

DESCRIPTION

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 admission requirements for degree level studies.

The Higher Certificate in Management should be structured according to the chosen elective focus areas. The various electives of the Higher Certificate in Management are indicated on page 2.

Please note: 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.

NAMIBIAN STUDENTS

- Grade 12 with no less than 20 points* over 6 modules (no G's)

* Conditional admission limited as per academic quota.



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.

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS

ACCOUNTANCY	AVIATION MANAGEMENT *	CYBER SECURITY MANAGEMENT	
DATA MANAGEMENT	DISASTER RISK MANAGEMENT	ENTREPRENEURSHIP	FLEET MANAGEMENT
FIRE TECHNOLOGY MANAGEMENT		HUMAN RESOURCES MANAGEMENT	
LOGISTICS MANAGEMENT	MARKETING MANAGEMENT	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT	
POLICE MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR FINANCIAL MANAGEMENT	
PUBLIC SECTOR MANAGEMENT		PUBLIC SUPPLY CHAIN MANAGEMENT	
PUBLIC TRANSPORT & FLEET MANAGEMENT		RECORDS MANAGEMENT	TRAFFIC MANAGEMENT
VEHICLE CRIME INVESTIGATION MANAGEMENT			

* Additional industry related modules and entry requirements for Aviation Management

ELECTIVE FOCUS AREAS	1st YEAR	
ACCOUNTANCY Prepares students for an entry level position in management, with a further possible career in accounting and finance.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Accounting for Managers I Income Tax I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) ACN100 (20 credits) TAX100 (20 credits)
AVIATION MANAGEMENT * Prepares students for an entry level position in management, with a further possible career in charter aviation management.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Fundamentals of Aviation Management Fundamentals of Aviation Human Factors Management	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) AVM152 (20 credits) RAM152 (20 credits)
CYBER SECURITY MANAGEMENT Prepares students for an entry level position in management, with a further possible career in the management of cyber security.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Introduction to Cyber Security Cybersecurity Management and Governance	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) CYS152 (20 credits) CYM152 (20 credits)
DATA MANAGEMENT Prepares students for an entry level position in management, with a further possible career in management of the data and information in a business.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Introduction to Business Statistics Fundamentals of Data Management	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) BIS152 (20 credits) MDM152 (20 credits)
DISASTER RISK MANAGEMENT Prepares students for an entry level position in management, with a further possible career in the management of disaster risk reduction.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Disaster Risk Reduction I Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) DRR100 (20 credits) POM100 (20 credits)
ENTREPRENEURSHIP Prepares students for an entry level position in management, with a further possible career in establishing a small business.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Digital Marketing Fundamentals Venture Formation	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) DMF152 (20 credits) ENA152 (20 credits)
FLEET MANAGEMENT Prepares students for an entry level position in management, with a further possible career in fleet management.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Fleet Management I Project Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) FLM100 (20 credits) POM100 (20 credits)

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ELECTIVE FOCUS AREAS	1st YEAR	
<p>FIRE TECHNOLOGY MANAGEMENT</p> <p>Prepares students for an entry level position in management, with a further possible career in the fire and emergency services.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Fire Technology Management Fire Safety Management</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) FTE100 (20 credits) FSA100 (20 credits)</p>
<p>HUMAN RESOURCES MANAGEMENT</p> <p>Prepares students for entry-level management positions, with further career development opportunities in human resource management and labour relations.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Human Resource Management I Labour Relations I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) HRM100 (20 credits) LBR100 (20 credits)</p>
<p>LOGISTICS MANAGEMENT</p> <p>Prepares students for an entry level position in management, with a further possible career in logistics management, supply chain management and/or project management.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Logistics Management I Project Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) LOG100 (20 credits) POM100 (20 credits)</p>
<p>MARKETING MANAGEMENT</p> <p>Prepares students for entry-level management positions, with opportunities for further career development in marketing and related business fields.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Marketing Management I Project Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) MAR100 (20 credits) POM100 (20 credits)</p>
<p>OCCUPATIONAL HEALTH & SAFETY MANAGEMENT</p> <p>Prepares students for an entry level position in management, with a further possible career in occupational health and safety management.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Health and Safety Management Project Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) HSM100 (20 credits) POM100 (20 credits)</p>
<p>POLICE MANAGEMENT</p> <p>Prepares students for an entry level position in management, with a further possible career in police management.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Project Management I Criminology I OR Training Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) POM100 (20 credits) CML100 (20 credits) OR TRM100 (20 credits)</p>
<p>PROJECT MANAGEMENT</p> <p>Prepares students for an entry level position in management, with a further possible career in project management.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Business Law Project Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) BLA152 (20 credits) POM100 (20 credits)</p>
<p>PUBLIC SECTOR FINANCIAL MANAGEMENT</p> <p>Prepares students for an entry level position in management in the public sector.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Accounting for Managers I Public Sector Financial Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) ACN100 (20 credits) PFB100 (20 credits)</p>
<p>PUBLIC SECTOR MANAGEMENT</p> <p>Prepares students for an entry level position in management in the public sector.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Sector Management I Public Supply Chain Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PMB100 (20 credits) PSC100 (20 credits)</p>
<p>PUBLIC SUPPLY CHAIN MANAGEMENT</p> <p>Prepares students for an entry level position in management, with a further possible career in management of the supply chain in a business.</p>	<p>Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Sector Financial Management I Public Supply Chain Management I</p>	<p>MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PFB100 (20 credits) PSC100 (20 credits)</p>

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ELECTIVE FOCUS AREAS	1st YEAR	
PUBLIC TRANSPORT & FLEET MANAGEMENT Prepares students for an entry level position in management, with a further possible career in fleet management in the public sector.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Supply Chain Management I Public Transport & Fleet Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PSC100 (20 credits) PTM100 (20 credits)
RECORDS MANAGEMENT Prepares students for an entry level position in management, with a further possible career in records management.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Project Management I Records Management I	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) POM100 (20 credits) RMP100 (20 credits)
TRAFFIC MANAGEMENT Prepares students for an entry level position in management, with a further possible career in traffic management.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Public Sector Management I Traffic Police Science	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) PMB100 (20 credits) TPS100 (20 credits)
VEHICLE CRIME INVESTIGATION MANAGEMENT Prepares students for an entry level position in management, with a further possible career in the management of vehicle crime investigations.	Management Entrepreneurship Fundamentals of Business Communication Fundamentals of Business Studies Vehicle Crime Investigation Management Vehicle Crime-Related Legislation	MAN001 (20 credits) ENT100 (20 credits) FBC152 (20 credits) FBS152 (20 credits) VCM152 (20 credits) VCL152 (20 credits)
CREDITS PER YEAR	120	

ARTICULATION POSSIBILITIES

Vertical articulation opportunities within STADIO include:

- Diploma in Management – SAQA 117869
- Bachelor of Business Administration – SAQA 117864

Horizontal articulation opportunities within STADIO include:

- Higher Certificate in Fashion Retail – SAQA 117859
- Higher Certificate in Digital Marketing Practice – SAQA 117860
- Higher Certificate in Paralegal Studies – SAQA 117877

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.