



Higher Certificate in Management (HCM500)

**FACT
SHEET**

Higher Certificate in Management

The Higher Certificate in Management provides students with a well-rounded introduction to core business disciplines. It prepares individuals for entry-level roles in the business environment by developing practical skills and essential knowledge in key functional areas of management.

This qualification develops fundamental business competencies and management capabilities, supporting both career entry and further academic advancement. Students will be equipped to:

- Understand the operational and strategic aspects of business
- Apply communication, marketing, and economic principles in context
- Navigate key aspects of finance, entrepreneurship, digital tools, and human resource practices
- Operate ethically and professionally within diverse business environments



Modules

* Prescribed textbooks, must be obtained by students at their own cost prior to the commencement of their studies

Module Codes	Description	Credits	Semester
IBM101	Introduction to Business Management	3	1
BC100	Business Communication	3	1
FACC102	Fundamentals of Accounting	3	1
PMKT102	Principles of Marketing Management	3	2
EBW101	Economics and the business environment	3	2
ENTI102	Entrepreneurship and Innovation	3	2



Assessment

- Formative Assessments: Quizzes, tests, online activities, assignments
- Summative Assessments: Final exams or project submissions
- Final Grade Breakdown:
 - Continuous Assessment: 50%
 - Final Assessment: 50%
 - Pass Mark: 50% per module

Admission Requirements

- South African applicants: National Senior Certificate (NSC) or Senior Certificate (SC) with admission to Higher Certificate studies.
- International applicants: A high school completion certificate equivalent to Grade 12 (such as IGCSE, AS Level, or an accredited national school-leaving certificate) evaluated against the South African Grade 12 standard.
- Recognition of Prior Learning (RPL): May be applied in line with institutional policies.

Outcomes

On completion of the programme, students will be able to:

1. Demonstrate understanding of foundational business and management principles
2. Apply basic analytical, marketing, and economic concepts
3. Communicate effectively in professional settings
4. Understand digital tools and systems used in modern businesses
5. Interpret financial information for decision-making
6. Engage with human resource and entrepreneurial practices
7. Make ethically sound and socially responsible decisions



Completion Time

Duration: 1 Year

Career Opportunities

Graduates may pursue further study in business, financial planning, marketing, entrepreneurship, and related fields, or apply for entry-level roles in business operations, administration, HR, sales, or support services.

