector Management (PMB100)
Project Management (POM100)
Criminology (CML100) OR
Training Management (TRM100)

PROJECT MANAGEMENT as major elective subject
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 subject
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 subject
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 subject
Management (MAN001)
Retail and Wholesale Management (RWM100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Sales Management (SAL100)
Marketing Management (MAR100)

RECORDS MANAGEMENT as major elective subject
Management (MAN001)
Records Management (RMP100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Project Management (POM100)
Public Sector Financial Management (PFB100) OR
Public Supply Chain Management (PSC100)

WASTE MANAGEMENT as major elective subject
Management (MAN001)
Waste Management (WST100)
Entrepreneurship (ENT100)
Business Communication (BCU100)
Introduction to Environmental Law (LNV100)
Project Management (POM100) OR
Management Safety in the Workplace (MSW100) OR
Environmental Development Management (ENV100)

TRAFFIC MANAGEMENT as major elective subject
Police Management (POL001)
Traffic Police Science (TPS100)
Entrepreneurship (ENT100)
Communication for Policing (PCU100)
Public Sector Management (PMB100)
Incident Management (ICM100) OR Training Management (TRM100)