

## CAMPUSES

BELLVILLE  
(CAPE TOWN)CENTURION  
(PRETORIA)

## DESCRIPTION

The Higher Certificate in Management is an entry-level qualification and is suitable for candidates not meeting the admission requirements for degree level studies.

The Higher Certificate in Management can be structured according to the chosen elective focus areas. The various electives of the Higher Certificate in Management are indicated on page 2. Management (MAN001), Entrepreneurship (ENT100), Fundamentals of Business Communication (FBC152) and Fundamentals of Business Studies (FBS152) are the core compulsory modules that form part of each elective.

## ADMISSION REQUIREMENTS

- a Senior Certificate (SC); **OR**
- a National Senior Certificate (NSC) with a minimum of 40% in three modules, including a Home Language and a minimum of 30% in three other modules; **OR**
- a National Senior Certificate – Vocational Level 4 (NC(V));  
**with**
- a minimum of 40% for English Home Language and 30% for First Additional Language.



## MINIMUM SYSTEM REQUIREMENTS

- Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).
- Web browser: Edge/Chrome/Safari/Opera/FireFox.
- Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software. Office 365 includes Word, Excel, PowerPoint and Outlook.
- PDF Viewer: The free Adobe Acrobat software.
- Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).
- Email/cellphone for notification and communication.
- Communication: A cellphone or smartphone for receiving notifications and communication.

## ARTICULATION POSSIBILITIES

Vertical articulation opportunities within STADIO include:

- Diploma in Management – SAQA 117869
- Bachelor of Business Administration – SAQA 117863

Horizontal articulation opportunities within STADIO include:

- Higher Certificate in Paralegal Studies – SAQA 117877

# CURRICULUM OUTLINE

## ELECTIVE FOCUS AREAS

LOGISTICS MANAGEMENT	MARKETING MANAGEMENT	PROJECT MANAGEMENT
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ELECTIVE FOCUS AREAS		1st YEAR	
<b>LOGISTICS MANAGEMENT</b> Prepares students for an entry level position in management, with a further possible career in logistics management, supply chain management and/or project management.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Logistics Management I Project Management I	ENT100 (20 credits) LOG100 (20 credits) POM100 (20 credits)
<b>MARKETING MANAGEMENT</b> Prepares students for entry-level management positions, with opportunities for further career development in marketing and related business fields.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Marketing Management Project Management I	ENT100 (20 credits) MAR100 (20 credits) POM100 (20 credits)
<b>PROJECT MANAGEMENT</b> Prepares students for an entry level position in management, with a further possible career in project management.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Introduction to Business Law Project Management I	ENT100 (20 credits) BLA152 (20 credits) POM100 (20 credits)
<b>CREDITS PER YEAR</b>		<b>120</b>	

## CAREER OPPORTUNITIES

The Higher Certificate in Management is an entry-level qualification designed to widen access to higher education in the fields of management and commerce. 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.

The Higher Certificate in Management will provide graduates with the broad knowledge and skills needed in industry and caters for students who have not yet accessed the world of work to progress in their careers. The skills and knowledge acquired through this proposed programme will enable graduates to become knowledge workers and practitioners in management. Students that do not have access to diploma or degree studies, can use this qualification to gain access to higher education.