

CAMPUSES

CENTURION
(PRETORIA)

DURBANVILLE
(CAPE TOWN)

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
ELECTIVE FOCUS AREAS		1st YEAR	
LOGISTICS MANAGEMENT The Higher Certificate in Management with Logistics Focus equips you with essential management, business communication, and entrepreneurship skills, alongside practical knowledge in logistics management and project coordination. You will learn to support supply chain operations, coordinate transport and distribution, and contribute to efficient project execution. This qualification prepares you for entry-level roles in logistics, supply chain, and operations management, while also providing a foundation for further studies in management, logistics, or related disciplines.	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)
MARKETING MANAGEMENT The Higher Certificate in Management with Marketing Focus equips you with foundational skills in management, business communication, and entrepreneurship, along with practical knowledge in marketing management and project coordination. You will learn to support marketing campaigns, coordinate projects, and contribute to business growth initiatives. This qualification prepares you for entry-level roles in marketing, sales, and operations, while providing a pathway to further studies in management, marketing, or business administration.	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)
PROJECT MANAGEMENT The Higher Certificate in Management with Project Management Focus provides foundational skills in management, business communication, and entrepreneurship, combined with practical knowledge in project management and business law. You will learn to support projects from planning through execution, manage contracts and compliance, and contribute to the successful delivery of organizational initiatives. This qualification prepares you for entry-level roles in project coordination, business administration, and operational support, while providing a pathway to further studies in management, project management, or business law.	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)
CREDITS PER YEAR		120	

CAREER OPPORTUNITIES

LOGISTICS MANAGEMENT		MARKETING MANAGEMENT	
LOGISTICS / SUPPLY CHAIN ASSISTANT (ENTRY-LEVEL)	PROCUREMENT / PURCHASING CLERK (ENTRY-LEVEL)	MARKETING ASSISTANT (ENTRY-LEVEL)	BRAND OR COMMUNICATIONS ASSISTANT
TRANSPORT AND DISTRIBUTION COORDINATOR	FLEET AND TRANSPORT ADMINISTRATOR	SALES SUPPORT OFFICER	CUSTOMER RELATIONS OFFICER
WAREHOUSE / OPERATIONS SUPPORT OFFICER	ENTREPRENEUR (LOGISTICS OR SUPPLY SERVICES)	PROJECT COORDINATOR / ASSISTANT (MARKETING PROJECTS)	MARKET RESEARCH ASSISTANT
PROJECT ASSISTANT (LOGISTICS PROJECTS)	PROJECT COORDINATOR (LOGISTICS PROJECTS)	MARKETING COORDINATOR (ENTRY-LEVEL)	ENTREPRENEUR (MARKETING SERVICES)
PROJECT MANAGEMENT			
PROJECT COORDINATOR (ENTRY-LEVEL)	COMPLIANCE OR CONTRACT CLERK		
JUNIOR MANAGEMENT ASSISTANT	BUSINESS ADMINISTRATION ASSISTANT		
OPERATIONS SUPPORT OFFICER	ENTREPRENEUR (PROJECT-BASED VENTURES)		
PROJECT ASSISTANT (ENTRY-LEVEL)	PROJECT DOCUMENTATION OFFICE		